

Ronald Jubin, Ph.D., Mayor
Christine B. Ead, Council Member
Curt S. Dahl, Council Member
Paul Fischer, Council Member
Paolo Marano, Council Member



Sonia Abi-Habib, Council Member
Robert Gibbs, Council Member
James J. Damato, Business Administrator
Joseph Sordillo, Esq., Borough Attorney
Edith G. Gil, Borough Clerk

15 Mountain Blvd
Watchung, NJ 07069

Mayor & Council Meeting REORGANIZATION AGENDA

**January 6, 2025
6:30 PM**

MAYOR'S STATEMENT

This meeting is being held in compliance with the Open Public Meetings Act. Under the provisions of N.J.S.A.10:4-6 et seq., notice of the time and place of this meeting was given by way of the Annual Meeting Notice to the Courier News and Echoes Sentinel, posted at Borough Hall and on the Borough's website.

SALUTE TO THE FLAG and MOMENT OF SILENCE FOR OUR SERVICE MEN AND WOMEN, SERVING HOME AND ABROAD

INVOCATION - Reverend Monsignor William Benwell, St. Mary's - Stony Hill Church

ADMINISTRATION OF OATH OF OFFICE

Christine B. Ead - Council Member
Curt S. Dahl - Council Member

ROLL CALL

NOMINATION FOR COUNCIL PRESIDENT

APPOINTMENT OF STANDING COMMITTEES

SPECIAL RESOLUTION

R1: Authorizing the Appointment of the Fire and Assistant Fire Chief

ADMINISTRATION OF OATH OF OFFICE

Albert DeSandolo II - Fire Chief
Richard Sloyan - Assistant Fire Chief

BOROUGH OF WATCHUNG
Mayor & Council Meeting Agenda

January 6, 2025 - 6:30 PM

Matthew King - Rescue Squad Captain
Myles Presgraves - Rescue Squad First Lieutenant

CONSENT

The items listed below were submitted to the Governing Body for review and will be adopted by one motion.

R2: Designation of Official Newspapers - Echoes Sentinel, Courier News and TAP into Watchung (Electronic News Source)

R3: Authorizing the Adoption of the Cash Management Plan for 2025

R4: Adoption of 2025 Temporary Budget

R5: Payment of Property Taxes and Establishing Payment Procedures

R6: Authorizing the Appointment of James J. Damato as JIF Commissioner

NON-CONSENT

R7: Awarding Professional Services Contract for Borough Attorney to Joseph V. Sordillo, Esq., DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

R8: Awarding Professional Services Contract for Tax Appeal Attorney to Martin Allen, Esq., DiFrancesco Bateman Kunzman, Davis, Lehrer & Flaum, P.C.

R9: Awarding Professional Services Contract for Prosecutor to Richard J. Guss, Esq., DiFrancesco Bateman Kunzman, Davis, Lehrer & Flaum, P.C.

R10: Awarding Professional Services Contract for Labor Counsel to Mark S. Ruderman, Esq., Ruderman & Roth, LLC

R11: Awarding Professional Services Contract for Bond Counsel to John M. Cantalupo, Esq. Archer & Greiner P.C.

R12: Awarding Professional Services Contract for Auditor to Robert W. Swisher, Suplee, Clooney & Co.

R13: Awarding Professional Services Contract for Professional Consulting Engineer to Mostafa Razzaghmanesh, Remington & Vernick Engineers

R14: Awarding Professional Services Contract for IT Support Services to Marmic Associates, Inc.

BOROUGH OF WATCHUNG
Mayor & Council Meeting Agenda

January 6, 2025 - 6:30 PM

R15: Awarding Professional Services Contract for Risk Management Consulting Services to RSC Insurance Brokerage, Inc.

R16: Awarding Professional Services Contract for Affordable Housing Planer to Mark Healey

R17: Authorizing the Re-Appointment of Francesco Taddeo, Esq. as Municipal Judge

R18: Authorizing the Appointment of Catherine Furlan as Property Maintenance Officer

R19: Authorizing the Appointment of Volunteers to Boards, Committees, Commissions

ORDINANCE ON FIRST READING

OR 25/01: ORDINANCE AMENDING APPENDIX A, PART I, OF THE BOROUGH CODE TO UPDATE AND AMEND THE RULES OF THE COUNCIL WITH REGARD TO COUNCIL MEETINGS

RECOGNITION OF EMPLOYEE SERVICES

34 Years: Joann Estrella, Police Department

30 Years: William Hance, Finance Department

20 Years: Scott Anderle, Chief of Police Department

MAYOR'S ADDRESS

COUNCIL'S ADDRESS

PUBLIC PORTION

BENEDICTION - Pastor Ryan Irmer, Wilson Memorial Church

ADJOURNMENT

The next meeting of the Mayor and Council will be held on Thursday, January 16, 2025 at 7:30 P.M.

**BOROUGH OF WATCHUNG
RESOLUTION: R1**

BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the following appointments are hereby confirmed for one-year terms, ending December 31, 2025:

Fire Chief

Albert DeSandolo II

Assistant Fire Chief

Richard Sloyan

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: APPOINTMENTS
C: FIRE DEPT.

**BOROUGH OF WATCHUNG
RESOLUTION: R2**

BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the Echoes Sentinel and the Courier News are hereby designated as the official newspapers for the year 2025; and

BE IT FURTHER RESOLVED, that TAPinto Watchung be designated as an official electronic newspaper for the year 2025.

Council President

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: MISC.
C: BOARD CLERK,

BOROUGH OF WATCHUNG

RESOLUTION: R3

ADOPTING THE CASH MANAGEMENT PLAN FOR 2025

WHEREAS, the State of New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5, et seq. requires that municipalities adopt a Cash Management Plan which is designed to assure, to the extent practical, investment of local funds in interest bearing accounts and other permitted investments; and

WHEREAS, the Cash Management Plan must include:

1. The designation of a public depository or depositories.
2. The authorization for investments as permitted by various applicable laws.
3. The annual submission of the Cash Management Plan to the governing body, which must be approved by a majority vote.
4. An annual audit of the Cash Management Plan.
5. That when an investment is in bonds which mature in more than one year, a determination that the maturity approximates the prospective time when such funds are needed.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung that the attached Cash Management Plan is hereby adopted for the year 2025.

Cash Management Plan 2025

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I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S. A.40A: 5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Borough of Watchung, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made regarding the Deposits and the Permitted Investments will be done to ensure the

**BOROUGH OF WATCHUNG
RESOLUTION: R3**

safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Watchung:

Current Fund
General Capital Account
Payroll Account
Housing Trust
Animal Trust
Escrow Account
Grant Account
Assessment Trust

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of Watchung, specifically:

1. Deferred Compensation

**III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF WATCHUNG
AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Chief Financial Officer of the Borough of Watchung is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Borough of Watchung are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

CITIZENS BANK
NJARM

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA) and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a

**BOROUGH OF WATCHUNG
RESOLUTION: R3**

semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit.

V. Authorized Signatures

Checks issued by the Borough of Watchung must be signed by three officers as noted below, except payroll checks, which only require the signature of the Chief Financial Officer or Deputy Treasurer.

One Signature from Governing Body, either the Mayor or Finance Chair.
One signature from the Finance Department, either the CFO or Deputy Treasurer.
One Signature from the Clerk Office, either the Clerk or the Deputy Clerk.

Checks issued by the Borough of Watchung Municipal Court be signed as noted below.

One signature from either the Court Administrator or Deputy Court Administrator

VI. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A: 5-15, into appropriate fund operating accounts. Non-interest-bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, and other agency funds, which represent funds of individuals and other organizations held by the Borough shall be deposited in regular interest-bearing checking accounts, unless applicable State statutes direct otherwise.

Where compensating balances are required by any designated depository to offset the cost of services provided an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

VII. INVESTMENT INSTRUMENTS AND PROCEDURE

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
2. Government money market mutual funds.

BOROUGH OF WATCHUNG

RESOLUTION: R3

3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor.
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units.
6. Local government investment pools.
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52: 18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
 - a. The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection "A."
 - b. The custody of collateral is transferred to a third party.
 - c. The maturity of the agreement is not more than 30 days.
 - d. The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
 - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and Local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1, et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities: and
- c. Which has:
- d. Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
- e. investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

**BOROUGH OF WATCHUNG
RESOLUTION: R3**

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
 - b. Which is rated in the highest category by a nationally recognized statistical rating organization; which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
 - c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
 - d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
 - e. which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.
- B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to ensure that such Permitted Investments are either received by the Borough or by a third-party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be

BOROUGH OF WATCHUNG

RESOLUTION: R3

supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed by the Borough Council. The Chief Financial Officer shall, at the beginning of the year, present to the Mayor and Council a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming year. Upon approval of the schedules of payments by the Borough, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Open Space Taxes
- Interfunds
- Purchase of Investments
- Debt Service
- Payroll - Salaries and Wages
- Health Benefits for Employees & Retirees
- Pension payments
- Postage
- Utility bills

X. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Fund shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S.A. 40A: 5-21. Petty Cash Funds shall be maintained in the following amounts:

Clerk	\$ 100.00
Police	\$ 300.00

XI. CHANGE FUNDS

Change funds have been established by past resolutions of the governing body to provide change to taxpayers making payments to the following departments:

Clerk	\$ 50.00
Tax	\$100.00
Court	\$100.00

BOROUGH OF WATCHUNG
RESOLUTION: R3

XII. BONDING

The following officials shall be covered by individual or blanket surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer

Tax Collector

Court Administrator

Staff members of the Department of Finance and Tax Collection not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

XIII. COMPLIANCE

The Cash Management Plan of the Borough of Watchung shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Borough funds shall deposit them as instructed by this Cash Management Plan and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

XIV. REPORTING REQUIREMENTS.

Each quarter during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Mayor and Council a written report of any permitted investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Borough as a permitted investment.
- B. The amount of investments purchased or sold during the immediately preceding month.
- C. The class or type of investment purchased.
- D. The book value of such investments
- E. The earned income on such permitted investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such permitted investments.
- G. The market value of all permitted investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

**BOROUGH OF WATCHUNG
RESOLUTION: R3**

XV. TERM OF PLAN.

This Plan shall be in effect from January 1, 2025 to December 31, 2025. Attached to this Plan is a resolution of the governing body of the Borough of Watchung approving this Plan for such a time period. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Governing Body, the Designated Official (s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

ATTEST:

Edith G. Gil, Municipal Clerk

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: MISC-FINANCE
C: CFO,

CERTIFICATION

I, Edith Gil, Municipal Clerk of the Borough of Watchung, County of Somerset, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution duly authorized by the Mayor and Council on this 6TH day of January, 2025.

Edith G. Gil, Municipal Clerk

BOROUGH OF WATCHUNG**RESOLUTION: R4**

BE IT RESOLVED by the Mayor and Council of the Borough of Watchung that the following appropriations shall constitute the temporary budget for the year 2025: with the provisions of NJS 40A:4-19 of the Local Budget Law which provides that the total of \$5,185,000.00 shall not exceed the temporary appropriations to provide for the period between January 1, 2025 and the adoption of the budget.

	<u>Salaries & Wages</u>	<u>Other Expenses</u>
Borough Council	\$6,000.00	\$10,000.00
Administrative & Executive	\$34,000.00	\$15,000.00
Borough Clerk	\$51,000.00	\$15,000.00
Elections		\$500.00
Financial Administration	\$38,000.00	\$9,000.00
Auditor		\$15,000.00
Assessment of Taxes	\$23,000.00	\$10,000.00
Collection of Taxes	\$15,000.00	\$3,000.00
Legal Services & Costs		\$30,000.00
Engineering Services & Costs	\$29,000.00	\$30,000.00
Public Buildings	\$30,000.00	\$15,000.00
Bulk Pickup		\$500.00
Planning Board	\$5,000.00	\$5,000.00
Zoning Board of Adjustment	\$5,000.00	\$1,000.00
Recycling		\$15,000.00
Insurance:		
Group Insurance for Employees		\$300,000.00
Workers Compensation		\$45,000.00
Other Insured Premiums		\$50,000.00
Fire		\$25,000.00
Uniform Fire Safety Act	\$10,000.00	\$2,000.00
Police	\$891,009.20	\$55,000.00
Construction Code		
Building Inspector	\$25,000.00	\$5,000.00
Plumbing Inspector	\$6,000.00	
Fire Protection Official	\$6,500.00	
Electrical Inspector	\$6,000.00	
Emergency Management Services	\$1,500.00	\$500.00
First Aid Organization		\$500.00
Sewer System	\$12,000.00	\$5,000.00
Sewer Interlocal Agreements		\$100,000.00
Board of Health	\$500.00	\$25,000.00
Dog Regulation		\$2,000.00
Streets & Roads	\$205,000.00	\$50,000.00
Gas & Oil		\$45,000.00
Street Lighting		\$14,000.00
Traffic & Beautification		\$500.00
Environmental Commission		\$500.00
Historical Commission		\$500.00
Recreation Commission	\$5,000.00	\$5,000.00
County Library		\$12,000.00
Utilities		\$4,000.00
Public Defender	\$100.00	
Electricity		\$32,000.00

BOROUGH OF WATCHUNG**RESOLUTION: R4**

BE IT RESOLVED by the Mayor and Council of the Borough of Watchung that the following appropriations shall constitute the temporary budget for the year 2025: with the provisions of NJS 40A:4-19 of the Local Budget Law which provides that the total of \$5,185,000.00 shall not exceed the temporary appropriations to provide for the period between January 1, 2025 and the adoption of the budget.

	<u>Salaries & Wages</u>	<u>Other Expenses</u>
Public Employees Retirement System		\$140,000.00
Police & Fireman Retirement System		\$200,000.00
DCRP Employer Contribution		\$5,000.00
Contribution to Social Security System		\$120,000.00
Municipal Alliance Contribution		\$500.00
Municipal Court	\$20,000.00	\$25,000.00
Safe and Secure Communities-Local	\$10,000.00	
Water		\$3,000.00
Heating Fuel		\$10,000.00
Fire Hydrant Service		\$50,000.00
Telephone		\$15,000.00
Sub Total	\$1,434,609.20	\$1,521,000.00
Total		\$2,955,609.20
Capital Improvement Fund		\$10,000.00
Payment of Notes		\$200,000.00
Note Interest		\$50,000.00
Payment of Bond Principal		\$1,100,000.00
Interest on Bonds		\$700,000.00
EIT Loan:Principal & Interest		\$80,000.00
Green Trust Loan:Principal & Interest		\$30,455.60
Best Lake Dam Loan		\$46,637.40
EDA Principal & Interest		\$12,297.80
Sub Total		\$2,229,390.80
Grand Total		<u>\$5,185,000.00</u>

COUNCIL PRESIDENT

RONALD JUBIN, PH.D. MAYOR

ADOPTED: JANUARY 6, 2025
INDEX: FINANCE-MISC.
CC: B. HANCE

BOROUGH OF WATCHUNG

RESOLUTION: R5

BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey as follows:

1. Taxes shall be collected quarterly on February 1, May 1, August 1, and November 1, 2025.
2. Payment of taxes shall be remitted to the Tax Collector of the Borough of Watchung.
3. Interest shall be charged and calculated at the rate of 8% per annum on the first \$1,500.00 of the delinquency, and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date the actual payment is received.
4. There shall be a 10-day grace period, after which unpaid taxes will be charged interest from the due date.
5. Redemption fee for Tax Sale Certificate to the Municipality as follows:
 - a. 2% on certificates \$200.00 to \$4,999.99
 - b. 4% on certificates \$5,000.00 to \$9,999.99
 - c. 6% on certificates of \$10,000.00 or more
6. Redemption amounts shall be obtained from the Tax Collector. The property owners shall be entitled to receive two redemption calculations free of charge per calendar year. Subsequent calculations and calculations for the lienholder shall be charged of \$50 per calculation.
 - a. Duplicate Tax Sale Certificate or Certificate of Redemption - \$100
 - b. In lieu of publication, notice of tax sale to be mailed - \$25 per mailing
7. A fee of \$20.00 shall be charged on each returned payment.
8. Duplicate bill fee of \$5.00 shall be charged upon request, excluding property owners.
9. The Tax Collector is authorized pursuant to P.L. 1979, Chapter 82, as amended by P.L. 1996, Chapter 113 (C.40A:9-154.1) to cancel a refund and/or balance of any municipal charge of less than \$10.00 without further action of the Governing Body.
10. Be it further resolved that a 6% year-end penalty be assessed on the last day of the fiscal year on delinquent accounts when in excess of \$10,000.
11. The Borough Clerk is hereby directed to publish a copy of this resolution.

Council President

Mayor

ADOPTED: JANUARY 6, 2025
INDEX: FINANCE-MISC.
CC: TAX COLLECTOR, TAX CLERK

BOROUGH OF WATCHUNG
RESOLUTION: R6

BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the appointment of Borough Administrator James J. Damato as Commissioner to the Suburban Municipal Joint Insurance Fund (JIF) for 2025, be and is hereby confirmed.

Council President

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: APPOINTMENTS
C: H. CRAMER,

BOROUGH OF WATCHUNG

RESOLUTION: R7

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 *et seq.* provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Council wishes to award a contract to DiFrancesco, Bateman Kuzman, Davis, Lehrer & Flaum, P.C. as the Borough's Attorney for the year 2025; and

WHEREAS, the Chief Financial Officer of the Borough has determined that the value of the contracts may exceed \$17,500.00 and certifies that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute a contract for the services of Borough Attorney in their area(s) of expertise, in accordance with the proposal submitted:

Award to: Joseph V. Sordillo, Esq. of DiFrancesco, Bateman Kuzman, Davis, Lehrer & Flaum, P.C., 15 Mountain Boulevard, Warren, NJ 07059

Amount: Rate of \$180/hour; Not to exceed \$60,000.00

BE IT FURTHER RESOLVED this contract is being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 *et seq.* for a month-to-month as-needed basis and that the Borough Clerk is hereby authorized to advertise the award of this contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, *et seq.*).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025

INDEX: AWARDS,

C: W. HANCE,



DiFrancesco Bateman
Kunzman, Davis, Lehrer & Flaum, P.C.

15 Mountain Boulevard
Warren, New Jersey 07059

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Joseph Sordillo, Esq.
Extension 218
jsordillo@newjerseylaw.net

December 3, 2024

Hand-Delivered

Office of the Borough Clerk
Attn: Edith G. Gil, Borough Clerk
Watchung Municipal Building
15 Mountain Boulevard
Watchung, NJ 07069

**Re: Response to Request for Proposal – Borough Attorney 2025
Borough of Watchung**

Dear Ms. Gil:

Enclosed please find one (1) original, one (1) copy and one (1) flash drive of this firm's proposal for Borough Attorney for 2025.

Should you require any additional information, please do not hesitate to contact me directly.

We thank you and the Borough for consideration of our Proposal. In the event we are chosen, we look forward to reappointment as Borough Attorney for the Borough of Watchung.

Very truly yours,
DIFRANCESCO BATEMAN

By: _____
Joseph V. Sordillo

JVS/sas
Enclosures

NOTICE OF REQUEST FOR PROPOSALS

The Borough of Watchung is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Sealed Request For Proposal (RFP) responses will be received by the Borough Clerk on December 5, 2024 at 10:00 am in the Office of the Borough Clerk, Watchung Municipal Building, 15 Mountain Boulevard, Watchung, New Jersey, at which time and place responses will be opened for:

Borough Attorney	Tax Appeal Attorney	Labor Attorney
Bond Counsel	Special Legal Counsel - Conflicts	Planning Board Attorney
Board of Adjustment Attorney	Prosecutor	Municipal Auditor
Consulting Borough Engineer / Professional Planner	Board of Adjustment Engineer / Professional Planner	Risk Manager / Insurance Broker
Planning Board Professional Planner	Planning Board Engineer	Affordable Housing Planner

Each sealed envelope containing a proposal shall be plainly marked on the outside to clearly show the specific service for which an individual or firm is submitting a proposal. The proposals will be evaluated by the Mayor and Council of the Borough of Watchung and contracts will be awarded based on (1) individual or firm experience and reputation in the field (a copy of the resume of each individual performing the work is to be included); (2) knowledge of the Borough of Watchung and subject matters to be addressed under the contract; (3) availability to accommodate any required meetings; (4) compensation proposal; (5) at least 2 references with address and phone number; (6) a certification that no immediate relatives of any principal of the firm is employed by, or serve as elected officials of the Borough of Watchung; (7) an explanation as to when each individual performing work received his or her license to practice in this State; (8) a copy of the firm's Certificate of Liability Insurance; (9) a copy of the firm's Business Registration Certificate, and (10) Submission of all the information requested in the RFP. All contracts pursuant to the fair and open process will be awarded by resolution and require a majority vote of the Borough Council at a public meeting. These contracts shall be awarded in compliance with N.J.S.A. 19:44A-20.4 et. seq., N.J.S.A. 10:5-31 and N.J.A.C. 17:27 42 U.S.C. Section 12101 et. seq. (Americans with Disabilities Act of 1990), N.J.S.A. 40A:11-23.2 (as authorized by N.J.S.A. 52:25-24.2) -Disclosure of Ownership and N.J.S.A. 52:32-44 (Business Registration). Any questions regarding this notice should be directed to the Borough of Watchung, Office of the Chief Financial Officer, 15 Mountain Blvd., Watchung, New Jersey

Specifications and instructions may be obtained at the Office of the Borough Clerk, Municipal Building, 15 Mountain Blvd., Watchung, New Jersey or at the Borough website, www.watchungnj.gov.

Edith G. Gil
Borough Clerk

Posted: October 31, 2024

Introduction

This contract is to furnish and deliver professional services for the Borough of Watchung through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the Borough of Watchung, hereinafter referred to as Owner, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful Respondent, as accepted by the Owner, will become part of any contract awarded as a result of this RFP.

Schedule

The dates established for the procurement are:

Release of RFP	October 30, 2024
Proposal Due Date	December 5, 2024
Governing Body Action	January 2025

Proposal Submission Information

Submission Date and Time:

December 5, 2024 10:00 AM

One (1) original and one (1) electronic copy (USB or CD media).

Submission At:

Clerk's Office, Watchung Municipal Building
15 Mountain Blvd., Watchung, NJ 07069

Clearly mark the submittal package with the title of the RFP and the name of the responding firm, addressed to the Borough Clerk. The original proposal shall be marked to distinguish it from the copies. Submissions will be opened and read in the Council Chambers at the Watchung Municipal Building on the date and time noted above.

Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the Respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After submission date and time specified above, responses must remain firm for a period of sixty (60) days.

Using Department Information

The Using Departments for these services are the Borough Council, the Borough Clerk, the Administrator, Planning Board, Board of Adjustment, and all other departments, boards, commissions, and agencies of the Borough of Watchung.

Borough Representative for this RFP

Please direct all questions in writing to:

William J. Hance
Chief Financial Officer / Qualified Purchasing Agent
(908) 756-0080
Fax: (908) 757-7027
Email: bhance@watchungnj.gov

Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the Owner's representative in response to such comments and questions will be issued by Addenda posted on the Borough of Watchung website, www.watchungnj.gov. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

Cost Liability and Additional Costs

The Owner assumes no responsibility and liability for costs incurred by the Respondents prior to the issuance of an agreement. The liability of the Owner shall be limited to the terms and conditions of the Contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the Owner, are not to be billed and will not be paid.

Statutory and Other Requirements

Compliance with Laws

The Respondent must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The Respondent shall sign and acknowledge such forms and certificates as may be required by this section.

Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action requirements of P.L. 1975, C. 127 as identified in the documents attached hereto.

Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read the American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The Respondent is obligated to comply with the Act and hold the Owner harmless.

Stockholder Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

N.J. Business Registration Certificate

Certificate required pursuant to C57, PL2004.

Disclosure of Investment Activities in Iran**Insurance and Indemnification**

If it becomes necessary for the successful Respondent, either as principal or by agent or employee, to enter upon the premises or property of the Owner, the successful Respondent hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and his/her sole responsibility.

The successful Respondent further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The successful Respondent shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided. The minimum amount of insurance to be provided by the successful Respondent shall be \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

Failure to Enter Contract

Should the Respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the Owner may then, at its option, accept the proposal of another Respondent.

Commencement of Work

The successful Respondent agrees to commence work after the date of award by the Owner and upon notice from the Using Department.

Termination of Contract

If, through any cause, the successful Respondent shall fail to fulfill in a timely and proper manner obligations under the Contract or if the successful Respondent violates any requirements of the Contract, the Owner shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the Owner of any obligation for the balances to the successful Respondent of any sum or sums set forth in the Contract.

Payment

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, and the amount claimed for services performed.

The Owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:

- Deliverables not complying with the project specification;
- Claims filed or responsible evidence indicating probability of filing claims;
- A reasonable doubt that the Contract can be completed for the balance then unpaid.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

Ownership of Material

The Owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the Owner to the successful Respondent for the purpose of assisting the successful Respondent in the performance of this Contract. All such items shall be returned immediately to the Owner at the expiration or termination of the Contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property

shall, without the written consent of the Owner, be disclosed to others or used by the successful Respondent or permitted by the successful Respondent to be used by their parties at any time except in the performance of the resulting Contract.

Ownership of all data, materials and documentation originated and prepared for the Owner pursuant to this Contract shall belong exclusively to the Owner. All data, reports, computerized information, programs and materials shall be delivered to and become the property of the Owner upon completion of the project. The successful Respondent shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the Owner. All information supplied to the Owner may be required to be supplied on CD-ROM media or external hard drive compatible with the Owner's computer operating system, windows based, Microsoft Office Suite 2016.

Scope of Work

If a firm or company is the entity submitting a proposal, at least one of the principals must meet the requirement listed below.

Borough Attorney / Tax Appeal Attorney/ Special Conflict Attorney

Professional legal services for the Borough Council, Borough Administrator/Clerk, tax assessor, and other departments, offices, agencies, boards and commissions within the Borough of Watchung.

The following are the minimum threshold requirements that will be utilized for solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Has a multi-disciplinary law practice in the area of civil matters for a minimum of ten (10) years.
3. Has experience in appearing before administrative agencies and the courts.
4. Has demonstrable experience in the representation of public bodies, including but not limited to, Counties, Municipalities, State of New Jersey or Boards or instrumentalities of the County and the State.
5. Has experience with real estate closings and obtaining reimbursement from Green Acres funding, Planning Incentive Grants and other similar funding programs.
6. Has experience in condemnation matters, land use matters, real and environmental matters.
7. Has experience in real estate tax appeals, negotiations, and defense.

Labor Attorney

For the purpose of undertaking negotiations of uniformed and non-uniformed collective bargaining units within the Borough of Watchung and to provide advice and assistance concerning various labor matters and issues to the Borough of Watchung, the Borough Administrator and the Borough Council, as well as all litigation/quasi-litigation before Federal and State courts, Public Employment Relations Commission, and other Federal/State agencies.

The following are the minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Has a concentrated law practice in the field of State and Federal Labor Law for a minimum of ten (10) years.
3. Can demonstrate experience and representation of governmental entities in all labor-related matters, including negotiations for at least five (5) years.
4. Has a minimum of five (5) years experience in appearing before the Public Employment Relations Commission and the Office of Administrative Law and Superior Court in labor matters.

The Labor Relations Counsel shall be a licensed attorney at law of New Jersey, but need not be a resident of the Borough of Watchung. Upon assignment, the Attorney shall represent the Borough in judicial and administrative labor relations proceedings in which the Borough or any of its officers or agencies may be a party or have an interest. The Attorney shall give legal counsel and advice as it relates to matters of labor law and bargaining unit agreements, in particular with regard to Police and Dispatch unions and demonstrate their experience in these particular areas by providing a listing of each police and/or dispatch collective bargaining agreement the attorney has negotiated. The Attorney shall give legal counsel and advice as it relates to matters of general labor law and employee practices and policies, where required by the Borough. The Counsel shall draft or approve as to form and sufficiency all labor-related legal documents and contracts, executed or adopted by or on behalf of the Borough. With appropriate approval, conduct appeals from orders, decisions or judgments affecting any labor interest of the Borough. Render opinions in writing upon any question of law submitted to the Attorney by the Mayor, or the Administrator or department heads working in conjunction with aforesaid municipal officials.

Bond Counsel

Providing all professional legal services necessary for the issuance of bonds and/or notes for the municipality and all legal services preparation work that is required, providing advice to the Borough Council, Borough Administrator, Chief Financial Officer, and Borough Attorney of all proceedings necessary for the issuance of bonds and/or notes and coordination of legal activities required for the completion of such work.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Ten (10) years experience in practice as Bond Counsel to New Jersey Municipalities.
3. Experience in federal tax matters that govern municipal obligations.
4. Listing in the “Red Book” of recognized Bond Counsel.

Planning Board Attorney

Professional legal services as counsel to the Watchung Planning Board and to provide legal services to the Planning Board and the Planner.

The following are the minimum threshold requirements that will be utilized for solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Has a multi-disciplinary law practice in the area of civil matters for a minimum of ten (10) years.
3. Has experience in the representation of County and/or Municipal Planning Boards for a minimum of (5) years and knowledge of the Municipal Land Use Law (MLUL) and Borough of Watchung land use ordinances, regulations and procedures..
4. Has demonstrable experience in the representation of public bodies, including but not limited to, Counties, Municipalities, State of New Jersey or Boards or instrumentalities of the County and the State.

Planning Board Professional Planner

The provision of Planning Board Professional Planner services. Work will be needed for guidance and direction to the planning board as it relates to site plans, subdivisions, ordinance changes, affordable housing services, and possibly Master Plan reexamination.

1. Minimum of ten (10) years experience as a Municipal planner.
2. All applicable licenses to perform professional planner services in New Jersey.
3. A minimum of five (5) years experience with affordable housing services.

Board of Adjustment Attorney

Professional legal services as counsel to the Watchung Borough Zoning Board of Adjustment and to provide legal services to the Zoning Board of Adjustment and the Borough Zoning Office.

The following are the minimum threshold requirements that will be utilized for solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Knowledge of the Municipal Land Use Law (MLUL) and Borough of Watchung land use ordinances, regulations and procedures..
3. At least five (5) years experience in municipal zoning and land use matters.

Prosecutor

For professional legal services as Prosecutor in the Municipal Court.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Three (3) years experience as a Prosecutor, Assistant Prosecutor, Special Prosecutor, or Alternate Prosecutor in the New Jersey Municipal Court or Superior Court system.

Municipal Auditor

The provision of auditing services including performing the annual audit as required by New Jersey statutes, audit of other books and accounts that may be required by federal or state agencies or law, review of annual budget, and preparation of annual financial and debt statements. Audit consulting services as required.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Currently licensed as a Registered Municipal Accountant (RMA) in the State of New Jersey.
2. Minimum of ten (10) years proven experience and knowledge in the field of municipal accounting and audits.

Consulting Borough Engineer / Professional Planner

The provision of general engineering services, including engineering design, Municipal Land Use Law (MLUL) consulting services, surveying, environmental assessments, and other engineering consulting services as needed.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Minimum of ten (10) years experience as a municipal engineer.
2. All applicable licenses to perform general engineering services in New Jersey.
3. Expertise in engineering design, road construction, MLUL experience, planning and landscaping engineers on staff, experience in environmental studies assessments, GIS, materials testing, surveying, traffic studies, affordable housing services, and drainage regulations.

Planning Board Engineer

The provision of Planning Board engineering services, including engineering design review, Municipal Land Use Law (MLUL) consulting services, surveying, environmental assessments, geotechnical, landscaping and other engineering services as needed.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Minimum of ten (10) years experience as board engineer.
2. All applicable licenses to perform general engineering services in New Jersey.
3. Expertise in engineering design review of complex major site plans and subdivisions with respect to overall design, roadway layout, lot layout and circulation, drainage facilities and downstream impact, traffic impacts, off-tract improvements, Map Filing law, and compliance with Borough ordinances.

Board of Adjustment Engineer / Professional Planner

The provision of Zoning Board of Adjustment engineering and professional planner services, including engineering design review, Municipal Land Use Law (MLUL) consulting services, surveying, environmental assessments, geotechnical, landscaping and other engineering services as needed.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Minimum of ten (10) years experience as board engineer.
2. All applicable licenses to perform general engineering and professional planner services in New Jersey.
3. Expertise in engineering design review of complex major site plans and subdivisions with respect to overall design, roadway layout, lot layout and circulation, drainage facilities and downstream impact, traffic impacts, off-tract improvements, Map Filing law, and compliance with Borough ordinances.

Affordable Housing Planner

The provision of affordable housing planning services, including Municipal Land Use Law (MLUL) consulting services and other engineering consulting services as needed.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Minimum of ten (10) years experience as an affordable housing planner.
2. All applicable licenses to perform general engineering services in New Jersey.
3. Expertise in affordable housing and MLUL experience.

Risk Management Services / Insurance Broker

The Borough of Watchung desires to appoint a Risk Management Consultant who will be responsible for assisting the Borough in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk loss. The Consultant shall review with the Borough any additional coverage's that the Consultant feels should be carried but are not available from the Fund and subject to the Borough's authorization place such coverage's outside the fund. The Consultant shall assist the Borough in the preparation of applications, statements of values and similar documents requested by the Fund, it being understood that this agreement does not include any appraisal work by the Consultant. The Consultant shall review the Borough's assessment as prepared by the Fund and assist the Borough in the preparation of its annual insurance budget.

1. **Appointment of Risk Management Consultant.** The Risk Management Consultant shall be appointed by the Borough Council (hereinafter "Council") by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and qualified. The Risk Management Consultant shall be a New Jersey licensed property/casualty insurance agent or broker with demonstrated prior experience in the management of public insurance risks. The Risk Management Consultant shall be an "Insurance Producer", pursuant to N.J.S.A. 17:22-A, but shall not be a Fund Commissioner.

2. **Duties.**

The Risk Management Consultant (hereinafter the "Consultant") shall:

- A. The Consultant shall assist the Borough in identifying its insurable the exposures and to recommend professional methods to reduce, assume or transfer risk loss.
- B. Assist the Borough in understanding and selecting the various coverages available from the Suburban Municipal Joint Insurance Fund.
- C. Review with the Borough any additional coverages that the Consultant feels should be carried but are not available from the Fund and subject to the Borough's authorization place such coverages outside the fund.
- D. Assist the Borough in the preparation of applications, statements of values and similar documents requested by the Fund, it being understood that this agreement does not include any appraisal work by the Consultant.
- E. Review the Borough's assessment as prepared by the Fund and assist the Borough in the preparation of its annual insurance budget.
- F. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives.
- G. Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
- H. Attendance at the majority of meetings of the Fund and the performance of such other services as required by the Borough or the Fund.
- I. Any other services required by the Fund's Bylaws.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. The Risk Management Consultant shall be a New Jersey licensed property/casualty insurance agent or broker with demonstrated prior experience in the management of public insurance risks. The Risk Management Consultant shall be an "Insurance Producer", pursuant to N.J.S.A. 17:22-A, but shall not be a Fund Commissioner.
2. Must have a minimum of seven (7) years' experience representing municipalities in risk management services.
3. Must have sufficient support staff to provide all services required by the Borough.
4. Must list past and present public employers represented as Risk Management Consultant.
5. Proposed cost of the services or activities, may be proposed as an hourly rate with a not to exceed, a flat fee, or as a percentage of annual assessment. The proposed cost should include:
 - a. Meetings.
 - b. Site visits and expenses.
 - c. Expenses for travel, postage and telephone excluded from the hourly rate.
 - d. Additional services defined beyond the scope of regular service

Proposal Requirements

Qualification Statement – Executive Summary

A statement is to be provided by the Respondent who will serve as the primary contractor. The statement shall set forth brief details of the firm's principal activities and the firm's location. Please provide a list of clients for whom similar services have been provided. Include the following in your response.

Key Personnel Information

The Respondent shall provide the identity and the credentials of the principals and other key personnel working for the Respondent and their areas of responsibilities.

Proposal Forms

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the proposal submitted.

1. Proposal Checklist
2. Non-Collusion Affidavit
3. Stockholder Disclosure
4. Affirmative Action Statement
5. Acknowledgement of Receipt of Addenda
6. Disclosure of Investment Activities in Iran

Location of Servicing Office

The proposal must list the location and address of the present, active office that will service and manage this Contract.

Evaluation, Review and Selection Process

Proposals to Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The Owner will either award the Contract within the applicable time period or reject all proposals.

The Owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any Respondents who consents thereto may, at the request of the Owner, be held for consideration for such longer period as may be agreed.

Rejection of Proposals

The Owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the Owner that

such Respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Owner reserves the right to waive any minor informality in the RFP.

Evaluation Process

An evaluation team, consisting of the Mayor, Borough Chief Financial Officer, and the Borough Administrator, will review all proposals to determine if they satisfy the RFP requirements, to determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The most advantageous proposal, based on price and other factors as detailed in the evaluation criteria, will then be recommended to the governing body or appointing authority for award of contract. In specific areas multiple contracts may be awarded.

Evaluation Criteria

The criteria considered in the evaluation of each proposal follows. All criteria will be used to select the successful Respondent. The percentage used in the evaluation is listed below.

1. Understanding of the Requested Work 10%

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

2. Knowledge and Technical Competence 20%

This includes the ability of the Respondent to perform all of the tasks and fulfill adequately the stated requirements, in addition to knowledge of the Borough of Watchung.

3. Management, Experience and Personnel Qualifications 10%

Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services. The Respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, Respondents shall provide personnel qualifications in the proposal, a list of at least two references with address and phone number, and a resume of each individual performing work.

4. Ability to Complete the Services in a Timely Manner 10%

This is based on the estimated duration of the tasks and the Respondent's ability to accomplish these tasks as stated and is available to accommodate any required meetings.

5. Required documents submitted with Proposal 10%

6. Cost 20%

Borough Attorney / Tax Appeal Attorney / Special Conflict Attorney- The Borough of Watchung has established a rate of not more than \$165.00 per hour for all legal services required. Services billed at this rate shall include, but not be limited to, attendance at regular, special and emergency meetings of the Borough Council, telephone calls, correspondence, legal research, preparation of ordinances, resolutions and contracts, negotiations, meetings, hearings, litigation and other services rendered on behalf of the Borough of Watchung.

Labor Attorney - The Borough of Watchung has established a rate of not more than \$165.00 per hour for all legal services required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, legal research, preparation of ordinances, resolutions and contracts, negotiations, meetings, hearings, litigation and other services rendered on behalf of the Borough of Watchung. Any additional charges not included above must be so noted and must accompany this submission.

Bond Counsel - The Borough of Watchung has established a rate of not more than \$150.00 per hour for all legal services required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, legal research, resolutions and contracts, negotiations, attendance at meetings, hearings, litigation and other services rendered on behalf of the Borough of Watchung. Rates or fees for other bond/note preparatory services must accompany this submission.

Board Attorneys- The Borough of Watchung has an established rate of not more than \$165.00 per hour for all legal services required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, legal research, preparation of ordinances, resolutions and contracts, negotiations, meetings, hearings, litigation and other services rendered on behalf of the Borough of Watchung. Any additional charges not included above must be so noted and must accompany this submission.

Engineering & Planner Services – Submission of rate schedule for all licensed professional and technical staff required. Any additional charges not included in the rate schedule must be so noted and must accompany this submission.

Auditing Services – Submission of a cost proposal for preparation and delivery of the annual audit, financial and debt statements, and the annual budget, and a rate schedule for other services.

Prosecutor – Please submit a cost proposal for providing prosecution services for the Borough of Watchung and a proposal to provide the services for Watchung as well as the Township of Green Brook. The proposal should be a flat fee to perform the duties for both municipalities.

Risk Manager / Insurance Broker – Should accept the standard JIF Risk Management Fee

7. Women / Minority Owned Business 10%
8. References 10%

Payment

Payment will be made on presentation of Owner's voucher duly signed and executed.
Term of the Contract one year.

Notice of Award

The successful Respondent will be notified of the award of Contract upon a favorable decision by the appointing authority.

Contracts for award of "open and fair" procurements for professional services will be prepared by the Borough Clerk.

Proposal Checklist

The following checklist is provided as assistance to the development of the RFP Response.

It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Administrative Conditions and Requirements	JVS _____
Scope of Work	JVS _____
Qualification Statement	JVS _____
Proof of Licensure	JVS _____
References	JVS _____
Evaluation Criteria	JVS _____
Acknowledgement of Receipt of Addenda	JVS _____
Non-Collusion Affidavit	JVS _____
Stockholder Disclosure	JVS _____
Affirmative Action Mandatory Language	JVS _____
Submission of NJ Form AA302	JVS _____
Americans with Disabilities Act Mandatory Language	JVS _____
Business Registration Certificate to be supplied with RFP	JVS _____
Disclosure of Investment Activities in Iran	_____

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
<u>None</u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Signed:



Title:

Partner

Printed Name:

Joseph V. Sordillo, Esq.

Date:

December 3, 2024

Company:

DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Posting Will Be On Internet

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital

status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: DiFrancesco, Bateman, Kunzman,
Davis, Lehrer & Flaum, P.C.

SIGNATURE: 

PRINT NAME: Joseph V. Sordillo, Esq.

TITLE: Partner

DATE: December 3, 2024

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Watchung, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. *§12101* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF SOMERSET

ss:

I, Joseph V. Sordillo, Esq. of the City of Basking Ridge
in the County of Somerset and the State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:

I am a Partner
of the firm of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.,
the bidder making the Proposal for the above named project, and that I executed the said
proposal with full authority so to do; that said bidder has not, directly or indirectly entered
into any agreement, participated in any collusion, or otherwise taken any action in restraint of
free, competitive bidding in connection with the above named project; and that all statements
contained in said proposal and in this affidavit are true and correct, and made with full
knowledge that the Borough of Watchung relies upon the truth of the statements contained in
said Proposal and in the statements contained in this affidavit in awarding the contract for the
said project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by

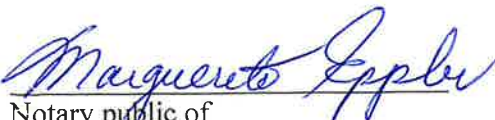
DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.
(name of contractor)

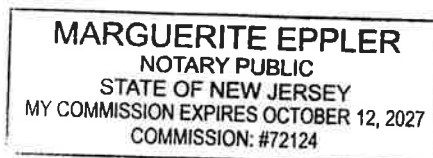
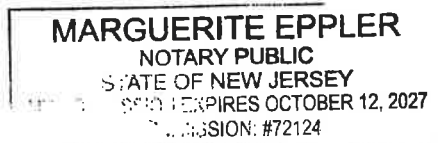
Subscribed and sworn to

before me this 2 day
of December, 2024



Joseph V. Sordillo, Esq.
(Also type or print name of affiant under signature)


Notary public of _____
My Commission expires _____.



STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

☒

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Check which business entity applies:

☐

Limited Partnership

☐

Subchapter S Corporation

☐

Limited Liability Corporation

☐

Partnership

☒

Corporation

☐

Sole Proprietorship

☐

Limited Liability Partnership

☐

Other

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

BUSINESS ADDRESS:

<u>15 Mountain Boulevard</u>	<u>/</u>	<u>Warren</u>	<u>NJ</u>	<u>07059</u>
Street Address		City	State	Zip
<u>908-757-7800</u>	<u>/</u>	<u>908-757-8039</u>		
Telephone #		Fax#		

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

SEE ATTACHED LIST.

Name	Address
Name	Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES ☐ NO ☒

Signature  Date 12/3/24
Printed Name & Title Joseph Sordillo, Partner

DISCLOSURE OF OWNERSHIP

DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Owners with a Ten (10%) Percent or more Interest in the Business:

Donald T. DiFrancesco
6 Forest Drive
Warren, NJ 07059

Stephen O. Davis
223 Carol Jean Way
Branchburg, NJ 08876

Richard P. Flaum
44 Park View Drive
Warren, NJ 07059

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

** Construction Contracts (including public works related purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

ALERT
FAILURE TO INCLUDE A COPY OF YOUR
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
IS CAUSE FOR MANDATORY REJECTION OF YOUR PROPOSAL

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: Borough Attorney

Proposer: Joseph V. Sordillo, Esq.
DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

 X is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

 is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Watchung Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer: _____

Description of Activities:

Duration of Engagement: _____

Anticipated Cessation Date: _____

Proposer Contact Name: _____

Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Watchung Borough is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Watchung Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Joseph V. Sordillo, Esq.

Signature: _____

Title: Partner

Date: December 3, 2024

PROPOSAL

To Borough of Watchung:

The undersigned declares that he/she has read the Request For Proposal attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following

Position: Borough Attorney

Company Name	<u>DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.</u>
Federal I.D. or Social Security #	<u>22-2084495</u>
Address	<u>15 Mountain Boulevard</u>
	<u>Warren, NJ 07059</u>
Signature of Authorized Agent	
Type or Print Name	<u>Joseph V. Sordillo, Esq.</u>
Title:	<u>Partner</u>
Date	<u>December 3, 2024</u>
Telephone Number	<u>908-757-7800</u>
Fax Number	<u>908-757-8039</u>
E-mail address	<u>jsordillo@newjerseylaw.net</u>
Rate / Fees:	<u>\$180/hr</u>

**BOROUGH OF WATCHUNG
QUALIFICATIONS STATEMENT
LEGAL SERVICES – BOROUGH ATTORNEY**

Main/Responsible Attorney: Joseph V. Sordillo, Esq.
DiFrancesco, Bateman, Kunzman, Davis, Lehrer &
Flaum, P.C.
15 Mountain Boulevard
Warren, New Jersey 07059
908-757-7800 x218
jsordillo@newjerseylaw.net

Statement of Qualifications

I. Understanding of the Requested Work

Joseph Sordillo, and the law firm of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C., fully understand the scope of work required for the position of Borough Attorney and are amply qualified to serve the Borough in this capacity. Municipal and Governmental Law is one of the firm's primary areas of practice. The firm serves as and Municipal Attorney to: Watchung, Far Hills, Hillsborough, Green Brook, Branchburg, Warren, Rocky Hill, Raritan, Frenchtown, South Plainfield, New Providence and Chatham. The firm also serves as Special Affordable Housing Attorney, Labor Attorney and Tax Attorney to many municipalities. The firm further serves as attorney to various Planning and Zoning Boards. The following attorneys specifically provide Municipal Attorney services to municipalities represented by the firm: Joseph Sordillo, William Willard, Albert Cruz, Jeffrey Lehrer, Paul Rizzo, and William Robertson.

The firm has been providing legal services throughout New Jersey and the metropolitan area for over 90 years. The firm presently employs over 30 attorneys specializing in various areas of the law. No matter what legal challenges our clients face, the firm's diversity means those challenges will be met with experienced attorneys. The firm has a dedicated and professional support staff consisting of paralegals, secretaries, administrative support and technology support. The firm maintains a law library and our attorneys have access to legal research database services. The firm maintains a state of the art computer system which permits attorneys and staff to maintain communications with our clients whether they are in or out of the office.

Joseph Sordillo will be the designated attorney to serve as Borough Attorney to Watchung Borough. Mr. Sordillo graduated from Rutgers University in 2001, where he earned the degree of Bachelor of Arts with a double major in Philosophy and Political Science. Mr. Sordillo then went on to graduate from Seton Hall University School of Law in 2004, where he earned his Juris Doctoris. He is admitted to the bars of the State of New Jersey and the United States District Court, District of New Jersey in 2004. He was also admitted to the bar of the State of New York in 2005. Additionally, Mr. Sordillo earned the title of Barrister of the Joseph Halpern David Furman American Inn of Court. He has also been listed in Super Lawyers® Rising Stars (2013-2018).

Mr. Sordillo concentrates his practice of law in the areas of municipal law, land use, affordable housing, real estate property tax appeals and State regulatory law. Mr. Sordillo is currently the Municipal Attorney for the Borough of Watchung, Borough of Far Hills and the Township of Raritan, Special Municipal Tax Attorney for the Township of Montclair, the Planning Board Attorney for the Township of Old Bridge and Township of Clark, and the Attorney for the Board of Health for the Borough of Far Hills and Township of Harding. He previously served as the Municipal Attorney for the Township of Berkeley Heights from 2010 through 2018. Mr. Sordillo also served as the special municipal tax attorney for the Township of Cranford. In 2008, Mr. Sordillo served as the Municipal Attorney for the Borough of South Plainfield. In 2007, Mr. Sordillo was appointed as the temporary Municipal Attorney for the Township of Howell. Prior to becoming its Municipal Attorney, Mr. Sordillo served as the Municipal Prosecutor for the Borough of Far Hills from 2005 through 2008.

Mr. Sordillo has never been adjudicated liable for professional malpractice, nor even had any claims or charges brought against him.

Mr. Sordillo nor the law firm have never been involved in any bankruptcy or re-organization proceedings.

II. Knowledge and Technical Competence

Mr. Sordillo and the law firm have the ability and resources to effectively perform all of the tasks to fulfill the requirements of Borough Attorney. Such competence includes representation of the Borough in connection with affordable housing, labor and employment, environmental, and property tax appeals.

III. Evaluation Criteria / Scope of Work

Mr. Sordillo and the law firm can meet all the criteria set forth in the scope of work in the Borough's request for proposals for the position of Borough Attorney.

IV. Management, Experience and Personnel Qualifications

As set forth above, the firm and Mr. Sordillo have extensive experience representing municipalities. The firm serves as Municipal Attorney to many municipalities. The firm also serves as special counsel to many municipalities for Tax Appeals, Labor and Affordable Housing. The firm also represents a number of Planning and Zoning Boards. Mr. Sordillo has personally performed and been intricately involved in the firm's performance of these services for municipalities.

V. Ability to Complete the Services in a Timely Manner

The firm has over 30 attorneys specializing in various areas of the law. The firm also has dedicated professional support staff consisting of paralegals, secretaries, administrative support and technology support. Mr. Sordillo, being the firm's dedicated attorney to serve the Borough of Watchung, will be accessible for consultation and attendance at meetings on sixty (60)

minutes notice. The firm is committed to providing quality and timely service to the Borough and will dedicate sufficient staff to meet the Borough's needs.

VI. Proof of Licensure

Mr. Sordillo is licensed by the State of New Jersey, License No. 032692004.

VII. Cost

The firm proposes an hourly rate of \$180.00 for all services set forth in the Borough's request for proposals. The Borough will also be billed for costs and expenses incurred in the representation of the Borough including, but not limited to, filing fees, copying costs, postal fees, delivery fees, expert fees, litigation expenses, travel expenses and legal research expenses.

VIII. References

Borough of Far Hills Clerk and members of the governing body.

Township of Green Brook Administrator and members of the governing body.

Township of Warren Administrator and members of the governing body.

Township of Raritan Administrator and members of the governing body.

Borough of Watchung Administrator and members of the governing body.

Borough of Rocky Hill Administrator and members of the governing body.

Borough of South Plainfield Administrator and members of the governing body.

Borough of New Providence Administrator and members of the governing body.

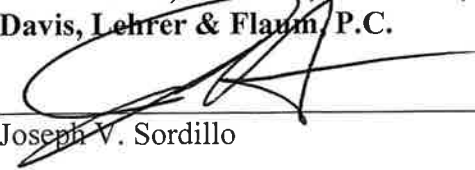
Township of Chatham Administrator and members of the governing body.

Borough of Frenchtown Administrator and members of the governing body.

Township of Branchburg Administrator and members of the governing body.

The firm welcomes the Borough to contact any of the administrators or governing body members of the municipalities represented by the firm.

**DiFrancesco, Bateman, Kunzman,
Davis, Lehrer & Flaum, P.C.**


Joseph V. Sordillo

Dated: December 3, 2024

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Conner Strong & Buckelew PO Box 99106 Camden, NJ 08101 877 861-3220	CONTACT NAME: Andrew Yuh	
	PHONE (A/C, No, Ext): 877 861-3220	FAX (A/C, No):
	E-MAIL ADDRESS: ayuh@connerstrong.com	
INSURED DiFrancesco, Bateman, Kunzman, Davis, 15 Mountain Boulevard Warren, NJ 07059	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Sentinel Insurance Co. Ltd.	
	INSURER B : Peleus Insurance Company	
	INSURER C : Evanston Insurance Company	
	INSURER D :	
	INSURER E :	
	INSURER F :	
	NAIC #	
	11000	
	34118	
	35378	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		39SBARO3901	03/01/2024	03/01/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE DED ☒ RETENTION \$10,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N / A If yes, describe under DESCRIPTION OF OPERATIONS below		39SBARO3901	03/01/2024	03/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$ PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Lawyers Prof.		121LPL021146802	10/09/2024	10/09/2025	\$5,000,000
C	Excess Prof.		MKLV1XLA000023	10/09/2024	10/09/2025	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Borough of Watchung is included as Additional Insured under the captioned Commercial General Liability Policy if and to the extent required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Borough of Watchung
15 Mountain Blvd
Watchung, NJ 07069

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

AUTHORIZED REPRESENTATIVE

W. Michael Trapani

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Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank. DIFRANCESCO BATEMAN KUNZMAN DAVIS LEHRER & FLAUM PC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 15 MOUNTAIN BLVD	Requester's name and address (optional)
6 City, state, and ZIP code WARREN, NJ 07059	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
2	2	-	2	0	8	4	4	9 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date► 01/02/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
TAXPAYER NAME: DIFRANCESCO, BATEMAN, KUNZMAN, DAVIS	TRADE NAME: N/A
ADDRESS: 15 MOUNTAIN BLVD WARREN NJ 07059-5511	SEQUENCE NUMBER: 06699
EFFECTIVE DATE: 10/14/75	ISSUANCE DATE: 09/23/75
FORM BRC-100 (REV. 1-75)	
Director: New Jersey Division of Revenue	

Certification 5312

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-Aug-2022 to 15-Aug-2025

DIFRANCESCO, BATEMAN, COLEY, YOSPIN,
15 MOUNTAIN BOULEVARD
WARREN NJ 07059




ELIZABETH MAHER MUOIO
State Treasurer

**DiFRANCESCO, BATEMAN,
KUNZMAN, DAVIS, LEHRER & FLAUM, P. C.**

2024 Political Contributions
\$201.00 AND OVER REPORTABLE

(Last Updated:11/11/24)

<u>Date</u>	<u>Made Payable To:</u>	<u>County</u>	<u>Amount</u>
01/08/24	Borough of Middlesex Republican Organization	Middlesex	\$100.00
01/08/24	Ocean Cty Conservative Republican Organization PAC	Ocean	\$250.00
01/10/24	Anthony Bucco for Senate	NJ	\$100.00
02/08/24	Somerville Republican Organization	Somerset	\$250.00
02/13/24	CTE Matthew Moench	Somerset	\$500.00
03/04/24	O'Brien for Mayor	Middlesex	\$1500.00
03/21/24	CTE Bacchione & Arace for Commissioner	Ocean	\$1500.00
03/21/24	Senate Republican Majority	NJ	\$500.00
03/21/24	Jim McGreevey for Mayor Inc	Union	\$1000.00
04/02/24	Ocean County Republican Finance Committee	Ocean	\$500.00
04/01/24	Middlesex County Republican Organization	Middlesex	\$1000.00
04/09/24	CTE Britting and Lipani	Somerset	\$2500.00
04/09/24	SOC R PAC	Ocean	\$300.00
04/18/24	CTE James R. Spango	Essex	\$500.00
04/18/24	Tony Perry for Township Committee	Ocean	\$1000.00
04/24/24	Committee to Elect Croson and Blick	Somerset	\$200.00
04/24/24	Warren Republican Municipal Committee	Somerset	\$200.00
04/24/24	Kresge and Johdos for Scotch Plains	Union	\$500.00
04/24/24	Byrne for Council	Ocean	\$600.00
04/24/24	Nancy Munoz for Assembly	Union	\$100.00
04/29/24	Plainsboro Democratic Organization	Middlesex	\$500.00
05/02/24	Bengivenga for Council	Middlesex	\$2500.00
05/08/24	Gyorfy for Committee	Morris	\$200.00
05/14/24	Bramnick for Senate	NJ	\$1200.00
05/15/24	BHDC Berkeley Heights Democratic Committee	Union	\$200.00
05/15/24	Clark Republican Campaign 2024	Union	\$500.00
05/21/24	Committee to Elect Ribeiro & Zazzarino Bernardsville	Somerset	\$200.00
05/31/24	CTE Nick Cuzzo	Somerset	\$500.00

"RED" ENTRIES: REPORTABLE

"BLACK" ENTRIES : NOT REPORTABLE

Doc. A1420631.docx.bc

<u>Date</u>	<u>Made Payable To:</u>	<u>County</u>	<u>Amount</u>
05/31/24	CTE Rakeesh Ganta	Somerset	\$500.00
06/11/24	CTE Britting and Lipani	Somerset	\$2100.00
06/11/24	CTE Britting and Lipani	Somerset	\$200.00
06/18/24	CTE Britting and Lipani	Somerset	\$5000.00
06/19/24	Citizens for Good Government	Ocean	\$600.00
06/24/24	Bramnick for Governor Inc	NJ	\$200.00
06/26/24	NJ Republican State Committee	NJ	\$1250.00
06/27/24	Committee to Elect Sipos and King	Hunterdon	\$500.00
07/01/24	Somerset County Republican Organization	Somerset	\$1500.00
07/01/24	Watchung Republican Organization	Somerset	\$1500.00
07/11/24	Bramnick for Senate	NJ	\$1200.00
07/16/24	Sitaca for Council	Middlesex	\$1300.00
07/16/24	Stash for Council	Middlesex	\$1300.00
07/23/24	Union County Republican Committee	Union	\$200.00
07/24/24	Smith for Commissioner (Deb)	Morris	\$200.00
08/06/24	CTE Rocky Ganta for Commissioner	Somerset	\$500.00
08/06/24	EFO George	Union	\$200.00
08/06/24	Joseph DeScenza for Council	Middlesex	\$200.00
08/06/24	Ken Griggs Jr. for Council	Middlesex	\$200.00
08/28/24	ALFA PAC	NJ	\$500.00
08/29/24	Old Bridge County Committee	Middlesex	\$500.00
08/29/24	Keep Morris Strong	Morris	\$250.00
09/03/24	Byrne for Council	Ocean	\$300.00
09/03/24	WINRED Hulsebusch & Muller for Readington	Hunterdon	\$1000.00
09/10/24	Clark Republican Campaign 2024	Union	\$300.00
09/10/24	Somerset County Republican Organization	Somerset	\$5000.00
09/12/24	CTE Britting and Lipani	Somerset	\$1000.00
09/12/24	Gyorfy & Guariglia for Committee	Essex	\$300.00
09/25/24	EFO of Koubek	Union	\$200.00
09/25/24	EFO of Moran	Union	\$200.00
10/2/24	Michele Matsikoudis for Assembly	Union	\$200.00
10/2/24	Campaign Fund of Chris Bollwage	Union	\$2000.00
10/2/24	Bengivenga for Council	Middlesex	\$200.00
10/2/24	Watchung Republican Organization	Somerset	\$500.00
10/9/24	Albertson & Scott for Dunellen Council	Middlesex	\$200.00
10/21/24	Patriots for Progress	NJ	\$10,000.00
10/22/24	Lewis and Nabi for Township Committee	Middlesex	\$200.00
10/22/24	CTE Croson & Blick	Somerset	\$200.00

"RED" ENTRIES: REPORTABLE

"BLACK" ENTRIES : NOT REPORTABLE

Doc. #A1420361.docx.bc

BOROUGH OF WATCHUNG
RESOLUTION: R8

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 et seq. provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Mayor has recommended DiFrancesco Bateman Kunzman, Davis, Lehrer & Flaum, P.C. as the Borough's Tax Appeal Attorney for the year 2025; and

WHEREAS, the Chief Finance Officer has determined that the value of the contracts may exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute individual contracts for the services of the following Professionals in their area(s) of expertise, in accordance with the proposals submitted:

Award to: Martin Allen, Esq., DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum,
 P.C. 15 Mountain Boulevard, Warren, NJ 07059

Amount: \$175.00 per hour, not to exceed \$50,000.00

BE IT FURTHER RESOLVED that these contracts have been awarded upon recommendation by the Administration, after review and based on the merits and abilities of these professionals to provide the goods or services as described herein. These contracts are being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise the award of these contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: AWARDS
C: W. HANCE, E. KERWIN,



DiFrancesco Bateman
Kunzman, Davis, Lehrer & Flaum, P.C.

15 Mountain Boulevard
Warren, New Jersey 07059

Telephone: (908) 757-7800
Fax: (908) 757-8039

www.newjerseylaw.net
Martin Allen, Partner

Extension 191
mallen@newjerseylaw.net

November 22, 2024

Sent Via LREX Overnight Delivery

Borough of Watchung
Watchung Municipal Building
Attn: Edith G. Gil, Borough Clerk
15 Mountain Boulevard
Watchung, NJ 07069

**RE: 2025 Submission - Tax Appeal Attorney
Borough of Watchung**

Dear Ms. Gil:

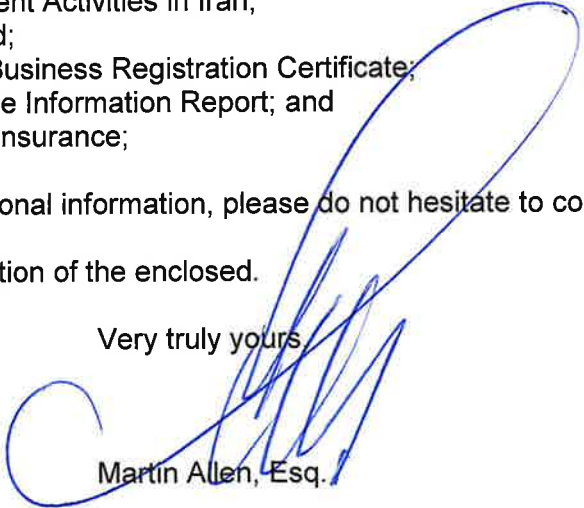
As per the Borough's instructions, enclosed please find an original and one (1) electronic copy (USB) of the following:

1. Proposal Checklist
2. Professional Service Entity Information;
3. List of References;
4. Resume of Martin Allen, Esq.;
5. Resume of Kevin A. McDonald, Esq.
6. Resume of Sandra Belli, Esq.;
7. Resume of Wesley E. Buirkle, Esq.
8. Acknowledgment of Receipt of Addenda;
9. Mandatory Equal Employment Opportunity Language;
10. Affirmative Action Compliance Notice;
11. Americans With Disabilities Act of 1990;
12. Non-Collusion Affidavit;
13. Stockholder Disclosure Certification;
14. Disclosure of Investment Activities in Iran;
15. Proposal Form-Signed;
16. State of New Jersey Business Registration Certificate;
17. Certificate of Employee Information Report; and
18. Certificate of Liability Insurance;

Should you require any additional information, please do not hesitate to contact me.

Thank you for your consideration of the enclosed.

Very truly yours,


Martin Allen, Esq.

MA:dm
Encls.

Proposal Checklist

The following checklist is provided as assistance to the development of the RFP Response.

It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Administrative Conditions and Requirements

Scope of Work

Qualification Statement

Proof of Licensure

References

Evaluation Criteria

Acknowledgement of Receipt of Addenda

Non-Collusion Affidavit

Stockholder Disclosure

Affirmative Action Mandatory Language

Submission of NJ Form AA302

Americans with Disabilities Act Mandatory Language

Business Registration Certificate to be supplied with RFP

Disclosure of Investment Activities in Iran

DiFrancesco, Bateman, Kunzman,
Davis, Lehrer & Flaum, P.C.

By:

Martin Allen, Partner

Dated: November 22, 2024

BOROUGH OF WATCHUNG
QUALIFICATION STATEMENT AND PROPOSAL FOR TAX APPEAL ATTORNEY

The Law Firm of **DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.** (the "Law Firm") is incorporated under the laws of the State of New Jersey. The location of its principal office is **15 Mountain Boulevard, in the Township of Warren, in the County of Somerset, in the State of New Jersey.** Phone number is **(908) 757-7800** and fax number is **(908) 757-8039**. The Federal Tax Identification number is **22-2084495**. **Donald DiFrancesco, Esq.** is the agent in charge of said office upon whom notice may be legally served.

1. **Years the individual/firm has been in business.**
The Law Firm of **DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.** was founded in 1914. **Martin Allen, Esq.,** is the individual partner who will be in charge of tax appeal attorney services to the Borough. Mr. Allen has been associated with the Law Firm since January 1989.
2. **Years the individual/firm has provided the service to the Borough of Watchung.**
Martin Allen, Esq. has held the position of **Tax Appeal Attorney for the Borough of Watchung** from 1990 to present. The Law Firm has also previously represented the Borough in the capacity of Borough Attorney, COAH litigation counsel and as Prosecutor.
3. **Number of Employees in the Firm.**
The Law Firm of **DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.** has approximately sixty five employees, including attorneys, paralegals, administrative assistants and support staff.
4. **Professional licenses and certifications.**
Martin Allen is licensed to practice law before the State Courts of New Jersey since December 1983, the United States District of New Jersey and the Third Circuit.
5. **Educational background of the individual/firm.**
Martin Allen is a 1975 graduate of Metuchen High School. He received his Bachelor of Arts, Majoring in History and Political Science, with honors in history from Washington & Jefferson College, Washington, Pennsylvania, in 1979. He received a Juris Doctorate from Rutgers School of Law, Camden, New Jersey, in 1982.
6. **Number of years experience in the practice of the municipal specialty.**
Martin Allen has over thirty (30) years experience defending municipalities in real estate tax assessment appeals. Mr. Allen has legal experience concentrating in real estate taxation, land use law, real estate law, municipal law, asset recovery litigation, and secured lending matters.
7. **Estimated number of municipal clients served on an annual basis of the individual/firm.**
In addition to presently serving the Borough of Watchung in this position, **Martin Allen** currently represents as special tax appeal attorney the Townships of Alexandria, Bedminster, Berkeley Heights, Bernards, Branchburg, Chatham, East Amwell, Freehold, Gloucester, Green Brook, Hillsborough, Mannington, Millburn, Montclair, Morris, Plainsboro, Pennington, Pennsville, Raritan, Readington, Union (Hunterdon County), Warren, Washington (Warren County), and Wyckoff; the Boroughs of Bernardsville, Far

Hills, Frenchtown, Highland Park, Milford, New Providence, Pine Beach, Raritan, Red Bank, Rocky Hill, Roseland, South Plainfield and Washington (Warren County); the Cities of New Brunswick, Summit and Vineland and the County of Gloucester Assessor.

8. The individual who will be directly responsible for the performance of the work.

The attorneys who will be responsible for the performance of the services of Special Counsel for Real Estate Taxation are **Martin Allen, Esq.** and **Kevin A. McDonald, Esq.** The real estate tax appeal department of the Law Firm also employs Sandra Belli, Esq., and Wesley Buirkle, Esq. All of whom will assist in providing these services. Resumes of all of these attorneys are provided with this proposal.

9. A statement as to the individual/firm's ability to perform the contract if awarded.

The Law Firm has in the past, and will continue to be professional and timely in all aspects of its services. **Martin Allen** and **Kevin McDonald** have a familiarity with officers, staff members and administrative staff of Watchung Borough. **Martin Allen** and **Kevin McDonald** have successfully made presentations to the Mayor and Council, and has interfaced with members of the public and taxpayers of Watchung Borough. We have appeared on behalf of the Borough on numerous occasions as tax appeal trial attorneys before the New Jersey Tax Court as well as the Somerset County Board of Taxation.

10. Location of individual/firm.

The Law Firm is located at 15 Mountain Boulevard, Warren Township, Somerset County, New Jersey 07059.

11. Completion of the Affirmative Action Required Evidence form.

See attached Completed Affirmative Action Required Evidence form.

12. Copy of N.J.B.R.C.

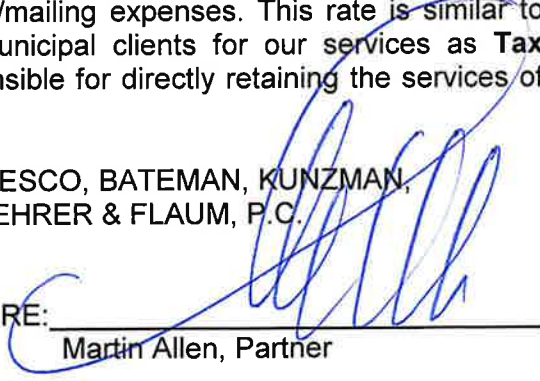
See attached copy of New Jersey Business Registration Certificate.

13. Cost details, including the hourly rates of the individuals who will perform services, and all expenses:

The proposed hourly rate of all attorneys of the Law Firm would be **\$175.00** per hour. Additional expenses may include depositions, messenger services, overnight priority mail fees or any other extra-ordinary copying/mailling expenses. This rate is similar to those rates presently charged to existing municipal clients for our services as **Tax Appeal Attorney**. The Borough will be responsible for directly retaining the services of any necessary appraisal experts.

FIRM: DiFRANCESCO, BATEMAN, KUNZMAN,
DAVIS, LEHRER & FLAUM, P.C.

DATE: November 22, 2024

SIGNATURE: 

TITLE: Martin Allen, Partner

TELEPHONE: 908-757-7800

FAX : 908-757-8039

E-MAIL: mallen@newjerseylaw.net

VENDOR REFERENCES

Proposers should include at least two references with their proposal.
For each reference please include address and phone number.

	ENTITY AND CONTACT NAME	EMAIL	TEL. NO.
1	Edward L. Kerwin, Tax Assessor Borough of Watchung Townships of Warren and Bedminster 15 Mountain Boulevard Watchung, NJ 07069	Edward_Kerwin_627@comcast.net	908-756-3366
2	Debra Blaney, Tax Assessor Hillsborough Township 379 South Branch Road Hillsborough, New Jersey 08844	dblaney@hillsborough-nj.org	908-369-8077
3	Timothy J. O'Connor, Tax Assessor City of Summit City Hall 512 Springfield Avenue Summit, NJ 07901	TO'Connor@cityofsummit.org	908-273-6405

MARTIN ALLEN

BUSINESS ADDRESS: DiFRANCESCO, BATEMAN, KUNZMAN,
DAVIS, LEHRER & FLAUM, P.C.
15 Mountain Boulevard
Warren, New Jersey 07059
(908) 757-7800 Ext. 191
E-mail: mallen@newjerseylaw.net

BAR ADMISSION: New Jersey, 1983

LEGAL EMPLOYMENT:

DiFRANCESCO, BATEMAN, KUNZMAN, DAVIS, LEHRER & FLAUM: Warren,
New Jersey (Partner) (1989-present)

Practice limited to Municipal Law (Special Real Estate Tax Counsel to Alexandria, Belleville, Mannington, Morris, Wyckoff, North Bergen, Warren, Readington, Bernards, Bedminster, Belleville, Branchburg, Chatham, Hillsborough, Independence, Washington, Lebanon, North Bergen, Freehold, Montgomery and Green Brook Townships; the Boroughs of Red Bank, Watchung, Raritan, Frenchtown, Rocky Hill, Milford, New Providence, South Plainfield, Middlesex and Highland Park; the Cities of Camden, Vineland, Summit, and New Brunswick; the Towns of Morristown and Newton; Gloucester County; Associate Counsel, New Jersey League of Municipalities; Banking (workouts and prosecution of commercial foreclosures); Commercial and Chancery Litigation (all aspects of real estate litigation).

EDUCATION:

RUTGERS UNIVERSITY SCHOOL OF LAW - CAMDEN (J.D. 1982)

Graduate Student Representative, Rutgers University Board of Trustees,
Member, Board of Trustees' Building and Grounds Committee, University
Senator.

WASHINGTON & JEFFERSON COLLEGE: Washington, Pa. (B.A. cum laude, with honors in History) (1979)

Majors: History and Political Science; President: Pre-Law Society;
Member, Political Science and Journalism Honor Societies.

AMERICAN UNIVERSITY: Washington, D.C. (Spring 1978)

Washington Semester Program

{A1386336.1 }

METUCHEN HIGH SCHOOL, Metuchen, New Jersey (1975)

COMMUNITY SERVICE:

Member, N. J. Supreme Court Committee on Tax Court; President, Rutgers Touchdown Club (2019-2023); Member of Board, Chestnut Run Condominium Association, Gillette, New Jersey (2018-2022); Rutgers University, Fan Advisory Board (2016-2017); Associate Counsel, New Jersey State League of Municipalities; former President, Fairways Condominium Association, Bridgewater, New Jersey (1996-1998), Member of Board (1995-1998). Former Chair, Cable Television Advisory Committee to the Mayor and Council, Metuchen, New Jersey (1983-1987). Former Vice President and Member of Board, The Oscar and Ella Wilf Campus for Senior Living.

BAR ACTIVITIES AND AFFILIATIONS:

AMERICAN BAR ASSOCIATION:

Member, Real Property, Probate and Trust Law Section

NEW JERSEY STATE BAR ASSOCIATION:

Member, Tax Section. Former Member, Board of Trustees: Section-Committee Trustee (1996-2001); Young Lawyers Division, Trustee (1993-95); Trustee Liaison, Real Property, Probate and Trust Law Section (1998-1999); Trustee Liaison, Local Government Law Section (1999); Trustee Liaison, Bankruptcy Law Section (2000-2001); Trustee Liaison, Appellate Practice Committee (2000-2001); Vice Chair, Unlawful Practice Committee (1996-1998); Chair, Unlawful Practice Committee (1999); Chair, Election Committee (1992-94); Member, Executive Committee of General Council (1992-93); Chair, YLD (1992-93); Chair, YLD Committee on Tolerance Education (1991-92); Member, Trustees' Subcommittee on Bankruptcy Pro Bono Services (1995); Member, Law Office Management Committee (1996-97); Member, Legal Education Committee (1995-2001); member, Taxation Section, former member, Local Government Section and Real Property, Probate and Trust Law Section.

OTHER:

New Jersey State Bar Foundation: Member, Public Education Committee (1991-92); Chair and Member, Hate Crimes Education Committee (1992-96). New Jersey Institute for Continuing Legal Education, Skills Training Course Committee (1999-2001), Trustee (1992-93). Member, New Jersey Institute of Local Government Attorneys; Associate Legal Counsel (Real Estate Taxation), New Jersey League of Municipalities.

{A1386336.1 }

Kevin A. McDonald, Esq.

160 Hillcrest Road
Watchung, New Jersey 07069

(908) 578-2070
kevinmcdonaldesq@gmail.com

Education:

Seton Hall University School of Law, Newark, NJ
Juris Doctor, *cum laude*, May 2012 (Admitted in New Jersey, November 2012)
GPA: 3.6 Cumulative

Honors: Chancellor's Scholarship Recipient (Merit Scholarship), 3 Years
Heyman Fellowship Recipient (for Public Interest Work) – Summer 2011
Associate Articles Editor for the *Seton Hall Legislative Journal*

Publication: *Felon In Possession Sentencing Under The Federal Guidelines, Considering State Sentences*, 36 Seton Hall Leg. J. 106 (2012)

Colgate University, Hamilton, NY
Bachelor of Arts in Economics, *cum laude*, May 2009
GPA: 3.5 Cumulative

Theses: The Origins of Mayan Archaeology (Independent Study, Archaeology);
The Effect of Drug Crime on Other Crime Rates (Law and Economics Seminar).

Activities: Study Abroad (Venice, Italy – 6 months);
Student Finance Club and Ski Club (Member);
Intramural Bowling Champion.

Experience:

DiFrancesco Bateman Kunzman Davis Lehrer & Flaum, PC, Warren, NJ
Associate, April 2016 to Present

- Assisted in the representation of municipalities in property tax appeals both at the County level and before the New Jersey Tax Court.

Marc A. Raso, Esq., Attorney at Law, LLC, Englewood Cliffs/Oradell, NJ
Associate, August 2013 to April 2016

- Drafted pleadings, motions (including but not limited to motions to dismiss, motions for summary judgment, and discovery motions), appellate briefs, discovery requests and responses, and settlement agreements in connection with New Jersey Superior Court - Civil Division, Chancery Division (General Equity), and New Jersey Tax Court matters.
- Participated in the representation of individuals and corporations in the prosecution and defenses of civil matters involving municipal property tax appeals, New Jersey's

Conscientious Employee Protection Act (CEPA), employment issues, commercial and residential landlord/tenant issues, construction defects, tax liens, and Consumer Fraud.

- Represented clients in Court proceedings, including but not limited to calendar calls, oral arguments on motions, settlement conferences, mediations, and case management conferences.

Honorable Julie M. Marino, P.J. Cr., Superior Court of New Jersey, Somerville, NJ
Law Clerk, September 2012 to August 2013

- Drafted written opinions on issues including the admissibility of expert witness testimony, the Miranda Doctrine, suppression of evidence, and post-conviction relief.
- Mediated Small Claims cases, with a 92% rate of settlement.
- Assisted with motion cycles in the Civil and Family Divisions.

The Office of the Federal Public Defender, Newark, NJ
Summer Intern, June to August 2011

Honorable Katharine S. Hayden, U.S. District Court, Newark, NJ
Judicial Intern, June to August 2010

Arleo & Donohue, West Orange, NJ
Summer Intern, May 2009 to August 2009

Arseneault, Whipple, Farmer, Fassett & Azzarello, Chatham, NJ
Summer Intern, May 2006 to August 2008

McDonald & Rogers, LLC, Somerville, NJ
Administrative Assistant, June 2001 to August 2005

Interests: Golf, skiing, cooking, and travel.

SANDRA BELLI, ESQUIRE
Sbelli@newjerseylaw.net

LEGAL EXPERIENCE

DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.
15 Mountain Boulevard
Warren, New Jersey 07059
(908) 757-7800 x165
June 1987 – Present

- Defense of New Jersey Property Tax Appeals for municipalities including Scotch Plains, Springfield, Berkeley Heights, New Providence, South Plainfield and East Brunswick
- Prepare, file and argue Motions ranging from substantive legal issues to pretrial discovery and post-judgment Motions before the Tax Court of New Jersey and the Superior Court of New Jersey, Law Division
- Prepare pleadings, briefs and memorandums on various legal issues
- Legal research on numerous substantive and procedural issues and preparation of legal briefs
- Litigate and trial of voluminous and complex personal injury matters
- Litigate and trial of Tax Appeal matters before the Union County Board of Taxation, Middlesex County Board of Taxation and Tax Court of New Jersey
- Litigate and trial of unique cases involving insurance coverage disputes for municipalities and insurance carriers
- Prepare and argue Appeals before the Superior Court of New Jersey, Appellate Division
- Appear before the Tax Court of New Jersey as well as the Superior Court of New Jersey, Law Division and Appellate Division
- Assistant Special Counsel-Public Service Mutual Insurance Group
- Assistant Special Counsel-Magna Carta Companies
- Trial Counsel-Allstate Insurance Company
- Trial Counsel-First Mercury Insurance Company
- Associate Litigation Counsel-Somerset County Joint Insurance Fund
- Associate Litigation Counsel-Suburban Municipal Joint Insurance Fund

EDUCATION

Seton Hall University School of Law, Newark, New Jersey
Juris Doctor, 1988

Seton Hall University, South Orange, New Jersey
Bachelor of Arts, 1985

BAR ADMISSIONS

Admitted to the New Jersey Bar, 1989
Member, New Jersey State Bar Association

WESLEY E. BUIRKLE, ESQ.

DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

15 Mountain Boulevard
Warren, New Jersey 07059

(908) 757-7800 Ext. 372

wbuirkle@newjerseylaw.net

BAR ADMISSIONS

New Jersey, admitted 2018

EDUCATION

Seton Hall University School of Law

Juris Doctor

Newark, NJ

May 2018

- **Honor:** Chancellor Scholarship (merit-based)

Rutgers University

New Brunswick, NJ

Bachelor of Arts in Political Science and Criminal Justice with a minor in Philosophy May 2015

- **Honors:** Dean's list (5 semesters); 2014 Rutgers Undergraduate Research Writing Conference (selected paper)

EXPERIENCE

DiFrancesco Bateman Kunzman Davis Lehrer & Flaum P.C.

Warren, NJ

Associate

September 2019 – Present

- Assist in the representation of municipalities in property tax appeals
- Draft pleadings, motions, appellate briefs, and discovery requests in New Jersey Tax Court Matters

Judicial Law Clerk to the Honorable Joseph M. Andresini, P.J.T.C.

Hackensack, NJ

New Jersey Tax Court

August 2018 – August 2019

- Drafted judicial opinions and performed legal research on matters of state and local tax, tax appeals, evidence, civil procedure, and constitutional law.

Law Offices of Athan M. Mergus, P.A.

Ridgefield, NJ

Personal Injury Law Clerk

May 2017 – August 2018

- Drafted and filed litigation documents for personal injury cases including Complaints, Pleadings, Discovery, Interrogatories, Bill of Particulars, and various Motions

Seton Hall University School of Law

Newark, NJ

Research Assistant to Professor Tracy A. Kaye

Summer 2016 – May 2017

- Researched significant international tax law issues including financial transparency, tax and human rights, tax ethics base erosion and profit shifting (BEPS), prevention of tax treaty abuse, as well as transfer pricing documentation and country-by-country reporting

Bristol-Myers Squibb

Plainsboro, NJ

U.S. Commercial Regulatory/Promotion Integrity Legal Intern

Summer 2016

- Drafted internal memorandum on legal issues surrounding pharmaceutical promotion

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
<u>n/a</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

Signed:



Partner

Title:

Printed Name: Martin Allen

Date: November 22, 2024

Company: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Posting Will Be On Internet

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital

status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

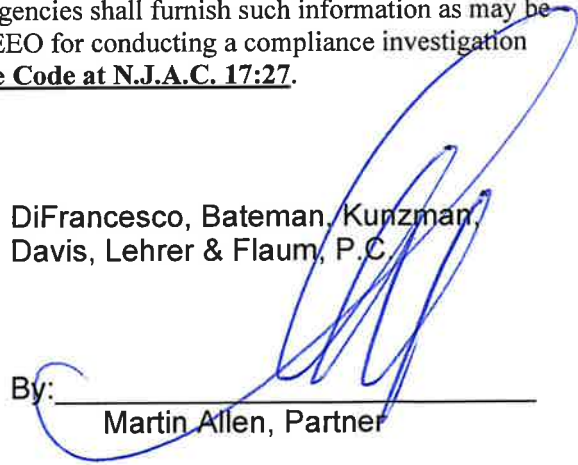
Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

DiFrancesco, Bateman, Kunzman,
Davis, Lehrer & Flaum, P.C.

By: 

Martin Allen, Partner

Dated: November 22, 2024

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

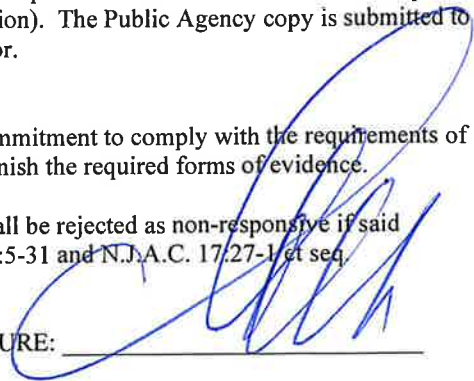
(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

DiFrancesco, Bateman, Kunzman,
COMPANY: Davis, Lehrer & Flaum, P.C. SIGNATURE: 

PRINT NAME: Martin Allen TITLE: Partner

DATE: November 22, 2024

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Watchung, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. *§121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF SOMERSET ss:

I, **Martin Allen** of the ~~City of~~ Township of Long Hill
in the County of **Morris** and the State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:

I am a Partner
of the firm of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.
the bidder making the Proposal for the above named project, and that I executed the said
proposal with full authority so to do; that said bidder has not, directly or indirectly entered
into any agreement, participated in any collusion, or otherwise taken any action in restraint of
free, competitive bidding in connection with the above named project; and that all statements
contained in said proposal and in this affidavit are true and correct, and made with full
knowledge that the Borough of Watchung relies upon the truth of the statements contained in
said Proposal and in the statements contained in this affidavit in awarding the contract for the
said project.

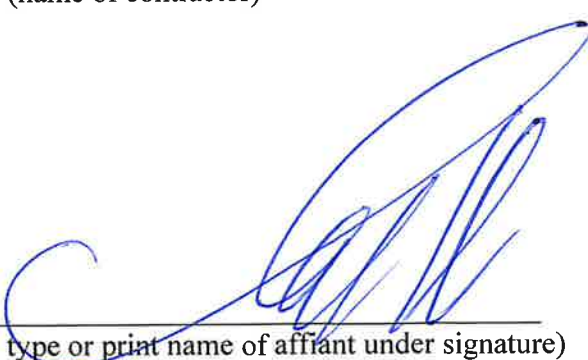
I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by

DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

(name of contractor)

Subscribed and sworn to

before me this 22nd day
of November, 2024.


(Also type or print name of affiant under signature)
Martin Allen, Partner

Denise M. Markinson
Notary public of New Jersey
My Commission expires Nov. 19, 2026.

DENISE M. MARKINSON
Notary Public, State of New Jersey
My Commission Expires November 19, 2026

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

☒

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Check which business entity applies:☐

Limited Partnership

☐

Subchapter S Corporation

☐

Limited Liability Corporation

☐

Partnership

☒

Professional Corporation

☐

Sole Proprietorship

☐

Limited Liability Partnership

☐

Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: 1975 Where Incorporated: New Jersey

BUSINESS ADDRESS:

<u>15 Mountain Boulevard</u>	<u>/ Warren</u>	<u>New Jersey</u>	<u>07059</u>
Street Address	City	State	Zip
<u>(908) 757-7800 ext. 191</u>	<u>/ (908) 757-8039</u>		
Telephone #	Fax#		

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

See attached additional sheet.

Name

Address

Name

Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES ☒ NO ☐

Signature

Date November 22, 2024

Printed Name & Title Martin Allen, Partner

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

 X I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

 I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

 Partnership X Professional Services Corporation Sole Proprietorship
 Limited Partnership Limited Liability Corporation Limited Liability Partnership
 Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

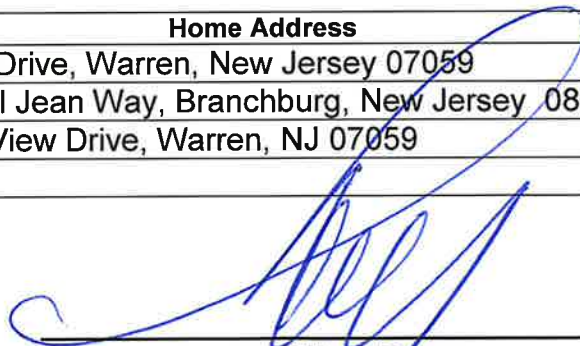
Stockholders:

Name of Stock or Shareholder	Home Address
Donald T. DiFrancesco	6 Forest Drive, Warren, New Jersey 07059
Stephen O. Davis	223 Carol Jean Way, Branchburg, New Jersey 08876
Richard P. Flaum	44 Park View Drive, Warren, NJ 07059

Subscribed and sworn before me
this 22nd day of November, 2024.

Denise M. Markinson

DENISE M. MARKINSON
Notary Public, State of New Jersey
My Commission Expires November 19, 2026



Martin Allen, Partner
DiFrancesco, Bateman, Kunzman, Davis,
Lehrer & Flaum, P.C

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: Tax Appeal Attorney

Proposer: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

 X is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

 is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Watchung Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer: _____

Description of Activities:

Duration of Engagement: _____

Anticipated Cessation Date: _____

Proposer Contact Name: _____

Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Watchung Borough is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Watchung Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Martin Allen

Signature: _____

Title: Partner

Date: November 22, 2024

PROPOSAL

To Borough of Watchung:

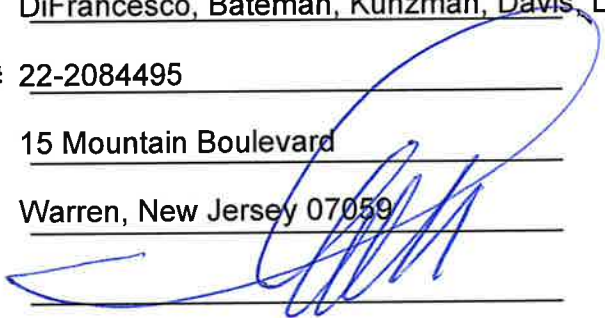
The undersigned declares that he/she has read the Request For Proposal attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following

Position: Tax Appeal Attorney

Company Name DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Federal I.D. or Social Security # 22-2084495

Address 15 Mountain Boulevard
Warren, New Jersey 07059

Signature of Authorized Agent 

Type or Print Name Martin Allen

Title: Partner

Date November 22, 2024

Telephone Number (908) 757-7800 ext. 191

Fax Number (908) 757-8039

E-mail address mallen@newjerseylaw.net

Rate / Fees: \$ 175.00

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 280
TRENTON, NJ 08646-0280

TAXPAYER NAME:

DIFRANCESCO, BATEMAN, KUNZMAN, DAVIS

TRADE NAME:

ADDRESS:

15 MOUNTAIN BLVD

WARREN NJ 07059-5611

EFFECTIVE DATE:

10/14/75

SEQUENCE NUMBER:

006699

ISSUANCE DATE:

09/23/15

Director
New Jersey Division of Revenue

FORM RBC

104-001, D203640v

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-Aug-2022 to 15-Aug-2025

DIFRANCESCO, BATEMAN, COLEY, YOSPIN
15 MOUNTAIN BOULEVARD
WARREN NJ 07059



Elizabeth Maher Muoio
ELIZABETH MAHER MUOIO
State Treasurer

Client#: 36672

DIFRABATEM

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER

Conner Strong & Buckelew
PO Box 99106
Camden, NJ 08101
877 861-3220

CONTACT NAME: Andrew Yuh

PHONE (A/C, No, Ext): 877 861-3220

FAX (A/C, No):

E-MAIL ADDRESS: ayuh@connerstrong.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Sentinel Insurance Co. Ltd. 11000

INSURER B: Peleus Insurance Company 34118

INSURER C: Evanston Insurance Company 35378

INSURER D:

INSURER E:

INSURER F:

INSURED

DiFrancesco, Bateman, Kunzman, Davis,
15 Mountain Boulevard
Warren, NJ 07059

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR		39SBARO3901	03/01/2024	03/01/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS COMP/OP AGG \$4,000,000 \$
	GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOC OTHER:					
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE		39SBARO3901	03/01/2024	03/01/2025	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
	DED ☒ RETENTION \$10,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER E L EACH ACCIDENT \$ E L DISEASE EA EMPLOYEE \$ E L DISEASE POLICY LIMIT \$
B	Lawyers Prof.		121LPL021146802	10/09/2024	10/09/2025	\$5,000,000
C	Excess Prof.		MKLV1XLA000023	10/09/2024	10/09/2025	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER

DiFrancesco, Bateman, Kunzman,
Davis, Lehrer, Flaum, P.C.
15 Mountain Blvd.
Warren, NJ 07059

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

W. Michael Trapman

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BOROUGH OF WATCHUNG
RESOLUTION: R9

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 et seq. provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Mayor has recommended DiFrancesco Bateman Kunzman, Davis, Lehrer & Flaum, P.C. as the Borough's Prosecutor for the year 2025; and

WHEREAS, the Chief Finance Officer has determined that the value of the contracts may exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute individual contracts for the services of the following Professionals in their area(s) of expertise, in accordance with the proposals submitted:

Award to: Richard J. Guss, Esq., DiFrancesco Bateman Kunzman, Davis, Lehrer & Flaum, P.C., 15 Mountain Boulevard, Warren, NJ 07059

Amount: Not to exceed \$39,000.00

BE IT FURTHER RESOLVED that these contracts have been awarded upon recommendation by the Administration, after review and based on the merits and abilities of these professionals to provide the goods or services as described herein. These contracts are being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise the award of these contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.).

Council Member

Ronald Jubin, Ph.D. Mayor

ADOPTED: JANUARY 6, 2025
INDEX: AWARDS
CC: W. HANCE, COURTS,

RESPONSE TO REQUEST FOR PROPOSALS

MUNICIPAL PROSECUTOR **BOROUGH OF WATCHUNG**

Date of Proposal: December 4, 2024
Date Proposals Due: December 5, 2024
Position Sought: Municipal Prosecutor

The following responses are by Richard J. Guss, Esq., a member of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C., to the questions of the Request for Proposals:

Scope of Work

1. A) Date of Admission to New Jersey Bar:
 December 22, 1986

 B) Mr. Guss' License was issued by the Supreme Court of New Jersey on
 December 22, 1986

 C) See Certificate of Good Standing attached hereto.
2. See Mr. Guss' Resume attached hereto showing areas of practice for the last 37 years.
3. In addition to being admitted to practice law in the courts of the State of New Jersey, Mr. Guss is admitted to practice before the United States District Court for the District of New Jersey, United States Court of Appeals, Third Circuit and the United States Supreme Court.
4. Mr. Guss has been employed by DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C., since April 1996 in the Litigation Department and his Resume identifies the specific municipalities where Mr. Guss has previously served as prosecutor as well as his other areas of practice.

Proposal Requirements **Qualification Statement**

Richard J. Guss, Esq., will serve as the primary contractor. Mr. Guss' Resume sets forth his qualifications.

Mr. Guss and the Firm are located at:

15 Mountain Boulevard
Warren, New Jersey 07059
Phone: (908) 757-7800 Ext. 178
Fax: (908) 757-8039
Email: rguss@newjerseylaw.net

Key Personnel Information

See Resume of Richard J. Guss, Esq.

Other members of the firm will be assigned as required.

Location of Servicing Office

See above response to Qualifications Statement.

Knowledge of the Borough of Watchung

Mr. Guss has previously served as the Municipal Prosecutor for the Borough of Watchung.

Management, Experience and Personnel Qualifications

Mr. Guss has not only been the municipal prosecutor in multiple towns over the years, but commenced his career as an Assistant County Prosecutor in Somerset County. Currently, he serves as Prosecutor in Watchung Borough, Green Brook Township and Far Hills Borough. The firm also serves as municipal prosecutor in the following municipalities: Branchburg Township, Bernards Township, Bedminster Township, Chatham Township, Hillsborough Township and Readington Township.

Cost

- A. The Firm will accept a salary of \$31,145.40 for the Watchung Prosecutor position;
- B. The Firm will accept a salary of \$20,763.60 for the Green Brook Prosecutor position.

List of References

John McDonald, Somerset County Prosecutor
40 North Bridge Street
Somerville, New Jersey 08876

Proposal Forms

The following forms are attached:

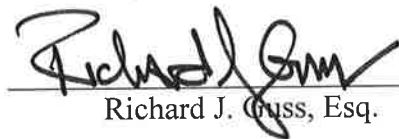
- Proposal Checklist;
- Acknowledgment of Receipt of Addenda;
- Exhibit A (Mandatory Equal Employment Opportunity Language);
- Affirmative Action Compliance Notice;
- Appendix A - Americans with Disabilities Act Mandatory Language;
- Non-Collusion Affidavit;
- Stockholder Disclosure Certification;
- Revised Contract Language for BRC Compliance;
- Disclosure of Investment Activities in Iran; and
- Proposal

Insurance

See Confirmation of Insurance attached hereto.

List of Attachments

Certificate of Good Standing
Resume of Richard J. Guss
Confirmation of Insurance for Watchung and Green Brook
Business Registration Certificate
Certificate of Employee Information Report



Richard J. Guss, Esq.

Dated: December 4, 2024

Supreme Court of New Jersey



Certificate of Good Standing

This is to certify that **Richard Jay Guss**
(No. **024221986**) was constituted and appointed an Attorney at Law of New Jersey on **December 22, 1986** and, as such, has been admitted to practice before the Supreme Court and all other courts of this State as an Attorney at Law, according to its laws, rules, and customs.

I further certify that as of this date, the above-named is an Attorney at Law in Good Standing. For the purpose of this Certificate, an attorney is in "Good Standing" if the Court's records reflect that the attorney: 1) is current with all assessments imposed as a part of the filing of the annual Attorney Registration Statement, including, but not limited to, all obligations to the New Jersey Lawyers' Fund for Client Protection; 2) is not suspended or disbarred from the practice of law; 3) has not resigned from the Bar of this State; and 4) has not been transferred to Disability Inactive status pursuant to Rule 1:20-12.

Please note that this Certificate does not constitute confirmation of an attorney's satisfaction of the administrative requirements of Rule 1:21-1(a) for eligibility to practice law in this State.

In testimony whereof, I have
hereunto set my hand and
affixed the Seal of the
Supreme Court, at Trenton, this
9th day of June, 2022.



Heather J. Baker
Clerk of the Supreme Court

-463a-



DiFrancesco Bateman

Kunzman, Davis, Lehrer & Flaum, P.C.

Richard J. Guss

**Contact:**

rguss@newjerseylaw.net
(908) 757-7800 ext. 178

Assistant:

Liz Surowiec
esurowiec@newjerseylaw.net

Undergraduate

Muhlenberg College, A.B., 1983

Graduate

Seton Hall University School of Law,
J.D., 1986

Admissions

New Jersey, 1986
U.S. District Court, District of New
Jersey, 1986
U.S. Court of Appeals, Third Circuit,
1998

Practice Areas

Construction
Criminal Law
Insurance Defense & Coverage
Litigation
Municipal Court
Personal Injury Litigation
Police & Public Officials
Public Entities
Superstorm Sandy Claim Recovery

Richard Guss' practice is focused on civil litigation in Federal and State Court. A significant aspect of his practice focuses on his representation of police and public officials in Civil Rights Claims 42 USC 1983, as well as claims against public entities under the New Jersey Tort Claims Act, Title 59. Richard also is retained by insurance companies to defend their insureds in cases involving motor vehicle accidents and accidents of commercial and private premises, as well as and products liability actions. He has tried over 50 civil jury trials to verdict. He is currently the Municipal Prosecutor in the Township of Bedminster, the Borough of Watchung, Township of Green Brook and the Borough of Far Hills where he has successfully prosecuted cases involving DUI, assault and vehicle violations. Richard's experience in the courtroom and successes has enabled him to be certified by the New Jersey Supreme Court as a Civil Trial Attorney.

Richard started his legal career in the courtroom as Assistant Prosecutor in Somerset County. He is a member of the Somerset Bar Association and the New Jersey Defense Association.

PUBLICATIONS

Wilson v. Franklin, 212 F. 3d. 781 (2000)

Gerstenberg v. Reynolds, 259 N.J. Super. 431 (Law Div. 1991)

Client#: 36672

DIFRABATEM

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Conner Strong & Buckelew PO Box 99106 Camden, NJ 08101 877 861-3220	CONTACT NAME: Andrew Yuh	
	PHONE (A/C, No, Ext): 877 861-3220	FAX (A/C, No):
	E-MAIL ADDRESS: ayuh@connerstrong.com	
INSURED DiFrancesco, Bateman, Kunzman, Davis, 15 Mountain Boulevard Warren, NJ 07059	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Sentinel Insurance Co. Ltd.	
	INSURER B : Peleus Insurance Company	
	INSURER C : Evanston Insurance Company	
	INSURER D :	
	INSURER E :	
INSURER F :		
	NAIC #	
		11000
		34118
		35378

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		39SBARO3901	03/01/2024	03/01/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	☐ AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY HIRED AUTOS ONLY ☐ ☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$10,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N ☐ N/A If yes, describe under DESCRIPTION OF OPERATIONS below		39SBARO3901	03/01/2024	03/01/2025	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Lawyers Prof.		121LPL021146802	10/09/2024	10/09/2025	\$5,000,000
C	Excess Prof.		MKL1XLA000023	10/09/2024	10/09/2025	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Borough of Watchung is included as Additional Insured under the captioned Commercial General Liability Policy if and to the extent required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Borough of Watchung
15 Mountain Blvd
Watchung, NJ 07069

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

AUTHORIZED REPRESENTATIVE

W. Michael Friedman

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ACORD 25 (2016/03) 1 of 1
 #S4907333/M4907322

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L3F

Client#: 36672

DIFRABATEM

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Conner Strong & Buckelew PO Box 99106 Camden, NJ 08101 877 861-3220	CONTACT NAME: Andrew Yuh PHONE (A/C, No, Ext): 877 861-3220 E-MAIL ADDRESS: ayuh@connerstrong.com FAX (A/C, No):														
INSURED DiFrancesco, Bateman, Kunzman, Davis, 15 Mountain Boulevard Warren, NJ 07059	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Sentinel Insurance Co. Ltd.</td> <td>11000</td> </tr> <tr> <td>INSURER B : Peleus Insurance Company</td> <td>34118</td> </tr> <tr> <td>INSURER C : Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Sentinel Insurance Co. Ltd.	11000	INSURER B : Peleus Insurance Company	34118	INSURER C : Evanston Insurance Company	35378	INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE DED ☒ RETENTION \$10,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / ☒ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		39SBARO3901	03/01/2024	03/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$ PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Lawyers Prof.		121LPL021146802	10/09/2024	10/09/2025	\$5,000,000
C	Excess Prof.		MKLV1XLA000023	10/09/2024	10/09/2025	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Green Brook Township is included as Additional Insured under the captioned Commercial General Liability policy if required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Green Brook Township
111 Greenbrook Road
Green Brook, NJ 08812

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

AUTHORIZED REPRESENTATIVE

W. Michael Taganov

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ACORD 25 (2016/03) 1 of 1
 #S4907359/M4907322

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L3F

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

DIFRANCESCO, BATEMAN, KUNZMAN, DAVIS, LE

TRADE NAME:

ADDRESS:

15 MOUNTAIN BLVD
WARREN NJ 07059-5611

SEQUENCE NUMBER:

0066699

EFFECTIVE DATE:

10/14/75

ISSUANCE DATE:

09/23/15

James J. Quinonez

Director
New Jersey Division of Revenue

FORM-BRC

104-081 D205846V

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Proposal Checklist

The following checklist is provided as assistance to the development of the RFP Response.

It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

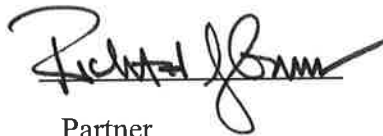
Administrative Conditions and Requirements	<u>BA</u>
Scope of Work	<u>BA</u>
Qualification Statement	<u>BA</u>
Proof of Licensure	<u>BA</u>
References	<u>BA</u>
Evaluation Criteria	<u>BA</u>
Acknowledgement of Receipt of Addenda	<u>BA</u>
Non-Collusion Affidavit	<u>BA</u>
Stockholder Disclosure	<u>BA</u>
Affirmative Action Mandatory Language	<u>BA</u>
Submission of NJ Form AA302	<u>BA</u>
Americans with Disabilities Act Mandatory Language	<u>BA</u>
Business Registration Certificate to be supplied with RFP	<u>BA</u>
Disclosure of Investment Activities in Iran	<u>BA</u>

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
N/A	

Signed:



Title:

Partner

Printed Name:

Richard J. Guss, Esq.

Date:

12/4/2024

Company:

DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Posting Will Be On Internet

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital

status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

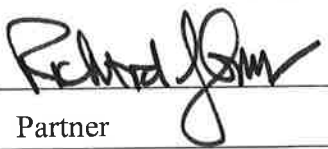
The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

DiFrancesco, Bateman, Kunzman,

COMPANY: Davis, Lehrer & Flaum, P.C.

SIGNATURE: 

PRINT NAME: Richard J. Guss, Esq.

TITLE: Partner

DATE: 12/4/2024

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Watchung, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. *§121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF SOMERSET ss:

I, Richard J. Guss of the ~~City of~~ Township of Warren
in the County of Somerset and the State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:

I am a Partner
of the firm of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.,
the bidder making the Proposal for the above named project, and that I executed the said
proposal with full authority so to do; that said bidder has not, directly or indirectly entered
into any agreement, participated in any collusion, or otherwise taken any action in restraint of
free, competitive bidding in connection with the above named project; and that all statements
contained in said proposal and in this affidavit are true and correct, and made with full
knowledge that the Borough of Watchung relies upon the truth of the statements contained in
said Proposal and in the statements contained in this affidavit in awarding the contract for the
said project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by

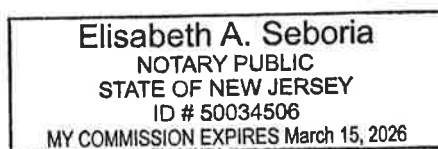
DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.
(name of contractor)

Subscribed and sworn to

before me this 4th day
of December, 2024.


(Also type or print name of affiant under signature)
Richard J. Guss, Esq.


Notary public of New Jersey
My Commission expires 3/15/2026.



STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

☒

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Check which business entity applies:☐

Limited Partnership

☐

Subchapter S Corporation

☐

Limited Liability Corporation

☐

Partnership

☐

Corporation

☐

Sole Proprietorship

☐

Limited Liability Partnership

☒Other Professional Corporation**Complete if the bidder/respondent is one of the 3 types of Corporations:**

Date Incorporated: 1982 Where Incorporated: New Jersey

BUSINESS ADDRESS:

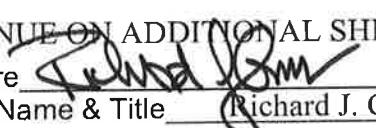
<u>15 Mountain Boulevard</u>	<u>/</u>	<u>Warren</u>	<u>NJ</u>	<u>07059</u>
Street Address		City	State	Zip
<u>(908) 757-7800</u>	<u>/</u>	<u>(908) 757-8039</u>		
Telephone #		Fax#		

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

See attached sheet.

Name	Address
Name	Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES ☒ NO ☐

Signature  Date 12/4/2024
Printed Name & Title Richard J. Guss, Esq.

DISCLOSURE OF OWNERSHIP

DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Owners with a Ten (10%) Percent or more Interest in the Business:

Donald T. DiFrancesco
6 Forest Drive
Warren, NJ 07059

Stephen O. Davis
223 Carol Jean Way
Branchburg, NJ 08876

Richard P. Flaum
44 Park View Drive
Warren, NJ 07059

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

** Construction Contracts (including public works related purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

ALERT
FAILURE TO INCLUDE A COPY OF YOUR
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
IS CAUSE FOR MANDATORY REJECTION OF YOUR PROPOSAL

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: Prosecutor

Proposer: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

X is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

_____ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Watchung Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: Richard G. Smith Relationship to Proposer: Attorney

Description of Activities:

Duration of Engagement: _____

Anticipated Cessation Date: _____

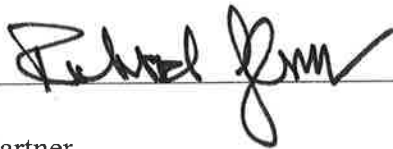
Proposer Contact Name: _____

Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Watchung Borough is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Watchung Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Richard J. Guss, Esq.

Signature:  _____

Title: Partner

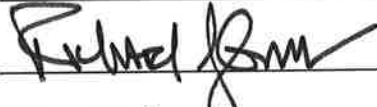
Date: 12/4/2024

PROPOSAL

To Borough of Watchung:

The undersigned declares that he/she has read the Request For Proposal attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following

Position: Prosecutor

Company Name	<u>DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.</u>
Federal I.D. or Social Security #	<u>22-2084495</u>
Address	<u>15 Mountain Boulevard</u> <u>Warren, NJ 07059</u>
Signature of Authorized Agent	
Type or Print Name	<u>Richard J. Guss, Esq.</u>
Title:	<u>Partner</u>
Date	<u>12/4/2024</u>
Telephone Number	<u>(908) 757-7800</u>
Fax Number	<u>(908) 757-8039</u>
E-mail address	<u>rguss@newjerseylaw.net</u>
Rate / Fees:	<u></u>

Certification 5312
RENEWAL

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-Aug-2022 to 15-Aug-2025

DIFRANCESCO,BATEMAN,COLEY,YOSPIN,K
15 MOUNTAIN BOULEVARD
WARREN NJ 07059



A handwritten signature in black ink, appearing to read "Elizabeth Maher Muoio".

ELIZABETH MAHER MUOIO
State Treasurer

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. DIFRANCESCO BATEMAN KUNZMAN DAVIS LEHRER & FLAUM PC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 15 MOUNTAIN BLVD	Requester's name and address (optional)
6 City, state, and ZIP code WARREN, NJ 07059	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
2	2		-	2	0	8	4	4 9 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

BOROUGH OF WATCHUNG
RESOLUTION: R10

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 *et seq.* provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator and CFO/QPA and the Council wishes to award a contract to Ruderman & Roth, LLC as the Borough's Labor Counsel for the year 2025; and

WHEREAS, the Chief Financial Officer of the Borough has determined that the value of the contracts may exceed \$17,500.00 and has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute a contract for Labor Counsel services for the following Professionals in their area(s) of expertise, in accordance with the proposal submitted:

Award to: Mark S. Ruderman, Esq., Ruderman & Roth, LLC, 150 Morris Avenue,
Suite 303, Springfield, NJ 07081

Amount: \$165/hourly rate; Not to exceed \$25,000.00

BE IT FURTHER RESOLVED this contract is being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 *et seq.* for a month-to-month as-needed basis and that the Borough Clerk is hereby authorized to advertise the award of this contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, *et seq.*).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: AWARDS,
C: W. HANCE,



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081

TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.
New Jersey – New York

December 2, 2024

VIA LAWYERS SERVICE

Edith G. Gil, Borough Clerk
Borough of Watchung
15 Mountain Boulevard
Watchung, NJ 07069

Re: Request for Proposals for Labor Attorney Services

Dear Ms. Gil:

In response to your Request for Proposals, enclosed please find a marked original and one (1) copy on CD of this firm's proposal for the provision of Labor Relations Counsel Services to the Borough of Watchung. Our proposal consists of the following documentation:

1. Firm resume, with fee proposal;
2. Mandatory Equal Employment Opportunity Language Statement;
3. Americans with Disabilities Act Statement;
4. Affirmative Action Compliance Notice;
5. Certificate of Employee Information Report;
6. Non-Collusion Affidavit;
7. Stockholder Disclosure Certification;
8. Disclosure of Investment Activities in Iran;
9. Certificate of Good Standing;
10. Business Registration Certificate;
11. Certificate of Insurance;
12. List of References;
13. Proposal Form;
14. Acknowledgement of Receipt of Addenda; and
15. Proposal Checklist.

If you have any questions in this regard, please do not hesitate to contact me.

Very truly yours,

RUDERMAN & ROTH, LLC.

Mark S. Ruderman, Esq.

mruderman@rrlaborlaw.com



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081
TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.
New Jersey – New York

Proposal for Professional Services
Labor Attorney

BOROUGH OF WATCHUNG

Please accept this copy of Ruderman & Roth, LLC's resume as our proposal for representation to the Borough of Watchung as Labor Attorney. Our proposal details our experience in handling public sector clients for labor relations, collective negotiations and related labor and employment litigation matters.

Ruderman & Roth, LLC was established January 2019 after the merger of two firms with over 30 years of experience representing management in both the public and private sectors. The firm's members are Mark S. Ruderman, licensed to practice law in the States of New Jersey and New York and Allan C. Roth, licensed to practice law in the States of New Jersey, Illinois, and the District of Columbia. The firm's associates are licensed in New Jersey and New York. Neither the firm nor any of its members or employees are suspended or otherwise prohibited from professional practice by any federal, state, or local agency. The firm is a registered business with the State of New Jersey and complies with all affirmative action requirements of the State. Ruderman & Roth, LLC has not had any judgments, claims or suits adjudicated against us nor are any pending. No firm principal or employee is related to any City elected official or employee. Ruderman & Roth has not been involved in any bankruptcy proceedings.

Mark S. Ruderman would be the primary attorney assigned to the Borough. However, we pride ourselves on the ability and expertise of all of the firm's counsellors to answer client questions and issues. Collectively, the firm's attorneys have over 125 years servicing public entities. The firm's attorneys' resumes are attached. In addition to his legal practice, Mr. Ruderman lectures on various labor relations topics before many groups, including the New Jersey State Bar Association, New Jersey Conference of Mayors, New Jersey School Boards Association, New Jersey State League of Municipalities, New Jersey State Association of Chiefs of Police, New Jersey Municipal Management Association, and William Paterson College. From 1979 through 1983, he served as Association Labor Relations Counsel to the New Jersey State League of Municipalities. Mr. Ruderman is also an adjunct professor at Rutgers University where he teaches Concessionary Collective Bargaining. Moreover, Mr. Ruderman is a founding partner of the Employment Law & Education Association ("ELEA"), a New Jersey corporation dedicated to the prevention of costly employment litigation. Lorman Enterprises has Chosen Mr. Ruderman to conduct a series of employment seminars including sexual harassment investigations.

The firm is pro-active and forward thinking, with innovative solutions to the multitude of issues facing public entities today. We pursue a progressive management advocacy philosophy. We provide a full range of services to our clients, including employment dispute resolution, labor negotiations, litigation defense, reductions in force/layoff matters, privatization efforts, as well as the multitude of other issues that public entities encounter on a daily basis.

The firm understands the sometimes-emergent nature of representing public entities. We pride ourselves on prompt responses to all inquiries, particularly telephone calls, and provide quick, accurate written responses when needed. We also have dedicated our practice to being available as needed to each of our clients. We do not subscribe to the notion that any one client is more important than another. Rather, we make every effort to assure that every client is provided with prompt and courteous attention. To that end, we make ourselves available to attend meetings, appointments, or bargaining sessions at the convenience of the public entity.

The firm's philosophy in representing our public sector clients is to represent the goals and needs of each individual public entity client. In the past, we have acted as conciliators and mediators to avoid the litigation process in order to positively further the interests of the public entity. However, if the Borough of Watchung requires a strong, take no prisoner stance, we can accommodate those needs as well. Additionally, the firm will position itself as the "heavy" in order to protect the Borough's governing members from having to take a hard stance publicly.

As negotiations counsel, the firm will act as the lead negotiator. The firm will analyze similar collective negotiations agreements throughout the local area to determine the strengths and weaknesses of the contract. After this evaluation, the firm will meet with the Borough of Watchung to establish the economic position within which bargaining may occur. Once they are satisfied with its economic position, the firm will then prepare bargaining proposals on behalf of the Borough at all negotiating sessions. The firm will also respond to and/or file any petitions necessary to complete the collective bargaining process expeditiously and favorably for the Borough. Importantly, the firm recognizes the importance of remaining in frequent contact with our client, ensuring that the client always knows the current status of the negotiations.

The firm bills at a blended hourly rate of \$165.00 for partners, of counsel, and associates. This fee includes all photocopying, telephone, and secretarial time. The only additional fees required are court fees for litigation and other similar out-of-pocket expenses. The firm does not use subcontractors.

Ruderman & Roth, LLC would welcome the opportunity to provide reliable and accurate labor counsel to the Borough of Watchung. If you have any questions or need further information, please call us. We look forward to working with you.



RUDERMAN & ROTH, LLC.

Mark S. Ruderman, Esq., Managing Partner

mruderman@rrlaborlaw.com

ALLAN C. ROTH, ESQ.

Allan C. Roth specializes in labor, employment, general education, special education, municipal and civil rights law. Mr. Roth has extensive experience in both the Federal and State Courts at the trial and appellate levels. As a New Jersey Deputy Attorney General, Mr. Roth represented the New Jersey Departments of Education, Corrections and Human Services regarding State teacher matters. Additionally, Mr. Roth represents public and private sector clients before Federal and State Administrative bodies, including the Department of Education, EEOC and NLRB. Mr. Roth has also represented public and private sector clients in collective bargaining, grievance, and arbitration matters.

EDUCATION: John Marshall Law School, Chicago, Illinois: J.D. 1990;
Rutgers College, Rutgers University, New Brunswick, NJ:
B.A. History-Honors Program/Political Science 1987.

QUALIFICATIONS: Member of the Bar of the States of New Jersey and Illinois. Member of the Bar of the United States District Court-New Jersey and Illinois. Member of the Bar of the United States Third and Seventh Circuits and the District of Columbia Court of Appeals.

EMPLOYMENT: 2004-Present: Ruderman & Roth, LLC; Roth D'Aquanni, LLC; Roth Horowitz, LLC, Managing Member. Engaged in representing solely management in all aspects of labor and employment law, and general civil litigation. Responsible for all phases of litigation at the trial and appellate level. Labor Relations Specialist-City of Linden. Administrative Assistant to the Director of Special Education Services-West New York Board of Education.

1993-2004: Of Counsel to Ruderman & Glickman, P.C.; Scarinci & Hollenbeck: Represented public and private clients in all aspects of labor and employment matters, civil rights and general litigation.

1990-1993: Deputy Attorney General, Office of New Jersey Attorney General. Represented the State and its employees in employee tenure matters, civil rights, tort, medical malpractice and general litigation in State and Federal Court.

OTHER ACTIVITIES: 2016-Present: Secretary/Commissioner Monmouth County Board of Elections

2019-Present: Mock Trial Coach for Academy of Allied Heath & Science High School, Monmouth County Vocational School District

2000-2007: Adjunct Professor, Fairleigh Dickinson University for Public Administration, Collective Bargaining and Administrative Law Montclair State University for Alternate Route Program.

PROFESSIONAL AFFILIATIONS: New Jersey and Union County Bar Associations

MARK S. RUDERMAN, ESQ.

Mark S. Ruderman specializes in labor, employment, and education law. From 1979 through 1983, Mr. Ruderman served as Associate Labor Relations Counsel to the New Jersey State League of Municipalities. In addition to his legal practice, Mr. Ruderman lectures on various labor relations topics before many groups, including the New Jersey State Bar Association, New Jersey Conference of Mayors, New Jersey School Board Association, New Jersey State League of Municipalities, New Jersey State Association of Chiefs of Police, New Jersey Municipal Management Association, and William Paterson College. Mr. Ruderman is also an adjunct professor at Rutgers, where he teaches Concessionary Collective Bargaining. Moreover, Mr. Ruderman is a founding partner of the Employment Law & Education Association, a New Jersey Corporation dedicated to the prevention of costly employment litigation.

EDUCATION: Albany Law School, Union University, Albany, NY:
J.D., June 1979;
Cornell University School of Industrial & Labor Relations, Ithaca,
NY: B.S., June 1976.

QUALIFICATIONS: Member of the Bar of the States of New Jersey and New York.
Member of the Bar of the United States Supreme Court and United
States Court of Appeals, Third Circuit. Member of the Bar of the
United States District Courts of New Jersey and the Northern
District of New York.

EMPLOYMENT: 1988-Present: Ruderman & Roth, LLC; Ruderman, Horn & Esmerado, P.C.;
Ruderman & Glickman, P.C., Founding and Managing Shareholder.
Representing management in all aspects of labor and employment law.

1979-1983: Dorf, Wallace & Glickman, Associate.

1979-1983: New Jersey State League of Municipalities, Associate
Counsel.

OTHER ACTIVITIES: 2012-Present: Speaker & Co-Author, Lorman Education Services.

1987-1989: President, Industrial Relations Research Association.

1985-1992: Adjunct Professor, Rutgers University School of Labor
Management, "Concessionary Collective Bargaining."

PROFESSIONAL
AFFILIATIONS: New Jersey and New York State Bar Associations. American Bar Association.
Educators Negotiators Association. Industrial Relations Research Association.

JEFFREY J. BEREZNY, ESQ.

Jeffrey J. Berezny's background has provided him with a unique blend of business experience and legal expertise, having worked in private practice in such areas as general commercial and consumer civil litigation, general practice, labor and employment law, estate litigation, estate planning, landlord-tenant, municipal, real estate, foreclosure, business law, environmental litigation, insurance defense and personal injury. Mr. Berezny has represented parties in disciplinary actions, grievances, list removals and disability retirement benefit appeals. He has made numerous appearances before the N.J. and N.Y. State and Federal Courts and administrative agencies. Jeffrey has successfully defended and prosecuted several appeals, and his experience includes trials in the N.J. courts and hearings in the Office of Administrative Law. His practice has included being assistant legal counsel to several municipalities providing services in various aspects of municipal law and being litigation counsel for public entity insurance funds.

EDUCATION: Widener University School of Law, Wilmington, Delaware: J.D. 1998; Associate Law Review Editor; Dean's Honor's List; Rutgers College, Rutgers University, New Brunswick, NJ: Bachelor of Science degree, cum laude 1995; Dean's Honor's List.

QUALIFICATIONS: Member of the Bars of New Jersey, New York, and District of Columbia as well as the United States District Courts for New Jersey and the Southern and Eastern Districts of New York and U.S. Court of Appeals, Third Circuit.

EMPLOYMENT: 2018 - Present: Ruderman & Roth, LLC; Allan C. Roth, LLC - Attorney.

2017 - 2018: Dorsey & Semrau, LLC, Attorney. Assistant legal counsel to various New Jersey municipalities involving all aspects of municipal law practice. Litigation counsel for the Morris County Joint Insurance Fund, the Municipal Excess Liability Joint Insurance Fund, and New Jersey Public Housing Authority Joint Insurance Fund.

2015 - 2017: Law Offices of Daniel J. Zirrith, LLC, Attorney. Labor and Employment Law, General Litigation, Business Law, Estates, Municipal and Landlord-Tenant. Represented public employees and labor organizations in disciplinary actions, grievances, list removals and disability retirement benefit appeals.

2013 - 2016: Fox and Fox, LLP, Attorney. Labor and Employment Law, General Litigation, Business Law, Municipal and Landlord-Tenant. Represented public employees in disciplinary actions, grievances, list removals and disability retirement benefit appeals. Worked on several high-profile civil actions against the State of New Jersey involving public employee benefits. Managed ninety-five-year-old law firm in its dissolution and winding up of affairs.

2010 - 2011: DL Rothberg & Associates, P.C., Commercial Litigation Associate. Commercial and environmental litigation in Federal, New York and New Jersey State Courts. Worked on high profile class action MTBE gasoline additive environmental litigation matters, and insurance coverage disputes.

MARK A. DIPISA, ESQ.

Mark A. DiPisa specializes in the area of public entities. Mr. DiPisa has provided representation to governmental entities in several practice areas. He has served as general counsel to the Township of Aberdeen from 2010 through 2013 and the Township of Cranford from 2012 through 2013. As Township Counsel for Aberdeen and Cranford, he was actively involved in all legal issues, including but not limited to labor, local public contracts, and Open Public Records Act claims. He regularly attended council meetings and prepared resolutions. Mr. DiPisa was also privileged to serve as general counsel to the Housing Authorities of Jersey City and the City of Paterson from 2010 through 2013. As General Counsel, he represented the Housing Authority's interests and provided advice on various matters, including contracts, procurement issues, disputes with contractors and service providers.

EDUCATION: Seton Hall University School of Law, Newark, N.J.: J.D. 2007
Monmouth University, Bachelor of Arts, 2003

QUALIFICATIONS: Member of the Bar in the State of New Jersey; United States District Court, District of New Jersey

EMPLOYMENT: January 2016 – Present: Ruderman & Roth, LLC; Roth D'Aquanni, LLC - Of Counsel
Concentration in the representation of public entities and boards of education in all labor and employment matters, including all phases of litigation at the trial, appellate and administrative law levels.

October 2013 – Present: DiPisa & Lago, LLC, Managing Partner. Provided representation to governmental entities in several specialized areas of practice including but not limited to, public entity law, land use, labor/employment, contracts, real estate, commercial transactions, municipal law, and litigation.

April 2010 – October 2013: Rogut McCarthy, LLC, Senior Associate. Represented a wide spectrum of public and private entities in matters ranging from personnel and labor, litigation, construction, constitutional law, Local Public Contracts Law, Open Public Records Act, Local Redevelopment and Housing Law.

August 2008 – April 2010: Schwartz Simon Edelstein & Celso, LLC, Associate. Labor, commercial practice and litigation department. Represented public and private entities including school boards and municipalities in all areas of litigation and employment issues.

September 2007 – August 2008: Honorable Richard J. Donohue, Superior Court of New Jersey, Judicial Clerk.

PROFESSIONAL AFFILIATIONS: Commissioner of the Bergen County Housing Authority
Trustee for the Housing Development Corp. of Bergen County
The Community School, Inc., Board of Trustees

DENISE ERRICO ESMERADO, ESQ.

Denise Errico Esmerado has practiced labor and employment law in private and public sector settings since 1997. She advises management on a variety of employment related matters and conducts internal investigations, workplace training and seminars. Ms. Esmerado litigates employment cases in federal and state court and before governmental agencies. Her practice areas include advisement of management on labor and employment issues; employee leave entitlements; wage issues; employee handbooks; union contracts; employment contracts; non-competition, non-disclosure, and confidentiality agreements; separation agreements; employee discharge issues; employee disciplinary issues; harassment; discrimination, as well as other employment related matters. She has been a frequent speaker for Lorman Education Services and author on employment law topics. Ms. Esmerado was also an adjunct professor at Fairleigh Dickinson University.

<u>EDUCATION:</u>	Seton Hall School of Law, Newark, NJ: J.D., June 1996; Honors: Centennial Scholarship, Mentor Award; St. John's University, Staten Island, NY: B.A. English, Magna Cum Laude, June 1993.
<u>QUALIFICATIONS:</u>	Member of the Bar of the States of New Jersey and New York. Member of the Bar of the United States District Courts of New Jersey and the Southern District of New York.
<u>EMPLOYMENT:</u>	1998-Present: Ruderman & Roth, LLC; Ruderman, Horn & Esmerado, P.C.; Ruderman & Glickman, P.C. Representing and advising management in all aspects of labor and employment law in the public and private sector. 1995: CentraState Medical Center, Freehold, New Jersey, Intern. 1994: Office of the District Attorney, Richmond County, NY, Intern.
<u>OTHER ACTIVITIES:</u>	Adjunct Professor, Fairleigh Dickinson University, Employment Law. Speaker and Co-Author, Lorman Education Services.
<u>PUBLISHED WORKS:</u>	<u>Labor Law</u> , Spark Law Series <u>Civil Procedure</u> , Legal Trial Series
<u>PROFESSIONAL AFFILIATIONS:</u>	New Jersey State Bar Association, Labor and Employment Section.

STEVEN S. GLICKMAN, ESQ.

Steven S. Glickman has specialized in representing management in litigation/defense and labor and employment relations matters since 1977. Mr. Glickman has experience in the field of State and Federal Labor Law, representing Governmental entities in defense litigation and all labor-related matters, including negotiations, and appearing before the Public Employment Relations Commission, the Office of Administrative Law, and Superior Court. Mr. Glickman handles collective bargaining negotiations, unfair labor practices, interest and grievance arbitration, disciplinary actions, etc. From 1977 through 1983, Steven S. Glickman served as Associate Labor Relations Counsel to the New Jersey League of Municipalities and has lectured on various labor relations topics before many groups. Mr. Glickman is currently General/Labor Relations Counsel to the New Jersey Conference of Mayors.

EDUCATION: Georgetown University Law Center, Washington, D.C.: Juris Doctor Degree in Law. (1974);

Cornell University School of Industrial & Labor Relations, Ithaca, New York: B.S. (1971).

QUALIFICATIONS: Member of the Bar of the States of New Jersey, Maryland, and Pennsylvania. Member of the Bar of the United States District Court of New Jersey. Member of the Bar of the United States Supreme Court.

EMPLOYMENT: 1977-Present: Engaged in representing solely management in all aspects of employment and labor law.

1983-Present; General/Labor Relations Counsel, New Jersey Conference of Mayors.

1977-1983: Associate Counsel, New Jersey State League of Municipalities.

1974-1977: Board Trial Attorney, National Labor Relations Board, Philadelphia Region.

PROFESSIONAL AFFILIATIONS: American Bar Association; New Jersey State Bar Association;

PUBLICATIONS: Editor-New Jersey Employment Litigation
Practice forms For West Publishing Company

TEACHING/SPEAKING ENGAGEMENTS: N.J. State Bar Ass'n; N.J. Conf. of Mayors;
N.J. State League of Municipalities; N.J. Public Employment Relations Commission; N.J. Municipal Management Ass'n; N.J. State Ass'n of Chiefs of Police; N.J. School Boards Ass'n

ELLEN M. HORN, ESQ.

Ellen M. Horn has practiced labor and employment law since 1990. As a senior associate with Ruderman Horn & Esmerado, LLP, she has litigated race, sex, sexual harassment, age, and disability discrimination cases, First Amendment and Due Process Constitutional claims and CEPA actions in Federal and State Courts and Appellate levels. Ms. Horn also conducted seminars on employment issues, such as the prevention of sexual harassment in the workplace, the hiring, firing and discipline within the law as well as investigating internal sexual harassment complaints, drafting personnel policy manuals, and providing other management advisory services. Ms. Horn has representing clients before grievance arbitrators and agencies including the EEOC, New Jersey Division on Civil Rights, New Jersey Department of Personnel, New Jersey Department of Labor and the Public Employment Relations Commission.

EDUCATION:

Benjamin N. Cardozo School of Law, New York, NY:
J.D. Cum Laude, June 1990; Honors: Senior Editor, Cardozo Law Review;
Union College, Schenectady, NY: B.A. Magna Cum Laude,
with Distinction in History, June 1987; Honors: Member – Phi Beta Kappa.

QUALIFICATIONS:

Member of the Bar of the States of New Jersey and New York.
Member of the Bar of the United States Court of Appeals, Third Circuit. Member of the Bar of the United States District Courts of New Jersey and the Eastern and Southern Districts of New York.

EMPLOYMENT:

1992-Present: Ruderman & Roth, LLC; Ruderman, Horn & Esmerado, P.C.; Ruderman & Glickman, P.C., Shareholder. Representing management in all aspects of labor and employment law in the public and private sector. Providing guidance to HR professionals, investigating internal employee complaints, conducting seminars on the prevention of harassment in the workplace and training on pre-employment inquiries, drafting personnel policies for private and public sector clients, and representing clients in litigations and hearings.

1990-1992: Proskauer Rose, LLP, Labor Associate. Engaged in the exclusive representation of management on labor and employment matters.

OTHER ACTIVITIES:

1990-Present: New Jersey State Bar Association, Labor and Employment Section.

PROFESSIONAL AFFILIATIONS:

New Jersey State Bar Association, Labor and Employment Section. New York State Bar Association.

SCOTT J. KRUMHOLZ, ESQ.

Scott J. Krumholz' extensive background has provided him with a unique blend of business experience and legal expertise, having worked in private practice and as general counsel in such areas as commercial real estate, including property acquisitions and dispositions, and financing, land use, zoning, environmental law, tax appeals, leasing, general commercial litigation, general practice, municipal and business law. Mr. Krumholz has represented both privately held businesses and public entities in a vast array of matters. He has made numerous appearances before the N.J. and N.Y. Municipal, State and Federal Courts and administrative agencies. Scott has successfully defended and prosecuted several appeals, and his experience includes jury and bench trials in the N.J. courts and hearings in the Office of Administrative Law.

EDUCATION: Quinnipiac University School of Law, Hamden, CT: J.D. 1993: Moot Court Society
Boston University: Bachelor of Science degree in Political Science, 1990.

QUALIFICATIONS: Member of the Bars of New Jersey and New York as well as the United States District Courts for New Jersey and the U.S. Court of Appeals, Third Circuit.

EMPLOYMENT: 2024 - Present: Ruderman & Roth, LLC - Attorney.

2021 - 2024: Wisniewski & Associates, LLC – Attorney. Managed the firm's transactional department including real estate and business acquisitions and dispositions, zoning, land use, tax appeals, and engaged as the Public Defender in Piscataway, NJ.

2019 - 2021: Sekas Law Group, LLC – Attorney. Represented institutional lender in financing transactions, handled all real estate and business transactions, pre-acquisition due diligence, asset acquisitions and dispositions, land use, zoning, contracts, tax appeals, and commercial litigation.

2012 - 2019: Law Office of Scott J. Krumholz, LLC – Managing Member. Owned and operated law practice engaged mainly in real estate matters, including property acquisitions and dispositions, land use, zoning, leasing and financing.

2010 - 2012: U.S. Realty Management Corporation – General Counsel. Responsible for leasing of company's real estate assets including shopping centers, office buildings and industrial properties. Also handled real estate asset acquisitions and dispositions and property management, including insurance related issues.

2003 - 2010: Excel Environmental Resources, Inc. – General Counsel. Marketing and business operations, including strategic alliance forming private and public partnerships with State funding sources for environmental cleanups. Work with Brownfield re-development projects in New Jersey and New York.

1996 - 2003: Welt & David, PC. – Attorney. Commercial litigation and real estate matters.

1993 - 1996: Scarinci & Hollenbeck – Attorney. Commercial and civil litigation including insurance defense for personal injury matters.

STEPHANIE M. PLATT, ESQ.

Stephanie M. Platt has experience in local government and municipal law practice, labor and employment litigation, civil rights law, tax appeal law, and general litigation matters. Ms. Platt has appeared in both state and federal and has experience in both the public and private sector. After law school, Ms. Platt earned an advanced law degree, Master of Laws (L.L.M.), in Trial Advocacy at Temple University, Beasley School of Law.

EDUCATION: Temple University, Beasley School of Law, Philadelphia, PA: L.L.M 2016
Touro College, Jacob D. Fuchsberg Law Center, Central Islip, NY: J.D. 2012
Connecticut College, New London, CT: B.A. 2006

QUALIFICATIONS: Member of the Bar of State of New Jersey. Member of the Bar of the United States District Court for the District of New Jersey. Member of the Bar of the State of New York. Member of the Bar United States District Court for the Eastern District of New York.

EMPLOYMENT: March 2018 – Present: Ruderman & Roth, LLC; Roth D'Aquanni, LLC. - Associate. Representing clients in both private and public sector, in labor and employment matters, general litigation, civil rights litigation, local municipal government matters, and education law matters.

2016 – 2018: Eric M. Bernstein & Associates, LLC, Associate. Engaged in general litigation matters on behalf of municipal government clients, represented municipalities in tax appeal matters, legal research and writing for a variety of legal matters; engaged in all stages of discovery for litigation matters.

2015 – 2016: Obanta, LLC, General Counsel and Director of Corporate Compliance. Handled and advised members of the company and executive staff on all internal legal matters, including contract disputes, corporate issues, labor and employment law, licensing, administrative law, and regulatory law.

2014 – 2015: Law Offices of Frederick K. Brewington, LLC., Associate. Represented plaintiffs in a variety of civil rights litigation matters, including employment discrimination and police misconduct.

2013 – 2014: Superior Court of New Jersey, Judicial Intern to Honorable John A. Conte, J.S.C. and United States District Court for the District of New Jersey, Judicial Intern to Honorable Susan D. Wigenton, U.S.D.J. Conducted legal research and writing for a variety of judicial memoranda and participated in court observations.

PROFESSIONAL AFFILIATIONS:

New Jersey State Bar Association, New York State Bar Association.

LITTIE E. RAU, ESQ.

Little Elise Rau, a member in good standing of both the New Jersey and Pennsylvania bars, joined Ruderman Horn & Esmerado, LLP, in 2004, where she represents both management and employees in private and public sector in all aspects of labor and employment law. She brought her experience from having previously represented plaintiffs in employment and civil rights cases (both in state and federal court and administrative agencies) as well as familiarity with general civil practice, medical malpractice, personal injury, contract disputes, unemployment claims, and landlord-tenant issues.

EDUCATION: Rutgers School of Law, Newark, NJ: J.D. with Honors, 1983;
Millersville University, Millersville, PA: B.S. Education, Magna
Cum Laude;
Stanford University, Stanford, CA: Humanities/Arts.

QUALIFICATIONS: Member of the Bar of the States of New Jersey and Pennsylvania.
Member of the Bar of the United States District Courts of New
Jersey and the Middle District of Pennsylvania.

EMPLOYMENT: 1992-Present: Ruderman & Roth, LLC; Ruderman, Horn & Esmerado, P.C.;
Ruderman & Glickman, P.C., Associate. Representing primarily management
and employers in the public sector, in employment and labor matters. Defense
of actions in state and federal courts and agencies (e.g. Civil Service
Commission and Public Employment Relations Commission), prosecution of
employee disciplinary actions, investigating employee complaints, and
providing advisory services regarding workplace issues.

2002-2004: Law Office of Joseph A. Fortunato, Associate.
Represented plaintiffs in employment matters including wrongful
discharge, civil rights actions, sexual harassment cases; general
civil practice, medical malpractice, contract disputes, and landlord-
tenant issues.

1995-2002: Cynthia A. Matheke, Esq., Lum Danzis.

1988-1994: Michael J. Reimer, Esq., Co-Counsel.

1985-1995: Donald M. Friedman, Esq., Associate.

PROFESSIONAL
AFFILIATIONS: New Jersey State Bar Association. Pennsylvania State Bar Association.



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081

TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.
New Jersey – New York

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.



RUDERMAN & ROTH, LLC.

Mark S. Ruderman, Esq., Senior Partner

mruderman@rrlaborlaw.com



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MARK S. RUDERMAN, ESQ.

New Jersey – New York

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The contractor and the Borough of Watchung, (hereafter “owner”) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the “Act”) (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner’s grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.



RUDERMAN & ROTH, LLC.

Mark S. Ruderman, Esq., Senior Partner

mruderman@rrlaborlaw.com



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MARK S. RUDERMAN, ESQ.
New Jersey – New York

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful respondent's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful respondent shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17-27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful respondent may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful contractor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency and the respondent retains a copy.

The undersigned certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27 and agrees to furnish the required forms of evidence.

The undersigned further understands that his/her submission shall be rejected as non-responsive if he/she fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27.

RUDERMAN & ROTH, LLC.

Signature

Mark S. Ruderman, Esq., Senior Partner

Date:



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081

TEL 973.258.1288 ♦ FAX 973.258.1171

ALLAN C. ROTH, ESQ.

New Jersey · Illinois · District of Columbia

Certification 60348

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-JAN-2019** to **15-JAN-2026**

RUDERMAN & ROTH, LLC
150 MORRIS AVE., SUITE 303
SPRINGFIELD NJ 07081



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081

TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.

New Jersey – New York

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
: SS.
COUNTY OF UNION :

I, Mark S. Ruderman, of the Town of Basking Ridge, in the County of Somerset and the State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

I am Senior Partner of the firm of Ruderman & Roth, LLC. the bidder making this proposal for the bid entitled Labor Attorney Services, and that I executed the said Proposal with full authority to do so; that said Respondent has not, directly or indirectly, entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the Qualification Statement; and that all statements contained in said Qualification Statement and in this affidavit are true and correct, and made with full knowledge that the Borough of Watchung relies upon the truth of the statements contained in this affidavit in awarding the contract for said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by Ruderman & Roth, LLC. (N.J.S.A. 52:34-25).

RUDERMAN & ROTH, LLC.

Mark S. Ruderman, Esq., Senior Partner

Subscribed and sworn to before me.
this 2nd day of Dec, 2024.

Karen M. McLeanas

Notary Public, State of New Jersey

My commission expires October 25, 2026.



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081
TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.
New Jersey – New York

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c. 33)

☒ I certify that the list below contains the name and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check which business entity applies:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Subchapter S Corporation

☐ Other _____

☒ Limited Liability Corporation

☐ Limited Liability Partnership

Listed below are the names and addresses of all stockholders, partners, or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

Allan C. Roth, Esq.

20 Hawthorne Drive, Holmdel, NJ 07733

Mark S. Ruderman, Esq.

23 Hadley Court, Basking Ridge, NJ 07920

Mark S. Ruderman, Esq., Senior Partner

RUDERMAN & ROTH, LLC.

Subscribed and sworn to before me
this 2nd day of Dec, 2024.

Karen M. McLeanas

Notary Public, State of New Jersey

My commission expires October 25, 2026.



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081

TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.

New Jersey – New York

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: Labor Attorney

PROPOSER: Ruderman & Roth, LLC.

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX WILL RENDER PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification

OR

☐ I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.

Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES.

Name: _____

Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Vendor: _____

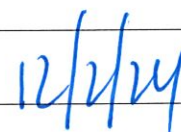
Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the State of New Jersey and the Borough of Watchung are relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State and the Borough of Watchung to notify the State and the Borough of Watchung in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the State of New Jersey and the Borough of Watchung and that the Borough of Watchung at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Mark S. Ruderman, Esq.

Signature:  _____

Title: Senior Partner

Date:  _____

Bidder/Vendor: Ruderman & Roth, LLC.

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
SHORT FORM STANDING**

RUDERMAN & ROTH LLC
0450328601

I, the Treasurer of the State of New Jersey, do hereby certify that the above-named New Jersey Domestic Limited Liability Company was registered by this office on December 05, 2018.

As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.

I further certify that the registered agent and office are:

ALLAN C. ROTH, ESQ.
150 MORRIS AVENUE
SUITE 303
SPRINGFIELD, NJ 07081



*IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
my Official Seal at Trenton, this
23rd day of November, 2020*

A handwritten signature in cursive script, appearing to read "Elizabeth Maher Muoio".

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 6113149851

Verify this certificate online at

https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

Lawyers Professional Liability Insurance

NOTICE: THIS POLICY PROVIDES COVERAGE ON A CLAIMS MADE AND REPORTED BASIS SUBJECT TO ITS TERMS. THIS POLICY APPLIES ONLY TO ANY CLAIM FIRST MADE AGAINST THE INSURED AND REPORTED TO THE INSURER DURING THE POLICY PERIOD OR ANY EXTENDED REPORTING PERIOD THAT MAY APPLY.

PLEASE READ AND REVIEW THE POLICY CAREFULLY AND DISCUSS THE COVERAGE WITH YOUR INSURANCE AGENT OR BROKER.

IF INDICATED IN ITEM 5. A. BELOW, THE LIMIT OF LIABILITY AVAILABLE TO PAY DAMAGES OR SETTLEMENTS SHALL BE REDUCED AND MAY BE COMPLETELY EXHAUSTED BY AMOUNTS INCURRED AS LEGAL DEFENSE COSTS. THE INSURER SHALL NOT BE LIABLE FOR LEGAL DEFENSE COSTS OR FOR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT AFTER EXHAUSTION OF THE LIMIT OF LIABILITY.

Whenever printed in this Declarations Page, the boldface type terms shall have the same meanings as indicated in the Policy.

- Item 1. Name and Address of Named Insured:** **Policy Number: PLP-1906152-P4**
Ruderman & Roth, LLC
Suite 100
150 Marris Avenue
Springfield, NJ 07081
- Item 2. Policy Period:** From December 14, 2023 (inception date) to December 14, 2024 (expiration date)
(Both dates at 12:01 a.m. Standard Time at the address of the Named Insured)
- Item 3. Limits of Liability for the Policy Period:**
A. \$2,000,000 each Claim, but in no event exceeding
B. \$2,000,000 in the aggregate for all Claims
- Item 4. Supplemental Coverages Limit of Liability:**
\$100,000 in the aggregate for all Supplemental Coverages during the Policy Period
- Item 5. Claim Expenses for the Policy Period:**
☐ A. Claim Expenses Reduce the Limit of Liability in Item 3. above
☒ B. Claim Expenses in Addition to the Limit of Liability in Item 3. above
- Item 6. Deductible:**
☐ A. Aggregate Deductible - All Claims N/A
☒ B. Each Claim Deductible \$5,000
☐ i. The Deductible applies to Damages and Claim Expenses
☒ ii. The Deductible applies only to Damages
- Item 7. Premium:** \$16,688
New Jersey Property Liability Insurance Guaranty \$83
Association (PLIGA) Surcharge:

BERKLEY INSURANCE COMPANY

Item 8. Forms and Endorsements attached at inception: LPL 39450 (10-14)

1	701-CR-	0419	CLAIM REPORTING PROCEDURES
2	LPL 100901-	0122	Social Engineering Endorsement
3	LPL 101103-NJ	(rev. 04-17)	Amend Insuring Agreement to Remove Career Coverage for List of Individuals
4	LPL 101901	(05-14)	Addition of Prior Acts Date
5	LPL 306901	(05-14)	Prior Acts Date for Listed Insured
6	LPL 600904-	0122	Individual Lawyer Extended Reporting Period
7	LPL-NJ-PAE	(10-14)	New Jersey Policy Amendatory Endorsement
8	NJ-PHN-	1019	NEW JERSEY POLICY HOLDER NOTICE

These Declarations along with the completed and signed Application and the Lawyers Professional Liability Insurance Policy shall constitute the contract between the Named Insured and the Insurer.

Authorized Representative: 

Date Issued: November 20, 2023

RUDERMAN & ROTH, LLC
REPRESENTATIVE LIST OF PUBLIC SECTOR CLIENTS

- | | |
|---|---|
| 1. Bayonne City
Municipal Building
630 Avenue C
Bayonne, NJ 07002 | 11. Kean University
1000 Morris Avenue
Union, NJ 07083 |
| 2. East Orange City
44 City Hall Plaza
East Orange, NJ 07019 | 12. Hopewell Township
201 Washington Crossing –
Pennington Road
Titusville, NJ 08560 |
| 3. East Windsor Township
16 Lanning Boulevard
East Windsor, NJ 08520 | 13. Jersey City Housing Auth.
400 U.S. Highway #1
(Marion Gardens)
Jersey City, NJ 07306 |
| 4. Edison Township
Edison Municipal Complex
100 Municipal Boulevard
Edison, NJ 08817 | 14. NJ Schools Development Authority
32 East Front Street
Trenton, NJ 08625 |
| 5. Englewood City
2-10 N. Van Brunt Street
Englewood, NJ 07631 | 15. Ocean City
861 Asbury Avenue
Ocean City, NJ 08226 |
| 6. Englewood Cliffs Borough
482 Hudson Terrace
Englewood Cliffs, NJ 07632 | 16. Ocean Township
399 Monmouth Road
Oakhurst, NJ 07755 |
| 7. Franklin Lakes Borough
De Korte Drive
Franklin Lakes, NJ 07417 | 17. City of Plainfield
Municipal Building
515 Watchung Avenue
Plainfield, NJ 07060 |
| 8. Franklin Lakes Public Library
470 DeKorte Drive
Franklin Lakes, NJ 07417 | 18. Plainsboro Township
P.O. Box 278
Plainsboro, NJ 08536 |
| 9. Green Brook Township
111 Greenbrook Road
Green Brook, NJ 08812 | 19. Plainsboro Public Library
P.O. Box 278
Plainsboro, NJ 08536 |
| 10. Hudson County
567 Pavonia Avenue
Jersey City, NJ 07306 | 20. Sea Girt Borough
P.O. Box 296
Sea Girt, NJ 08750 |

RUDERMAN & ROTH, LLC
REPRESENTATIVE LIST OF PUBLIC SECTOR CLIENTS

21. Somerset County
20 Grove Street
P.O. Box 3000
Somerville, NJ 08876
22. Tenaflly Borough
100 Riveredge Road
Tenaflly, NJ 07670
23. Union County
105 Courthouse
2 Broad Street
Elizabeth, NJ 07207
24. Upper Township
P.O. Box 20
Tuckahoe, NJ 08250
25. Waldwick Borough
63 Franklin Turnpike
Waldwick, NJ 07463
26. West Windsor Township
271 Clarksville Road
P.O. Box 38
West Windsor, NJ 08550



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081

TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.

New Jersey – New York

PROPOSAL

To Borough of Watchung

The undersigned declares that he has read the Request for Proposal attached, that he has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following

Position: Labor Attorney

Company Name	Ruderman & Roth, LLC.
Federal I.D. #	83-2719751
Address	150 Morris Avenue, Suite 206, Springfield, NJ 07081
Signature of Authorized Agent	
Type Name	Mark S. Ruderman
Title	Senior Partner
Date:	
Telephone Number	973-258-1288
Fax Number	973-258-1171
E-mail Address	mruderman@rrlaborlaw.com
Rate/Fees	A blended hourly rate of \$165.00 for all attorneys



RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081
TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.
New Jersey – New York

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:

Addendum Number	Dated	Acknowledge Receipt (Initial)
-----------------	-------	----------------------------------

■ No addenda were received

Acknowledged for: RUDERMAN & ROTH, LLC.

By:



Mark S. Ruderman, Esq., Senior Partner

Date:





RUDERMAN & ROTH, LLC

COUNSELLORS AT LAW

150 Morris Avenue, Suite 206 ♦ Springfield, New Jersey 07081

TEL 973.258.1288 ♦ FAX 973.258.1171

MARK S. RUDERMAN, ESQ.

New Jersey – New York

PROPOSAL CHECKLIST

The following checklist is provided as assistance to the development of the RFP Response.

It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/action attesting to the fact that you have read and/or included the documents with your RFP.

Administrative Conditions and Requirements

Scope of Work

Qualification Statement

Proof of Licensure

References

Evaluation Criteria

Acknowledgement of Receipt of Addenda

Non-Collusion Affidavit

Stockholder Disclosure

Affirmative Action Mandatory Language

Submission of NJ For AA302 **PLEASE SEE NOTE BELOW**

Americans with Disabilities Act Mandatory Language

Business Registration Certificate to be supplied with RFP

Disclosure of Investment Activities in Iran

[Handwritten initials in blue ink, appearing to be 'JR', are written on the lines next to each item in the checklist.]

PLEASE NOTE: We have supplied our current Certificate of Employee Information Report.

BOROUGH OF WATCHUNG
RESOLUTION: R11

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 *et seq.* provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Council wishes to award a contract to Archer & Greiner P.C. as the Borough's Bond Counsel for the year 2025; and

WHEREAS, the Chief Finance Officer has determined that the value of the contracts may exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute individual contracts for the services of the following Professionals in their area(s) of expertise, in accordance with the proposals submitted:

Award to: John M. Cantalupo, Esq., Archer & Greiner P.C., 10 Highway 35,
Red Bank, NJ 07701

Amount: Not to exceed \$25,000.00

BE IT FURTHER RESOLVED that these contracts have been awarded after review and based on the merits and abilities of these professionals to provide the goods or services as described herein. These contracts are being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 *et seq.*

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise the award of these contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, *et seq.*).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: AWARDS
C: W. HANCE,



Response to Request for Proposals for Bond Counsel

Prepared for:



**BOROUGH OF
WATCHUNG**

**Submitted by:
Archer & Greiner, P.C.
Riverview Plaza
10 Highway 35
Red Bank, NJ 07701
732.268.8000
archerlaw.com**

December 5, 2024

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III. EXPERIENCE SERVING AS BOND COUNSEL	4
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TAB

1. Attorney Resumes
2. Proposed Bond Counsel Services Agreement
3. References
4. Representative Transactions
5. Required Forms

I. INTRODUCTION

Archer & Greiner (“Archer”), a Professional Corporation, is pleased to submit this proposal to the Borough of Watchung (the “Borough”) in response to a Request for Proposals (“RFP”) to serve as Bond Counsel. This proposal sets forth the information requested and outlines Archer’s comprehensive qualifications to serve as bond counsel to the Borough.

As you are aware, Archer partner John M. Cantalupo currently serves as bond counsel to the Borough and will continue to have primary responsibility for its bond counsel services. Mr. Cantalupo is the Chair of the firm’s Public Finance Group and has served as bond counsel to numerous counties, municipalities, and county improvement and municipal utility authorities, providing him with a comprehensive understanding of public finance practice in New Jersey. Additionally, Mr. Cantalupo is quite familiar with Somerset County overall as he currently serves as bond counsel to the Somerset County Improvement Authority, and has also provided Bond Counsel services to the County of Somerset. In fact, our office successfully closed for the Somerset County Improvement Authority its first \$50,795,000 Governmental Pooled Loan Revenue Bonds (Somerset County Guaranteed), Series 2022, which included financings for the County of Somerset and various other municipalities within the County of Somerset.

Mr. Cantalupo has significant experience working with various sized New Jersey municipalities, including some of the most financially challenged, to develop prudent strategies to best address their financial needs. Throughout the course of his practice, Mr. Cantalupo currently serves or has served as bond counsel to 15 counties to date, including the following:

- Atlantic
- Bergen
- Burlington
- Cape May
- Cumberland
- Hudson
- Hunterdon
- Middlesex
- Monmouth
- Morris
- Passaic
- Salem
- Somerset
- Sussex
- Union

In addition, Mr. Cantalupo has handled hundreds of bond transactions for the following county improvement or municipal utility authorities and agencies:

- Atlantic County Improvement Authority

- Bergen County Improvement Authority
- Berkeley Township Sewerage Authority
- Middlesex County Improvement Authority
- Passaic County Improvement Authority
- Passaic Valley Sewerage Commission
- Pollution Control Financing Authority of Salem County
- Rahway Redevelopment Agency
- Salem County Improvement Authority
- Somerset County Improvement Authority
- Southeast Monmouth Municipal Utilities Authority
- Sussex County Municipal Utilities Authority
- Two Rivers Water Reclamation Authority
- Woodstown Sewerage Authority

With more than 25 years of experience in the public finance world, Mr. Cantalupo has developed innovative financing alternatives or approaches and creative financing techniques to provide for capital infrastructure and operations and maintenance at the lowest possible cost to the taxpayers.

Archer public finance attorneys have also served as bond counsel to a number of New Jersey State agencies and authorities over a period of many years, including the New Jersey Economic Development Authority for more than 25 years.

As one of the largest law firms in the area, Archer has more than sufficient resources to provide all services required to serve as the Borough's bond counsel and accommodate any required meetings for the Borough. The size and support offered at Archer allows us to be responsive to our clients in many ways. Archer's depth of experience with respect to municipal bond financing and the public finance practice will allow us to work closely with the Borough's finance team to develop finance strategies that are most advantageous to the Borough and its taxpayers. Additionally, this depth of experience allows Archer to prepare all documents necessary and incidental to the issuance of bonds and other municipal obligations.

Archer would be honored to work with the Borough in connection with bond counsel matters.

II. FIRM OVERVIEW

Archer is among the largest law firms in New Jersey. The firm comprises 175 attorneys in nine offices, including four offices in New Jersey. Of our 175 attorneys, the Borough will have five attorneys on the Public Finance team available at all times for any of the Borough's public finance needs.

The firm's attorneys are assisted by support staff employees consisting of secretaries, administrative staff, couriers, copying staff, technology staff, library staff, and clerical personnel. Our dedicated support staff ensures quality, timely and cost-efficient service to our clients.

As a full-service law firm, Archer provides litigation and transactional services in nearly every area of law. In addition, we have a number of interdisciplinary practice groups, including Public Finance, which bring the full measure of our expertise to bear on behalf of our clients.

Archer has compiled a record of successful results and exceptional client service during decades of representing public agencies in New Jersey. The firm currently represents, or has represented, the following public sector clients, including, but not limited to:

- Borough of Avalon
- Borough of Berlin
- Borough of Bradley Beach
- Borough of East Rutherford
- Borough of Elmer
- Borough of Englishtown
- Borough of Flemington
- Borough of Franklin Borough
- Borough of Frenchtown
- Borough of Hopatcong
- Borough of Laurel Springs
- Borough of Monmouth Beach
- Borough of Oceanport
- Borough of Palmyra
- Borough of Pitman
- Borough of Ridgefield
- Borough of Sayreville
- Borough of Sea Girt
- Borough of Spring Lake Heights
- Borough of Tinton Falls
- Borough of Watchung
- Borough of West Long Branch
- Borough of Woodstown
- City of Asbury Park
- City of Atlantic City
- City of Bayonne
- City of Cape May City
- City of Hackensack
- City of Jersey City
- City of North Wildwood
- City of Paterson
- City of Philadelphia
- City of Rahway
- City of Ventnor
- Township of Alexandria
- Township of Alloway
- Township of Hopewell
- Township of Jackson
- Township of Lower
- Township of Manchester
- Township of Maple Shade
- Township of Marlboro
- Township of Middle
- Township of Middletown
- Township of Pilesgrove
- Township of Pittsgrove
- Township of Upper Freehold
- Township of Wall
- Township of Washington
- Township of West Amwell
- Township of Woolwich
- State of New Jersey
- County of Atlantic
- County of Burlington
- County of Cape May
- County of Hunterdon
- County of Monmouth
- County of Passaic
- County of Salem
- County of Somerset
- County of Sussex
- County of Union
- Atlantic County Improvement Authority
- Bergen County Improvement Authority
- Berkeley Township Sewerage Authority
- Brookdale Community College
- Camden County Improvement Authority
- Cumberland Empowerment Zone Corp.
- Cumberland County Improvement Authority
- Delaware River Port Authority
- Gloucester County Improvement Authority
- Monmouth County Improvement Authority

- Township of Andover
- Township of Berkeley Township
- Township of Carneys Point
- Township of Colts Neck
- Township of Dennis
- Township of East Amwell
- Township of East Greenwich
- Township of Elk
- Township of Franklin (Gloucester)
- Township of Franklin (Hunterdon)
- Township of Galloway
- Township of Hamilton
- New Jersey Housing and Mortgage Finance Agency
- New Jersey Economic Development Authority
- Passaic County Improvement Authority
- Passaic Valley Sewerage Commission
- Pollution Control Financing of Salem County
- Salem County Improvement Authority
- Southeast Monmouth Municipal Utilities Authority
- Sussex County Municipal Utilities Authority
- Two Rivers Water Reclamation Authority
- Western Monmouth Utilities Authority
- Woodstown Sewerage Authority

III. EXPERIENCE SERVING AS BOND COUNSEL

Archer is nationally recognized for its Bond Counsel expertise and is listed in the *Bond Buyer's Municipal Marketplace Directory*, commonly known as the "Red Book." The firm's Public Finance Group was formally established in 1981, although the firm has been actively engaged in tax-exempt financing since 1961. Archer attorneys have decades of experience serving as bond counsel for public, private and nonprofit entities, including municipalities, state government agencies and hospitals, and are thoroughly familiar with the bond counsel services required by the Borough. Each member of our Public Finance team has more than 15 years of experience on matters pertaining to the Local Bond Law, the Local Budget Law and the Local Fiscal Affairs Law and regularly appear and make presentations before the Local Finance Board in matters pertaining to referenda, project financings and the issuance of bonds.

Our professional services have involved the issuance of virtually all types of municipal debt obligations, including general obligation bonds; tax/bond anticipation notes; various types of revenue bonds; refunding/restructuring bonds; lease-purchase certificates of participation; health and university facility bonds and other 501(c)(3) corporation bonds; student loan bonds; housing bonds; and bonds additionally secured by credit enhancement, including insured bonds and letter-of-credit-backed commercial paper programs and bonds. Types of capital projects financed include school, water, sewer, solid waste, resource recovery, pollution control, parking, college, hospital and various other types of capital improvements and public works purposes, and various redevelopment projects, including public/private partnerships. We have participated in both competitively bid and negotiated transactions, and have served in various roles, including bond counsel, underwriter's counsel, trustee's counsel and company/developer's/borrower's counsel. Our Public Finance attorneys have structured and closed advance, forward and current refundings of existing obligations, including swaps and variable rate issuances, and have experience in structuring and administering pooled bond financings.

All members of the Public Finance Group have been and are eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less

than ten years. The Public Finance team's broad experience provides a foundation that enables the firm to analyze and react to the complex types of financing issues with which a governmental entity frequently finds itself confronted in today's municipal market.

As stated above, the senior attorneys on the Public Finance team have years of experience on matters pertaining to the Local Bond Law, the Local Budget Law and the Local Fiscal Affairs Law. We regularly appear and make presentations before the Local Finance Board in matters pertaining to referenda, project financings and the issuance of bonds. Each of the attorneys on the Public Finance team is licensed to practice in the State of New Jersey.

In Mr. Cantalupo's capacity as bond counsel to numerous counties and municipalities, he regularly assists such entities in developing creative financing techniques to provide for capital infrastructure and operations and maintenance at the lowest possible cost to the taxpayers.

In addition, the firm has worked closely with the State of New Jersey in bond matters for decades, including serving as bond counsel to the New Jersey Economic Development Authority ("NJEDA") for more than 25 years, as well as borrower's counsel and other capacities for NJEDA financings. Archer has also served in several capacities, including bond counsel and underwriter's counsel, in financings for the New Jersey Health Care Facilities Financing Authority ("NJHCFFA"), the New Jersey Housing and Mortgage Finance Agency ("NJHMFA"), and the New Jersey Educational Facilities Authority ("NJEFA"). The firm also served as authority counsel to the New Jersey Higher Education Student Assistance Authority ("NJHESAA") for the issuance of \$350 million in Student Loan Revenue Bonds. In addition, we have served as counsel in numerous bond financing transactions for a variety of institutions and handled New Jersey transactions for some of the nation's largest investment banking and financial firms.

Archer's Public Finance team comprises experienced attorneys who specialize in this field. All aspects of bond transactions, including applicable securities, tax and bankruptcy concerns, are handled within the Public Finance Group. Several of these attorneys are members of the National Association of Bond Lawyers.

Archer's Public Finance team works closely with the firm's Tax Law Group, which addresses all aspects of federal and state laws in relation to public finance transactions, including rules related to the issuance of debt, instruments, maintenance of the tax-exempt nature of the interest, and modifications or exchanges of existing debt.

With decades of experience in tax-exempt bond offerings, Archer's Public Finance attorneys have expertise in disclosure obligations relating to municipal securities offerings mandated by Rule 15c2-12 (the "Rule") promulgated under the Securities Exchange Act of 1934, as amended. We are also familiar with the amendments to the Rule adopted in Release No. 34-34961 on November 10, 1994 (the "Amendments").

As part of our representation as bond counsel, we traditionally prepare and deliver opinions regarding the validity of the bonds and opine as to the tax-exempt status of bonds and notes issued for both state and federal tax purposes. We also traditionally prepare an opinion regarding the adequacy of the disclosure contained in the Official Statement, and request the same from counsel to all transaction participants. We also regularly draft a Continuing Disclosure Agreement between the issuer and the trustee or dissemination agent in order to assure compliance with SEC Rule 15c2-12 requirements.

We routinely provide advice with respect to post-sale Internal Revenue Code compliance, continuing disclosure requirements, and any other post-closing issues that may arise with respect to the bonds. Virtually every public finance transaction in which the Public Finance Group participates now includes participation by our corporate and tax attorneys. Additionally, when serving as counsel on financings for redevelopment projects, our public finance attorneys also regularly work closely with our land use and redevelopment attorneys.

A comprehensive list of representative transactions is appended under Tab 4.

We believe our in-depth experience across these related practice areas, coupled with our synergistic firm structure, uniquely situate us to provide the most comprehensive public finance services available in New Jersey.

IV. STAFFING

The following attorneys are among those who may be called upon to perform legal services for the Borough. Other Archer attorneys are available as needed and appropriate. All Archer attorneys have licenses that are current to date and are members in good standing. Certificates of Good Standing are available upon request. In addition to the brief profiles below, full professional resumes are appended under Tab 1.

John M. Cantalupo – Mr. Cantalupo, the Chair of our Public Finance Team, has over 25 years of experience in all aspects of municipal finance with particular experience serving as bond counsel to various New Jersey counties, municipalities, boards of education and local authorities. Mr. Cantalupo has also been involved in varying capacities in public finance projects undertaken across the State and appears regularly before the Local Finance Board. In his capacity as bond counsel to numerous public agencies, he regularly assists such entities in developing creative financing techniques to provide for capital infrastructure, operations and maintenance at the lowest possible cost to taxpayers and ratepayers, not only contemplating traditional financing options but also consideration of financing options through the New Jersey Infrastructure Bank and the United States of America acting through the United States Department of Agriculture.

Alexis B. Batten – Ms. Batten concentrates her practice in the area of public finance and has a great breadth of experience in a wide variety of public finance transactions. Since 2008, Ms. Batten has served as bond counsel and underwriter's counsel in connection with numerous

financings completed by municipalities, counties, school districts, public agencies and authorities throughout New Jersey.

Frances A. McElhill – Ms. McElhill has taken a lead role in the tax-exempt financing practice of the firm, including providing legal services to borrowers of the NJEDA as bond counsel. Ms. McElhill served as bond counsel in the NJEDA's first Enterprise Zone bond financings. She has more than 25 years of involvement in tax-exempt bond financing in New Jersey and Pennsylvania. Her practice also has a concentration in economic and community development financing. Ms. McElhill is a member of the National Association of Bond Lawyers and the Pennsylvania Association of Bond Lawyers.

Gordon F. Moore – Mr. Moore is Chair of Archer's Tax Group. He has practiced tax law for more than 25 years, and holds an LL.M. in Taxation from New York University. Formerly a Senior Trial Attorney with the Office of District Counsel, Internal Revenue Service, in Philadelphia, whose practice centered on investigations and prosecutions of abusive tax shelters, Mr. Moore is the lead tax counsel on the firm's bond matters. Mr. Moore is also a Certified Public Accountant.

David A. Weinstein – Mr. Weinstein has represented numerous school districts, municipalities, counties, and public authorities as bond counsel. He has experience in numerous deals involving the NJEDA, including as bond counsel to the authority as well as borrower's counsel and other capacities for NJEDA financings. He has experience structuring and financing commercial transactions covering a wide range of financing structures. He has negotiated, structured and closed general obligation bonds, lease revenue bonds, multifamily housing bonds, 501(c)(3) conduit financings, mortgage-backed facilities, and general revenue bonds. Mr. Weinstein has experience in both public offerings and private placements, and has assisted issuers in compliance with the Securities and Exchange Commission Rule 15c2-12. He also has experience acting in the capacity of borrower's counsel, underwriter's counsel, and trustee's counsel in numerous bond financings. Mr. Weinstein has performed extensive work on behalf of The Reinvestment Fund in numerous financings, having drafted, reviewed and counseled on the full gamut of documentation involved in the transactions. Mr. Weinstein is a member of the National Association of Bond Lawyers.

V. PROPOSAL INFORMATION REQUIREMENTS

1. Admission to the New Jersey Bar for a minimum of ten (10) years.

All members of the Public Finance Group have been and are eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years.

2. Ten (10) years' experience in practice as Bond Counsel to New Jersey Municipalities.

Each member of our Public Finance team has more than 15 years of experience on matters pertaining to the Local Bond Law, the Local Budget Law and the Local Fiscal Affairs Law and

regularly appear and make presentations before the Local Finance Board in matters pertaining to referenda, project financings and the issuance of bonds.

3. Experience in federal tax matters that govern municipal obligations.

As part of our representation as bond counsel, we traditionally prepare and deliver opinions regarding the validity of the bonds and opine as to the tax-exempt status of bonds and notes issued for both state and federal tax purposes. Archer's Public Finance team works closely with the firm's Tax Law Group, which addresses all aspects of federal and state laws in relation to public finance transactions, including rules related to the issuance of debt, instruments, maintenance of the tax-exempt nature of the interest, and modifications or exchanges of existing debt. Virtually every public finance transaction in which the Public Finance team participates now includes participation by our corporate and tax attorneys.

Please see Tab 4 for a list of Representative Transactions.

4. Listing in the "Red Book" of recognized Bond Counsel.

Archer is nationally recognized for its Bond Counsel expertise and is listed in the *Bond Buyer's Municipal Marketplace Directory*, commonly known as the "Red Book." The firm's Public Finance Group was formally established in 1981, although the firm has been actively engaged in tax-exempt financing since 1961.

5. Key personnel information.

John M. Cantalupo will have primary responsibility for bond counsel services to the Borough. Please see all of the engagement team members listed above who may be called upon to perform legal services for the Borough. Other Archer attorneys are available as needed and appropriate. In addition to the brief profiles above, full professional biographies are appended under Tab 1.

6. Proposal forms.

Please see Tab 5 for a copy of all of the required proposal forms.

7. Location of servicing office.

Services will be provided out of the firm's Red Bank office:

Riverview Plaza
10 Highway 35
Red Bank, New Jersey 07701

VI. FEE PROPOSAL

Please see our proposed Bond Counsel Services Agreement appended under Tab 2 for a complete description of our fees and scope of services (the "Scope of Work/Bond Counsel" section set forth in the Borough's Request for Proposals is incorporated here).

If the Borough likes the qualifications of Archer's public finance team and would like Archer to adjust its fees to meet or come in below another proposal received by the Borough, Archer would be happy to negotiate a mutually beneficial fee structure.

*Please be advised that Archer submits this proposal conditioned on our understanding that the RFQ/RFP contemplates a limited legal services engagement as special counsel (bond counsel), not a plenary position, as contemplated in the New Jersey Supreme Court's decision in S. Ct. Adv. Committee on Prof Ethics opinion No. 697, 188 N.J. 549 (2006). Accordingly, Archer may undertake representations from time to time that are consistent with that decision.

VII. ARCHER CONTACT

John M. Cantalupo
Riverview Plaza
10 Highway 35
Red Bank, New Jersey 07701
732.268.8000
jcantalupo@archerlaw.com

Tab 1



John M. Cantalupo

Partner

Public Finance

📞 732.268.8009

✉️ jcantalupo@archerlaw.com

Overview

John is the Chair of Archer's Public Finance Group. He has 25 years of experience in all aspects of municipal finance with particular experience serving as bond counsel to various New Jersey counties, municipalities, boards of education and local authorities. John has also been involved in varying capacities in public finance projects undertaken across the State and appears regularly before the Local Finance Board. In his capacity as bond counsel to numerous public agencies, he regularly assists such entities in developing creative financing techniques to provide for capital infrastructure, operations and maintenance at the lowest possible cost to taxpayers and ratepayers, not only contemplating traditional financing options, but also consideration of financing options through the New Jersey Infrastructure Bank and the United States of America acting through the United States Department of Agriculture.

John served as a law clerk for the Office of the Counsel to the New Jersey Governor. He also interned for the New Jersey Senate Majority Office and for the Middlesex County Prosecutor's Office.

John and his family reside in Monmouth County, where he is an active member of the community.

Representative Experience

- Representation of public entities, issuers and underwriters in connection with all aspects of public finance, including compliance with all federal and state laws
- Structure, coordinate and implement transactions relating to the issuance of tax-exempt/taxable debt:
 - General obligation bonds or notes of counties, municipalities and school districts

- General obligation and “subject to appropriation” lease financings
- Revenue bonds or project notes of water/sewer authorities, improvement authorities and other conduit financing public facilities, or publicly owned facilities
- Health and university facility and other 501(c)(3) corporation bonds
- Project financings for redevelopment projects
- Negotiate and draft all project, financing and closing documentation

Professional and Community Involvement

- Immediate Past Chairman, Board of Trustees, CentraState Healthcare System; Member, Board of Trustees (2013-present); Finance Committee (2010-present)

Credentials

Education

- Rutgers University, JD
- Marshall University, BA, *cum laude*

Admissions

- New Jersey
- New York
- U.S. District Court for the District of New Jersey

Offices

- Red Bank, NJ

Areas of Focus

Practice

- Public Finance
- Redevelopment Law
- State & Local Government



Alexis B. Batten

Partner

Public Finance

☎ 856.673.7139

✉ abatten@archerlaw.com

Overview

Alexis represents governmental issuers and underwriters in all aspects of public finance, including compliance with all federal and state laws. With 15 years' experience, she has served as bond counsel and underwriter's counsel in connection with numerous financings completed by municipalities, counties, school districts, public agencies and authorities throughout New Jersey.

Alexis routinely advises clients on structuring, coordinating and implementing transactions relating to the issuance of tax-exempt/taxable debt, including: general obligation bonds or notes of counties, municipalities and school districts; general obligation and "subject to appropriation" lease financings; revenue bonds or project notes of water/sewer authorities and improvement authorities; health and university facility and other 501(c)(3) corporation bonds, and project financings for redevelopment projects. She negotiates and drafts all authorization proceedings and project, financing and closing documentation.

Clients enjoy working with Alexis. Always responsive and available to answer questions, she values open and frequent communication with her clients. Truly loving her area of law, Alexis is passionate about her clients' goals and dedicated to achieving them. She knows all members of the team play an important role in a transaction's success.

Alexis is a frequent lecturer on public finance matters and has recently presented for organizations such as the Ocean County Tax Collectors and Treasurers Association, the Gloucester County Clerks Association, the Government Officers Finance Association of New Jersey (GFOA), and various bar associations.

After receiving her law degree, Alexis served as law clerk to the Honorable John A. Sweeney, A.J.S.C. (Ret.), in the Superior Court of New Jersey, Burlington County, Civil Division.

Alexis and her family reside in Cape May County, where she is an active member of the community.

Representative Experience

- Representation of public entities, issuers and underwriters in connection with all aspects of public finance, including compliance with all federal and state laws.
- Structure, coordinate and implement transactions relating to the issuance of tax-exempt/taxable debt:
 - General obligation bonds or notes of counties, municipalities and school districts
 - General obligation and “subject to appropriation” lease financings
 - Revenue bonds or project notes of water/sewer authorities, improvement authorities and other conduit financing public facilities, or publicly owned facilities
 - Health and university facility and other 501(c)(3) corporation bonds
 - Project financings for redevelopment projects
- Negotiate and draft all project, financing and closing documentation.

Professional and Community Involvement

- Vice President, Cape May County Bar Foundation
- Member, Avalon Board of Education
- Past-President, Cape May County Bar Association

Credentials

Education

- Villanova University, JD
- Middlebury College, BA

Admissions

- New Jersey

Offices

- Voorhees, NJ
- Red Bank, NJ

Areas of Focus

Practice

- Public Finance
- State & Local Government

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Frances A. McElhill

Partner

Business Counseling

☎ 856.354.3137

✉ fmcelhill@archerlaw.com

Overview

Frances McElhill has more than 30 years' experience representing nonprofit corporation clients and their boards of trustees.

Fran serves as outside counsel to several area colleges and universities, including The University of the Arts in Philadelphia. Fran provides legal services to a number of higher education institution clients, including advice on corporate governance, conflicts of interest, federal student loan program qualification, students affairs issues, federal and state tax issues, unrelated business income activities, articulation agreements, export control laws, endowment, scholarship and charitable giving issues, corporate sponsorship agreements, and executive compensation issues for Arcadia University, Rowan College of South Jersey, Rowan University, Princeton University and Stockton University. Prior to joining Archer, Fran served as outside corporate counsel to Cabrini University in Radnor, Pa., and La Salle University in Philadelphia. Fran has also served as outside counsel to various consortia of higher education clients and to a number of private school clients.

Fran also represents community trusts and significant United States private foundations and public charities with affiliated foreign NGOs, and has experience with the program related investments, expenditure responsibility requirements, Office of Foreign Assets Control and Specially Designated Nationals lists, and donor-advised, scholarship and corporation-established qualified federal disaster and employee emergency funds.

Fran has represented a number of large nonprofit behavioral healthcare organizations, schools for students with developmental disabilities, and social service agencies in a number of mergers, consolidations, affiliations, program and asset transfers, and private-public joint ventures.

Fran also has decades of experience in public finance transactions for tax exempt organization clients, including large health systems.

Representative Experience

- Converting an international for-profit home health care agency into US nonprofit tax-exempt organization.
- Incorporating and obtaining federal income tax exemption for community trust for the benefit of Southern New Jersey.
- Creating state-approved charitable annuity programs for tax-exempt charitable organizations.
- Submitting private letter ruling request to Internal Revenue Service for dividing large family foundation into two family foundations for second generation philanthropy.
- Defending audit by the Internal Revenue Service of an exempt September 11th family services organization.
- Defending before Pennsylvania Attorney General the wind-down and dissolution of nonprofit corporation, including distribution of donor-restricted assets, whose non-restricted assets were to be used to fund a victims' fund for sexual abuse by a former trustee.
- Interactions with New Jersey Attorney General on issues involving transfer of charitable assets and healthcare assets from nonprofit entities to for-profit entities.
- Providing advice to large hospital system board on governance issues, conflicts of interest and excess benefit transactions.
- Drafting Investment Policy for private foundation under New Jersey Uniform Prudent Management of Institutional Funds Act (UPMIFA).
- Franchising a religious social service program, on a national and international basis, consistent with United States trademark and tax law.
- Establishing a federal income tax-exempt political action committee under Section 527 of the Code and a segregated account under Section 527(f)(3) for health system's medical staff association for the purpose of making campaign expenditures.
- Advising an international food service corporation on establishing a Section 501(c)(3) employer-sponsored employee assistance relief funds for qualified federal disasters and for employee emergencies which were not qualified federal disasters.
- Reorganizing the corporate structure of a multi-entity social service institution in order to maximize revenue generation, avoid state contract dollar recoupment and minimize tax and corporate liability.

Professional and Community Involvement

- National Association of Bond Lawyers and the Pennsylvania Association of Bond Lawyers
- New Jersey Bar Association
- Pennsylvania Bar Association
- Adjunct Professor, Drexel University Thomas R. Kline School of Law, “Nonprofit Organizations”
- Board of Directors, United Way of Greater Philadelphia and Southern New Jersey (2012-present)
- Board of Trustees, Symphony in C (2020-present)
- Board of Trustees, Catholic Charities of Trenton Diocese (1994-2000; 2002-2010; 2012-2018), Chair (1998-2000)
- Board of Trustees, Peirce College, (1996-2001), Executive Committee (1999–2001)
- Board of Directors, Nonprofit Development Center of Southern New Jersey (2011-2019)

Select Speaking Engagements and Seminars

- “Gift Acceptance and other Key NPO Policies,” National Hospice and Pallative Care Organization Webinar (May 2017)
- “Using Hybrid Entities To Attract New Donors and Raise (and Keep) More Dollars,” Rowan University, School of Business, Social Enterprise Course (2017)

Credentials

Education

- Villanova University, JD
Law Review
- St. Joseph’s University, BA, *summa cum laude*

Admissions

- New Jersey
- Pennsylvania

Offices

- Voorhees, NJ

Areas of Focus

Practice

- Business Counseling
- Healthcare
- Nonprofit & Charitable Organizations
- Public Finance

Industries

- Education
- Nonprofit & Charitable Organizations

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Gordon F. Moore

Of Counsel

Business Counseling / Tax

 856.354.3087

 gmoore@archerlaw.com

Overview

Gordon serves as Chair of Archer's Tax Practice and has over 45 years of experience advising clients, accountants and attorneys on a wide variety of tax issues. He focuses on federal and state income tax planning for, and tax issues related to, the operations and activities of corporations, limited liability companies, partnerships and individuals. In addition, having served for a number of years as a trial attorney with the Internal Revenue Service, and having represented clients in audits, administrative appeals, litigation in the United States Tax Court and tax collection matters throughout his career, Gordon is well-versed in IRS and New Jersey tax policies and procedures and the settlement, appeal and litigation of tax controversies.

Gordon advises clients on a wide variety of tax issues, including, but not limited to, all tax aspects of acquiring or selling a business, real estate or other significant asset; spin-offs, mergers and other taxable and tax-free reorganizations; S corporation and limited liability company tax issues; choosing the appropriate form of entity to minimize taxes; conversions from one form of entity to another; drafting LLC and partnership allocation and distribution provisions; drafting tax provisions in transaction documents; like kind exchanges of property; and Federal and state tax audits, administrative appeals and litigation.

Gordon enjoys working with people and that comes across from the moment he begins working with a client. His clients understand very quickly that he knows what he's talking about. He listens and respects what a client is saying and has a way of simplifying what is generally a very complex "language" to many clients - - even though the tax rules are complex, the ability to present and apply them to his clients' situations in an understandable manner is an art that Gordon has mastered. Gordon ensures that he understands a client's issues, their concerns and where they want to end up tax-wise and business-wise and he strives to get answers and find solutions in as

cost-effective manner as possible. He genuinely cares about helping clients with their problems and getting them as good a result as can be expected.

Gordon has been a frequent speaker before numerous legal, accounting and business organizations, as well as author on a wide variety of tax issues and developments. In addition, he has dedicated himself for many years to coaching youth soccer, officiating soccer games and volunteering his time to the boards or committees of local soccer and swim clubs.

Professional and Community Involvement

- Certified Public Accountant (Illinois, Inactive)
- American Bar Association, Section of Taxation
- New Jersey State Bar Association, Tax Section
- Camden County Bar Association

Credentials

Education

- Capital University Law School, JD
- New York University, LLM, Taxation
- Ohio State University, BS

Admissions

- New Jersey
- Ohio (Inactive)
- Pennsylvania (Inactive)
- U.S. Tax Court

Offices

- Voorhees, NJ

Areas of Focus

Practice

- Business Counseling

- Tax

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David A. Weinstein

Partner

Business Counseling / Public Finance

☎ 856.857.2787

✉ dweinstein@archerlaw.com

Overview

David focuses his practice on complex business transactions. He represents public and privately-held businesses across diverse industries in a broad spectrum of transactional, regulatory and general business matters, with particular emphasis on contract preparation, review and negotiation; regulatory compliance; mergers and acquisitions; risk management; and public finance matters.

David has extensive experience with contracts and agreements of all types, including sale and vendor agreements, licensing agreements, disclosure documents, offtake agreements, supply contracts, indentures, letters of credit, and related transactional documents. He helps clients structure their business relationships and provides strategic counseling to guide them through the complexities to ensure their contracts and agreements provide the necessary framework for success.

David regularly represents developers, owners, investors, and corporate buyers in the energy and utilities industry, with a focus on the development, financing, sale, purchase, and operation of alternative and renewable energy facilities, including, but not limited to, solar, wind, geothermal and cogeneration facilities. He advises on regulatory compliance related to deal structuring and implementation. David has extensive experience with matters involving developing, selling, or acquiring renewable assets, including negotiation and diligence of power purchase and sale agreements, interconnection and transmission arrangements and fuel supply agreements.

A significant portion of David's practice is dedicated to representing clients in the Esports industry. David provides counsel on a variety of issues, including the drafting, review and negotiation of contracts; business structure planning and modeling; and merger and acquisitions transactions, such as asset purchases, stock purchases, joint ventures and strategic alliances.

David has long-term involvement in municipal and government relations working with clients on a variety of redevelopment and public finance matters. He represents clients in the drafting, review and negotiations of redevelopment agreements and financial agreements for large-scale redevelopment projects, including multifamily, single-family and affordable housing projects. David has served as bond counsel, underwriter's counsel, trustees counsel, and bank counsel for various public financing transactions, including financings for multi-family.

Representative Experience

- Represented leverage lender in various New Market Tax Credit projects drafting leverage loan documents and providing advice regarding NMTC compliance.
- Represented trust in making mezzanine loans for real estate development drafting and negotiating mezzanine financing documents and operating documents and inter-creditor agreements with senior debt provider.
- Represented tax-credit investor for Low Income Housing Tax Credit (LIHTC) investment drafting and negotiating partnership agreements and related documentation, and providing structuring and business advice to investor.
- Represented a State Housing and Mortgage Finance Agency as bond counsel in the issuance of a \$71,375,000 of Multi-Family Revenue Bonds to finance various multi-family housing projects.
- Acted as bond counsel to State Parking Authority with respect to the refunding of the Authority's \$131,050,000 airport parking facilities revenue bonds.
- Acted as Underwriter's Counsel in the issuance of \$22,780,000 in Solid Waste System Revenue Bonds issued to finance cost of constructing three new landfill cells and various capital improvements and renovations to existing buildings at the complex.
- Acted as bond counsel for State Housing and Mortgage Finance Agency in the issuance of \$120,000,000 Single Family Housing Revenue Bonds, issued to provide for the purchase of single family housing loans made by the Housing Agency.
- Served as Underwriter's Counsel in the issuance of \$57,500,000 Revenue Bonds, issued to finance various capital projects for higher education facility.
- Represented multinational corporation for permitting, land use approvals, tax issues, Power Purchase Agreement, Solar Land Lease, and other contracts for 14.1 megawatt, state-of-the-art, ground-mounted solar array on campus of corporate headquarters, the largest privately-owned, net-metered solar project in the Western Hemisphere.
- Represented international wind development company structuring and developing a 9 MW wind energy facility in Maine.

- Represented a large solar development and construction company in development of multiple solar energy facilities throughout the United States.
- Negotiated and drafted Power Purchase Agreements on behalf of two prominent New Jersey churches, both 501(c)(3) nonprofit organizations, granting licenses to power companies to install solar panel arrays on church rooftops for the production and sale of electricity.
- Representation of a financing institution that specializes in solar installations for 501(c)(3) organizations. The firm provides advice on transactional structure to permit nonprofits to receive federal grants and advises the client on Solar Renewable Energy Certificates. The firm also negotiates and drafts Power Purchase Agreements, Easement/License Agreements and Operating Agreements.

Professional and Community Involvement

- Chair, Board of Directors - Esports Innovation Center (EIC) at Stockton University
- President, Philadelphia Chapter - Esports Trade Association (ESTA)
- American Bar Association
- Camden County Bar Association
- Burlington County Bar Association
- National Association of Bond Lawyers
- Association for Commercial Finance Attorneys (ACFA)
- Construction Finance Managers Associations (CFMA)
- Trustee, Moorestown Education Foundation
- Former Member, Moorestown Township Board of Education
- Former Member, Development Committee for Samaritan Hospice
- Former Member, Board of Trustees for the Moorestown Theater Company
- Former Vice President, Board of Trustees for the Burlington County Chapter of the American Red Cross
- Former Member, Moorestown Township Economic Development Advisory Committee
- Former Member, Moorestown Township Democratic Committee Chairman
- Former Member, Burlington County Democratic Committee

Credentials

Education

- Rutgers University, JD
- Ithaca College, BA

Admissions

- New Jersey
- Pennsylvania
- U.S. District Court for the District of New Jersey

Offices

- Voorhees, NJ

Areas of Focus

Practice

- Business Counseling
- China Practice
- Energy & Utilities
- Mergers & Acquisitions
- Public Finance
- Redevelopment Law
- State & Local Government

Industries

- Alternative & Renewable Energy
- Sports & Entertainment

Tab 2

BOND COUNSEL SERVICES A G R E E M E N T

THIS AGREEMENT, made as of this ___ day of January, 2025, between the BOROUGH OF WATCHUNG, a body politic of the State of New Jersey, herein designated as the "Borough", party of the first part, and ARCHER & GREINER P.C., Attorneys at Law with offices at Riverview Plaza, 10 State Highway 35, Red Bank, New Jersey 07701, hereinafter designated as "Bond Counsel", party of the second part:

WITNESSETH:

1. The Borough desires to authorize and to issue its bonds for various capital projects and to provide for the terms and the security of such bonds in accordance with the laws of the State of New Jersey. The Borough desires to finance such capital projects through temporary and permanent obligations at the most advantageous terms available to it.

2. Bond Counsel, in consideration of the making and the signing of the within Agreement, agrees to render the following services:

A. Bond Counsel will prepare or review all bond ordinances adopted or to be adopted by the governing body.

B. Bond Counsel will assemble a certified record of proceedings to evidence the proper adoption of each bond ordinance in accordance with the provisions of the Local Bond Law and other applicable New Jersey Statutes.

C. When the Borough determines to issue bonds, Bond Counsel will prepare the necessary resolutions or other operative documents authorizing the bond sale. Bond Counsel will seek the advice of the Auditor in connection with the appropriate maturity schedule for the bonds to be sold. Bond Counsel will coordinate the printing and the distribution of the Official Statement to those financial institutions that customarily submit bids for new issues of New Jersey municipal bonds of that type. It will arrange for the printing of the notice of sale in The Bond Buyer and in the local newspaper, as required by law, and will answer inquiries made by the investment community concerning the bond sale. Bond Counsel will attend the bond sale and will render legal advice as necessary concerning the submission of bids for the bonds in accordance with the notice of sale and the requirements of law. After the bond sale, Bond Counsel will prepare the bonds for execution, will prepare and see to the execution of the necessary closing certificates and will establish the time and the place for the delivery of the bonds to the successful bidder. Bond Counsel will attend the closing with the appropriate officials, at which time the bonds will be delivered, payment will be made for the bonds, and Bond Counsel will issue a final approving legal opinion with respect to the validity of the bonds.

D. When the Borough determines to issue bond anticipation notes or tax anticipation notes, Bond Counsel will prepare any necessary resolutions to authorize the sale of such notes. When the purchaser and the details of the notes have been determined, Bond Counsel will prepare the notes for execution and will prepare the appropriate closing certificates and an approving legal opinion with respect to the notes. Unless requested otherwise, Bond Counsel will forward the notes, closing papers and approving legal opinion to the Borough Attorney for execution and delivery.

E. Bond Counsel will provide basic advice in regard to the effect of the federal arbitrage regulations on the issuance of bonds or bond anticipation notes and the investment of the proceeds thereof.

F. Bond Counsel will provide other legal advice requested by the Borough, provided such advice is within the legal expertise of Bond Counsel's law firm.

G. Bond Counsel will prepare, review and distribute the Preliminary and Final Official Statements in connection with any bond or note financing.

H. Bond Counsel will provide legal services, prepare the necessary documentation and review and comment upon all documents in connection with any capital equipment lease financing or pooled loan financing undertaken by the Borough.

I. Bond Counsel will provide legal services listed in the Borough's solicitation of proposals, which are incorporated herein by this reference.

3. The Borough will make payment to Bond Counsel for services rendered in accordance with the following schedule:

A. For services rendered or in connection with each bond sale, a fee of \$3,500, plus \$1.00 per thousand dollars of bonds issued. Time relating to the review of the Official Statement, the continuing disclosure document or other disclosure document will be billed at the hourly rates described in Section 3F below.

B. For services rendered in connection with the preparation of each bond ordinance, a fee of \$450 for each single purpose ordinance and \$550 for each multipurpose ordinance. If the preparation of the ordinance involves consultations, meetings or discussions that are out of the ordinary, that is, services that are not described in Section 2 hereof such as attendance at meetings, attention to litigation or other matters described in Section 3F, there will be additional fees to be charged at the hourly rates of the attorneys in effect at the time of providing the services. The fees for services in connection with the ordinances will be charged periodically during the course of the year.

C. The fee for any temporary financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$1,200.00 for Bond Counsel's approving legal opinion in connection with such a financing and \$0.50 per thousand dollars of bond or tax anticipation notes or emergency notes issued. If additional services are required, such as with issues involving refundings or the combination of numerous ordinances, the additional time required will be billed at the hourly rates in effect when the services are performed.

D. In the event that a Letter of Credit or similar credit enhancement facility is used in connection with either a bond or note issue, an additional fee based on the responsibility assumed and time involved will be billed at the hourly rates described in Section 3F below.

E. In the event of a refunding bond issue providing for the payment of a prior issue of bonds, there will be a fee of \$5,000 in addition to the fees described herein.

F. Services rendered beyond the scope of those described above will be billed at the hourly rates in effect when the services are rendered. The present hourly rates are \$95 per hour for paralegals, \$135 per hour for associate attorneys and \$150 per hour for partners/counsel. Such services include, but are not limited to, attendance at meetings, work involved in the preparation or review of the Official Statement and a continuing disclosure agreement, if applicable, for a bond sale or the review or the preparation of an Official Statement and a continuing disclosure agreement, if applicable, for a bond anticipation note sale, diligence for a bond ordinance, review of authorization proceedings for a bond ordinance, preparation of prequalification packages for bond insurance, preparation of a rating agency package, analysis of any credit enhancement facility, the preparation or review of a Local Finance Board application, attention to or services rendered with regard to any litigation that may occur or any legal question posed by the Borough, tax work, complicated arbitrage analysis or applications to the Federal Reserve Bank for investments of bond or note proceeds in State and Local Government Series federal obligations and legal services, the preparation of the necessary documentation and reviewing and commenting upon all documentation in connection with any capital equipment lease financing, pooled loan financing or any local financing undertaken by the Borough through an improvement authority, the USDA, the NJIB or any other legal services the Borough wishes Bond Counsel to perform.

G. In the event that a bond sale is held but all bids are rejected or the sale is cancelled, or this Agreement is terminated prior to the sale of bonds, the fee to be charged shall be a reasonable one, based on the services performed.

H. Customary at-cost disbursements shall be added to the fees referred to in this Agreement. These may include photocopying, express or overnight delivery charges and postage costs, newspaper publication costs and the costs of printing

official statements, travel expenses, telecommunications, filing fees, book binding, messenger service or other costs advanced on behalf of the Borough.

I. This Agreement shall be in full force and effect until such time as either party gives written notice to the other of termination.

4. Bond Counsel and the Borough hereby incorporate into this contract the mandatory language of Subsection 3.4(a) and the mandatory language of Section 5.3 of the Regulations promulgated by the Treasurer of the State of New Jersey pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and Bond Counsel agrees to comply fully with the terms, the provisions and the conditions of Subsection 3.4(a) and of Section 5.3, provided that Subsection 3.4(a) shall be applied subject to the terms of Subsection 3.4(d) of the Regulations.

IN WITNESS WHEREOF, the BOROUGH OF WATCHUNG has caused this Agreement to be duly executed by its proper officers and has caused its corporate seal to be hereto affixed, and Bond Counsel has caused this Agreement to be duly executed by the proper party as of the day and year first above written.

BOROUGH OF WATCHUNG

ATTEST:

BY: _____
_____,
Authorized Officer

_____,
Borough Clerk

ARCHER & GREINER P.C.

BY: _____
JOHN M. CANTALUPO, ESQ.

P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this Contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry,

marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

Tab 3

REFERENCES

SOUTH JERSEY

Atlantic County

- **County of Atlantic:** Bonnie Lindaw, County Treasurer/Chief Financial Officer, 1333 Atlantic Avenue, 6th Floor, Atlantic City, New Jersey 08401, telephone number: (609) 343-2257; email: lindaw_bonnie@aclink.org
- **Township of Hamilton:** Nick Amato, Chief Financial Officer, 6101 Thirteenth Street, Mays Landing, New Jersey 08330, telephone number: (609) 625-6704; email: namato@hamiltonatlnj.org
- **Township of Galloway:** Kristen Manning, Chief Financial Officer, 300 E. Jimmie Leeds Road, Galloway, New Jersey 08205, telephone (609) 652-3700, email: kmanning@gtnj.org
- **City of Ventnor:** Thomas Ciccarone, City Administrator, 6201 Atlantic Avenue, Ventnor City, New Jersey 08406, telephone number: (609) 437-2323; email: tciccarone@ventnorcity.org

Burlington County

- **Borough of Palmyra:** Donna A. Condo, Chief Financial Officer, 20 W. Broad Street, Palmyra, New Jersey 08065, telephone number: (856) 829-6100, ext. 141; email: dcondo@boroughofpalmyra.com
- **Township of Maple Shade:** Adriane McKendry, Chief Financial Officer, 200 Stiles Avenue, Maple Shade, New Jersey 08052, telephone number: (856) 779-9610 ext. 163; email: amckendry@mapleshade.com

Camden County

- **Borough of Berlin:** Michael Kwasizur, Chief Financial Officer, 59 S. White Horse Pike, Berlin, New Jersey 08009, telephone number: (856) 767-7777 ext. 331; email: mkwasizur@berlinnj.org
- **Borough of Laurel Springs:** Debra DiMattia, Chief Financial Officer, 723 West Atlantic Avenue, Laurel Springs, New Jersey 08021; telephone number (856) 784-0500; email: cfo@laurelsprings-nj.com

Cape May County

- **County of Cape May:** Brittany M. Smith, Chief Financial Officer, 4 Moore Road, Cape May Court House, New Jersey 08210, telephone number: (609) 465-1170; email: Brittany.Smith@CO.CAPE-MAY.NJ.US
- **Borough of Avalon:** C. Danielle Nollett, RMC/CMR, Borough Clerk, 3100 Dune Drive, Avalon, New Jersey 08202, telephone number: (609) 967-2990; email: dnollett@avalonboro.org

REFERENCES

- **City of Cape May City:** Kevin Hanie, Chief Financial Officer, 643 Washington Street, Cape May, New Jersey 08204, telephone number: (609) 884-9592; email: khanie@capemaycity.com
- **Township of Dennis:** Jessica Bishop, Chief Financial Officer, 571 Petersburg Road, P.O. Box 204, Dennisville, New Jersey 08214, telephone number: (609) 861-9700 ext. 225; email: jbishop@dennistwp.org
- **Township of Lower:** Lauren Read, Chief Financial Officer, 2600 Bayshore Road, Villas, New Jersey 08251, telephone number: (609) 886-2005 ext. 125; email: lread@townshipoflower.org
- **Township of Middle:** Neil Young, Chief Financial Officer, 33 Mechanic Street, Cape May Court House, New Jersey 08210, telephone number: (609) 465-8737; email: nyoung@middletownship.com
- **City of North Wildwood:** Todd N. Burkey, Chief Financial Officer, 901 Atlantic Avenue, North Wildwood, New Jersey 08260, telephone number: (609) 522-2030 ext. 1220, email: tburkey@northwildwood.com

Cumberland County

- **Township of Hopewell:** Neil Young, Chief Financial Officer/Treasurer, 590 Shiloh Pike, Bridgeton, New Jersey 08302, telephone number (856) 455-1230 ext. 114; email: treasurer@hopewelltp-nj.com
- **Township of Upper Deerfield:** Amy Colaneri, Chief Financial Officer, 1325 Highway 77, Seabrook, New Jersey 08302, telephone number (856) 451-3811, email: acolaneri@upperdeerfield.com

Gloucester County

- **Township of East Greenwich:** John A. Bruno, Jr., Chief Financial Officer, 159 Democrat Road, Mickleton, New Jersey 08056, telephone number: (856) 423-0654; email: brunojrca@aol.com; JBruno@eastgreenwichnj.com
- **Township of Franklin:** Robin Sarlo, Chief Financial Officer, 1571 Delsea Drive, Franklinville, New Jersey 08322, telephone number: (856) 694-1234 ext. 8; email: cfo@franklintownship.com
- **Township of Washington:** Colette Bachich, Chief Financial Officer, 523 Egg Harbor Road, Sewell, New Jersey 08080, telephone number (856) 589-0520 ext. 2227, email: cbachich@twp.washington.nj.us
- **Township of Woolwich:** Lois Yarrington, Chief Financial Officer, 120 Village Green Drive, Woolwich, New Jersey 08085, telephone number: (856) 467-2666 ext. 3136; email: Lyarrington@woolwichtwp.org

REFERENCES

Ocean County

- **Township of Jackson:** Sharon Pinkava, Chief Financial Officer, 95 West Veterans Highway, Jackson, New Jersey 08527, telephone number (732) 928-1200 ext. 1280, email: spinkava@jacksontwpnj.net

Salem County

- **County of Salem:** Kelly A. Hannigan, Chief Financial Officer/Treasurer, 110 Fifth Street, Suite 400, Salem, New Jersey 08079, phone number: (856) 935-7510 ext. 8499; email: Kelly.Hannigan@salemcountynj.gov
- **Township of Alloway:** Elizabeth Pigliacelli, Chief Financial Officer, 49 South Greenwich Street, Alloway, New Jersey 08001, telephone number: (856) 935-4080 ext. 204; email: finance@allowaytownship.com
- **Township of Carneys Point:** Christie Ehret, Chief Finance Officer, 303 Harding Highway, Carneys Point, New Jersey 08069, telephone number: (856) 299-0070 ext. 115; email: cfo@carneypointtp.org
- **Borough of Elmer:** Cynthia A. Strang, Chief Financial Officer, 120 South Main Street, Elmer, New Jersey 08318, telephone number: (856) 358-4010 ext. 118; email: elmercmfo@netscape.net
- **Township of Pilesgrove:** Kelsey Santogrossi, Chief Financial Officer/Treasurer, 1180 Route 40 East, Pilesgrove, New Jersey 08098, telephone number: (856) 769-3222 ext. 4; email: cfopilesgrove@comcast.net
- **Township of Pittsgrove:** Amy L. Colaneri, Chief Financial Officer, 989 Centerton Road, Pittsgrove, New Jersey 08318, telephone number: (856) 358-2300 ext. 6014; email: acolaneri@pittsgrovetownship.com

CENTRAL JERSEY

Hunterdon County

- **County of Hunterdon:** Andrew K. Bernath, Chief Financial Officer, 71 Main Street, P.O. Box 2900, Flemington, New Jersey 08822, telephone number: (908) 788-1120; email: abernath@co.hunterdon.nj.us
- **Township of Alexandria:** Michele Bobrowski, Municipal Clerk, 242 Little York-Mt. Pleasant Road, Milford, New Jersey 08848, telephone number: (908) 996-7071 ext. 210; email: clerk@alexandrianj.gov
- **Township of East Amwell:** Linda Giliberti, Township Clerk, 1070 Route 202/31, Ringoes, New Jersey 08551, telephone number: (908) 782-8536 ext. 19; email address: lgiliberti@eastamwelltownship.com
- **Borough of Flemington:** William Hance, Chief Financial Officer, 38 Park Avenue, Flemington, New Jersey 08822, telephone number: (908) 782-8840; email: whance@historicflemington.com

REFERENCES

- **Township of Franklin:** Cameron Keng, Chief Financial Officer, 202 Sidney Road, Pittstown, New Jersey 08867, telephone number: (908) 735-5215 ext. 8; email address: CKeng@franklin-twp.org
- **Borough of Frenchtown:** Janet Previte, Chief Financial Officer, 29 Second Street, Frenchtown, New Jersey 08825, telephone number: (908) 996-4524; email: cfo@frenchtownboro.com
- **Township of West Amwell:** Joanna Mustafa, Chief Financial Officer/Treasurer, 150 Rocktown-Lambertville Road, Lambertville, New Jersey 08530, telephone number: (609) 397-2054 ext. 111; email: cfo@westamwelltwp.org

Middlesex County

- **Borough of Sayreville:** Denise Biancamano, Chief Financial Officer, Borough of Sayreville, 167 Main St., Sayreville, New Jersey 08872, telephone number: (732) 390-7035, email: dbiancamano@sayreville.com

Monmouth County

- **County of Monmouth:** Joseph F. Kelly, Chief Financial Officer, 1 East Main Street, Hall of Records, 3rd Floor Finance, P.O. Box 1256, Freehold, New Jersey 07728, telephone number: (732) 431-7391; email: joseph.kelly@co.monmouth.nj.us
- **City of Asbury Park:** JoAnn Boos, Chief Financial Officer, One Municipal Plaza, Asbury Park, New Jersey 07712, telephone number: (732) 775-2100; email: joann.boos@cityofasburypark.com
- **Borough of Bradley Beach:** Richard Gartz, Chief Financial Officer, 701 Main Street, Bradley Beach, New Jersey 07720, telephone number: (732) 776-2999; email: rjgcpa6@gmail.com
- **Township of Colts Neck:** John Antonides, Chief Financial Officer, 1 Veterans Way, Colts Neck, New Jersey 07722, telephone number: (732) 462-5470 ext. 106; email: jantonides@coltsneck.org
- **Borough of Eatontown:** Dena Amoda, Chief Financial Officer, 47 Broad Street, First Floor, Eatontown, New Jersey 08724, telephone number: (732) 720-2576; email: damodea@eatontownnj.com
- **Borough of Englishtown:** John Barrett, Chief Financial Officer, 15 Main Street, Englishtown, New Jersey 07726, telephone number: (732) 446-9235; email: cfo@englishtownnj.com
- **Borough of Highlands:** Patrick J. DeBlasio, Chief Financial Officer, 151 Navesink Avenue, Highlands, New Jersey 07732, telephone number: (732) 872-1224; email: pdeblasio@highlandsborough.org; financehighlands@gmail.com (Mr. DeBlasio can be reached most often at the Borough of Carteret at (732) 541-3820 ext. 3101)
- **Borough Monmouth Beach:** Matthew J. Palmer, Chief Financial Officer, 18 Willow Avenue, Monmouth Beach, New Jersey 07750, telephone number: (732) 229-2204 ext. 1000; email: mpalmer@monmouthbeach.org

REFERENCES

- **Township of Neptune:** Michael J. Bascom, Chief Financial Officer, Neptune Township Municipal Complex, 25 Neptune Boulevard, Neptune, New Jersey 07753, telephone number: (732) 988-5200 ext. 241; email: mbascom@neptunetownship.org
- **Borough of Oceanport:** Catherine D. LaPorta, Chief Financial Officer, 910 Oceanport Way, P.O. Box 370, Oceanport, New Jersey 07757, telephone number: (732) 222-8221 ext. 1019; email: klaporta@oceanportboro.com
- **Borough of Sea Girt:** Amy Spera, Chief Financial Officer, 321 Baltimore Boulevard, 2nd Floor, Sea Girt, New Jersey 08750, telephone number: (732) 449-9433 ext. 120; email: aspera@seagirtboro.com (Ms. Spera can be reached most often at the Borough of Manasquan at (732) 223-0544 ext. 330 and aspera@manasquan-nj.gov.)
- **Borough of Spring Lake Heights:** John Barrett, Administrator, 555 Brighton Avenue, Spring Lake Heights, New Jersey 07762, telephone number: (732) 449-3500; email: administrator@springlakehts.com
- **Borough of Tinton Falls:** Thomas P. Fallon, Chief Financial Officer, 556 Tinton Avenue, Tinton Falls, New Jersey 07724, phone number: 732-542-3400 ext. 227; email: finance@tintonfalls.com
- **Township of Upper Freehold Township:** John Barrett, Chief Financial Officer, 314 Route 539, Cream Ridge, New Jersey 08514, telephone number: (609) 758-7738 ext. 211; email: UFTNJCF@uftnj.com
- **Township of Wall:** Thomas O'Hara, Chief Financial Officer, 2700 Allaire Road, Wall, New Jersey 07719, telephone number: (732) 449-8444 ext. 2228; email: tohara@wallnj.gov
- **Borough of West Long Branch:** Michael Martin, Chief Financial Officer, 965 Broadway, West Long Branch, New Jersey 07764, telephone number: (732) 571-5653; email: mmartin@longbranch.org

Somerset County

- **County of Somerset:** Yvonne E. Childress, Chief Financial Officer & Director of Finance and Administrative Services, 20 Grove Street, P.O. Box 3000, Somerville, New Jersey 08876, telephone number: (908) 231-7631; email address: finance@co.somerset.nj.us

NORTH JERSEY

Bergen County

- **Borough of Ridgely:** Frank Elenio, Chief Financial Officer, 700 Shaler Boulevard, Ridgely, New Jersey 07657, telephone number: (201) 943-5215 ext. 315; email: felenio@ridgelyboro.com

REFERENCES

Hudson County

- **County of Hudson:** Cheryl G. Fuller, Director of the Department of Finance and Administration/County Treasurer, 583 Newark Avenue, Jersey City, New Jersey 07306, telephone: (201) 795-6077; email: cfuller@hcnj.us
- **City of Bayonne:** Donna Mauer, Chief Financial Officer, 630 Avenue C, Bayonne, New Jersey 07002, telephone number: (201) 858-6043; email: dmauer@BayNJ.org

Passaic County

- **County of Passaic:** Richard Cahill, Director of Finance/Chief Financial Officer, 401 Grand Street, Room 439, Paterson, New Jersey 07505, telephone number: (973) 881-4440; email address: RCahill@passaiccountynj.org
- **City of Paterson:** Javier Silva, Director of Finance/Chief Financial Officer, 155 Market Street, Paterson, New Jersey 07505, telephone number: (973) 321-1390 ext. 1399; email: jsilva@patersonnj.gov

Sussex County

- **County of Sussex:** Elke Yetter, County Treasurer/Chief Financial Officer, Department of Finance, One Spring Street, Newtown, New Jersey 07860, telephone number: (973) 579-0300 ext. 1123; email: eyetter@sussex.nj.us
- **Township of Andover:** Lorraine England, Chief Financial Officer, 134 Newton Sparta Road, Newton, New Jersey 07860, telephone number: (973) 383-4280 ext. 323; email: lengland@andovertwp.org
- **Borough of Franklin:** Michelle LaStarza, Chief Financial Officer, 46 Main Street, Franklin, New Jersey 07416, telephone number: (973) 827-9280 ext. 119; email: cfo@franklinborough.org
- **Borough of Hopatcong:** Joseph Setticase, Interim Chief Financial Officer, 111 River Styx Road, Hopatcong, New Jersey 07843, telephone number: (973) 770-1200 ext. 115; email: cfo@hopatcong.org

Union County

- **County of Union:** Dr. Bibi Taylor, Director of Finance, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207, telephone number: (908) 527-4055
- **City of Rahway:** Frank C. Ruggiero, Chief Financial Officer, 1 City Hall Plaza, Rahway, New Jersey 07065, telephone number: (732) 827-2020; email: fruggiero@cityofrahway.com

REFERENCES

Improvement Authorities, Agencies and Special Services

- **Atlantic County Improvement Authority:** Timothy Edmunds, Executive Director, 600 Aviation Research Blvd., Egg Harbor Township, New Jersey 08234, telephone number: (609) 343-2390; email: edmunds_timothy@aclink.org
- **Atlantic County Special Services:** Lisa A. Mooney, CPA, Business Administrator, 6260 Old Harding Highway, Mays Landing, New Jersey 08330, telephone number: (609) 625-0004; email: lmooney@acitech.org
- **Berkeley Township Sewerage Authority:** Carmen J. Memoli, Interim Executive Director, 255 Atlantic City Boulevard, Bayville, New Jersey 08721, telephone number: (732) 269-3500; email: cmemoli@btsanj.com
- **Monmouth County Improvement Authority:** Joseph F. Kelly, Director of Finance/Chief Financial Officer, 1 East Main Street, Hall of Records, 3rd Floor Finance, P.O. Box 1256, Freehold, New Jersey 07728, telephone number: (732) 432-7391; email: joseph.kelly@co.monmouth.nj.us
- **Passaic County Improvement Authority:** Dennis Marco, Chairman, 401 Grand Street, Room 417, Paterson, New Jersey 07505, telephone number: (973) 881-4550; email: dfmarco@hpa-nj.com
- **Pollution Control Financing Authority of Salem County:** Carey Italiano, Clerk, 110 Fifth Street, P.O. Box 375, Salem, New Jersey 08079, phone number: (856) 649-8028; email: SalemCountyPCFA@gmail.com
- **Rahway Redevelopment Agency:** Frank C. Ruggiero, Chief Financial Officer, 1 City Hall Plaza, Rahway, New Jersey 07065, telephone number: (732) 827-2019; email: fruggiero@cityofrahway.com
- **Salem County Improvement Authority:** Julie Acton, Executive Director, 286 Welchville Road, P.O. Box 890, Alloway, New Jersey 08001, telephone number: (856) 935-7900 ext. 15; email: jacton@scianj.org
- **Somerset County Improvement Authority:** Joseph DeMarco, Esq., Cleary Gottlieb et al, 169 Ramapo Road, Oakland, New Jersey, telephone number: (973) 845-6700; email: jdemarco@cgajlaw.com
- **Southeast Monmouth Municipal Utilities Authority:** W. Bryan Dempsey, Chairman and Executive Director, c/o Borough of Spring Lake, 423 Warren Avenue, Spring Lake, New Jersey 07762, telephone number: (732) 449-0800; email: bdempsey@springlakeboro.org
- **Sussex County Municipal Utilities Authority:** Joseph Sesto, Executive Director, 34 South Route 94, Lafayette, New Jersey 07848, telephone number: (973) 579-6998 ext. 103; email: jsesto@scmua.org
- **Two Rivers Water Reclamation Authority:** Johnny Rodriguez Jr., Financial Manager, 1 Highland Avenue, Monmouth Beach, New Jersey 07750, telephone (732) 229-8578 ext. 15, email: jrodriguez@trwra.org

REFERENCES

SCHOOL DISTRICTS

- **Shrewsbury Borough Board of Education:** Lindsey Case, Business Administrator/Board Secretary, 20 Obre Place, Shrewsbury, New Jersey 07702, telephone: (732)747-0882, email: casel@sbs-nj.org
- **West Deptford Regional School District Board of Education:** Steven Jakubowski, Jr., School Board Administrator, 999 Kings Highway, West Deptford, NJ 08086, telephone (856) 848-4300 ext. 2608, email: sjakubowski@wdeptford.k12.nj.us

Tab 4

Municipal Representative Transactions:

(Including Transactions While at Prior Firm)

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
City of Cape May	\$15,214,000 Bond Anticipation Notes	September 12, 2024
City of Cape May	\$1,111,000 Taxable Bond Anticipation Notes	September 12, 2024
Township of Franklin (Hunterdon)	\$1,936,000 Bond Anticipation Notes	September 11, 2024
Township of Hamilton	\$5,350,000 Bond Anticipation Notes	September 11, 2024
Township of Washington	\$14,407,273 Bond Anticipation Notes	September 4, 2024
Township of Middle	\$12,995,000 Bond Anticipation Notes	September 4, 2024
Borough of Frenchtown	\$2,920,888 Bond Anticipation Notes	August 8, 2024
Borough of Englishtown	\$2,026,000 Bond Anticipation Notes	August 6, 2024
City of North Wildwood	\$17,550,000 Bond Anticipation Notes	July 30, 2024
Borough of Monmouth Beach	\$1,250,000 Bond Anticipation Notes	July 29, 2024
City of Rahway	\$12,000,000 General Obligation Bonds	July 25, 2024
City of Rahway	\$23,748,000 Bond Anticipation Notes	July 25, 2024
Borough of Franklin (Sussex)	\$4,447,000 Bond Anticipation Notes	July 25, 2024
Borough of Hopatcong	\$3,496,000 Bond Anticipation Notes	July 18, 2024
Township of East Greenwich	\$1,632,730 Bond Anticipation Notes	July 17, 2024
City of Ventnor	\$16,400,000 Bond Anticipation Notes	July 2, 2024
City of Ventnor	\$9,100,000 General Obligation Bonds	July 2, 2024
Borough of Spring Lake Heights	\$9,396,000 Bond Anticipation Notes	June 26, 2024
Township of East Greenwich	\$6,000,000 Bond Anticipation Notes (w/NJIB)	June 20, 2024
Township of Hopewell	\$947,975 Bond Anticipation Notes	June 6, 2024
Borough of Pitman	\$3,678,647 Bond Anticipation Notes	May 30, 2024
Borough of Pitman	\$1,884,226 Taxable Bond Anticipation Notes	May 30, 2024
Township of Marlboro	\$26,260,000 Bond Anticipation Notes	May 29, 2024

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
Borough of Ridgefield	\$4,788,352 Bond Anticipation Notes (w/BCIA)	May 29, 2024
Township of Woolwich	\$29,635,060 Bond Anticipation Notes	May 22, 2024
Borough of Laurel Springs	\$2,292,700 Bond Anticipation Notes	May 16, 2024
Township of Galloway	\$5,930,950 Bond Anticipation Notes	April 29, 2024
Borough of Berlin	\$15,075,000 General Obligation Bonds, Series 2024	March 26, 2024
Township of Colts Neck	\$4,170,000 Bond Anticipation Notes, Series 2024 (w/MCIA)	March 14, 2024
Borough of Keyport	\$5,775,000 Bond Anticipation Notes, Series 2024 (w/MCIA)	March 14, 2024
Borough of Monmouth Beach	\$7,000,000 Bond Anticipation Notes, Series 2024 (w/MCIA)	March 14, 2024
Borough of Sea Girt	\$2,560,000 Bond Anticipation Notes, Series 2024 (w/MCIA)	March 14, 2024
Township of Wall	\$13,120,000 Bond Anticipation Notes, Series 2024 (w/MCIA)	March 14, 2024
Borough of West Long Branch	\$2,900,000 Bond Anticipation Notes, Series 2024 (w/MCIA)	March 14, 2024
Township of Dennis	\$3,590,000 Bond Anticipation Notes	March 13, 2024
Borough of Avalon	\$22,382,000 Bond Anticipation Notes	February 7, 2024
City of Asbury Park	\$9,000,000 Bond Anticipation Notes	January 16, 2024
Borough of Oceanport	\$1,555,000 General Obligation Bonds, Series 2023 (w/MCIA)	December 21, 2023
City of Asbury Park	\$7,660,000 General Obligation Bonds, Series 2023 (w/MCIA)	December 21, 2023
Township of Jackson	\$8,725,000 General Obligation Bonds	December 19, 2023
Borough of Sea Girt	\$717,700 Bond Anticipation Notes	December 7, 2023
Borough of Palmyra	\$4,679,000 Taxable Bond Anticipation Notes	December 7, 2023
Township of West Amwell	\$943,270 Bond Anticipation Notes	December 5, 2023
Borough of Ridgefield	\$3,677,877 Bond Anticipation Notes	November 16, 2023
Borough of Englishtown	\$1,342,500 Bond Anticipation Notes	November 15, 2023
Township of Lower	\$9,535,000 General Obligation Bonds, Series 2023	November 8, 2023
Township of Elk	\$695,875 Taxable Bond Anticipation Notes	October 20, 2023
Borough of Keyport	\$3,194,000 Bond Anticipation Notes	October 17, 2023
Borough of Spring Lake Heights	\$9,601,000 Bond Anticipation Notes	October 3, 2023
Township of Franklin (Gloucester)	\$4,809,000 General Obligation Bonds	September 27, 2023

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
Township of Colts Neck	\$692,000 Bond Anticipation Notes	September 15, 2023
City of Cape May	\$11,725,000 General Obligation Bonds, Series 2023	September 14, 2023
City of Cape May	\$1,969,000 Bond Anticipation Notes	September 14, 2023
City of Cape May	\$1,111,000 Taxable Bond Anticipation Notes	September 14, 2023
Borough of Laurel Springs	\$2,282,700 Bond Anticipation Notes	September 12, 2023
Borough of Pitman	\$3,770,396 Bond Anticipation Notes	September 7, 2023
Borough of Pitman	\$1,962,800 Taxable Bond Anticipation Notes	September 7, 2023
Township of Middle	\$10,745,000 Bond Anticipation Notes	September 6, 2023
Township of Washington	\$14,407,273 Bond Anticipation Notes	September 6, 2023
Township of Carneys Point	\$950,000 Bond Anticipation Notes	August 7, 2023
Township of Galloway	\$7,000,000 Bond Anticipation Notes	August 7, 2023
City of North Wildwood	\$6,650,000 Bond Anticipation Notes	August 1, 2023
Borough of Franklin (Sussex)	\$3,239,431 Bond Anticipation Notes	July 27, 2023
Borough of Hopatcong	\$3,551,036 Bond Anticipation Notes	July 20, 2023
Township of Franklin (Gloucester)	\$2,933,803 Bond Anticipation Notes	July 13, 2023
City of Ventnor	\$15,875,000 Bond Anticipation Notes	July 11, 2023
Borough of Hopatcong	\$94,510 Taxable Bond Anticipation Notes	June 26, 2023
Township of Colts Neck	\$2,285,714 Bond Anticipation Notes	June 22, 2023
Township of Dennis	\$1,779,444 Bond Anticipation Notes	June 15, 2023
Township of Hopewell	\$980,975 Bond Anticipation Notes	June 8, 2023
Township of Marlboro	\$21,560,000 Bond Anticipation Notes	May 31, 2023
Township of Woolwich	\$30,901,777 Bond Anticipation Notes	May 24, 2023
Borough of Monmouth Beach	\$5,610,000 Bond Anticipation Notes (w/MCIA)	May 11, 2023
Township of Wall	\$14,555,000 Governmental Pooled Loan Project Notes (w/MCIA)	May 11, 2023
City of Bayonne	\$10,475,000 Bond Anticipation Notes (w/HCIA)	April 6, 2023
Township of Upper Freehold	\$11,855,000 General Obligation Bonds	March 22, 2023
Borough of Avalon	\$22,937,000 Bond Anticipation Notes	February 9, 2023

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
Borough of Flemington	\$4,340,000 Bond Anticipation Notes	January 30, 2023
Borough of Flemington	\$3,758,000 General Obligation Bonds (LN#08) (w/USDA)	January 26, 2023
Borough of Flemington	\$1,142,000 Grant Agreement (GN#09) (w/USDA)	January 26, 2023
City of Asbury Park	\$11,436,020 Bond Anticipation Notes	January 18, 2023
City of Cape May	\$5,785,000 Bond Anticipation Notes	December 23, 2022
Borough of Hopatcong	\$74,520 General Obligation Bonds (w/NJIB)	December 22, 2022
Borough of West Amwell	\$4,189,135 Bond Anticipation Notes	December 13, 2022
Borough of Pitman	\$4,198,135 Bond Anticipation Notes	December 13, 2022
Borough of Pitman	\$1,545,000 Taxable Bond Anticipation Notes	December 13, 2022
Borough of Palmyra	\$3,798,700 Taxable Bond Anticipation Notes	December 8, 2022
Borough of Sea Girt	\$632,250 Bond Anticipation Notes	December 8, 2022
Borough of Eatontown	\$7,904,276 Bond Anticipation Notes	November 3, 2022
Borough of Flemington	\$7,400,190 Bond Anticipation Notes	October 27, 2022
Borough of Englishtown	\$733,750 Bond Anticipation Notes	October 27, 2022
Township of Wall	\$10,410,000 Bond Anticipation Notes	October 27, 2022
Township of Elk	\$612,750 Taxable Bond Anticipation Notes	October 24, 2022
Borough of Spring Lake Heights	\$8,331,000 Bond Anticipation Notes	October 5, 2022
Borough of Oceanport	\$5,115,000 General Obligation Bonds (w/MCIA)	October 4, 2022
Borough of Berlin	\$11,062,000 Bond Anticipation Notes	September 27, 2022
Township of Woolwich	\$9,068,496 Bond Anticipation Notes	September 18, 2022
Township of Franklin (Hunterdon)	\$900,000 Bond Anticipation Notes	September 14, 2022
Township of Middle	\$6,845,000 Bond Anticipation Notes	September 7, 2022
Borough of Oceanport	\$2,809,523 Bond Anticipation Notes	August 31, 2022
Township of Woolwich	\$9,068,496 Bond Anticipation Notes	August 18, 2022
Township of Manchester	\$5,189,554 Bond Anticipation Notes	August 11, 2022
Township of Pittsgrove	\$55,022 Bond Anticipation Notes	August 11, 2022
Borough of Monmouth Beach	\$1,700,000 Bond Anticipation Notes	August 9, 2022

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
City of Bayonne	\$6,528,000 Bond Anticipation Notes	August 5, 2022
Borough of Franklin (Sussex)	\$1,914,008 Bond Anticipation Notes	July 28, 2022
Borough of Frenchtown	\$2,572,000 General Obligation Bonds, Series 2022	July 26, 2022
Borough of Hopatcong	\$3,800,540 Bond Anticipation Notes	July 21, 2022
Township of Pilesgrove	\$71,400 Bond Anticipation Notes	July 20, 2022
Township of Franklin (Gloucester)	\$2,933,803 Bond Anticipation Notes	July 14, 2022
City of Ventnor	\$11,500,000 General Obligation Bonds	July 13, 2022
City of Ventnor	\$8,000,000 Bond Anticipation Notes	July 13, 2022
Township of Manchester	\$117,500 Special Emergency Notes	July 8, 2022
City of Bayonne	\$1,628,903 Bond Anticipation Notes (w/NJIB)	June 30, 2022
Borough of Hopatcong	\$115,000 General Obligation Bonds, Series A (w/NJIB)	June 23, 2022
Borough of Hopatcong	\$345,634 General Obligation Bonds, Series B (w/NJIB)	June 23, 2022
Borough of West Long Beach	\$5,096,712 Bond Anticipation Notes	June 23, 2022
Township of Dennis	\$2,818,515 Bond Anticipation Notes	June 16, 2022
Township of Hopewell	\$564,975 Bond Anticipation Notes	June 9, 2022
Township of Woolwich	\$22,100,000 Bond Anticipation Notes	May 31, 2022
Borough of East Rutherford	\$12,283,867 Bond Anticipation Notes	April 6, 2022
Township of Upper Freehold	\$9,900,000 Bond Anticipation Notes	March 23, 2022
Borough of Oceanport	\$4,789,404 Bond Anticipation Notes	February 23, 2022
Borough of Avalon	\$13,526,283 Bond Anticipation Notes	February 10, 2022
City of Asbury Park	\$7,085,510 Bond Anticipation Notes	January 19, 2022
Borough of Frenchtown	\$1,285,183 Bond Anticipation Notes	January 13, 2022
City of Asbury Park	\$2,965,000 Bond Anticipation Notes	December 30, 2021
Borough of Oceanport	\$5,940,000 General Obligation Bonds, Series 2021 (w/MCIA)	December 30, 2021
Borough of Sea Girt	\$4,545,000 General Obligation Bonds	December 30, 2021
Township of East Greenwich	\$3,375,000 Bond Anticipation Notes	December 8, 2021
Borough of East Rutherford	\$2,790,000 General Obligation Refunding Bonds (w/BCIA)	November 10, 2021

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
Township of Alloway	\$1,800,000 General Obligation Refunding Bonds, Series 2021	November 3, 2021
Borough of Englishtown	\$600,000 Bond Anticipation Notes	October 28, 2021
Borough of Flemington	\$5,984,000 Bond Anticipation Notes	October 27, 2021
City of Cape May City	\$7,670,000 General Obligation Bonds, Series 2021	October 27, 2021
Borough of Frenchtown	\$580,294 Bond Anticipation Notes	October 21, 2021
Borough of Sea Girt	\$5,575,500 Bond Anticipation Notes	October 20, 2021
Borough of East Rutherford	\$3,249,000 Bond Anticipation Notes	October 14, 2021
Borough of Spring Lake Heights	\$6,062,000 Bond Anticipation Notes	October 6, 2021
Borough of Oceanport	\$2,157,000 Bond Anticipation Notes	September 29, 2021
Township of Franklin (Hunterdon)	\$900,000 Bond Anticipation Notes	September 15, 2021
Township of Middle	\$4,580,000 Bond Anticipation Notes	September 8, 2021
City of Bayonne	\$2,921,230 Bond Anticipation Notes (w/NJTB)	August 31, 2021
City of Bayonne	\$6,848,000 Tax-Exempt Notes (w/HCIA)	August 17, 2021
Township of Pittsgrove	\$73,422 Bond Anticipation Notes	August 12, 2021
City of Bayonne	\$12,700,000 School Refunding Bonds	August 5, 2021
City of Bayonne	\$66,375,000 General Improvement Refunding Bonds	August 5, 2021
Borough of Franklin (Sussex)	\$2,369,464 Bond Anticipation Notes	July 29, 2021
Township of Middle	\$6,285,000 General Obligation Refunding Bonds	July 29, 2021
Borough of Hopatcong	\$3,800,540 Bond Anticipation Notes	July 22, 2021
Township of Pilesgrove	\$142,800 Bond Anticipation Notes	July 21, 2021
Township of Franklin (Gloucester)	\$3,067,595 Bond Anticipation Notes	July 15, 2021
City of Ventnor	\$19,500,000 Bond Anticipation Notes	July 14, 2021
City of Ventnor	\$8,595,000 School Bonds	July 14, 2021
Borough of Monmouth Beach	\$7,630,000 General Obligation Bonds (w/MCIA)	July 8, 2021
Borough of West Long Branch	\$3,691,000 Bond Anticipation Notes	June 24, 2021
Township of Dennis	\$2,696,515 Bond Anticipation Notes	June 17, 2021
Borough of Bradley Beach	\$1,924,597 General Obligation Bonds (w/NJIB)	June 10, 2021

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
Township of Hopewell	\$734,975 Bond Anticipation Notes	June 10, 2021
Township of Wall	\$3,579,380 General Obligation Bonds (w/NJIB)	June 10, 2021
Borough of Hopatcong	\$1,360,00 Water Utility Refunding Bonds, Series 2021	June 4, 2021
City of Asbury Park	\$3,375,000 Redevelopment Area Bonds, Series 2021A	June 4, 2021
Borough of Frenchtown	\$1,285,183 Bond Anticipation Notes	June 2, 2021
Borough of Bradley Beach	\$4,250,000 General Obligation Bonds, Series 2021	May 5, 2021
City of Bayonne	\$1,618,39 Project Notes (w/NJIB)	April 29, 2021
City of Bayonne	\$3,475,000 Tax-Exempt Note (w/HCIA)	April 29, 2021
Borough of East Rutherford	\$5,895,075 Bond Anticipation Notes	April 7, 2021
Township of Upper Freehold	\$7,951,000 Bond Anticipation Notes	March 24, 2021
Borough of Bradley Beach	\$3,224,000 Bond Anticipation Notes	March 12, 2021
Township of Andover	\$1,891,000 General Obligation Bonds, Series 2021	February 24, 2021
Borough of Oceanport	\$11,055,566 Bond Anticipation Notes	February 24, 2021
Borough of Avalon	\$13,526,283 Bond Anticipation Notes	February 11, 2021
City of Asbury Park	\$9,242,500 Bond Anticipation Notes	January 21, 2021
Borough of Hopatcong	\$514,073 Bond Anticipation Notes (w/NJIB)	January 20, 2021
City of Asbury Park	\$5,365,000 General Obligation Bonds, Series 2020 (w/MCIA)	December 23, 2020
City of Bayonne	2020 Bulk Tax Levy Sale	December 23, 2020
Township of East Greenwich	\$2,505,000 Bond Anticipation Notes	December 9, 2020
Township of Colts Neck	\$22,226,000 General Obligation Bonds, Series 2020	November 18, 2020
Borough of Eatontown	\$1,576,152 Bond Anticipation Notes	November 4, 2020
Borough of Englishtown	\$300,000 Bond Anticipation Notes	October 29, 2020
Borough of Flemington	\$6,022,000 Bond Anticipation Notes	October 28, 2020
Borough of Frenchtown	\$612,356 Bond Anticipation Notes	October 22, 2020
Borough of Sea Girt	\$5,879,000 Bond Anticipation Notes	October 21, 2020
Borough of Spring Lake Heights	\$6,167,000 Bond Anticipation Notes	October 8, 2020
City of Bayonne	\$1,000,000 Bond Anticipation Notes	September 17, 2020

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
City of Bayonne	\$598,312 Special Emergency Notes	September 17, 2020
City of Bayonne	\$6,570,000 Tax-Exempt Notes (w/HCIA)	September 3, 2020
City of Paterson	\$30,125,000 Qualified General Obligation Bonds (w/PCIA)	August 24, 2020
Township of Pittsgrove	\$98,349 Bond Anticipation Notes	August 13, 2020
Borough of Oceanport	\$2,051,554 Bond Anticipation Notes	August 11, 2020
Borough of Ridgefield	\$3,045,000 Bond Anticipation Notes	July 27, 2020
Borough of Hopatcong	\$4,511,540 Bond Anticipation Notes	July 23, 2020
Township of Pilesgrove	\$561,700 Bond Anticipation Notes	July 22, 2020
Township of Franklin (Gloucester)	\$3,105,105 Bond Anticipation Notes	July 16, 2020
City of Ventnor	\$14,929,000 Bond Anticipation Notes	July 15, 2020
Borough of West Long Branch	\$2,684,000 Bond Anticipation Notes (w/MCIA)	July 13, 2020
Township of Colts Neck	\$3,975,000 Bond Anticipation Notes (w/MCIA)	July 13, 2020
Borough of Monmouth Beach	\$7,800,000 Bond Anticipation Notes (w/MCIA)	July 13, 2020
City of Paterson	\$2,458,630 Bond Anticipation Notes (w/NJIB)	July 8, 2020
City of Bayonne	\$2,125,646 Bond Anticipation Notes (w/NJTB)	July 2, 2020
Township of Dennis	\$2,818,515 Bond Anticipation Notes	June 18, 2020
Township of Hopewell	\$904,975 Bond Anticipation Notes	June 11, 2020
Borough of Bradley Beach	\$1,824,000 Bond Anticipation Notes	May 14, 2020
Borough of Bradley Beach	General Obligation Bonds, Series 2020 (w/NJIB)	May 13, 2020
City of Bayonne	\$3,475,000 Tax-Exempt Notes (w/HCIA)	May 12, 2020
City of Bayonne	\$27,026,000 Taxable General Improvement Bonds, Series 2020	May 11, 2020
Township of Franklin (Hunterdon)	\$269,000 General Obligation Bonds, Series 2020	April 28, 2020
Borough of East Rutherford	\$3,540,000 Bond Anticipation Notes	April 8, 2020
Borough of Bradley Beach	\$1,400,000 Bond Anticipation Notes	March 31, 2020
Township of Upper Freehold	\$5,370,000 Bond Anticipation Notes	March 26, 2020
Borough of Ridgefield	\$3,045,000 Bond Anticipation Notes	February 28, 2020
Township of Colts Neck	\$9,293,948 Bond Anticipation Notes	February 27, 2020

<u>Municipality</u>	<u>Transaction</u>	<u>Closing Date</u>
Borough of Oceanport	\$9,876,828 Bond Anticipation Notes	February 26, 2020
Borough of Avalon	\$15,185,520 Bond Anticipation Notes	February 13, 2020
City of Asbury Park	\$10,174,759 Bond Anticipation Notes	January 23, 2020
Borough of Flemington	\$500,000 Bond Anticipation Notes	January 15, 2020
Borough of Flemington	\$4,495,000 General Obligation Bonds	January 15, 2020

Representative Transactions

County Transactions

(Including Transactions While At Prior Firm):

<u>Transaction</u>	<u>Closing Date</u>
<u>County of Atlantic</u>	
\$31,550,000 General Obligation Bonds Consisting of: \$27,860,000 General Bonds of 2024, \$1,845,000 County College Bonds of 2024 and \$1,845,000 State Aid County College Bonds of 2024	June 27, 2024
\$30,885,000 General Obligation Bonds Consisting of: \$27,475,000 General Bonds of 2023, \$1,705,000 County College Bonds of 2023 and \$1,705,000 State Aid County College Bonds of 2023	June 29, 2023
\$26,377,000 General Obligation Bonds, Series 2022 Consisting of: \$21,783,000 General Bonds of 2022, \$2,297,000 County College Bonds and \$2,297,000 State Aid County College Bonds of 2022 (Ch. 12)	June 30, 2022
\$28,000,000 General Obligation Bonds, Series 2021 Consisting of: \$20,100,000 General Bonds of 2021, \$3,950,000 County College Bonds of 2021 and \$3,950,000 State Aid County College Bonds of 2021 (Ch. 12)	June 30, 2021
\$24,291,000 General Bonds of 2020	June 23, 2020
<u>County of Cape May</u>	
\$92,765,000 General Obligation Bonds, Series 2023	September 28, 2023
\$9,627,219 General Obligation Bonds (w/NJIB)	June 7, 2022
\$40,000,000 Bond Anticipation Notes	September 21, 2020
\$37,250,000 General Obligation Bonds, Series 2021A	September 20, 2021
\$21,000,000 General Obligation Bonds, Series 2021B (Taxable)	September 20, 2021
\$6,200,000 Bond Anticipation Notes	January 24, 2020

<u>Transaction</u>	<u>Closing Date</u>
<u>County of Passaic</u>	
\$30,125,000 Qualified General Obligation Bonds, Series 2020 (City of Paterson Project) (w/PCIA)	August 24, 2020
\$9,690,000 General Obligation Refunding Bonds, Series 2020	February 20, 2020
<u>County of Salem</u>	
\$1,250,000 General Obligation Bonds, Series 2023	June 27, 2023
\$2,250,000 Bond Anticipation Notes	June 27, 2023
\$2,250,000 Bond Anticipation Notes	June 29, 2022
\$1,915,000 General Obligation Bonds	June 29, 2022
\$3,025,000 Energy Savings Improvement Program Lease, Series 2022	January 14, 2022
\$2,555,000 General Obligation Refunding Bonds, Series 2021	March 17, 2021
\$6,814,000 Bond Anticipation Notes	June 17, 2020
\$50,150,000 General Obligation Bonds, Series 2020 Consisting of: \$37,805,000 Courthouse General Improvement Bonds, \$7,800,000 Vocational- Technical School Bonds and \$4,545,000 General Improvement Bonds, Series 2020	July 24, 2020
\$9,690,000 General Obligation Refunding Bonds, Series 2020 Consisting of: \$9,510,000 General Improvement Bonds, Series 2020 and \$180,000 County College Refunding Bonds, Series 2020	February 20, 2020
<u>County of Sussex</u>	
\$12,305,000 General Obligation Bonds, Series 2024 Consisting of: \$9,625,000 General Improvement Bonds, Series 2024A and \$2,680,000 County College Bonds, Series 2024B (Ch. 12)	July 11, 2024
\$7,555,000 Bond Anticipation Notes Consisting of: \$2,055,000 General Improvement Notes, Series 2024A and \$5,500,000 Vocational Technical School Notes, Series 2024B	July 11, 2024
\$11,872,000 Bond Anticipation Notes	June 25, 2024
\$2,224,000 County College Bonds, Series 2023	June 27, 2023
\$11,872,000 Bond Anticipation Notes	June 27, 2023

<u>Transaction</u>	<u>Closing Date</u>
\$2,670,000 County College Bonds, Series 2022	June 29, 2022
\$8,817,000 Bond Anticipation Notes	June 29, 2022
\$30,360,000 General Obligation Bonds, Series 2021 Consisting of: \$25,985,000 General Improvement Bonds, \$1,715,000 Vo-Tech Bonds and \$2,660,000 Chapter 12 Bonds	June 16, 2021
\$21,428,000 Bond Anticipation Notes	June 18, 2020

Improvement Authorities, Agencies and Special Services Transactions:

(Including Transactions While At Prior Firm):

<u>Transaction</u>	<u>Closing Date</u>
<u>Atlantic County Improvement Authority</u>	
\$54,550,000 Stockton University General Obligation Lease Revenue Bonds (Atlantic City Campus Phase II Project), Series 2021A	May 13, 2021
\$15,500,000 County Guaranteed Project Note, Series 2020 (Aviation Park Project)	June 16, 2020
<u>Berkeley Township Sewerage Authority</u>	
\$1,375,000 Sewer Revenue Bonds, Series 2022A (w/NJIB)	December 22, 2022
\$1,496,740 Sewer Revenue Bonds, Series 2022B (w/NJIB)	December 22, 2022
\$2,911,031 Sewer Revenue Project Notes, Series 2021 (w/NJIB)	August 18, 2021
<u>Cape May County Bridge Commission</u>	
\$9,710,000 County Guaranteed Revenue Refunding Bonds, Series 2020	December 17, 2020
<u>Monmouth County Improvement Authority</u> <i>Guaranty Counsel for County of Monmouth</i>	
\$14,795,000 Lease Revenue Bonds, Series 2023 (Monmouth County Guaranteed) (Monmouth Ocean Educational Services Commission Project)	July 20, 2023
\$104,180,000 Governmental Pooled Loan Project Notes, Series 2023	May 11, 2023
\$31,005,000 Governmental Pooled Loan Revenue Bonds, Series 2022A	October 4, 2022
\$32,985,000 Governmental Pooled Loan Revenue Bonds, Series 2021A	July 8, 2021
\$48,655,000 Governmental Pooled Loan Revenue Bonds, Series 2020	December 23, 2020
\$22,185,000 Governmental Loan Project Note, Series 2020 (Ft. Monmouth Economic Revitalization Project)	November 1, 2020

<u>Transaction</u>	<u>Closing Date</u>
\$72,270,000 Governmental Pooled Loan Project Notes, Series 2020	July 13, 2020
<u>Passaic County Improvement Authority</u>	
\$47,461,874 Taxable Revenue Notes (Hinchliffe Stadium Project) Series 2021	May 12, 2021
\$17,010,000 Government Loan Revenue Bonds, Series 2020 (Passaic County Guaranteed) (City of Paterson Board of Education Project) (Green Bonds)	July 15, 2020
\$11,475,000 County Guaranteed Lease Revenue Refunding Bonds (Passaic County Community College Program), Series 2020	July 1, 2020
<u>Salem County Improvement Authority</u>	
\$14,745,000 County-Guaranteed Lease Revenue Bonds (County Radio System Upgrade Project), Series 2023	March 1, 2023
\$6,219,517 County-Guaranteed Solid Waste Revenue Bonds (Landfill Expansion Project – Phase II) (w/NJIB)	June 10, 2021
\$8,500,000 County-Guaranteed Solid Waste Revenue Project Notes (Landfill Expansion Project – Phase II) (w/NJIB)	February 19, 2020
<u>Somerset County Improvement Authority</u>	
\$50,795,000 Governmental Pooled Loan Revenue Bonds, Series 2022 (County Guaranteed)	September 29, 2022
\$7,435,000 Guaranteed Renewable Energy Program Lease Revenue Bonds (Program I Refunding)	December 17, 2022
\$12,160,000 Guaranteed Renewable Energy Program Lease Revenue Bonds (Program II Refunding)	December 17, 2022
<u>Southeast Monmouth Municipal Utilities Authority</u>	
\$3,575,000 Water Revenue Project Notes, Series 2024 (w/MCIA)	March 14, 2024
\$3,735,000 Project Note	September 28, 2023
\$3,465,000 Water Revenue Bonds, Series 2022	September 30, 2022
\$4,035,000 Water Revenue Project Notes, Series 2022	September 30, 2022

<u>Transaction</u>	<u>Closing Date</u>
<u>Sussex County Municipal Utilities Authority</u>	
\$32,179,511 County-Secured Solid Waste Revenue Bonds (Leachate Pump Station and Force Main Project) (w/NJIB)	December 15, 2023
\$37,000,000 County Secured Solid Waste Amended and Restated Project Note (Landfill Expansion Project) (w/NJIB)	January 11, 2023
\$8,157,548 County-Secured Solid Waste Revenue Bonds (Landfill Expansion Project) (w/NJIB)	December 22, 2022
\$9,479,947 County-Secured Solid Waste Amended and Restate Project Note	March 31, 2022
\$5,375,000 County Secured Solid Waste Revenue Bonds (Landfill Expansion Project) (Phase II)	August 17, 2021
\$27,181,599 County Secured Solid Waste Project Note, Series 2021 (Landfill Expansion Project) (w/NJIB)	June 8, 2021
\$7,479,947 County Secured Solid Waste Project Note (Leachate Pump Station and Force Main Project) (w/NJIB)	August 27, 2020
<u>Two Rivers Water Reclamation Authority</u>	
\$895,000 Revenue Bonds (Junior Lien, Series 2022A) (w/NJIB)	December 22, 2022
\$922,361 Revenue Bonds (Junior Lien, Series 2022B) (w/NJIB)	December 22, 2022
\$4,000,000 Notes (w/NJIB)	April 22, 2021

Underwriter Transactions:

(Including Transactions While At Prior Firm):

<u>Transaction</u>	<u>Closing Date</u>
<u>Manufacturers and Traders Trust Company</u>	
Hudson County Improvement Authority, \$342,240 County Secured Lease Revenue Bonds, Series 2020 (Hudson County Courthouse Project)	October 15, 2020
<u>NW Capital Markets Inc.</u>	
Somerset County Improvement Authority, \$11,670,000 County Guaranteed Lease Revenue Refunding Bonds, Series 2024	April 4, 2024
Somerset County Improvement Authority, \$4,385,000 County Guaranteed Lease Revenue Project Notes, Series 2021A (Borough of North Plainfield Project)	February 25, 2021
Somerset County Improvement Authority, \$740,000 County Guaranteed Lease Revenue Project Notes, Series 2021B (Borough of North Plainfield Project)	February 25, 2021
County of Somerset, \$7,435,000 Guaranteed Renewable Energy Program Lease Revenue Refunding Bonds (Program I) and \$12,160,000 Guaranteed Renewable Energy Program Lease Revenue Refunding Bonds (Program II)	December 17, 2020
Somerset County Improvement Authority, \$35,065,000 County of Somerset Guaranteed Lease Revenue Bonds, Series 2020 (Township of Montgomery Project)	September 10, 2020
Bergen County Improvement Authority, \$24,635,000 County Guaranteed Lease Revenue Bonds, Series 2020 (Township of Saddle Brook Project)	May 13, 2020
<u>Raymond James & Associates, Inc.</u>	
Atlantic County Improvement Authority, \$4,405,000 Township Secured Lease Revenue Project Notes, Series 2024 (Township of Mullica Hill Project)	August 28, 2024
Morris County Improvement Authority, \$5,200,000 County Guaranteed Governmental Loan Revenue Bonds, Series 2021 (Whippany Firehouse Project)	May 26, 2021

<u>Transaction</u>	<u>Closing Date</u>
Morris County Improvement Authority, \$8,930,000 County of Morris Guaranteed Pooled Program Bonds, Series 2021A (Rockaway Borough Project)	February 16, 2021
Morris County Improvement Authority, \$23,915,000 County of Morris Guaranteed Pooled Program Bonds, Series 2021B (Pooled Refunding Project)	February 16, 2021
Board of Education of the Borough of Sayreville, \$8,140,000 School Energy Savings Obligation Refunding Bonds	December 17, 2020
Morris County Improvement Authority, \$5,885,000 County Guaranteed Governmental Loan Project Notes, Series 2020 (Whippany Firehouse Project)	August 3, 2020
Brick Township Municipal Utilities Authority, \$1,545,000 Revenue Bonds, Series 2020A (Green Bonds) and \$11,765,000 Revenue Refunding Bonds, Taxable Series 2020B (Green Bonds)	July 8, 2020
<u>RBC Capital Markets</u>	
Morris County Improvement Authority, \$17,615,000 County of Morris Guaranteed School District Revenue Refunding Bonds (Morris Hills Regional District Project)	July 16, 2020
Morris County Improvement Authority, \$10,935,000 County Guaranteed Governmental Loan Revenue Bonds, Series 2020 (Rockaway Borough Board of Education Project)	March 11, 2020
<u>Stifel, Nicolaus & Company, Incorporated</u>	
Board of Education of the Borough of Elmwood, \$13,335,00 Refunding School Bonds, Series 2024	May 9, 2024
Board of Education of the Borough of Clayton, \$7,065,000 Refunding School Bonds, Series 2020	June 4, 2020

Tab 5

Proposal Checklist

The following checklist is provided as assistance to the development of the RFP Response.

It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Administrative Conditions and Requirements

Scope of Work

Qualification Statement

Proof of Licensure

References

Evaluation Criteria

Acknowledgement of Receipt of Addenda

Non-Collusion Affidavit

Stockholder Disclosure

Affirmative Action Mandatory Language

Submission of NJ Form AA302

Americans with Disabilities Act Mandatory Language

Business Registration Certificate to be supplied with RFP

Disclosure of Investment Activities in Iran

PMC

PMC

PMC

PMC

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PMC

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number

Dated

*** NONE ***

Signed:


Partner

Title:

Partner

Printed Name:

John M. Cantalupo

Date:

12/3/2024

Company:

Archer & Greiner, P.C.

Posting Will Be On Internet

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Archer & Greiner, P.C.

SIGNATURE: _____

PRINT NAME: John M. Cantalupo

TITLE: Partner

DATE: 12/3/2024

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-JUL-2022** to **15-JUL-2025**

**ARCHER & GREINER, P.C.
1025 LAUREL OAK RD
VOORHEES NJ 08043**



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF MONMOUTH

ss:

I, John M. Cantalupo of the ~~City of~~ Borough of Red Bank
in the County of Monmouth and the State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:

I am Partner
of the firm of Archer & Greiner, P.C.
the bidder making the Proposal for the above named project, and that I executed the said
proposal with full authority so to do; that said bidder has not, directly or indirectly entered
into any agreement, participated in any collusion, or otherwise taken any action in restraint of
free, competitive bidding in connection with the above named project; and that all statements
contained in said proposal and in this affidavit are true and correct, and made with full
knowledge that the Borough of Watchung relies upon the truth of the statements contained in
said Proposal and in the statements contained in this affidavit in awarding the contract for the
said project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by

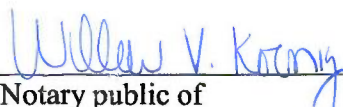
Archer & Greiner, P.C.

(name of contractor)

Subscribed and sworn to

before me this 3rd day
of December, 2024.


(Also type or print name of affiant under signature)
John M. Cantalupo, Esquire, Partner


Notary public of
My Commission expires _____.

WILLOW V KOENIG
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires October 7, 2029
ID# 50226620

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

☐

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☒

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: Archer & Greiner, P.C.

Check which business entity applies:☐

Limited Partnership

☐

Subchapter S Corporation

☐

Limited Liability Corporation

☐

Partnership

☒

Corporation

☐

Sole Proprietorship

☐

Limited Liability Partnership

☐

Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: 12/12/1975 Where Incorporated: New Jersey

BUSINESS ADDRESS:

1025 Laurel Oak Road	/	Voorhees	New Jersey	08043
Street Address		City	State	Zip
(856) 795-2121	/	(856) 795-0574		
Telephone #		Fax#		

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

Name	N/A	Address
Name		Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES ☐ NO ☒

Signature [Signature] Date 12/3/2024

Printed Name & Title John M. Cantalupo, Esquire, Partner

12/30/04

Taxpayer Identification# 222-092-948/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

You may also visit our website at www.nj.gov/tax for more information or to call our Registration Hotline at (609) 292-7300.

With your continued success in all your business endeavors.

Sincerely,

John E. Tully
John E. Tully, CPA
Director

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:

ARCHER & GREINER, A PROFESSIONAL CORPORATION

TRADE NAME:

ADDRESS:

1 CENTENNIAL SQUARE
HADDONFIELD, NJ 08033

EFFECTIVE DATE:

12/12/75

SEQUENCE NUMBER:

0066793

ISSUANCE DATE:

12/30/04

John E. Tully
Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: Bond Counsel

Proposer: Archer & Greiner, P.C.

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

XX is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

XX is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Watchung Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer: _____

Description of Activities:

Duration of Engagement: _____
Anticipated Cessation Date: _____

Proposer Contact Name: _____

Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Watchung Borough is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Watchung Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): John M. Cantalupo, Esquire

Signature: 

Title: Partner

Date: 12/3/2024

PROPOSAL

To Borough of Watchung:

The undersigned declares that he/she has read the Request For Proposal attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following

Position: Bond Counsel

Company Name	Archer & Greiner, P.C.
Federal I.D. or Social Security #	22-2092948
Address	1025 Laurel Oak Road
	Voorhees, New Jersey 08043
Signature of Authorized Agent	
Type or Print Name	John M. Cantalupo, Esquire
Title:	Partner
Date	12/3/2024
Telephone Number	(732) 268-8009
Fax Number	(732) 345-8420
E-mail address	jcantalupo@archerlaw.com
Rate / Fees:	See attached proposed Bond Counsel Services Agreement appended under Tab 2.

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/03/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Conner Strong & Buckelew PO Box 99106 Camden, NJ 08101 877 861-3220		CONTACT NAME: Madison Beard PHONE (A/C, Ho, Ext): E-MAIL ADDRESS: mbeard@connerstrong.com FAX (A/C, No):															
INSURED Archer & Greiner, P.C. 1025 Laurel Oak Rd Voorhees, NJ 08043		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Great Northern Insurance Company</td> <td>20303</td> </tr> <tr> <td>INSURER B: Chubb Insurance Company of New Jersey</td> <td>41386</td> </tr> <tr> <td>INSURER C: Pacific Indemnity Company</td> <td>20346</td> </tr> <tr> <td>INSURER D: Homeland Insurance Company of New York</td> <td>34452</td> </tr> <tr> <td>INSURER E: At-Bay Specialty Insurance Company</td> <td>19607</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great Northern Insurance Company	20303	INSURER B: Chubb Insurance Company of New Jersey	41386	INSURER C: Pacific Indemnity Company	20346	INSURER D: Homeland Insurance Company of New York	34452	INSURER E: At-Bay Specialty Insurance Company	19607	INSURER F:	
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INSURER F:																	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		35983230	10/01/2024	10/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		99482689	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$		79875820	10/01/2024	10/01/2025	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	71746868	10/01/2024	10/01/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Crime		J06351438	10/03/2024	10/03/2025	\$5,000,000
D	Cyber		7200015050001	10/01/2024	10/01/2025	\$5,000,000
E	Excess Cyber		AB673986203	10/01/2024	10/01/2025	\$5M x \$5M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\$20,000,000 Primary Lawyers Professional Policy (10/03/2024 - 10/03/2025) is Quota Share as follows:

Insurer 1: Evanston Insurance Company (25% participation), \$5M p/o \$20M, Policy MKLV7PL0006615, NAIC #35378

Insurer 2: Aspen Specialty Insurance Company (25% participation), \$5M p/o \$20M, Policy LRA7KK824, NAIC

#10717

Insurer 3: Indian Harbor Insurance Company (25% participation), \$5M p/o \$20M, Policy LPN903959805, NAIC

(See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>W. Michael Hagen</i>

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DESCRIPTIONS (Continued from Page 1)

#36940

Insurer 4: Fireman's Fund Indemnity Corporation (12.5% participation), \$2.5M p/o \$20M, Policy U5F00139324, NAIC #11380

Insurer 5: Vantage Risk Specialty Insurance Company (12.5% participation), \$2.5M p/o \$20M, Policy P03PL0000025052, NAIC #16275

\$10,000,000 x \$20,000,000 Excess Professional Policy (10/03/2024 - 10/03/2025) is Quota Share as follows:

Insurer 6: Columbia Casualty Company (50% participation), Policy 425222568, NAIC #31127

Insurer 7: Ironshore Specialty Insurance Co (50% participation), Policy LPL7NAB3L4N005, NAIC #25445

\$10,000,000 x \$30,000,000 Excess Professional Policy (10/03/2024 - 10/03/2025) is Quota Share as follows:

Insurer 8: Indian Harbor Insurance Company (50% participation), Policy LPE903768806, NAIC #36940

Insurer 9: Old Republic Union Insurance Company (50% participation), Policy ORPRO11101392, NAIC #31143

Evidence of Insurance

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) ARCHER & GREINER, P.C.
	2 Business name/disregarded entity name, if different from above.
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) N/A Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) N/A (Applies to accounts maintained outside the United States.)
5 Address (number, street, and apt. or suite no.). See instructions. 1025 LAUREL OAK ROAD	Requester's name and address (optional)
6 City, state, and ZIP code VOORHEES, NJ 08043	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
2	2	-	2	0	9	2	9	4	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>By Robert</i>	Date 10/30/24
-----------	---	----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

BOROUGH OF WATCHUNG
RESOLUTION: R12

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 et seq. provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Mayor has recommended Suplee, Clooney & Company as the Borough's Auditor for the year 2025; and

WHEREAS, the Chief Finance Officer has determined that the value of the contracts may exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute a contract for the services of the following Professionals in their area(s) of expertise, in accordance with the proposals submitted:

Award to: Robert W. Swisher, Suplee, Clooney & Company, 308 East Broad Street,
Westfield, NJ 07090

Amount: Not to exceed \$45,000.00

BE IT FURTHER RESOLVED that these contracts have been awarded upon recommendation by the Administration, after review and based on the merits and abilities of these professionals to provide the goods or services as described herein. These contracts are being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise the award of these contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: AWARDS,
C: W. HANCE,



SUPLEE, CLOONEY & COMPANY LLC

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail info@scnco.com

COPY

Ms. Edith Gil
Borough Clerk
Borough of Watchung
Municipal Building
15 Mountain Boulevard
Watchung, New Jersey 07069

Dear Ms. Gil:

Enclosed please find an original and an electronic copy of our proposal to provide professional accounting and auditing services to the Borough of Watchung. In order to acquaint you and the members of the Borough Council with the capabilities of our firm, we are also presenting a brief summary of our background and experience.

We are extremely knowledgeable and familiar with respect to municipalities, boards of education, counties, authorities, fire districts and not-for-profit entities. All of our partners and staff members have extensive experience in handling the special needs of these types of organizations.

Suplee, Clooney & Company LLC looks forward to providing financial services to the Borough, and after you have reviewed this material, should you need further information or have any questions, please do not hesitate to call me.

Yours very truly,

SUPLEE, CLOONEY & COMPANY LLC

Robert W. Swisher, Partner

November 19, 2024

RWS:tc
Encls.

Proposal

to the

Borough of Watchung

County of Somerset

for

Accounting and Auditing
Services

INDEX

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SUPLEE, CLOONEY & COMPANY LLC
CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail info@scnco.com

The Honorable Mayor and Members
of Borough Council
Borough of Watchung
Municipal Building
15 Mountain Boulevard
Watchung, New Jersey 07069

Thank you for giving us the opportunity to submit a proposal to perform the annual audit of the financial statements of the Borough of Watchung as of December 31, 2024 and for the year then ended.

Please be assured that we are extremely experienced and knowledgeable with respect to municipal audits, as is evidenced by the fact that we have been for many years and continue to be the auditors for numerous municipalities. In addition to our municipal work, we provide professional service to counties, boards of education, authorities and not-for-profit entities.

We will audit the balance sheets of the various funds as of December 31, 2023 and the related financial statements, records and other pertinent data of the Borough of Watchung for the year then ended. Our audit will be made in accordance with auditing standards generally accepted in the United States of America and audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and such other auditing procedures as we consider necessary in the circumstances.

These standards and provisions require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Management is responsible for making all financial records and related information available for purposes of the audit, and for the accuracy and completeness of such information. We will also perform a compliance audit of federal and state funds in accordance with the Federal Uniform Guidance and New Jersey OMB Circular 15-08.

SUPLEE, CLOONEY & COMPANY LLC

The Honorable Mayor and Members
of Borough Council
Borough of Watchung

Our audit will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances. At the conclusion of our audit, we will request certain written representations from management about the financial statements and related matters.

An audit conducted in accordance with generally accepted auditing standards is subject to certain limitations and the inherent risk that errors, fraud, or illegal acts, may exist and not be detected by us. However, we will inform you of any material errors and fraud that come to our attention. We will also inform you of any illegal acts that come to our attention, unless clearly inconsequential.

An audit includes obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify reportable conditions, *e.g.*, significant deficiencies in the design or operation of internal control. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you.

We direct your attention to the fact that the management of the Borough of Watchung has the responsibility for the proper recording of transactions in the books of account, for establishing and maintaining adequate and effective internal control, for the safeguarding of assets, for ensuring compliance with applicable laws and regulations, and for the preparation and substantial accuracy of the financial statements. Management is responsible for identifying and ensuring that the Borough of Watchung complies with those laws and regulations applicable to its activities. Also, management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements, resulting from errors or fraud, aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

SUPLEE, CLOONEY & COMPANY LLC

The Honorable Mayor and Members
of Borough Council
Borough of Watchung

We propose the following:

- A. 2024 Statutory Audit of the Borough of Watchung as required by N.J.S.A. 40A:5-4 and in accordance with the scope of audit as defined in N.J.S.A. 40A:5-5

- B. Assistance with the preparation of the 2024 Annual Financial Statement, 2024 Annual Debt Statement, and assistance with the 2025 Annual Municipal Budget including preparation of the budget document and appropriate amendments, and when requested, attendance at budget meetings and/or public hearings

TOTAL \$44,200.00

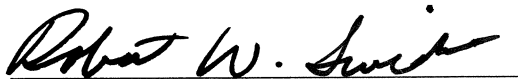
Any additional services requested by the Borough would be mutually agreed upon before the commencement of any work and billed at the following rates:

Partner	-	\$200.00
Manager	-	\$150.00
Senior Staff	-	\$120.00
Staff Accountant	-	\$ 90.00

Should you desire any additional information, please call.

Yours very truly,

SUPLEE, CLOONEY & COMPANY LLC



Robert W. Swisher, Partner

November 19, 2024

RWS:tc

FIRM HISTORY

Suplee, Clooney & Company LLC is a firm of Certified Public Accountants, Registered Municipal Accountants and Licensed School Accountants operating in the State of New Jersey. Founded in 1946 it is one of the oldest governmental and non-profit accounting firms in the State, providing quality auditing and accounting services to a wide array of governmental, non-profit and commercial entities. The firm consists of five partners and over forty professional and support staff members. There are sixteen Certified Public Accountants, eleven Registered Municipal Accountants and eleven Licensed Public School Accountants. The staff has a vast and diverse background in governmental and non-profit auditing and accounting and is fully aware of the laws, rules and regulations with which its clients must operate and comply. By constantly monitoring the regulatory environment, we provide our staff with up to date information. The firm has never been involved in any bankruptcy or reorganization proceeding and there are no judgments, claims or suits pending against the firm.

The firm employs a well-educated, experienced and trained staff of professionals and requires all professional staff to participate in its continuing professional education program. Unlike other firms, Suplee, Clooney & Company LLC experiences very little employee turnover; three quarters of the staff have been with the firm more than six years. The partners and senior staff on average have been with the firm more than twenty-five years. All partners and much of the staff are members of the American Institute of Certified Public Accountants and the New Jersey State Society of Certified Public Accountants.

The firm, however, prides itself on the close personal contact and communication with its clients. This is what sets Suplee, Clooney & Company LLC apart from other accounting firms. We look beyond the numbers, providing advice and counsel whether it be to a Board Member, an Administrator, an Executive Director or Payroll Clerk.

The partners do not sit back in the office and delegate work to the staff, but actually participate in an assignment whether it be a budget, audit or a consulting project. This gives a thorough understanding of the client which leads to providing the best service and advice possible. Both partners and staff are always available to answer your questions.

In addition, Suplee, Clooney & Company LLC views an audit not as a negative service, but rather as a way to establish a working relationship in order to meet the special needs of its clients.

SCOPE OF AUDIT SERVICES

Our principal objective, as the independent auditors, will be to express an opinion on the fairness of presentation of the Borough's financial statements. The procedures followed in the audit of these financial statements are selected by us and applied within the frame of generally accepted auditing standards. In addition, we assure you that the audit will be performed in accordance with the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the requirements of the Uniform Federal Guidance and the State OMB Circular Letter 15-08.

Statutory Audit

The scope of our work would encompass performing an audit of the financial statements of the Borough for the year ended December 31 as prescribed by N.J.S.A. 40A:50-4. Typically, the funds to be audited comprise the Current Fund, Trust Fund, General Capital Fund, all account groups and outside departments.

As part of our audit, we will include the financial records and activities for all funds maintained by every board, body, office, or commission maintained wholly or in part by funds appropriated by the Borough, unless otherwise provided by statute or regulations.

We would be available to attend meetings and conferences required by the Borough and officials related to the audit, as well as telephone consultation in matters relating to the audit and budget process. We will also perform a compliance audit of federal and state grants.

Audit Approach

To facilitate the timely and cost-effective completion of our audit, our overall audit work plan will be organized according to four distinct phases. The following section outlines the major procedures we would typically perform during each phase of the engagement:

Phase I - Audit Planning

Meet with key personnel to discuss our approach to this engagement so that it can be conducted in the most effective and efficient manner.

Review changes, if any, in applicable state and federal statutes and regulations.

Review prior years audit workpapers.

Develop the preliminary auditing programs we will employ in the various areas, such programs to be updated in Phase II.

Phase II - Review and Evaluation of Internal Accounting Controls

Review the existing accounting systems. Such review would include documentation of the systems, analysis of system strengths and weaknesses, and formulation of a preliminary evaluation of the adequacy of internal controls.

Perform tests of effectiveness of internal controls, principally in areas of payroll, purchasing, revenues and disbursements to the extent necessary in the circumstances. The results of such tests will either confirm or reject our evaluation of the internal control system.

Complete the audit program for our audit of year-end account balances.

Bring all significant findings in our observations on internal control and other matters to the attention of management for timely action.

Identify, to the extent possible, all potential accounting and auditing problems; review them with management and develop proposed solutions.

Confirmation of cash balances and receivables.

Initiate requests for legal counsel's responses as to the nature and status of legal matters.

Phase III - Examination of Year-End Account Balances

Summarize and evaluate results of confirmation requests and results of legal inquiries.

Perform various audit procedures, including substantiation of supporting documentation to verify reasonableness of assets, liabilities, revenues, expenses and fund balances.

Obtain representation letter from management regarding completeness of disclosure and integrity of accounting records.

Prepare draft of financial statements in worksheet form.

Phase IV - Reporting

Finalize financial statements and prepare audit report. We will include recommendations and comments concerning the internal control and financial activities of the Borough. All audit findings will be discussed at an exit conference with us and designated representatives of the Borough.

File audit report with the Borough of Watchung and the Division of Local Government Services.

CLIENT LISTING

The following is a list of our clients for which we are currently providing auditing, accounting and consulting services:

MUNICIPALITIES

Township of Warren	Township of Cranford
Town of Westfield	Borough of Oceanport
Township of Freehold	Borough of Raritan
Township of Scotch Plains	Borough of Deal
Borough of South Bound Brook	Township of Hillside
Township of Union (Union County)	Borough of Manville
Borough of Hampton	Township of Hillsborough
Borough of Mountainside	Borough of Alpha
Borough of Garwood	City of Plainfield
Borough of Flemington	Borough of Fanwood
Township of Aberdeen	Township of Branchburg
City of Long Branch	City of Linden
Township of Springfield	Township of Bridgewater
Borough of Hawthorne	Borough of Millstone
Borough of Watchung	Borough of Frenchtown
Township of Montgomery	Township of Harding
Borough of Stockton	Borough of Freehold
Township of Clinton	Borough of Roselle
Town of Clinton	Township of Ocean
Borough of Bernardsville	Township of Union (Hunterdon County)
Borough of Metuchen	Borough of Roselle Park
Borough of South Plainfield	Borough of Pine Beach
Borough of Tuckerton	Township of Long Beach
Township of Middletown	Borough of Beachwood
Borough of Barnegat Light	Borough of Ship Bottom
Township of East Amwell	Borough of Kenilworth
Township of Alexandria	Township of West Windsor
Borough of Matawan	Borough of High Bridge
Township of Raritan	Township of Bethlehem
Borough of Spring Lake Heights	Borough of Bound Brook
Borough of Tinton Falls	City of Margate City
Borough of Middlesex	Borough of Dunellen
Borough of Peapack-Gladstone	Township of Sayreville
Township of Franklin	Township of Hazlet
Township of Belmar	Borough of Spotswood
City of Lambertville	Borough of Washington
Township of Oxford	Township of Green Brook
Township of Montclair	Township of Hamilton
Township of Berkeley Heights	Township of Marlboro
Township of Plumsted	

PUBLIC SCHOOL DISTRICTS

Township of South Brunswick	Township of Hamilton
Borough of Middlesex	Borough of South Plainfield
Township of Franklin	Borough of Manville
Somerset County Vocational School	Township of Green Brook
Township of Union	Borough of Spotswood
Borough of Woodcliff Lake	Borough of South Bound Brook
Borough of Alpine	Somerset Hills Regional District
Township of Hillside	Borough of Northvale
Somerset County Educational Services Commission	City of Elizabeth
Hunterdon County Educational Services Commission	Township of Colts Neck
Union County Educational Services Commission	Township of Montgomery
Freehold Regional High School District	Township of Berkeley Heights
Township of Warren	City of Linden
Matawan-Aberdeen Regional District	Borough of Emerson
Bridgewater-Raritan Regional	Borough of Metuchen
	Borough of Keyport
	Borough of Hawthorne
	River Dell Regional
	Borough of Sayreville

AUTHORITIES

Somerset County Improvement	Lambertville Sewerage
Hillsborough Municipal Utilities	Somerset-Raritan Valley Sewerage
Rahway Valley Sewerage	West Windsor Parking
Linden-Roselle Sewerage	Plainfield Area Regional Sewerage
City of Elizabeth Parking	Little Egg Harbor Municipal Utilities
Point Pleasant Parking	Beachwood Sewerage
Perth Amboy Redevelopment Agency	East Brunswick Redevelopment Agency
Delaware Township Municipal Utilities	Joint Meeting of Union & Essex Counties
Borough of Metuchen Parking	Monmouth County Bayshore Outfall Authority
Beach Haven Sewerage Authority	
Franklin Township Redevelopment Agency	
Second River Joint Meeting	
South Orange Parking Authority	
Dunellen Parking Authority	

NOT FOR PROFIT ORGANIZATIONS

Prevention Resources, Inc.
 TransOptions, Inc.
 Presbyterian Church in Westfield
 Somerset County Park Commission
 Hunterdon County Public
 Housing Agency
 Green Knoll Volunteer Fire
 Company
 South Shore Village Leased
 Housing Corporation
 Cranford Housing Associates
 Young Audiences of New Jersey
 Scotch Plains Senior
 Citizens Housing Corp.
 Dial, Inc.
 Ocean County Mayor's Association
 Meals on Wheels of Hunterdon
 Elizabeth Avenue Partnership
 Suburban Municipal Joint
 Insurance Fund
 Union Township District
 Management Corporation
 NJ Health Officer Association
 Statewide Insurance Fund
 Somerset Regional Animal
 Shelter
 Family & Community Services
 of Somerset County
 Westfield Senior Citizens
 Housing Corporation
 Adult Day Center of Somerset
 County
 Historic Midtown Elizabeth BID
 Cooperative Housing Corporation
 Hillsborough Township Fire
 District #1
 Downtown Westfield Corporation
 Evergreen Cemetery and
 Crematory
 Educational Leadership Foundation

Arts Horizons, Inc.
 Workforce Advantage
 Celebrate Perth Amboy
 Cranford Housing Board
 Trans-Atlantic Renal Council
 Regional Center Partnership
 of Somerset County
 Somerset County Joint
 Insurance Fund
 South Shore Village II
 Leased Housing Corporation
 Wayne Counseling Center, Inc.
 New Jersey School Boards
 Association
 Compensation Rating and
 Inspection Bureau
 New Jersey Association
 of Counties
 JSAS Healthcare
 Raritan Valley Rail Coalition
 Hunterdon Helpline
 New Jersey Colonials
 Hockey Association
 New Jersey Section of
 American Water Works Assn.
 Somerset Treatment Services
 Family Promise of Hunterdon
 County, Inc.
 Elizabeth Destination
 Marketing Organization
 Foodstock
 Dottie's House, Inc.
 Bridgewater Township Fire
 District #3
 S.H.I.P., Inc.
 ISITC, Inc.
 Elizabeth Development Co.
 New Jersey Advocates for
 Aging Well, Inc.
 Constitutional Officer
 Association of New Jersey

Celebrant Foundation & Institute, Inc.	Crime Stoppers of Somerset County
Let's Celebrate, Inc.	Beach Haven Fire Company
Let's Celebrate Urban Renewal	New Jersey League of
Mountainside Rescue Squad, Inc.	Municipalities
Beach Haven First Aid Squad	Jewish Family Services
Thomas W. Zito Housing Corporation	Branchburg Rescue Squad
Friends of the Abraham Staats House	Friends of the Child Advocacy Center
Resource Center for the Chemically Dependent	Ridewise of Somerset County
NJ Coalition Against Sexual Assault	Ship Bottom Volunteer Fire Company #1, Inc.
Downtown Somerville Alliance, Inc.	Feeding Hands
American Association of Feline Practitioners	Evan J. Baron Foundation
Flemington Food Pantry, Inc.	Bound Brook Revitalization Partnership
Freehold Borough Educational Foundation, Inc.	Freehold Soil Conservation District
The Greater Elizabeth Chamber of Commerce	Government Finance Officers Association of New Jersey
Hamilton Township Student Advance Study Scholarship Trust	Groundwork Elizabeth, Inc.
International Association of Pet Cemeteries	Holmes Marshall Volunteer Fire Company
Josephine's Place, Inc.	International Society of Pharmacometrics, Inc.
Linden District Management Corporation BID	Keep Middlesex Moving, Inc.
Livingston Community Partnership	Linden Economic Development Corporation
Meals on Wheels in Hunterdon, Inc.	Madeline Fiadini LoRe Foundation
Metuchen Downtown Alliance	Mid-Bergen Regional Health Commission
Middle-Brook Regional Health Commission	Morris County Prevention is Key, Inc.
National Association of Veterinary Technicians of America, Inc.	New Jersey Association of Election Officials
New Jersey Library Association	Paterson Counseling Center, Inc.
Northwest Bergen Regional Health Commission	Township of Piscataway Fire District One
PeopleCare Center for Nonprofits, Inc.	Plainfield Area Humane Society
Township of Piscataway Fire District Two	Plainsboro Free Public Library Foundation, Inc.
Plainfield Central Business District Management Corporation	
Prevention Resources, Inc.	

Princeton Business Partnership, Inc.	Ship Bottom Volunteer Fire Company #1, Inc.
Silverton First Aid Squad, Inc.	
Somerset County Business Partnership	Somerset County Park Foundation
South Orange Village Center Alliance, Inc.	Springfield Community Partnership Management Corporation
Suburban Municipal Joint Insurance Fund	Tax Collectors and Treasurers Association of New Jersey
Summit Ice Hockey Association	Union County Educational Services Foundation
Toms River Fire Commissioners District No. 2	Westfield Senior Citizens Urban Renewal Partnership L.P.
Village at Garwood Urban Renewal L.P.	
Westfield Senior Citizens Housing Corporation	Township of Franklin Fire District Two
Township of Franklin Fire District One	
Township of Franklin Fire District Three	

PRIVATE/CHARTER SCHOOLS AND COLLEGE

Mercer County Community College	Oak Knoll School
Benedictine Abbey of Newark	Oratory Prep School
Raritan Valley Community College	

COUNTIES

County of Hunterdon	County of Somerset
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LIBRARIES

Township of Union	Township of Hillside
City of Linden	Township of Springfield
Borough of Mountainside	Borough of Keyport
Sadie Pope Dowdell	City of Elizabeth
Borough of Flemington	Borough of Hawthorne
County of Somerset	Borough of Roselle
Township of Old Bridge	Matawan Aberdeen
Township of Scotch Plains	Borough of High Bridge
Borough of Sayreville	City of Long Branch
Township of Edison	Borough of Metuchen
Township of Plainsboro	Borough of Sayreville
City of Englewood	Township of Kenilworth
Township of Cranford	City of Plainfield
Township of Berkeley Heights	Borough of Middlesex
Township of Bernardsville	Township of Pequannock

REFERENCES

Please feel free to contact as many of our clients as you wish regarding the qualifications of Suplee, Clooney & Company LLC; however, for your convenience we have listed below municipalities and the person you may wish to contact:

MUNICIPALITIES

Township of Ocean 399 Monmouth Road Oakhurst, NJ 07755	Rick Gartz	(732) 531-1618
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Borough of Bound Brook 230 Hamilton Street Bound Brook, NJ 08805	Natasha Turchan	(732) 356-0833
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Borough of South Plainfield 2480 Plainfield Avenue South Plainfield, NJ 07080	Glenn Cullen	(908) 334-8987
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RESUMES OF MANAGEMENT PERSONNEL

ROBERT W. SWISHER – MANAGING PARTNER

EDUCATION: Fairleigh Dickinson University
Madison, New Jersey
Bachelor of Science,
Accounting

PROFESSIONAL
STATUS: Certified Public Accountant
Registered Municipal Accountant
Licensed Public School Accountant
Certified Municipal Finance Officer

PROFESSIONAL
MEMBERSHIPS: American Institute of Certified Public Accountants
New Jersey Society of Certified Public Accountants
Registered Municipal Accountants Association

PROFESSIONAL
EXPERIENCE: Mr. Swisher has spent his entire professional career with Suplee, Clooney & Company LLC, and is currently the managing partner. He has extensive experience involving accounting, auditing and consulting services for counties, municipalities, public school districts, authorities and non-profits. As managing partner, Mr. Swisher has final authority and responsibility in all aspects of the firm's engagements.

WARREN M. KORECKY - PARTNER

EDUCATION

East Texas State University
Commerce, Texas
Bachelor of Business Administration

PROFESSIONAL STATUS:

Certified Public Accountant
Registered Municipal Accountant
Licensed Public School Accountant
Certified Municipal Finance Officer

PROFESSIONAL MEMBERSHIPS:

American Institute of Certified Public Accountants
New Jersey Society of Certified Public Accountants
Registered Municipal Accountants Association

PROFESSIONAL EXPERIENCE:

Mr. Korecky has been with the firm for over forty years. His experience involves auditing, accounting and consulting for counties, municipalities, public and private schools, authorities and non-profit agencies.

ROBERT J. BUTVILLA - PARTNER

EDUCATION: Rutgers University
Newark, New Jersey
Bachelor of Science, Accounting

PROFESSIONAL
STATUS: Certified Public Accountant
Licensed Public School Accountant

PROFESSIONAL
MEMBERSHIPS: American Institute of Certified Public Accountants
New Jersey Society of Certified Public Accountants
Association of Environmental Authorities

PROFESSIONAL
EXPERIENCE: Mr. Butvilla has been with the firm for over forty years and has extensive experience handling auditing, accounting and consulting engagements for governmental and non-profit agencies.

JOHN R. SWISHER - PARTNER

EDUCATION: Fairleigh Dickinson University
Madison, New Jersey
Bachelor of Science

PROFESSIONAL
STATUS: Certified Public Accountant
Registered Municipal Accountant
Licensed Public School Accountant
Certified Municipal Finance Officer

PROFESSIONAL
MEMBERSHIPS: American Institute of Certified Public Accountants
New Jersey Society of Certified Public Accountants
Registered Municipal Accountants Association

PROFESSIONAL
EXPERIENCE: Mr. Swisher has been with the firm for over forty years. His
experience involves audits of counties, municipalities, public and
private schools and non-profit agencies.

WILLIAM E. SWISHER - PARTNER

EDUCATION: Fairleigh Dickinson University
Madison, New Jersey
Bachelor of Science

PROFESSIONAL
STATUS: Certified Public Accountant
Registered Municipal Accountant
Licensed Public School Accountant
Certified Municipal Finance Officer

PROFESSIONAL
MEMBERSHIPS: American Institute of Certified Public Accountants
New Jersey Society of Certified Public Accountants
Registered Municipal Accountants Association

PROFESSIONAL
EXPERIENCE: Mr. Swisher has been with the firm for over thirty years. His
experience involves audits of counties, municipalities, public and
private schools and non-profit agencies.

REPORT ON QUALITY REVIEW



Report on the Firm's System of Quality Control

December 19, 2023

To the Partners of Suplee, Clooney & Company and the Peer Review Committee of the New Jersey Society of CPAs,

We have reviewed the system of quality control for the accounting and auditing practice of Suplee, Clooney & Company (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Suplee, Clooney & Company in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Suplee, Clooney & Company has received a peer review rating of *pass*.

Davie Kaplan, CPA, P.C.

Davie Kaplan, CPA P.C

STANDARD SUBMISSION FORMS

Proposal Checklist

The following checklist is provided as assistance to the development of the RFP Response.

It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Administrative Conditions and Requirements	<u>RWS</u>
Scope of Work	<u>RWS</u>
Qualification Statement	<u>RWS</u>
Proof of Licensure	<u>RWS</u>
References	<u>RWS</u>
Evaluation Criteria	<u>RWS</u>
Acknowledgement of Receipt of Addenda	<u>RWS</u>
Non-Collusion Affidavit	<u>RWS</u>
Stockholder Disclosure	<u>RWS</u>
Affirmative Action Mandatory Language	<u>RWS</u>
Submission of NJ Form AA302	<u>RWS</u>
Americans with Disabilities Act Mandatory Language	<u>RWS</u>
Business Registration Certificate to be supplied with RFP	<u>RWS</u>
Disclosure of Investment Activities in Iran	<u>RWS</u>

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
<u>N/A</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

Signed: 
Title: Partner
Printed Name: Robert W. Swisher
Date: November 19, 2024
Company: Suplee, Clooney & Company LLC

Posting Will Be On Internet

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex,

and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 *et seq.* (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 *et seq.*, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national original ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

WITNESS Theresa Copeland
Signature

SIGNATURE Robert W. Suplee

NAME OF
COMPANY Suplee, Clooney & Company LLC

ADDRESS 308 East Broad Street
Westfield, New Jersey 07090

DATE November 19, 2024

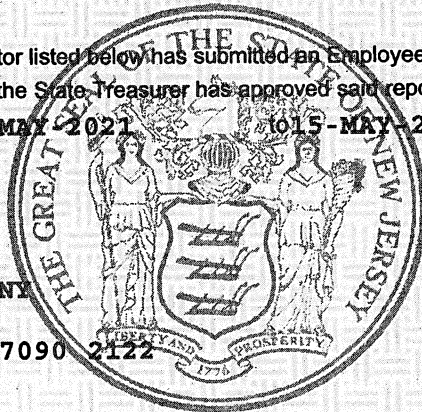
Certification 4761

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAY-2021** to **15-MAY-2028**

SUPLEE, CLOONEY & COMPANY
308 EAST BROAD STREET
WESTFIELD NJ 07090-2122



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Suplee, Clooney & Company LLC SIGNATURE: 

PRINT NAME: Robert W. Swisher TITLE: Partner

DATE: November 19, 2024

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Watchung, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. *§12101* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION

ss:

I, Robert W. Swisher of the ~~County~~ City of Freehold Township of Freehold
in the County of Monmouth and the State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:

I am Partner
of the firm of Suplee, Clooney & Company
the bidder making the Proposal for the above named project, and that I executed the said
proposal with full authority so to do; that said bidder has not, directly or indirectly entered
into any agreement, participated in any collusion, or otherwise taken any action in restraint of
free, competitive bidding in connection with the above named project; and that all statements
contained in said proposal and in this affidavit are true and correct, and made with full
knowledge that the Borough of Watchung relies upon the truth of the statements contained in
said Proposal and in the statements contained in this affidavit in awarding the contract for the
said project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by

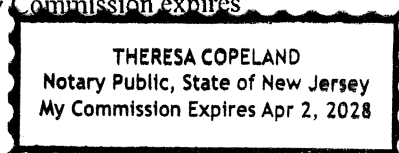
Suplee, Clooney & Company LLC
(name of contractor)

Subscribed and sworn to

before me this 19th day
of November, 2024.

Robert W. Swisher
(Also type or print name of affiant under signature)
Robert W. Swisher

Theresa Copeland
Notary public of
My Commission expires _____



STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

☒

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: Suplee, Clooney & Company LLC

Check which business entity applies:

☐

Limited Partnership

☐

Subchapter S Corporation

☐

Limited Liability Corporation

☒

Partnership

☐

Corporation

☐

Sole Proprietorship

☐

Limited Liability Partnership

☐

Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

BUSINESS ADDRESS:

/			
Street Address	City	State	Zip
/			
Telephone #	Fax#		

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

SEE ATTACHED SHEET

Name	Address
Name	Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES ☒ NO ☐

Signature Robert W. Swisher Date November 19, 2024
Printed Name & Title Robert W. Swisher, Partner

Statement of Ownership

**Robert W. Swisher
20 Randolph Road
Freehold, NJ 07728**

**Robert J. Butvilla
20 O'Hara Street
Edison, NJ 08837**

**John R. Swisher
25 Pasture Drive
Farmingdale, NJ 07727**

**William E. Swisher
135 Severin Court
Cranford, NJ 07016**

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER WITH A MULTI-COLORED
BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

**State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs**

**THIS IS TO CERTIFY THAT THE
Board of Accountancy**

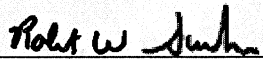
HAS REGISTERED

**SUPLEE CLOONEY & COMPANY
ROBERT W SWISHER
308 East Broad Street
Westfield NJ 07090-2122**

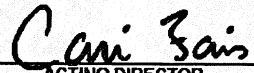
FOR PRACTICE IN NEW JERSEY AS A(N): Firm Registration

**09/30/2022 TO 08/30/2024
VALID**

**20CB00145900
LICENSE/REGISTRATION/CERTIFICATION #**



Signature of Licensee/Registrant/Certificate Holder



ACTING DIRECTOR

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY//
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

TRADE NAME:

CAGNASSOLA, ROBERT & KORECKY, WARREN & BUT SUPLEE, CLOONEY & COMPANY

TAXPAYER IDENTIFICATION#:

SEQUENCE NUMBER:

221-427-684/000

1082776

ADDRESS:

ISSUANCE DATE:

**308 EAST BROAD STREET
WESTFIELD NJ 07090-2122**

08/30/04

EFFECTIVE DATE:

11/01/46

FORM-BRC(08-01)

J. P. S. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: Municipal Auditor

Proposer: Suplee, Clooney & Company LLC

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

 X is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

 is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Watchung Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer: _____

Description of Activities:

Duration of Engagement: _____

Anticipated Cessation Date: _____

Proposer Contact Name: _____

Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Watchung Borough is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Watchung Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Robert W. Swisher

Signature: 

Title: Partner

Date: November 19, 2024

PROPOSAL

To Borough of Watchung:

The undersigned declares that he/she has read the Request For Proposal attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following

Position: Municipal Auditor

Company Name	<u>Suplee, Clooney & Company LLC</u>
Federal I.D. or Social Security #	<u>22-142784</u>
Address	<u>308 East Broad Street</u>
	<u>Westfield, NJ 07090</u>
Signature of Authorized Agent	<u></u>
Type or Print Name	<u>Robert W. Swisher</u>
Title:	<u>Partner</u>
Date	<u>November 19, 2024</u>
Telephone Number	<u>908-789-9300</u>
Fax Number	<u>908-789-8535</u>
E-mail address	<u>info@scnco.com</u>
Rate / Fees:	<u>see proposal page 3</u>

BOROUGH OF WATCHUNG
RESOLUTION: R13

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 et seq. provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Council wishes to award a contract to Remington & Vernick Engineers as the Borough's Engineer for the year 2025; and

WHEREAS, the Chief Finance Officer has determined that the value of the contracts may exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute individual contracts for the services of the following Professionals in their area(s) of expertise, in accordance with the proposals submitted:

Award to: Mostafa Razzaghmanesh, Remington & Vernick Engineers, 429 State Route 79,
Suite 21, Morganville, NJ 07751

Amount: Not to exceed \$300,000.00

BE IT FURTHER RESOLVED that these contracts have been awarded after review and based on the merits and abilities of these professionals to provide the goods or services as described herein. These contracts are being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise the award of these contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 4, 2024
INDEX: AWARDS,
C: W. HANCE, ENG,

**Statement of Qualifications
Municipal Consulting Services to serve as**

Consulting Borough Engineer / Professional Planner

Watchung Borough, NJ





REMINGTON
& VERNICK
ENGINEERS

429 Route 79, Suite 21
Morganville, NJ 07751
O: (732) 955-8000
F: (732) 591-2815

December 23, 2024

Mr. James Damato, Borough Administrator
Borough of Watchung
15 Mountain Boulevard
Watchung, NJ 07069

Dear Mr. Damato:

As per today's conversation, RVE purposes Mr. Mostafa Razzaghmanesh as the primary Engineering Representative for 2025, including work in the Borough of Watchung Engineering office.

Should you have any questions, please do not hesitate to contact our Morganville office at (732) 955-8000.

Sincerely,
REMINGTON & VERNICK ENGINEERS

Terence M. Vogt, P.E., P.P., C.M.E.
Principal, Regional Manager

TMV/pv

cc: James Oris, PE

December 5, 2024

Watchung Borough
Office of Borough Clerk
15 Mountain Boulevard
Watchung, NJ 07069

Attn: Edith Gil, Borough Clerk

**Subj: Statement of Qualifications to Serve as Consulting Borough Engineer / Professional Planner
Watchung Borough, NJ**

Dear Ms. Gil:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to submit our qualifications to continue to serve as Consulting Borough Engineer / Professional Planner for the Borough of Watchung. This response has been prepared in accordance with the requirements set forth in the Request for Proposals (RFP) and our experience serving the Borough.

It has been a pleasure for us to provide professional services to your community. In this time, we have developed a relationship with the officials and residents of your community and are proud to have been able to support your community in meeting its engineering and planning needs.

Our support of municipal clients includes design, planning and construction services for infrastructure/capital improvements; environmental remediation; utilities collection; treatment and design; government and public facility additions and renovations; park and recreation improvements; redevelopment and master planning projects. We have experience serving all facets of municipal engineering and planning for urban and rural communities, large and small, with an emphasis on understanding the community's needs and vision.

Our approach to municipal consulting has evolved with the changes in the field of engineering, upgrades in technology, growing populations, changing demographics and the often-limited financial resources and increasing stringent laws and standards. In the past year RVE has established a strategic partnership with vialytics Americas Inc. to streamline and manage transportation infrastructure assessments using advanced AI and digital image collection technology. This collaboration signifies our shared commitment to leveraging cutting-edge solutions for municipalities which will directly enhance the quality of life in the communities we serve.

Specific details of our experience are provided in our Statement of Qualifications, including project experience and resumes of our professional staff. We propose the services of **Jason Cline, PE, PP, CME** as Client Representative again this year. Recent projects for the Borough include Library Bridge Superstructure Replacement, Multiple Additions to the Existing Library, MS4 Compliance Outfall Mapping, Emergency Repairs to Various Storm Culverts, NJDOT Trust Fund Resurfacing of Various Streets, Ness Farm Environmental Services, NJDOT Municipal Aid Improvements to Various Roadways, Infiltration & Inflow (I&I) Analysis of Sanitary Sewer System and Review and inspection of land disturbance and subsidiary permits.

We look forward to continuing to serve the Borough under this contract. Should you have any questions or require additional information, please contact Terence Vogt, PE, PP, CME, Executive Vice President, in our Marlboro Township office at 732-955-8000 or via email at Terry.Vogt@rve.com.

Sincerely,
REMINGTON & VERNICK ENGINEERS

By



Leonard A. Faiola, PE, PP, CME
President & CEO

Minimum Threshold Requirements

Section 1

Qualification Statement – Executive Summary

Minimum Requirements

1. Minimum of ten (10) years' experience as a municipal engineer.

Remington & Vernick Engineers (RVE) is one of the oldest established consulting firms in the country and has successfully completed tens of thousands of planning, engineering and capital infrastructure improvement projects. Our more than 480 employees are located in a network of multiple offices throughout the Middle and South Atlantic regions of the United States. We provide multidisciplinary engineering services for diverse public sector clients.

Our employees bring expertise, specialized certification and licensure in the major areas of engineering and the related disciplines required to implement projects in our four markets: Municipal, Transportation and Infrastructure, Facilities and Water/Wastewater. The firm is committed to ongoing staff development and we continue evaluating new approaches and technology to ensure we respond to the challenges of the marketplace and our clients. We develop client relationships to solve challenges while maintaining our focus on quality of service.

2. All applicable licenses to perform general engineering services in New Jersey.

Copies of our New Jersey Business Registration Certificate and Certificate of Authorization are provided in [Section 6](#). Copies of licenses for our key proposed personnel are provided with their resumes in [Section 2](#).

3. Expertise in engineering design, road construction, MLUL experience, planning and landscaping engineers on staff, experience in environmental studies assessments, GIS, materials testing, surveying, traffic studies, affordable housing services, and drainage regulations.

Municipal Representation and Management

Municipal engineers design projects that improve the quality of life for those in the communities they serve. J.C. Remington, an early visionary in the industry, formed what is now RVE with the mission to deliver excellent client service by solving challenges faced by local municipalities. Over the last 120 years, we have built on that legacy and broadened our commitment: more than 150 professional and technical staff deliver projects in collaboration with more than 250 client partners, some of whom have been with us since the early 1900s. We serve as Engineer of Record to Municipalities, Engineer and Planner to Municipalities and their Planning, Zoning and/or Land Use Boards, Board Consultant and Floodplain Manager.

In the past year RVE has established a strategic partnership with vialytics Americas Inc. to streamline and manage transportation infrastructure assessments using advanced AI and digital image collection technology. This collaboration signifies our shared commitment to leveraging cutting-edge solutions for municipalities which will directly enhance the quality of life in the communities we serve.

Our team members include professional engineers, professional planners (AICP), licensed surveyors, GIS professionals, certified flood plain managers, environmental engineers and construction managers and inspectors. Our full-service staff provides the complete breadth and depth of consulting services including professional design, planning and construction services for infrastructure capital improvements; environmental remediation; utilities collection and distribution; treatment design; public facility additions and renovations; park and recreation improvements; redevelopment and master planning projects. We also identify, pursue, and obtain grant funding for municipal projects through our inhouse grants department.

Municipal Service Capabilities

RVE provides professional design, planning and construction services for infrastructure capital improvements; environmental remediation; utilities collection and distribution; treatment design; public facility additions and renovations; park and recreation improvements; redevelopment and master planning projects. Our experience is applicable to urban and rural communities with an emphasis on understanding each community's individual goals and vision. Below is an overview of our municipal service capabilities.



RVE has established a strategic partnership with vialytics Americas Inc. to streamline and manage transportation infrastructure assessments using advanced AI and digital image collection technology. This collaboration signifies our shared commitment to leveraging cutting-edge solutions for transportation agencies and municipalities which will directly enhance the quality of life in the communities we serve.

vialytics automates tedious tasks by providing a convenient, smartphone-based system for road management. Their artificial intelligence evaluates road and asset conditions, offering objective pavement, road sign, manhole and storm drain condition data and much more. This objective data is used within the system as a way to track damage and assist in maintenance and planning.

Working together, RVE and vialytics provide clients with an updated, simplified approach to obtain accurate data to perform road maintenance, operation and planning. The integration of vialytics software with engineering consulting allows us to provide clients substantial benefits including significant cost savings, objectivity and consistency in roadway assessments, quicker turnaround times and ultimately, successful outcomes.

Key benefits of the RVE / vialytics partnership:

- **Increased Value:** Leveraging AI and digital imagery, the tool significantly enhances the quality, value and longevity of community infrastructure.
- **Objectivity in Assessments:** The use of AI eliminates human bias, ensuring all infrastructure assessments are based on consistent, objective criteria.
- **Consistency and Accuracy:** With advanced algorithms, the software provides consistent and accurate analysis of road conditions, enabling more reliable infrastructure development, planning and information regarding remaining roadway life cycles.
- **Quicker Turnaround:** Fast, automated assessments facilitate quicker decision-making, allowing for infrastructure needs to be addressed in a timely manner.
- **Innovative Technology:** By partnering and employing vialytics' state-of-the-art solution, our clients are positioned at the forefront of infrastructure management innovation.

Transportation and Infrastructure Services

Roadway—RVE's wide range of roadway engineering services is a direct result of the experience gained in our practice since our founding. Our extensive experience ranges from the resurfacing of roadways to full reconstruction of roadways. Whether a local, collector, arterial or toll roadway our goal remains the same to provide safe and efficient travel to pedestrians, bicyclists, motorists and public mass transit vehicles. We also provide construction management and inspection services.

1. Minimum Threshold Requirements

Consulting Borough Engineer / Professional Planner

Page 1-3

Our designs are prepared in accordance with all applicable design standards including New Jersey Department of Transportation (NJDOT), American Association of State Highway and Transportation Officials (AASHTO), the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD), County and municipal requirements.

Services include:

- ADA compliance
- Intersection improvements
- New roadway alignments/reconstruction
- Right-of-way and acquisition management
- Roadway resurfacing
- Roadway Safety Audits
- Roundabouts
- Safety improvements
- Signage and pavement markings
- Storm sewer and storm water management
- Traffic calming
- Trailways, bicycle and pedestrian paths
- Utility coordination and relocation

Pavement Management—RVE works with our municipal clients to develop long term, cost-effective sustainable pavement management programs (PMP). This collaborative approach is more cost effective than traditional cyclic reconstruction where a road is reconstructed and minimally maintained until the roadway requires reconstruction—a life cycle of between 20 and 30 years depending on factors such as the quality of roadway materials, construction techniques and workmanship, traffic volume and exposure to weather.

Implementing a PMP curtails widespread pavement deterioration and maximizes the effectiveness of the roadway capital budget expenditure. RVE develops a PMP that assesses and prioritizes projects to determine the appropriate schedule and treatment for individual roads. In addition to full reconstruction, a PMP considers treatment and repair techniques to prolong the pavement life while maintaining a high level of riding quality and safety. By investing in lower cost improvements early in the pavement life cycle, the municipality can defer the need for reconstruction, effectively manage the use of capital, maintain good quality roads and reduce the overall lifecycle cost.

Services include:

- Non-destructive testing
- Pavement design
- Pavement evaluation
- Report preparation and capital planning
- Ride quality assessment
- Subbase evaluations

Traffic Engineering—We provide complete a full suite of professional traffic engineering services, including the evaluation and design of traffic signal systems, intersection geometry, the preparation and review of traffic impact statements traffic control, signage, striping and trip generation for Land Use Planning. We also review and prepare Traffic Impact Statements as part of this group's skill.

1. Minimum Threshold Requirements

Consulting Borough Engineer / Professional Planner

Page 1-4

Our Infrastructure Services group regularly performs traffic impact studies by gathering traffic data and performing the analyses that result in sound and cost-effective designs. Our engineers offer specialized expertise in the evaluation and design of intersections and traffic signal systems. Based on comprehensive vehicular and pedestrian traffic and accident data utilizing video cameras and detailed topographic field survey information, the team prepares intersection and signal system designs to accommodate the present and future traffic volumes for the project areas.

Our designs are prepared in accordance with applicable design standards including NJDOT, AASHTO, MUTCD, County and municipal requirements.

Services include:

- Levels of service analysis
- Noise and air quality analysis
- Parking and parking demand studies
- Pedestrian circulation plans
- Traffic analysis and growth projections
- Traffic calming
- Traffic control plans
- Traffic signal warrant analysis
- Traffic Signalization
- Traffic volume data collection

Bridge/Culvert/NBIS Condition Inspections—RVE provides bridge engineering design and condition inspection services including ratings, evaluation and scour rating for Federal, State, county, agency, and privately-owned bridges and culverts, compliant with National Bridge Inspection Standards (NBIS). These services range from routine, biennial inventory inspections to in-depth, emergency inspections. Our inspection work is performed under the direction of registered professional engineers certified by the FHWA in this unique discipline.

RVE's bridge engineers complete the NHI Safety Inspection of In-Service Bridges course and additional specialty training for routine biennial and fracture critical member, confined space, emergency and scour inspections and evaluations. Specialized access equipment, drones and rigging allows access to areas of bridges that normally require traffic lane closures, thereby minimizing disruption to the traveling public. RVE uses the latest technology and equipment to improve the efficiency, quality and cost-effectiveness of our work, whether it's performed in the field or the office.

Our engineers also design bridge rehabilitation and replacements. Bridge engineering services rely on our expertise to determine the most cost-effective bridge to be placed in service. We review initial costs as well as maintenance costs to arrive at a structure that fits the needs of our clients. We perform various tasks for each bridge we design consisting of but not limited to the following:

- Alternative Structure Analysis
- Approach Roadway Design
- Clearance Requirements
- Deck, Parapet and Sidewalk Design
- Emergency repairs and inspections
- Feasibility studies/engineering analysis
- Geotechnical Program
- Load rating analysis
- NBIS safety and condition inspections

- Outside Agency Approvals
- Safety and stability evaluation
- Safety Feature Analysis
- Safety feature analysis
- Substructure and Superstructure Design
- Substructure and superstructure design
- Utility Coordination/Relocation

Streetscapes—RVE works with municipalities to design and implement streetscape improvement projects that improve the appearance, safety while enhancing the economic development of a community. We work to maximize capital investments in the central business districts, main streets and residential areas by designing and implementing streetscape beautification and traffic calming projects.

Well planned streetscapes can make downtown areas more pedestrian and bicycle friendly and can help attract and retain businesses, customers and visitors. Streetscape projects may involve intensive street shade tree planting and landscaping, installation of pedestrian-oriented ornamental lighting, special pavement treatments, ADA curb ramps and sidewalks, and other amenities such as street furniture, festive signage and water features.

Services include:

- Design integration
- Façade improvements
- Hardscape crosswalks
- Landscaping
- Ornamental lighting
- On- and off-street parking
- Residential reinvestment
- Street furniture
- Downtown Themes
- Traffic calming
- Geotechnical Engineering
- Civil/Site Engineering

Civil/Site Engineering Services

Stormwater Management—RVE evaluates drainage systems, dams and culverts to provide stormwater management. Our professionals assess the current situation, evaluate the pre and post conditions, identify the design year(s) required of the regulating agency to recommend and then design the most effective system. Included in this effort is the incorporation of Best Management Practices (BMP) to achieve optimum hydraulic efficiencies.

Our expertise covers all aspects of stormwater management including planning, modeling, National Pollution Discharge Elimination System (NPDES) permitting, design, and construction plans and specifications. We work with cities, watershed districts, NJDEP, Pinelands Commission, SESC Districts and local authorities to design, implement and maintain budget friendly, resource-efficient solutions that work with the environment.

RVE uses innovative best management practices (BMPs) to design rainwater gardens, infiltration basins, stormwater detention basins, bioretention facilities and stormwater wetlands.

Services include:

- Drainage system, dam and culvert inspection and design
- Evaluation of existing structures for safety, stability and hydraulic efficiency
- Feasibility studies and engineering analyses
- Hydraulic and Hydrologic studies
- Open channel flow modeling
- Piping Network analysis
- Preparation and processing of permits for regulatory agency approval
- Retention and Detention Basin designs
- Stormwater system design
- Watershed analysis

Parks and Recreation—RVE’s parks and recreational facility designers offer comprehensive services in conducting site feasibility studies, preparing conceptual and final design plans, producing contract documents and engineer estimates. We also assist with regulatory compliance, grant application requests, permitting and bidding as required. Our experience includes design and or redesign of open space including sport complexes, natural turf fields, synthetic turf fields, associated sports lighting, water splash parks, nature trails, dog parks, nature parks, passive and active recreation areas and playgrounds.

Services include:

- Facility planning
- Grant coordination
- Landscape design
- Parking design
- Recreational and passive park planning
- Regulatory coordination and permitting
- Site analysis and selection
- Stormwater management

Site Engineering /Land Development—RVE offers a diverse team of professionals to successfully envision, plan, survey and design land development projects. Our team works effectively with clients, architects, contractors, utilities and regulatory agencies to achieve cost-effective designs that achieve project goals and meet regulatory requirements. Our experience at the local, State and Federal levels allows us to efficiently take projects from planning, design, regulatory review approval, construction and Bond Release.

Services include:

- Boundary and topographic Surveying
- Concept and layout plan development
- Cost estimating
- Development plan submissions
- Environmental assessment
- Infrastructure design
- Landscape design
- Permitting
- Roadway and parking design
- Site analysis and selection

- Site planning
- Stormwater management
- Traffic impact assessment

ADA Compliance Surveys/Inspections—RVE performs ADA compliance surveys and inspections to assist public agencies in meeting all requirements of the Americans with Disabilities Act. A staff of professionals specializes in this area of inspection and construction and has provided these services to a variety of clients. Building code specialists perform a thorough inspection and survey of a facility. An inventory list is developed and a report detailing the findings is produced. Once the survey is completed, alternative barrier removal strategies are developed and construction cost estimates are prepared. In many cases, judgments must be made for each individual facility, with consideration to size, type, financial resources of the facility, and the type of code improvements needed. The firm's goal is to identify low-cost methods for compliance. For example, in certain cases, an offset hinge may be used to provide the full doorway clearance required by the ADA rather than a full doorway reconstruction. The money saved by low-cost alternatives may be used in other more costly areas of barrier removal.

Facilities/Structural Engineering Services

Our in-house professionals are experienced in multiple types of major building and facility construction, rehabilitation and renovation including offices, courtrooms, public meeting space, public works facilities, mechanical rooms, storage facilities and recreational facilities. We partner with our clients throughout the project lifecycle from the planning and programming stages of a project through completion. RVE offers facility and site planning services including long-range facilities planning, feasibility studies and site/building assessments including mechanical, electrical, plumbing/fire protection, structural and energy engineering disciplines.

Mechanical Engineering—The design of government and public facilities requires a full range of design skills and competencies to accommodate their multiple uses. RVE's engineers have the experience to design spaces for all the various functions and they integrate those systems to avoid conflicts with competing systems while maintaining consistent comfort zone for air quality and exchange. RVE's engineers design smart, efficient control systems for effective control of environmental conditions and to facilitate troubleshooting and problem or conflict detection.

Services include:

- Boiler/chiller replacement services
- Cogeneration facilities
- Heating, ventilation and air conditioning (HVAC)

Electrical Engineering—RVE's team of electrical engineers and designers apply their extensive knowledge of electrical codes and fundamentals with their hands-on experience to design and implement cost-effective, intuitive solutions for electrical challenges impacting service demand and reliability. Our professionals can perform a short circuit/fault current analysis to an arc flash study, electrical gear upgrades to complete electrical power and motor control systems, or any combination of services to meet the programmatic requirements.

Services include:

- Electrical distribution systems
- Electrical generators
- Lighting controls
- Security systems
- Solar energy systems

Plumbing Engineering/Fire Protection—Plumbing engineering design is a key component of our integrated, multidisciplinary engineering approach. We have extensive experience in plumbing planning and design, encompassing all aspects from UGI service and plumbing systems for governmental, educational and public safety facilities. Our team offers a whole-building approach to plumbing engineering to ensure we find the appropriate efficient and effective solution for every project.

Services include:

- Domestic water systems
- Interior plumbing design
- Natural gas systems
- Sprinkler systems/ smoke detection/alarms

Structural Engineering—RVE's structural design team has expertise in a wide range of structural systems including structural steel frames, concrete foundation design, roofs, structural timber and retaining walls. Our services include inspecting and analyzing existing structures to determine their capacity and evaluate their safety, retrofitting existing facilities to comply with current Codes, original design efforts as a component of capital expansion/ construction projects.

Services include:

- Building Design
- Code Compliant renovations and retrofits
- Foundation/Structural Analysis
- Roof Replacements

Energy/Alternative Energy Engineering—RVE evaluates energy usage and identifies appropriate energy efficient measures for municipalities throughout New Jersey. These measures may include the use of alternative energy such as solar or other renewable energy sources. We work with clients to identify and recommend the most practical energy efficiency measures to employ to reduce energy, operational and maintenance costs. We begin by conducting an energy audit to analyze the energy usage data of building systems and utilities. We then inspect each component of a facility to assess its efficiency. We review data and analyze our findings in a comprehensive report that contains recommended actions and their predicted impact.

Services include:

- Energy Audit Services
- Energy Savings Improvement Plans (ESIPs)
- Facilities Needs Assessments
- LEED Consulting

Water and Wastewater Services

Our clients have relied on RVE for more than 100 years to analyze, design and permit potable water and wastewater improvement projects. We perform modeling and analyze alternative configurations for water distribution systems of any size or complexity. Our capabilities extend to developing solutions for the full range of potable water and wastewater supply, conveyance, distribution, treatment, storage, pressure, environmental and quality concerns that affect the utility clients we serve.

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Utility Service: Water distribution and wastewater conveyance system services include:

- Computer modeling and analysis for water distribution and wastewater collection systems
- Water and wastewater pumping station upgrades/replacements
- Potable water system flow analysis, and pressure testing
- Wastewater collection system evaluation, flow analysis and rehabilitation
- Trenchless sewer rehabilitation analysis and design
- Potable water tower / tank design and inspections including coating systems
- Extensions of water mains and sewer mains
- Combined sewer separation studies
- Combined sewer outfall (CSO) structure inline netting design
- Flow metering and piping capacity studies
- Infiltration & Inflow (I/I) study/evaluation

Treatment: RVE's multi-disciplinary design team develops innovative, reliable potable water and wastewater treatment facility designs. We perform economic and financial feasibility studies, treatment process modeling and simulation software studies, bench-, pilot- and demonstration-scale studies, existing water/wastewater treatment plant upgrades, cost /benefit analysis and value engineering. In addition, due to increasing energy costs and the historic high energy consumption by utilities, we provide renewable energy services.

Treatment services include:

- Water and wastewater treatment facilities—new, expansion, and rehabilitation
- Regulatory compliance services, covering regulated and emergent contaminants
- Wastewater biogas treatment and conversion including design, permitting
- Vegetative waste, FOG, and biogas treatment including Cogeneration facilities Process system controls, instrumentation upgrades and SCADA design
- Odor control
- Solar and wind energy cost analysis and design

Water/Wastewater Operations and Management

Water Resource Management (WRM), a division of RVE, has been providing operations management services to State agencies, local governments, Counties, regional MUAs and private businesses since its founding in 1988. WRM's professional staff includes experts in the maintenance and operation of water and wastewater systems with direct access to RVE's water/wastewater, civil and structural engineers. WRM's specific experience includes water/wastewater treatment, industrial treatment, compliance reporting and sampling, rate case analysis and consumer confidence reports.



Services include:

- Water and wastewater treatment operations and management
- Process improvement
- Compliance
- Sampling plans
- Succession planning
- Operations and Maintenance (O&M) manual development
- Asset management
- Utility rate case analysis
- Connection fee analysis

Environmental Services

Site Remediation Services—RVE provides comprehensive environmental services from the onset of environmental reviews (Phase I Site Assessments and/or Preliminary Assessments) through the final stages of large, multi-stakeholder property development Response Action Outcomes (RAOs) for Certificates of Occupancy. Our Licensed Site Remediation Professionals (LSRPs) have experience across the northeastern United States and have developed a record of successful environmental liability management. RVE's environmental experts are experienced in managing every aspect of a project from investigation to remediation to closure.

Services include:

- Demolition services
- DEP Site Remediation Program (PA/SI/RI/RA) Underground storage tank (UST) investigation
- Dredging services
- Groundwater remediation
- Permitting
- Phase I/Phase II Environmental Site Assessments (ASTM)

Facilities Remediation—RVE offers a complete range of tests for ensuring environmental compliance. After testing is completed and the results are analyzed, we have the capabilities to mitigate hazardous, environmentally damaging conditions such as asbestos, lead, hazardous materials and waste and pollution. RVE's environmental professionals work with our clients to comply with applicable design and construction regulations while mindful of cost benefit efficiencies. We conduct AHERA asbestos materials surveys and generate detailed ACM and/or Hazardous Materials Inventory Reports by in-house USEPA-certified Asbestos Building Inspectors and Management Planners. The asbestos survey work includes a visual inspection of exposed features in all accessible areas within all identified municipal facilities. Our licensed and certified environmental specialists work in accordance with applicable provisions of N.J.A.C. 7:26E and Occupational Safety and Health Administration (OSHA) Asbestos Standards (29 CFR 1910.1001 and 29 CFR 1926.1101).

Services include:

- Asbestos investigations/AHERA
- Asbestos, lead-based paint and mold investigations
- Environmental grant funding
- Indoor air quality (IAQ)
- Safe drinking water

Geotechnical Engineering—A thorough knowledge of subsurface conditions is essential to good design practice. Each project begins with a thorough geological investigation of existing data and a project-specific study of the site for the proposed project. At the project's inception, RVE develops an integrated data gathering and an engineering understanding of the geological, hydrological and soil conditions of the project site. Our geotechnical staff works in close conjunction with staff design engineers, drilling contractors, testing laboratories and other known data providers to obtain the necessary data and design information to develop a comprehensive geotechnical understanding for each specific project.

Services include:

- Dewatering engineering
- Dredged material stabilization
- Foundation engineering
- Geological studies

- Groundwater studies
- Pavement design
- Seismic analysis
- Slope stabilization
- Soil Stabilization Design
- Subsurface investigations

Planning/Landscape Architecture Services

Land Use Planning—RVE has extensive experience providing comprehensive, practical and responsive planning services to local, County and State governments and related public agencies. Our team of planning experts collaborates with all our clients to assist in realizing their growth goals including maximizing land use stewardship, preserving the tax base, promoting a safe and healthy sense of community, protecting the environment, efficiently utilizing natural resources and specific projects that contribute to their residents' quality of life.

Redevelopment—RVE is involved in the revitalization of many of New Jersey's municipalities and cities. The firm has an extensive portfolio of work in urban design, community development and redevelopment plan throughout the State including the planning of large-scale mixed-use projects. RVE's solutions create a balance between preservation and growth so that municipalities preserve a sense of community and protect natural resources while accommodating necessary development.

Master Planning—RVE has developed master plans for municipalities for all stages of development. In preparing a Master Plan, our professional planners analyzed the environmental and existing land use conditions of a municipality, its regional context, vehicular and pedestrian circulation patterns, recreational and community facilities, and historic and cultural resources. We then research demographic trends and population to anticipate effects on land use and land development activities. We hold a series of public forums to solicit comment from the community and develop goals and objectives for future land preservation, development and redevelopment. The final document is a new plan for development based upon this careful process of research, evaluation and land use scenarios tailored to the specific needs of the municipality.

Landscape Architecture—When RVE serves as the landscape architect to a community, we combine elements of art and science—design, horticulture, environmental psychology and spatial dynamics—to create practical projects that blend with the community. Our professional planners, licensed landscape architects and professional engineers maintain specialization in areas ranging from zoning and land use planning to urban design and transportation planning to ensure the successful design of a wide variety of recreational facilities for communities and public agencies.

Our landscape architecture design team meets with each client to develop a successful project that respects the natural and built environments while meeting the needs of residents and end users. Our projects range from the rehabilitation of small playgrounds and pocket parks to the development of major multi-purpose sports complexes.

Open Space/Recreation/Forestry Management Plans—RVE's staff includes park and open space specialists with experience taking these areas from concept through completion and managing them long term. We identify the opportunities, challenges, funding mechanisms, planning steps, and design, management and maintenance standards specific to sites in urban, suburban and rural settings. Our approach emphasizes community engagement and guidance from policymakers to develop feasible plans adapted to specific community goals. We provide a public involvement and decision-making strategy tailored to each project and setting.

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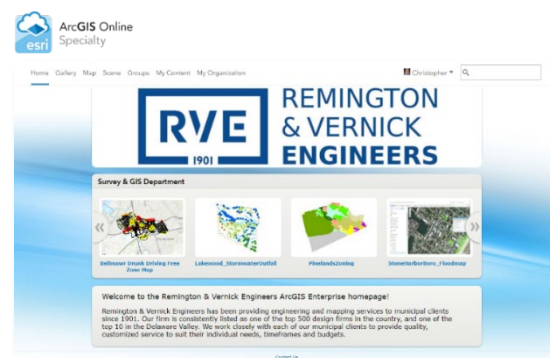
Affordable Housing Planning and Consulting Services—RVE is knowledgeable in all aspects of the Affordable Housing (formerly COAH) and HMFA relevant regulations and monitors legislative, executive and judicial actions in the housing field. RVE is responsible for preparing and amending development fee ordinances and spending plans. Responsibilities also include preparing and amending housing elements, fair share plans, development fee ordinances, affordable housing ordinances, spending plans and other relevant documents. RVE has prepared and assisted municipalities with Second and Third Round COAH plans including, the drafting of spending plans and affordable marketing plans, the drafting of necessary re-zonings or redevelopment plans, crediting documentation compliance and verification, the drafting of developer fee ordinances, litigant negotiations, and resolutions.

Survey/CAD/GIS Services

RVE has been providing surveying services since our founding in 1901 and we maintain the latest survey capabilities to serve clients throughout the region. Our Professional Licensed Surveyors supplement their industry knowledge and experience with state-of-the-art technology and precise surveying equipment to deliver accurate, reliable survey data. We use Carson and Trimble GPS units to tie into the State Plane Coordinate System both horizontally and vertically of whatever region we are working.

RVE's professionals also use the latest digital drafting and design tools available, including but not limited to AutoCAD, Esri's ArcGIS and Bentley's MicroStation software. Our professionals generate 3D perspectives and graphics using Autodesk's AutoCAD 3D Max and Civil 3D software. RVE also works with clients to provide the accurate GIS technology they demand for precise mapping, information management, work orders and analysis. Our surveying, mapping, engineering, planning and consulting experts work with clients closely to ensure their GIS needs meet expectations and objectives, is completed on time, is accurate within agreed-upon limitations, stays within budget, and remains current.

Our cartography specialists service clients through the preparation of essential plans and drawings for public improvements like roads, utility systems, and municipal mapping. Our Cartography Department provides various services to local, County and State governments; among them being the production of tax maps, the preparation of official election and ward maps and planning and zoning map layers. RVE utilizes the latest software to convert up-to-date parcel maps into electronic media through the means of scanning, digitizing, and deed/tax map protraction and coordinate geometry, enabling the development of geographically correct base maps. Each engineering and planning project require the development of detailed drawings and specifications, with no room for error. The Cartography Department has the experience and capabilities to produce quality products in an efficient and cost-effective manner.



GIS Database Hosting and Asset Management Plans—Municipalities depend on RVE's GIS and cartography professionals to prepare essential maps and GIS deliverables that meet or exceed current regulatory requirements. RVE uses the Esri ArcGIS server platform to provide our clients with innovative and accurate GIS map hosting services. ArcGIS Enterprise allows RVE to accurately create maps, analyze data, solve problems and share geospatial data. RVE works with our clients to create solutions that can be deployed on site or in the cloud. We collaborate with our clients to manage and visualize their data and to provide data analysis that uncovers patterns, trends and anomalies.

Our experts can customize GIS Asset Infrastructure Mapping by creating an integrated, user friendly system of digital maps, preventive maintenance scheduling, complaint tracking by address or asset, work orders and other hyperlinked documents. RVE, utilizing these data fields, will create a GIS Infrastructure Asset Management Program that can be tailored to meet client-specific requirements. This program is based upon functions common to all levels of government services and can be expanded to provide an increased level of customization corresponding to a specific department's needs.

Construction Management/Inspection Services

Municipal Observation—RVE's construction inspectors evaluate each project for contract compliance. This includes a review of contractor qualifications, contract documents, planning board requirements, necessary bonds and insurance, permits and project schedules. The inspectors work closely with municipal engineers to ensure strict compliance with the plans and specifications that govern each project. To assist our clients in managing private developers, we maintain a sign-in sheet for inspection of developments and prepare a daily Inspection Report for capital projects and developments.

Construction Management/ Owner's Representative—RVE's construction management department provides complete owner's representation and program management services to clients throughout the State. From concept to completion and facility commissioning and asset management, we ensure project goals are achieved for schools, treatment facilities, DPW facilities, town hall complexes, parks and streetscapes.

Resident Engineering and Construction Inspection—RVE is knowledgeable of the industry's standard specifications, evolving construction practices and recent proven innovations. Our construction inspection teams are comprised of registered professional engineers and National Institute for Certification in Engineering Technologies (NICET Levels I, II, III & IV) certified Resident Engineers. Inspectors included in the oversight of this work are also certified in the same and received additional certifications from American Concrete Institute (ACI), National Association of Corrosion Engineers (NACE), NJ Society of Asphalt technologies (NJSAT), Traffic Control Coordinators (TCC). Projects overseen by RVE consist of a team of professionals both in the field and in the office. This team typically provides full time onsite inspection of all construction operations and project oversight consisting of biweekly construction meeting with the Contractor and Owner, facilitating the review and distribution of RFI's and submittals, review and prepare contractors pay estimates, collect and provide LPA all necessary monthly documentation, and provide a complete closeout package inclusive of a final inspection.

Our personnel manage and inspect a variety of County and State agency's infrastructure improvement projects ranging from:

- Drainage reconstruction
- Full depth roadway reconstruction
- Partial depth reconstruction (milling and overlay)
- Reconstruction of Bridges/Culverts
- Reconstruction of existing traffic signals
- Rehabilitation to Bridges/Culverts
- Rehabilitation/reconstruction of dams in accordance with NJDEP Dam Safety requirements
- Water Tower / Steel Bridge Painting

Grant Administration—RVE is a leader in administrating, inspecting and managing Federal Aid Construction Projects throughout the region. We provide Single Source Responsibility to our clients. Our experienced, highly trained team handles all aspects of managing a Federal Aid Project, from the initial awarding of Federal funds to final reimbursement and project closeout.

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Over the past 30 years, RVE has developed, and continues to maintain, a solid, reputable relationship with the NJDOT and the local regions. RVE will strictly adhere to all the Federal criteria necessary to deliver a quality Federally Funded projects on behalf of our clients.

Building Code Compliance—RVE maintains a thorough understanding of IBC, BOCA, and CABO standards, energy efficiency and lead-based paint standards. We offer all services required under Federal legislation, such as the Community Development Block Grant Program (CDBG), and State (NJDCA) and local Boards of Education. RVE retains inspectors with construction experience in all major disciplines including HVAC, utilities, concrete, asphalt paving, ironworker, water and sewer and structures. Many of our professionals are recognized as experts in the construction field. We maintain Building Code Officials, Professional Engineers, NICET Certified Inspectors, NACE Certified Inspectors, OSHA Certified personnel, licensed Building Inspectors, licensed Water System Operators, licensed Sewer System Operators on staff.

Contract Administration—We work in partnership with designated officials to review contract interpretations and requests for field changes or change orders. RVE's contract specialists review contractor payment requests to ensure that unwarranted payment requests are identified and remain unpaid. We ensure the required close-out documents are received including the maintenance bond and any required warranties. Many capital improvement projects are funded by outside agencies with strict regulations for job completion. As applicable, our staff completes required source documentation to assist our clients in receiving these funds in a timely manner.

Key Personnel Information

RVE, a Subchapter S Corporation, was incorporated in New Jersey on April 23, 1951. The firm has changed names several times since its 1901 founding by J.C. Remington and has operated under its present name since 1984. From 2003 to 2017, the firm's regional offices operated as affiliate firms: Remington, Vernick & Beach; Remington, Vernick & Arango; Remington, Vernick & Vena; and Remington, Vernick & Walberg Engineers. In 2018, these affiliates were consolidated under Remington & Vernick Engineers II, Inc. and now do business as RVE.

Craig Remington, PLS, PP—grandson of J.C. Remington—and Edward Vernick, PE, CME led the firm as Vice President and President/CEO, respectively, for several decades until 2020 when leadership transitioned to Leonard A. Faiola, PE, PP, CME as President/CEO and Annina Hogan, PE, RA, CME, LEED-AP as Executive Vice President/COO.

Corporate Executive Management			
Name	Title	Areas of Responsibility	Office(s)
Leonard A. Faiola, PE, PP, CME	President	CEO	Cherry Hill, NJ
Annina Hogan, PE, RA, CME, LEED-AP	Executive Vice President	COO	Cherry Hill, NJ
Edward F. Brennan, Esq	General Counsel	Corporate Secretary	Cherry Hill, NJ
K. Wendell Bibbs, PE, CME	Executive Vice President	Municipal Services	Cherry Hill, NJ
Alan Dittenhofer, PE, PP, CME	Executive Vice President		Toms River, NJ
Christopher Fazio, PE, CME	Executive Vice President	Pennsylvania, Delaware, DMV	King of Prussia, PA Yardley, PA Laurel, MD Newark, DE

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John M. Pyne, PE, CME	Executive Vice President	Corporate Development, Transportation, South Atlantic	Cherry Hill, NJ Durham and Asheville, NC
Terence Vogt, PE, PP, CME	Executive Vice President		Marlboro Township, NJ
Dennis K. Yoder, PE, CME, LEED-AP	Executive Vice President	Facilities	Cherry Hill, NJ
Paul D. Cray, PE, PP, CME	Executive Vice President	North Jersey Division	Marlboro Township and Secaucus, NJ
Stephanie Cuthbert, PE, CME	Executive Vice President	Water/Wastewater Division	Cherry Hill, NJ
Edward Dennis, Jr., PE, PP, CME	Executive Vice President	Shore Division	Egg Harbor Township, Toms River and Wildwood, NJ
Michael G. Meyer, PE	Principal	Regional Manager, Western Pennsylvania	Pittsburgh, PA
Vanessa Nedrick, PE, MSEM	Principal	Regional Manager, Eastern Pennsylvania	Lehigh Valley, PA
Christopher Saponaro, PE, PP	Principal	Regional Manager, Program Management	Cherry Hill, NJ

Principal in Charge



Terence M. Vogt

PE, PP, CME

Executive Vice President

About: Terence M. Vogt is an Executive Vice President focused on delivering excellent services to clients in Middlesex, Monmouth and Somerset counties.

Experience: Terry has more than 36 years of engineering, environmental and planning experience, all but two of them with RVE. His experience includes serving as Regional Manager for the firm's Marlboro Township, NJ office. His prior work comprises a complete range of services including municipal, environmental and civil engineering projects, redevelopment projects and construction project oversight. Terry has a BS in environmental engineering from Pennsylvania State University and a BA in liberal arts from Slippery Rock State College. He is a professional engineer in New Jersey and Pennsylvania, a professional planner in New Jersey, and a certified municipal engineer in New Jersey.

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Regional Manager



James M. Oris

PE, PP, CME, CFM

Senior Associate,
Regional Manager

About: James M. Oris is a Senior Associate and Regional Manager of RVE's Marlboro Township office responsible for providing engineering and planning services to various municipalities throughout Ocean, Monmouth, Middlesex and Cape May counties.

Experience: Mr. Oris brings more than 38 years of engineering experience, specializing in water, sewer, and storm drainage improvements, NJDEP permitting, floodplain management, dredging, shore protection, and GIS mapping. Since joining RVE in 2018, he has also worked on numerous roadway, waterfront, and recreational projects. He holds a bachelor's degree in civil engineering technology from New Jersey Institute of Technology and is a licensed Professional Engineer and Professional Planner as well as a Certified Municipal Engineer in New Jersey. He is also a Certified Floodplain Manager.

Client Representative

We propose the services of **Jason Cline, PE, PP, CME**, to serve as Client Representative. Mr. Cline has more than 20 years of engineering experience in developing innovative designs and managing projects for local/county government agencies, private developers and national builders. Mr. Cline serves as Professional Engineer and Planner to multiple Planning/Zoning Boards in New Jersey.

Resumes of Key Personnel

Resumes detailing the education, professional credentials and recent experience are provided in [Section 2](#).

Corporate Staff

RVE continues evolving to meet the challenges of technology, the marketplace and our clients. What has not changed is our focus on service. Our staff delivers attentive, responsive, professional services and applies their knowledge, creativity and commitment to meet the varied and complex needs of our municipal clients. Today we employ more than 480 professionals specializing in all major facets of municipal consulting. Below is an overview of the staff available to meet your engineering needs as municipal consultant.

Professional Staff Summary			
Municipal		Water/Wastewater	
60	Professional Engineers	52	Water/Wastewater Engineers
33	Certified Municipal Engineers	22	Licensed Operators
12	Professional Planners	6	Renewable Energy Specialists
7	Certified Floodplain Managers	5	System Modelers
2	Landscape Architects	3	Air Permitting Specialists
9	Construction Managers	1	Water Utility Specialist
54	Construction Inspectors	1	NASSCO PACP Certified
4	Construction Code Officials		

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Infrastructure/Transportation		Facilities	
3	Civil/Site Engineers	2	Architects
4	Highway/Roadway Engineers	12	Mechanical/Plumbing/Fire Protection Engineers
3	H&H Modelers	4	Electrical Engineers
2	Bridge Engineers	2	Certified Energy Auditors
2	Professional Traffic Operations Engineers (PTOE)	7	LEED Accredited Professional
1	Professional Transportation Planner (PTP)	3	Structural Engineers
3	NBIS Bridge Inspectors	2	Geotechnical/Soils Engineers
28	NICET Certified Inspectors		
3	NACE Certified Inspectors		
Specialized/Additional Staff			
3	Licensed Site Remediation Professionals (LRSP)	2	Land Surveyors
4	Environmental Scientists/Geologists	12	Survey Crew Members
4	Wetland Delineation Certified	16	CAD Technicians
31	Senior Engineering Technicians	2	GIS Professionals (GISP)
66	Engineering Technicians	7	GIS Analyst/Technicians
9	Technical Aides	2	FAA Certified Remote Pilots
2	Grant Coordinators	1	Professional Geologist

Ability to provide services

Key proposed personnel will be available to the client when their particular skills and experience are needed. RVE will review project schedules for feasibility, duration, milestones and interfaces. Schedule development and maintenance services are provided utilizing Microsoft and Deltek scheduling software. These programs enable the critical path of a specified project to be tracked and potential delays to be monitored. Change orders and the impact associated with each delay are also analyzed to ensure the project is proceeding according to schedule.

Location of Servicing Office

Services for this contract will be provided from RVE's Marlboro Township Office, located at 429 Route 79, Suite 21, Morganville, NJ 07751.

Firm Office Locations

RVE's headquarters are in Cherry Hill, NJ and we operate 13 additional offices. These include New Jersey offices in Marlboro Township, Egg Harbor Township, Secaucus, Toms River and Wildwood. We also have offices in Lehigh Valley, King of Prussia, Yardley and Pittsburgh, PA; Laurel, MD; Newark, DE and Durham and Asheville, NC.

Project Experience

Profiles detailing our most recent, regional municipal experience are provided in [Section 3](#).

Client References

RVE has provided our client references in [Section 4](#).

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Schedule of Billable Hourly Rates

RVE's hourly rates are provided in [Section 5](#). RVE is amenable to negotiating specific rates if desired by Watchung Borough.

Required Forms and Documentation

RVE has provided all required signed documentation and certifications in [Section 6](#).

No Immediate Relatives

The principals of RVE do not have any immediate relatives who are Borough of Watchung employees or elected officials.

Resumes of Key Staff

Section 2

Terence Vogt, PE, PP, CME

Principal in Charge

Executive Vice President

Overview

- Four decades of engineering experience, specializing in municipal support services and environmental engineering
- Serves as the Principal of RVE's Central Jersey office in Marlboro Township. This office supports clients in Middlesex, Monmouth, Ocean, Hunterdon, Morris and Somerset Counties
- Represents the firm at various public meetings and serves as Municipal Engineer and Planner to New Jersey communities

Work History

RVE experience: 1985 to present

Total experience: 41 years

Education

B.S., Penn State University,
Environmental Engineering, 1983
B.A., Slippery State Rock College,
Liberal Arts, 1981

Certifications/Registrations

Professional Engineer – NJ
Professional Planner – NJ
Certified Municipal Engineer – NJ
NJDEP Certified UST Specialist
40-Hour OSHA HazMat Certification
OSHA Confined Space Training

Representative Project Experience

Borough Engineer, Watchung Borough, NJ – Principal in Charge for the firm's professional services contract to serve as Borough Engineer. Recent and ongoing tasks include general engineering services, review and inspection of land disturbance and subsidiary permits, emergency repairs to various storm culverts, inflow and infiltration study, FY 2022 NJDOT Trust Fund Resurfacing of various streets, environmental services for Ness Farm and FY 2020 and 2021 NJDOT Municipal Aid Improvements to various roadways.

Borough Engineer (Special Projects) and Sewer Engineer, Middlesex Borough, NJ – Principal in Charge of Borough Engineering and Sewerage Engineering since 2013, responsible for managing design and construction projects including but not limited to road and sewer upgrades, expansion of Mountainview Park facilities, infiltration, and inflow (I&I) mitigation and drainage mitigation activities.

Planning and Zoning Board of Adjustment Engineer, Redevelopment Agency Engineer and Consulting Engineer, Woodbridge Township, NJ – Principal in Charge responsible for the firm's professional services provided to Woodbridge Township since 2007, including but not limited to development application reviews, remediation activities, facility upgrade designs and inspections, and stream cleaning permitting.

Engineering Services, Piscataway Township, NJ – Principal in Charge responsible for the firm's professional services contract to provide engineering services to the Township of Piscataway, NJ. Recent experience included Baekeland Avenue Reconstruction; Normandy Drive Improvements, Albert Street Improvements; Kroeger Lane Road Improvements; and Riverview Avenue Improvements.

Special Projects Engineer, Matawan Borough, NJ – Principal in Charge responsible for the firm's professional services contract to serve as Borough Engineer and/or Special Projects Engineer since 2018. Recent experience includes various projects for the 2018 Borough Road Program; NJDOT Municipal Aid Program Grant for Sapphire Lane; Emergency Generator Air Permits; and General Engineering Services.

Various Positions, Old Bridge Township, NJ – Principal in Charge responsible for the firm's professional services contract for On-Call Engineering and Inspection Services, Professional Planning Services for the Township Planning and Zoning Board, Consulting Engineering Services for the Township Planning and Zoning Board and LSRP Services.

Various Positions, Lakewood Township, NJ – Principal in Charge responsible for the firm's professional services contract since 2009 to serve as Township Engineer, Township Planner, Special Projects Engineer, Planning Board Engineer and Planner, and Zoning Board Engineer and Planner.

Civil/Environmental Engineer, Lakewood Development Corporation, NJ – Principal in Charge responsible for projects undertaken in support of the redevelopment efforts of the Lakewood Development Corporation. Recent projects include Blue Claws Stadium Lighting Improvements, 317 2nd Street Preliminary Investigation, Brownfields Redevelopment Database and Inventory, Demolition and Reconstruction of 5th Street Property and Steckler Street Parking Lot Improvements.

Borough Engineer, Belmar Borough, NJ – Principal in Charge for the firm's professional services contract since 2023 to serve as Borough Engineer, Planning and Zoning Board Engineer.

Borough Engineer and Planner, Jamesburg Borough, NJ – Principal in Charge responsible for the firm's professional services to Jamesburg Borough since 2006, including but not limited to road and park upgrades, water and sewer utility upgrades, and Land Use Board reviews.



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License Information

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Name: TERENCE M VOGT

Address: Marlton,NJ

Profession/License Type: Engineers & Land Surveyors,Professional Engineer

License No: 24GE03377300

License Status: Active

Status Change Reason:

Issue Date: 1/1/1989

Expiration Date: 4/30/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Engineers and Land Surveyors (973)504-6

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No Public Documents

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License Information

Accurate as of May 31, 2024 3:49 PM

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Name: TERENCE M VOGT
Address: Marlton,NJ
Profession/License Type: Professional Planners,Professional Planner
License No: 33LI00561800
License Status: Active
Status Change Reason:
Issue Date: 9/26/2000
Expiration Date: 5/31/2026
SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

Documents

No Public Documents

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James Oris, PE, PP, CME, CFM

Regional Manager

Senior Associate

Overview

- More than three decades of engineering experience
- Areas of expertise include water, sewer and storm drainage improvements; NJDEP permitting; roadway reconstruction and resurfacing improvements; floodplain management; dredging; shore protection; waterfront development; parks and recreation; grant and loan coordination; and GIS mapping

Work History

RVE experience: 2018 to present

Total experience: 38 years

Education

B.S., Civil Engineering Technology,
New Jersey Institute of Technology,
1986

A.S., Civil Engineering Technology,
Ocean County College, 1986

Certifications/Registrations

Professional Engineer – NJ

Professional Planner – NJ

Certified Municipal Engineer – NJ

Certified Floodplain Manager (CFM)

Certified Public Works Manager
(CPWM)

Professional Affiliations

New Jersey Society of Professional
Engineers, Ocean County Chapter

American Society of Professional
Engineers

New Jersey Association for Floodplain
Management

Association of Floodplain Managers

Representative Project Experience

Township Engineer, Township Planner and Special Projects Engineer, Aberdeen Township, NJ – Regional Manager responsible for overseeing various improvement projects, including concept plans for Guisti Park, updates to Fireman's Park, and applications for Monmouth County park enhancements. Additionally, efforts include amending the Glassworks Redevelopment Plan to support local development efforts.

Guisti Park Improvements Concept Plan, Aberdeen Township, NJ – Project Manager responsible for the conceptual design phase of the planned improvements to Guisti Park for the Township of Aberdeen, NJ. Tasks included site inspection, investigation, data collection, project meetings, client meetings, concept plan and estimates preparation, kick-off meetings, coordinating work, budgeting and bonding, preparing plans, turf selection and mapping.

Borough Engineer, Belmar Borough, NJ – Borough Engineer responsible for providing engineering and planning services for various projects, including general engineering, beach access permitting, marina improvement, boardwalk infrastructure, municipal aid application, fitness club construction, dock repairs, municipal planning applications, fuel dock repairs at the marina, contract management, MS4 services and ADA improvements at Belmar Plaza.

Library Engineer and Special Engineering Consultant, Bradley Beach Borough, NJ – Regional Manager responsible for overseeing several key projects in Bradley Beach, including a limited site and building assessment report for the Bradley Beach Library. This included a detailed investigation of the library basement and providing professional engineering services. Additionally, efforts include overseeing MS4 compliance services for the Borough of Bradley Beach.

On-Call Engineering Consultant, CentraState Medical Center, Freehold Township, NJ – Project Manager responsible for multiple infrastructure projects, including rooftop unit replacement for the pediatric deck, roadway improvements, and front entrance drainage enhancements. Additional efforts include stormwater system inspections, standby generator design, and ongoing stormwater management upgrades.

Township Engineer, Neptune Township, NJ – Township Engineer responsible for providing comprehensive engineering services for various projects, including improvements to Jumping Brook Ballfield, installation of vehicle exhaust removal systems at First Aid Buildings, construction of the first all-concrete pump track in the state, stormwater consulting, grant application support, a living shoreline project along South Riverside Drive, replacement of the Fletcher Lake bulkhead, the road improvement program and the replacement of the Beverly Way and Clinton Place force main.

Engineer and Planner, Beachwood Borough, NJ – Client Representative responsible for engineering and planning services for various projects, including solar panel installation, general engineering, beach shore protection, water treatment plant replacement, GIS water utility infrastructure system, NJDOT Nautilus, ship and seaman reconstruction, dock reconstruction at the marina, drainage improvements and SCADA system upgrades for the Beachwood Water System.

Special Projects Engineer, Water/Sewer Engineer, Special Projects Planner, Tax Map Maintenance & Planning Board Conflict Engineer, Ocean Township (Ocean County), NJ – Regional Manager/Engineer responsible for providing engineering and planning services for various projects, including hydropillar rehabilitation on Birdsall Street, the construction of an elevated storage tank on 8th Street, sanitary sewer repairs in Englewood, cell tower installations, water distribution system modeling in Waretown, pump station upgrades on Diamond Drive and Dock Ave, water treatment plant improvements at Pebble Beach, sewer and water projects for Oceanaire East, sewer connection permit reviews, water quality accountability act reporting, an emergency response plan, sewer and water connection permit reviews, EPA water utility risk and resilience assessments, road opening permit reviews and pump station replacements.



NEW JERSEY DIVISION OF CONSUMER AFFAIRS



License Information

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Name: JAMES MICHAEL ORIS

Address: Morganville,NJ

Profession/License Type: Engineers & Land Surveyors,Professional Engineer

License No: 24GE03992700

License Status: Active

Status Change Reason:

Issue Date: 8/26/1996

Expiration Date: 4/30/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Engineers and Land Surveyors (973)504-6

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License Information

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Name: JAMES MICHAEL ORIS

Address: Morganville,NJ

Profession/License Type: Professional Planners,Professional Planner

License No: 33LI00617200

License Status: Active

Status Change Reason: License Issuance

Issue Date: 8/16/2011

Expiration Date: 5/31/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

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Jason Cline, PE, PP, CME

Client Representative

Senior Associate

Overview

- More than two decades of engineering experience
- Responsibilities include project management, general engineering services, review and inspection of land disturbance and subsidiary permits and request for proposal, construction observation and contract administration support
- Experienced in the management of landfill operations and design of combustion systems for control of biogas at municipal landfills and sewage treatment plants

Work History

RVE experience: 2005 to present

Total experience: 27 years

Education

B.S., Chemical Engineering, Case Western Reserve University, 1996

Certifications/Registrations

Professional Engineer – NJ

Professional Planner – NJ

Certified Municipal Engineer – NJ

Representative Project Experience

Borough Engineer, Watchung Borough, NJ – Client Representative responsible for the firm's professional services contract to serve as Engineer to Watchung Borough, NJ. Tasks include general engineering services, review and inspection of land disturbance and subsidiary permits, emergency repairs to various storm culverts, inflow and infiltration study, NJDOT Trust Fund resurfacing of various streets, environmental services for Ness Farm and NJDOT Municipal Aid improvements to various roadways.

Emergency Repairs to Various Storm Culverts, Watchung Borough, NJ – Project Manager responsible for overseeing engineering design, request for proposal support, contract administration and construction observation services for emergency repairs to four culverts located on Hill Hollow Road, Glen Eagle Drive (two culverts) and Brook Drive in Watchung, NJ. Improvements to the culverts on Glen Eagle Drive and Brook Drive consisted of in-kind removal and replacement of the existing culvert pipe from the existing inlet at the roadway to and including the downstream headwall, stabilization of the downstream eroded banks and channel. Improvement to Hill Hollow Road culvert consisted of reconstruction of the damaged inlet and stabilization of the eroded bank. Tasks included field survey and base plan preparation; utility organization and agency coordination; permitting; engineering design; request for proposal support and construction observation and contract administration.

NJDOT Trust Fund Resurfacing of Various Streets, Watchung Borough, NJ – Project Manager responsible for resurfacing improvements to Johnston Drive, Scott Drive and Old Somerset Road in Watchung, NJ. The Borough was awarded a \$348,000 grant for the roadway improvements. Tasks included field survey, base plan preparation and utility notification, preliminary and final engineering and design, bidding and advertisement support and contract administration and construction observation services.

Infiltration and Inflow Analysis of Sanitary Sewer System, Watchung Borough, NJ – Client Representative responsible for the analysis of the existing sanitary system to establish the location of flow meters in Watchung, NJ. Flow meters and a rain gauge were installed to correlate sanitary flows to precipitation events. Based upon initial review of the sanitary system, RVE estimated 13 flow monitoring locations and one rain gauge for the study. Once the data was collected, an analysis of the impact of infiltration and inflow on the sanitary segments was developed and presented in a report. The report highlighted the areas of greatest inflow and infiltration within the sanitary system. Tasks included flow meter installations and data collection and flow data review and report. The final report included all plots showing the dry vs. wet weather calibration vs. the meter data.

Township Planner, Planning Board Planner and Zoning Board Planner, Aberdeen Township, NJ – Client Representative responsible for providing planning services to the Township and its Planning and Zoning Boards in Aberdeen, NJ. Tasks include reviews of development applications, ordinance amendments and assisting with client initiated special projects. Recent projects include Affordable Housing Planning Services, R-50 Rezoning, Marijuana Ordinance & Research and Zoning Ordinance Research and Preparation for the proposed Yeshiva Gedolah Facility.

Planning and Zoning Board Engineer, Woodbridge Township, NJ – Client Representative responsible for engineering and planning services on behalf of the Planning and Zoning Boards of Township of Woodbridge, NJ. Tasks include reviews of development applications, ordinance amendments and assisting with client initiated special projects.

Colonia High School Synthetic Field and Lighting System Design, Woodbridge Township, NJ – Project Engineer responsible for the design and permitting services related to the construction of a synthetic turf baseball and soccer field to replace the previous natural grass field at Colonia High School in Woodbridge, NJ. The field was in the same area as the previous field between the tennis courts, asphalt walking path, existing running track and existing fencing. The existing dugouts, backstops and practice tunnel remained and were maintained. The project also consisted of the design of the lighting system to provide the desired level of lighting including the associated electric supply distribution. The electric service was routed from the sports building to the light locations and the lighting system main electric supply and control system was in the locker room facility. Tasks included field survey and base plan preparation; geotechnical work, including test pits at select locations in the project area to characterize local soil conditions for stormwater management; design development documents; permitting, including Soil Erosion and Sediment Control/RFA permitting; and contract documents for bidding.



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Name: JASON A CLINE

Address: Hillsborough,NJ

Profession/License Type: Engineers & Land Surveyors,Professional Engineer

License No: 24GE04615000

License Status: Active

Status Change Reason: License Issuance

Issue Date: 3/16/2006

Expiration Date: 4/30/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Engineers and Land Surveyors (973)504-6

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License Information

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[Return to Search Results](#)

Name: JASON A CLINE

Address: Hillsborough,NJ

Profession/License Type: Professional Planners,Professional Planner

License No: 33LI00642900

License Status: Active

Status Change Reason: License Issuance

Issue Date: 7/18/2019

Expiration Date: 5/31/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

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No Public Documents

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Jeffrey Fedorchak, PE, CME

Project Manager/Engineer

Associate

Overview

- More than three decades of engineering experience
- Areas of expertise include subdivisions and site plan designs, permitting, field assessments, design of drainage and sanitary sewers for commercial and residential lots, ground and roof mounted solar arrays, utilities, grading, landscaping and soil erosion

Work History

RVE experience: 2016 to present

Total experience: 30 years

Education

B.S., Civil Engineering, New Jersey Institute of Technology, 1994

Certifications/Registrations

Professional Engineer – NJ

Certified Municipal Engineer - NJ

Representative Project Experience

Borough Engineer, Jamesburg Borough, NJ – Project Engineer responsible for providing general engineering services. Recently completed projects include NJDOT Municipal Aid Projects involving various roadways and Municipal Building drainage improvements and ADA upgrades. Duration: 2018 to Present

Special Projects Engineer, Matawan Borough, NJ – Project Engineer responsible for providing general engineering services. Recently completed projects include the Harding Boulevard and Washington Avenue water main replacement and road rehabilitation and air generator permits.

Township Engineer, Lakewood Township, NJ – Project Engineer responsible for various capital improvement projects, including the annual road program, West County Line Road and Prospect Street improvements, 15th Street Reconstruction, New Central Avenue Sidewalks, Ridge Avenue reconstruction and drainage improvements; Clifton Avenue roadway improvements, Oak, Swarthmore and Towbin reconstruction, Somerset Avenue reconstruction and improvements; Buttell Avenue and Williams Street, drainage improvements at Albert Avenue (from Towers Street to Pine Street), sidewalk improvements on Arlington Avenue and Wynatt Streets; Vermont Avenue Extension; County Line Road West Sidewalk (from Oakwood Avenue to Route 9); Sunset Park Basketball Court Resurfacing; and Route 88 Pedestrian Safety Improvement Project.

Helmetta Boulevard Resurfacing and Guiderail Replacement, Helmetta Borough, NJ – Project Engineer responsible for the roadway resurfacing and replacement of guiderail along Helmetta Boulevard in Helmetta, NJ. Tasks included the preparation of construction plans and bid specifications, preparation of Freehold Soil Conservation District Soil Erosion and Sediment Control application and bid/award support services. This project was funded through the NJDOT Trust Fund Program.

Old Forge Road Improvements, Helmetta Borough, NJ – Project Engineer responsible for road improvements along Old Forge Road in Helmetta, NJ. Tasks included the preparation of construction plans and bid specifications, preparation of Freehold Soil Conservation District Soil Erosion and Sediment Control application, RFA application, bidding, attendance of the receipt of bids, and recommendation of award to low responsive bidder.

Woodland Road and Front Street Improvements, Jamesburg Borough, NJ – Project Engineer responsible for the design of the reconstruction of portions of Woodland Road and Front Street in Jamesburg, NJ. Tasks included the preparation of construction plans and bid specifications, preparation of a Soil Conservation District Soil Erosion and Sediment Control application, bid/award support, contract administration and construction inspection services. This project was funded through the NJDOT Trust Fund Program.

Oakland Road, Lake Street and Ridgeview Road, Phase II, Jamesburg Borough, NJ – Project Engineer responsible for road improvements for reconstruction of portions of Oakland Road, Lake Street and Ridgeview Road in Jamesburg, NJ. Tasks included the preparation of construction plans and bid specifications, preparation of Freehold Soil Conservation District Soil Erosion and Sediment Control application, RFA application, bidding, attendance of the receipt of bids, and recommendation of award to low responsive bidder.

Warrenville Road Improvements, Middlesex Borough, NJ – Project Engineer responsible for the design of improvements to Warrenville Road in Middlesex, NJ. Improvements included the milling and paving from Anne Street to the Municipal Boundary. Tasks included preparing base plans for the road, including field measurements and as-needed survey services; preparing design plans, specifications, bid documents and an Engineer's estimate of cost; providing all documents necessary for bidding; reviewing bid submissions, preparing bid tabulations; and providing a recommendation of award. Base plan information consisted of the location of existing features within paved areas and right-of-way as necessary for the road resurfacing; locations of existing curbing, driveway aprons and sidewalks; and locations of existing utilities, including inlets, manholes, valves and hydrants. The design was prepared in conformance with current Township and NJDOT standards.



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License Information

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Name: JEFFREY FEDORCHAK

Address: Morganville,NJ

Profession/License Type: Engineers & Land Surveyors,Professional Engineer

License No: 24GE04703200

License Status: Active

Status Change Reason: License Issuance

Issue Date: 9/4/2007

Expiration Date: 4/30/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Engineers and Land Surveyors (973)504-6

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No Public Documents

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Mostafa Razzaghmanesh, PhD, PE, PP, CME, CFM

Project Manager/Engineer

Overview

- More than two decades of engineering experience
- Skills include hydrology and hydraulic modeling, floodplain management, pipeline design, and stormwater management and permit application
- Software skills include EPANET, EPA SWMM, Hammer, InfoWater, HEC-RAS1D & 2D, AutoCAD, Civil3D, HydroCAD, MS Project, MS Office Applications, Qual2e, CORMIX, ArcGIS, HSPF, SImLab, SWAT, WASP6, MUSIC, ENVI-MET, SPSS, Flowmaster, WATER Gems

Work History

RVE experience: 2021 to present

Total experience: 24 years

Education

PhD, Civil Engineering, University of South Australia, 2015

M.S., Civil Engineering, TMU University of Tehran, 2004

B.S., Civil Engineering, Shiraz University, 2001

Certifications/Registrations

Professional Engineer – NJ, MD, DC, PA, NY

Certified Municipal Engineer- NJ

Certified Floodplain Manager (CFM)- National

American Society of Civil Engineering (ASCE)

American Society of Civil Engineering (ASCE)- Central Jersey Branch

New Jersey Association of State Floodplain Manager (NJAFM)

The Association of Floodplain Manager (ASFPM)

New Jersey Society of Municipal Engineers (NJSME)

ASCE EWRI KSTAT Standards Committee Member

Association of Environmental Engineers and Science Professor (AEESP)

Representative Project Experience

Engineering Services, Watchung Borough, NJ – Project Engineer responsible for supporting RVE's appointment as Engineer to the Borough of Watchung, NJ. Tasks include reviewing the land disturbance applications, meeting with residents in and out of Borough to solve their municipal issues. Attended the public works committee, mayor and council and pre-construction meetings. Field inspection such as as-built, foundation, dry-well and closing were performed. Flood plain ordinance was prepared and received approval from NJDEP and FEMA. Helped with the relocation of damaged playground which was in a flood zone, soil erosion and sedimentation control plan was prepared, and a permit was received from Somerset County and Somerset-Union Soil Conservation. A dredging plan and a cost estimation was performed for Watchung Lakes and a finance option including a loan from NJ Water Bank was discussed with the state. Applied to the NJDCA Resilience Community Grant for Philips Field Bridge replacement. Lead the design and NJDEP permit application for protecting a sewer manhole with gabion basket that is located in Stony Brook and exposed after Hurricane Ida.

Client Manager, Summit City, NJ – Client Manager/Project Manager responsible for supporting the needs of the City of Summit, NJ. Tasks included acting as the first point of contact between RVE and City in support of their Department of Community Services and City Engineer with their engineering services request. Projects managed include Salt Brook Stream assessment, PSEG milling and paving inspection, the Community Center ADA ramp inspection, PMRS project management.

Municipal Engineer, Woodbridge Township, NJ – Project Engineer responsible for supporting RVE's appointment as Municipal Engineer to the Township of Woodbridge, NJ. Tasks include the review of large scale land development projects in the Woodbridge Township and with Town officials, the submission of NJDEP permit applications for several stream stabilization projects that were damaged after Hurricane Ida and for other various flood control projects and industrial companies to select the best available devices for this project, in addition to attending several annual Township events.

Stream Cleaning Permit Application Submission, Pumpkin Patch Brook, Woodbridge Township, NJ – Project Engineer responsible for the submission of an NJDEP Stream Cleaning Permit Application for the Pumpkin Patch Brook in Woodbridge, NJ. The project includes cleaning the length of Pumpkin Patch Brook, from Inwood Avenue to the Municipal boundary line with the Township of Clark. The Brook crosses several local roads, as well as crossing Inman Avenue. The stream has been studied by the NJDEP and the permit application only includes the State studied section of the stream. Tasks included surveying and application submittal plans and documents.

Baekeland Avenue Reconstruction, Contract 1, Piscataway Township, NJ – Project Engineer responsible for the reconstruction of Baekeland Avenue in Piscataway, NJ. Improvements included the full-depth reconstruction and widening of the existing asphalt roadway within the project limits on Baekeland Avenue from Station 51+00 to Ambrose Brook; construction of nine-inch by 20-inch concrete vertical curb; construction of concrete sidewalk, accessible curb ramps and detectable warning surfaces, and concrete and hot mix asphalt driveways; installation of segmented retaining walls; installation of new drainage structures, including type B inlets, underground detention system, and water quality device. Install new drainage pipe, including reinforced concrete pipe; reconstruction and/or resetting existing inlets, manholes and castings; installation of traffic striping and markings; restoration of disturbed grassed areas by topsoiling, 4" thick, fertilizing, seeding and straw mulching; all required incidental work, including dust control, cleaning and restoration; and location of all utilities. Construction support services during all phases of construction include daily inspection reports; field engineering; shop drawings; material certification; project coordination and closeout; inspection; change orders and claims; RFIs; project meetings; as-builts; environmental compliance; reproduction; utility relocation; and contractor partial payment requisitions.

New Community Center, Lakewood Township, NJ – Project Engineer responsible for supporting the construction of the new community center in Lakewood, NJ. Tasks included the preparation of the necessary paperwork for the NJDEP- Division of Land Use Regulation CAFRA Individual Permit to authorize the existing park, including a topographical survey of the 52-acre site and performing the necessary drainage study/design.



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Name: MOSTAFA RAZZAGHMANESH

Address: Iselin,NJ

Profession/License Type: Engineers & Land Surveyors,Professional Engineer

License No: 24GE05652200

License Status: Active

Status Change Reason: License Issuance

Issue Date: 3/3/2021

Expiration Date: 4/30/2026

SPL: Colorado

NO Board Actions. For more information contact the New Jersey State Board of Professional Engineers and Land Surveyors (973)504-6

Documents

No Public Documents

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NEW JERSEY DIVISION OF CONSUMER AFFAIRS



License Information

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Name: MOSTAFA RAZZAGHMANESH

Address: Iselin, NJ

Profession/License Type: Professional Planners, Professional Planner

License No: 33LI00651900

License Status: Active

Status Change Reason: License Issuance

Issue Date: 2/6/2023

Expiration Date: 5/31/2026

SPL: Colorado

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

Documents

No Public Documents

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Dave R. Magno, PE, PP, CME

Project Manager/Engineer

Overview

- More than four decades of experience in developing innovative designs and managing projects for private developers, national builders, and local/county government agencies.
- Adept at instituting policies and practices to ensure high levels of safety and to meet standards for quality and performance.
- Represents the firm at various public meetings and serves as Professional Engineer and Planner to multiple Planning/Zoning Boards in New Jersey.

Work History

RVE experience: 2008 to present.

Total experience: 44 years

Education

B.S., Rutgers University, Civil Engineering, 1974

Certifications/Registrations

Professional Engineer – NJ

Professional Planner – NJ

Certified Municipal Engineer - NJ

Representative Project Experience

Planning Board Engineer, Woodbridge Township, NJ – Substitute Planning Board Engineer responsible for attendance at Woodbridge Township Planning Board public hearings.

Zoning Board Engineer, Woodbridge Township, NJ – Substitute Zoning Board Engineer responsible for attendance at Woodbridge Township Zoning Board public hearings.

Zoning Board Engineer, Wall Township, NJ – Zoning Board Engineer responsible for issuing reports and attendance at Wall Township Zoning Board public hearings

Planning Board Engineer, Lakewood Township, NJ – Planning Board Engineer responsible for reviewing applications for the Lakewood Township Planning Board. As Planning Board Engineer and Planner since 2009, RVE has reviewed more than 1,600 Planning Board Applications. Projects involve minor and major subdivisions, as well as minor and major site plans. The developments include residential, industrial, commercial, educational and religious facilities.

Zoning Board Engineer, Lakewood Township, NJ – Substitute Professional Engineer and Planner responsible for attendance at Lakewood Township Zoning Board public hearings.

Swarthmore Avenue Water Main Repair, Lakewood Township, NJ – Project Engineer responsible for the replacement of a 12-inch water main in the Lakewood Industrial Park in Lakewood, NJ. An old asbestos cement water main failed beneath two large drainage pipes crossing Swarthmore Avenue. The project was designed and constructed to abandon a portion of the old water main. A new ductile iron water main was designed and constructed within a steel sleeve crossing below the large storm drains.

Annual Road Program, Plainfield City, NJ – Project Engineer responsible for the design and construction management of the annual road program in Plainfield, NJ. Based on the condition of the existing municipal roadways, the City embarked on a 15-year program to reconstruct their street system. A priority program was put in place to amend the previous program. Improvements include road reconstruction and new curbs, driveway aprons and sidewalk. Grading was designed to minimize the construction of new drainage facilities. Shade trees were also a part of the projects with the planting of new trees, especially for the replacement of dead and diseased existing trees.

Ocean Acres, Stafford Township, NJ – Project Engineer responsible for the design and construction management of sanitary sewer and potable water facilities in the Ocean Acres Section of Stafford Township. Ocean Acres was a large, platted subdivision in the Regional Growth Zone of the Pinelands. For the community to be developed, sanitary sewer and potable water infrastructure had to be developed and installed. Involvement in the initial design stages of these systems. The work was completed in many phases over a few years. The sanitary sewer facilities included gravity sewers, pump stations, force mains, and trunk sewers for discharge and treatment at the Ocean County Utilities Authority Southern Plant. The potable water system included distribution mains, wells, and a treatment plant. All improvements were necessary for the residential and commercial growth of this section of the Township into the community for which it was originally planned.

First Energy Park New Sports Lighting, Lakewood Development Corporation, NJ – Project Manager responsible for the design and construction management of new sports lighting for First Energy Park, home of the Blue Claws Minor League Baseball Team in Lakewood, NJ. A new state-of-the-art sports lighting system replaced the existing system, which had stress cracks repaired at the sports light pole bases. The new system is an upgrade from both energy efficiency and a level-of-play standpoint.

New Parking Facilities, Lakewood Development Corporation, NJ – Project Manager responsible for the design and construction management of new municipal parking facilities at various locations within the downtown area in Lakewood, NJ. Four projects were in various stages ranging from conceptual design to the completion of construction. The facilities not only include new pavement and striping, but also included new stormwater management systems to recharge runoff and not overtax the municipal drainage system. Other complementary improvements to the parking lots included curb and sidewalk.



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License Information

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Name: DAVE R MAGNO

Address: Island Heights,NJ

Profession/License Type: Engineers & Land Surveyors,Professional Engineer

License No: 24GE02859600

License Status: Active

Status Change Reason:

Issue Date: 3/1/1983

Expiration Date: 4/30/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Engineers and Land Surveyors (973)504-6

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No Public Documents

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License Information

Accurate as of May 31, 2024 3:52 PM

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Name: DAVE R MAGNO
Address: Island Heights,NJ
Profession/License Type: Professional Planners,Professional Planner
License No: 33LI00287800
License Status: Active
Status Change Reason:
Issue Date: 10/1/1983
Expiration Date: 5/31/2026
SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

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Ashton Jones, PP, AICP, CFM

Planning & Landscape Architecture Group Manager

Overview

- Over 20 years' experience drafting long range planning documents, ordinances, leading design charrettes/community outreach efforts, and administering development permits/site plan review applications
- Additional experience in real estate finance, floodplain management, urban design, project management
- Areas of expertise include master planning, redevelopment planning, affordable housing, public outreach
- Proficient with the use of ArcGIS, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and SketchUp

Work History

RVE experience: 2017 to present

Total experience: 21 years

Education

BA, 2004, Urban Studies and BFA,
University of Pennsylvania

MCRP, 2009, City and Regional
Planning, Rutgers University

PhD, course work only, Urban Studies,
Portland State University

Certifications/Registrations

Licensed Professional Planner – NJ

Certified Planner – American Institute of
Certified Planners (AICP)

Certified Floodplain Manager (CFM)

Representative Project Experience

Master Plan General Reexamination, Helmetta Borough, NJ – Municipal Planner responsible for the reexamination of the Borough of Helmetta's Master Plan. The Reexamination Report provided a review of the Borough's current Master Plan and provided updated goals and objectives designed to guide development and policy within the Borough for a period of 10 years.

Affordable Housing Planning Assistance, Aberdeen Township, NJ – Municipal Planner responsible for providing affordable housing and planning services to the Township of Aberdeen, NJ. Tasks included assisting the Township in the completion of Third Round required mid-point review. To complete the task and draft all required documents and forms, direct lines of communication were established with both Township staff, the County and the Township's administrative agent.

Affordable Housing Planning Assistance, Jamesburg Borough, NJ – Municipal Planner responsible for providing affordable housing and planning services to the Borough of Jamesburg, NJ. Tasks included assisting the Borough with the analysis necessary to complete a vacant land adjustment. The Borough is currently not outside the Mount Laurel arena and is developing a plan to enter the arena, draft a HEFSP and spending plan while trying to avoid substantial legal action.

Assistant to Municipal Planner and Planning Board Planner, Mount Laurel Township, NJ – Municipal Planner responsible for assisting the Township of Mount Laurel with planning matters. Tasks included the review of development applications (site plan and subdivision) and drafted various long-range planning reports. Documents included comprehensive plan elements, special area plans, redevelopment studies, rezonings, and numerous ordinance revisions. Additional responsibilities included GIS mapping, land use analysis, statistical analysis, and client initiated special projects.

Municipal and Joint Land Use Board Planner, Woolwich Township, NJ – Municipal Planner responsible supporting Woolwich Township and its Land Use Board. Tasks included the review of development applications (site plan and subdivision) and drafted various long-range planning reports for Woolwich Township, NJ. Documents include comprehensive plan elements, special area plans, redevelopment studies, and affordable housing matters. Additional responsibilities included GIS mapping, land use analysis, statistical analysis, and client initiated special projects.

Affordable Housing Planning Assistance, Woolwich Township, NJ – Municipal Planner responsible for providing affordable housing and planning services to the Township of Woolwich, NJ. Tasks included preparing and amending housing elements, fair share plans, development fee ordinances, preparing and amending development fee ordinances and spending plans, affordable housing ordinances, spending plans and other relevant documents.

Municipal and Planning Board Planner, Glassboro Borough, NJ – Municipal Planner responsible to serve as both the Planning Board Planner and Borough Planner for the Borough of Glassboro, NJ. Tasks include the review of submitted development applications, drafting documents as it relates to any special projects, redevelopment areas or any items which may be determined by the Borough.

Assistant to Municipal Planner and Planning Board Planner, Washington Township, NJ – Planner responsible for assisting the Municipal Planner and Planning Board Planner in Washington Township, NJ. Tasks included the review of development applications (site plan and subdivision) and drafted various long-range planning reports. Documents included comprehensive plan elements, special area plans, redevelopment studies, numerous ordinance revisions, and numerous affordable housing plans. Additional responsibilities included GIS mapping, land use analysis, statistical analysis, and client initiated special projects.

Assistant to Municipal Planner and Planning Board Planner, West Deptford Township, NJ – Municipal Planner responsible for supporting West Deptford Township's planning matters. Tasks included the review of development applications (site plan and subdivision) and drafted various long-range planning reports. Documents included comprehensive plan elements, special area plans, and redevelopment studies, and numerous ordinance revisions. Additional responsibilities included GIS mapping, land use analysis, statistical analysis, and client initiated special projects.



NEW JERSEY DIVISION OF CONSUMER AFFAIRS



License Information

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[Return to Search Results](#)

Name: ASHTON GINN JONES

Address: Philadelphia,PA

Profession/License Type: Professional Planners,Professional Planner

License No: 33LI00633800

License Status: Active

Status Change Reason: License Issuance

Issue Date: 12/9/2016

Expiration Date: 5/31/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

Documents

No Public Documents

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American Institute of Certified Planners



Ashton Jones, AICP

APA ID: 190803

AICP Membership: Expires 09/30/2025

AICP Start Date: 08/07/2012

AICP Certification #: 025728

CM Reporting Period Ends: 12/31/2025

The American Institute of Certified Planners provides the only nationwide, independent verification of planners' qualifications. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct, and to keep their skills sharp and up to date by continuously pursuing advanced professional education.

Badges



David H. Daniels, LSRP

Licensed Site Remediation Professional

Overview

- Three decades of experience in environmental investigations and remediation
- New Jersey Licensed Site Remediation Professional (LSRP)
- Experience includes project management, remedial investigations and actions, vapor intrusion, UST closures and preparing regulatory reports demonstrating compliance to attain regulatory closure

Work History

RVE experience: 2017 to present

Total experience: 34 years

Education

B.S., Earth and Environmental Science, Wilkes University

Certifications/Registrations

New Jersey LSRP #575604

NJ Subsurface Investigator & UST Closure License #0010279

OSHA 8-Hour HAZWOPER Supervisor Certified

OSHA 40-Hour HAZWOPER Certified

Representative Project Experience

Ness Farm Environmental Services, Watchung Borough, NJ – LSRP for the required environmental services necessary to bring the Borough of Watchung's "Ness Property" (formerly known as Ness Farm) Site into compliance with current New Jersey Department of Environmental Protection (NJDEP or "the Department") regulations, specifically the New Jersey Administrative Code (N.J.A.C.) 7:26E et seq. (the Technical Requirements for Site Remediation (the Tech Regs) and N.J.A.C. 7:26C et seq., and the Administrative Requirements for the Remediation of Contaminated Sites (ARRCS). Tasks included soil sampling and remedial action work plan addendum; remedial action work plan addendum; remedial action plans, specifications and bid documents; advertisement and bidding support; remedial action oversight; and project management, coordination and meetings.

Nolan Park Soil Remedial Investigation, Marlboro Township, NJ – LSRP responsible for a remedial investigation of arsenic, lead and dieldrin in soils associated with former Historically Applied Pesticides. The Park has successfully been delineated and is currently implementing a remedial action that will involve engineering controls and institutional controls.

Bartlett Street Firehouse Groundwater Monitoring, New Brunswick City, NJ – LSRP responsible for the decommissioning of an existing monitoring well at the Bartlett Street Firehouse. The project includes site restoration oversight, form and documentation preparation and the issuance of a Response Action Outcome.

Former Helme Boiler Building Property, Helmetta Borough, NJ – Completed a proposal and HDSRF Grant Application for the remedial investigation of three Areas of Concern consisting of the above ground storage tanks, the concrete vault, and the historic fill. The proposed remedial investigation is comprised of sampling in the Areas of Concern, the installation of six groundwater monitoring wells to delineate the impacted groundwater horizontally and vertically, and the sampling of the newly installed monitoring wells.

Remedial Actions Midtown Parking Garage, Hoboken, NJ – LSRP responsible for implementing a Deed Notice for property and obtaining a Remedial Action Permit for Soils.

Former Burlington Mart Site, Burlington City, NJ – Project Manager responsible for the completion of a proposal and HDSRF grant application for the RI of four AOCs at the former Burlington Mart site in Burlington, NJ. The AOCs consisted of the foam rubber processing area, the plating plant building, the heating oil underground storage tank system, and the historic fill material. The proposed RI is comprised of soil sampling in the AOC, the installation of four groundwater monitoring wells, and the sampling of the newly installed monitoring wells along with the 15 existing groundwater monitoring wells.

Former A. Kurnel & Sons Property, Berkeley Township, NJ – Project Manager responsible for the completion of a proposal and HDSRF grant application for the RI of four AOCs at the former A. Kurnel & Sons Property in Berkeley Township, NJ. The AOCs consisted of the former USTs, the former cesspool, the former surface staining north of bus repair garage and the former debris piles on the north side of auto repair garage. The proposed RI is comprised of soil sampling in the AOCs, the installation of four groundwater monitoring wells, and the sampling of the newly installed monitoring wells along with the four existing groundwater monitoring wells.

Former AT&T Property, Berkeley Township, NJ – Project Manager responsible for the completion of a proposal and HDSRF grant application for the RI of seven AOCs at the former AT&T property in Berkeley Township, NJ. The AOCs consisted of the septic system tank, the transformers and electrical equipment at interior of structures, the lead-acid battery stations, the petroleum-stained area at building B, the concrete and masonry at existing structures, the asbestos containing building materials at existing structures, and the lead-based paint at existing structures. The proposed RI is comprised of sampling in the AOCs, the installation of six groundwater monitoring wells to delineate the impacted groundwater horizontally and vertically, and the sampling of the newly installed monitoring wells.

FRONT



Hereby Certifies:

DAVID H DANIELS

as a LICENSED SITE REMEDIATION PROFESSIONAL
as provided by the
Site Remediation Reform Act, N.J.S.A. 58:10C-1 et seq.

License #: 575604

Expires: 07/09/2027

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Trim Size

Width: 3.375"
Height: 2.125"

Print on heavy-weight
bright white cardstock, or
better. May be laminated.

Color: 4/1

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Report discharges of hazardous materials to the
NJDEP HOTLINE
1-877-WARNDEP / 1-877-927-6337

David Daniels

Signature of
Licensed Site Remediation Professional

Contact the SRPL Board at 609-984-3424

DEPARTMENT OF
ENVIRONMENTAL PROTECTION



STATE OF
NEW JERSEY

Hereby Certifies the Goodstanding of:

DAVID H DANIELS

SSN:

License No. **0010279**

Reg No. **0010279**

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AS A LICENSED:

SUBSURFACE

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Municipal Experience

Section 3

Municipal Engineering and Planning Services

Middlesex and Somerset Counties, NJ

Watchung Borough

Consulting Borough Engineer/Professional Planner

RVE serves as Consulting Borough Engineer and Professional Planner under our professional services contract with the Borough of Watchung. Representative project experience includes:

- Additions to Existing Library
- Emergency Repairs to Various Storm Culverts
- Infiltration and Inflow Analysis Sanitary Sewer System
- Library Bridge Replacement
- MS4 Compliance Outfall Mapping
- Ness Farm Environmental Services
- NJDOT Municipal Aid Improvements to Various Roadways
- NJDOT Trust Fund Resurfacing of Various Streets

Spotswood Borough

Engineering Services—Water and Sanitary System

RVE provides water and wastewater engineering services under our professional services contract for the Borough of Spotswood's Water and Sanitary Utility System. Representative project experience includes:

- Daniel Road Replacement of Existing Well No. 3
- Daniel Road Water Treatment Plant Improvements
- Water and Sanitary Utility System Assessment, Asset Valuation and Emergent Condition Analysis

Woodbridge Township

Various Engineering and Related Services

RVE provides various engineering and related services under our professional services contract with the Township of Woodbridge. Representative project experience includes:

- Animal Shelter and Wastewater Storage Building
- Community Center Improvements-Phase 1
- Heards Brook – Upstream of Mobile Ave to Pearl Street
- Lyman Creek Bank Stabilization and Stream Cleaning
- Metuchen Avenue Creek Streambank Stabilization
- Pumpkin Patch Brook Stream Cleaning
- Pumpkin Patch Brook Stream Stabilization
- Rahway River Stream Cleaning
- South Branch Rahway River Stream Cleaning
- Valley Road Tributary Stream Stabilization and Cleaning
- Woodbridge River Stream Cleaning
- Woolcott Driveway Bridge

Municipal Engineering and Planning Services

Middlesex and Somerset Counties, NJ

Bridgewater Township

Various Professional Engineering and Related Services

RVE provides various professional engineering and related services under our professional services contract with the Township of Bridgewater. Representative project experience includes:

- 2023-2 Roadway Improvement Project
- 2022-2 Roadway Improvement Project
- 2021-4 Roadway Improvement Project
- Barrington Drive and Sudbury Lane Improvement Project
- Delaware Drive Improvement Project

East Brunswick Township

Engineering Services

RVE provides engineering services for various Special Projects, Environmental, Traffic Signal and Intersection Design, Road, Sewer, Water, Traffic, Parking and Parking Decks. Representative project experience includes:

- Performing engineering services as requested by the Zoning Board
- Hardenburg Lane & Dunhams Corner Road Intersection Improvements
- DeVoe Library Structural Inspection

Edison Township

Water and Sewer Utility Projects

RVE provides professional engineering services under our professional services contract for water and sewer utility projects. Representative project experience includes:

- Basketball and Tennis Court Renovations
- Millbrook/Fords Pump Station Replacement
- Millbrook Drainage Study
- Mundy Avenue Drainage Improvements
- Hemlock Drive Drainage Improvement
- South Heathcote Drainage Improvement
- Red Light Running Project

Helmetta Borough

Borough Engineer and Planner Land Use Board Engineer and Planner

RVE serves as Borough Engineer, Borough Planner, Land Use Board Engineer and Land Use Board Planner under our professional services contracts with the Borough of Helmetta. Representative project experience includes:

- Animal Shelter-Civil/Site Design and Inspection
- Helme Factory Acquisition
- Helmetta Snuff Mill Development Inspections
- Lake Avenue Reconstruction
- Railroad and John-Drainage Repairs
- Updates to the GIS Utility System Mapping
- Main Street Curbing and Sidewalk Improvements
- Municipal Building ADA Ramp Improvements

Jamesburg Borough

Borough Engineer



RVE serves as Borough Engineer under our professional services contract with the Borough of Jamesburg. Representative project experience includes:

- Air Investigation and Remediation at Former Borough Hall
- Historic Buckelew Mansion Restoration
- Municipal Building Drainage Improvements and Required ADA Upgrades
- Oakland Road, Lake Street and Ridgeview Road - Phase II Improvements
- Woodland Road and Front Street Improvements
- Grand Street, McKnight Avenue and Mill Road Improvements
- Wigwam Pond and Brook Dredging

Municipal Engineering and Planning Services

Middlesex and Somerset Counties, NJ

Middlesex Borough

Engineering Services

RVE provides various engineering services under our professional services contract with the Borough of Middlesex. Representative project experience includes:

- Baekeland Avenue Force Main Inspections
- Bonnie Brook Terrace Road Reconstruction
- Bound Brook Pump Station Improvements
- Community Pool Upgrades
- Creighton Lake Dam Repairs
- Fairview Avenue Reconstruction
- George Avenue Drainage Project
- Harris and Runyon Avenues-Improvements
- Irrigation Wells and Irrigation Systems at Shumshock Field and Mountainview Park; Design and Inspecti
- Marlborough Avenue Reconstruction
- Mill and Overlay Program
- Mountainview Park Field Sports Lighting
- Mountainview Park Playground and Restroom Improvements
- Phase II Sanitary Sewer Improvements
- Police Building Roof Repairs Various Sanitary Sewer Main Improvements
- Treatment Plant Demolition
- Warrenville Road Reconstruction

Old Bridge Township

On-Call Engineer

RVE serves as On-Call Engineer under our professional services contract with the Township of Old Bridge. Representative project experience includes:

- Cressida Drive Drainage Improvements Environmental Services
- Design of Municipal Complex Bike Path, Route 516
- Laurence Harbor Hurricane Sandy Damage Assessments and FEMA coordination
- Mannino Park Entrance Road-Inspection Services
- Mannino Park Phase I Preliminary Assessment
- Morganville Road Resurfacing
- Pavement and Curb Management System Study
- Pavement Resurfacing Contract Inspections
- Preliminary Assessment Study-Northwoods at Old Bridge
- Public Works UST Remediation
- Public Works Yard Underground Storage Tank Removal and LSRP Services
- Road Resurfacing Inspection Services
- Shoreland Circle Emergency Repairs-Inspection & Project Coordination
- Site Investigation of the former Hicks Auto Body Site
- Southwood Drive Resurfacing Improvements
- Ticetown Road Resurfacing

New Brunswick City

Engineering and Inspection Services

RVE provides various engineering and inspection services under our professional services contract with the City of New Brunswick. Representative project experience includes:

- Bartlett Street Firehouse Groundwater Investigation
- Department of Public Works and Water Works UST closures
- College Avenue Water Main Upgrades
- George Street Beautification
- Former Police Headquarters Environmental Services
- UST Closure Services at 6 New Brunswick Sites
- Traffic Signal LED Upgrades at Various Intersections

Piscataway Township

Engineering Services

RVE provides various engineering services under our three-year professional services contract with the Township of Piscataway. Representative project experience includes:

- Improvements to Baekeland Avenue
- Normandy Drive Improvements
- Albert Street Improvements
- Plainfield Avenue Resurfacing
- West 4th Avenue Improvements
- Carlton Avenue Improvements
- Kroeger Lane Improvements

Municipal Engineering and Planning Services

Ocean and Monmouth Counties, NJ

ABERDEEN TOWNSHIP

SPECIAL PROJECTS ENGINEER TOWNSHIP PLANNER

RVE provides various engineering and planning services to the Township under its professional services contracts as Special Projects Engineer and Township Planner. Representative project experience includes:

- Affordable Housing Planning Services
- R-50 Rezoning
- Guisti Park Improvements
- Marijuana Ordinance and Research
- Zoning Ordinance Research and Preparation for proposed Yeshiva Gedolah Facility

BEACHWOOD BOROUGH

MUNICIPAL ENGINEER, MUNICIPAL PLANNER AND LUB PLANNER

RVE provides engineering and planning services to Borough of Beachwood under its professional services contracts as Municipal Engineer, Municipal Planner and LUB Planner. Representative project experience includes:

- Aeration System Inspection and Cleaning
- Beachwood Beach Shore Protection
- Borough Hall Roof Replacement
- Dock Reconstruction at Marina
- Forecast Road Extension
- General Reexamination of the Master Plan
- GIS Water Utility Infrastructure System Mapping & Asset Management Plan for NJ WQAA Compliance
- HVAC Control System Replacement
- Installation of a Temporary Iron Removal Treatment System for the Beachwood Water Treatment Plant
- NJDOT Reconstruction of Various Roads
- Police Department 15-ton Condensing Unit Replacement
- SCADA System Upgrades
- Seaman Avenue Drainage Improvements
- Solar Panel Installation
- Sunset Road Extension
- Various Road and Drainage Reconstruction
- Water Main Replacement at Various Locations
- Water Treatment Plant Replacement Project
- Water Treatment Plant Replacement Project
- Wave Street Water Main Reconstruction
- Well No. 6 Rehabilitation

BARNEGAT TOWNSHIP

TAX MAP MAINTENANCE

RVE provides municipal consulting services to the Township including:

- New Water Tower
- Englewood Sewer Repair
- Tax Map Updates and Revisions
- GIS Updates in conjunction with Tax Map Maintenance

BERKELEY TOWNSHIP

ZONING BOARD ENGINEER AND PLANNER PLANNING BOARD ENGINEER AND PLANNER OPEN SPACE PLANNER

RVE provides engineering and planning services to the Township and its Planning and Zoning Boards under its professional services contracts as Zoning Board Engineer and Planner, Planning Board Engineer and Planner, and Open Space Planner. Representative project experience includes:

- Annual Road Program Coordination
- Beachwood Mall Remedial Investigation/HDSRF
- Berkeley/South Seaside Park Deannexation
- Bulter Boulevard Park Reconstruction
- Butler Boulevard Dog Park
- Certified Floodplain Management Services
- Clamming Creek Dredging
- Eastern Boulevard Sports Soccer Complex Expansion
- Holiday City Culvert Reconstruction
- Holiday City Community Center Generator Replacement
- JFK Boulevard Reconstruction
- Little League Turf Fields
- Main Street Beach Site Investigation and Green Acres Due Diligence
- Main Street Park and Boat Ramp
- Phase I Sidewalk Safety Lane – Berkeley Bike Path
- Police Station and Administration Building Generators
- Solar Farm at Landfill
- Stormwater Management Basin at Moorage Park
- Turf Field at Veterans Park
- Various Road Reconstruction and Drainage Improvement Projects
- Veterans Park Lighting Improvements
- Whispering Pines Pickleball Court

Municipal Engineering and Planning Services

Ocean and Monmouth Counties, NJ

BRADLEY BEACH BOROUGH

STORMWATER ENGINEER/ENGINEERING CONSULTANT

RVE provides MS4 compliance services to the Borough under its professional services contract as Stormwater Engineer in addition to serving as Engineering Consultant. Recent projects include:

- Library Basement Water Infiltration Assessment and Remediation
- Annual MS4 Compliance

HOLMDEL TOWNSHIP

MUNICIPAL CONSULTING ENGINEERS (POOL)

RVE provides various engineering services to the Township under its pool of municipal consulting engineers. Representative project experience includes:

- Crawford Corner Pump Station Analysis
- Holmdel Swim Club Facility Assessment
- Traffic Signal Study and Improvements

JACKSON TOWNSHIP

MUNICIPAL PLANNER

TOWNSHIP TAX MAINTAINER

TRAFFIC ANALYSIS CONSULTANT

OPEN SPACE CONSULTANT

PLANNING BOARD PLANNER

PLANNING BOARD TRAFFIC ENGINEER

BOARD OF ADJUSTMENT PLANNER

BOARD OF ADJUSTMENT TRAFFIC ENGINEER

RVE provides various engineering and planning services to the Township and its Planning and Board of Adjustment. Representative project experience includes:

- Citadel Drive Reconstruction
- Feasibility Study for Rova Farms
- General Planning Services
- GIS Maintenance Services
- MEP Design Services for DPW Office Building Renovations
- Roadway Improvement to Wright DeBow Road
- Surveying Services for Wiseman, Tarnoff & Werko Roads
- Tax Map Maintenance

LACEY TOWNSHIP

SPECIAL PROJECTS ENGINEER

RVE provides various engineering services to the Township under its professional services contract as Special Projects Engineer. Representative project experience includes:

- Bamber Lake Basketball and Tennis Court Reconstruction
- Bayside Beach Maintenance Dredging
- Clairmore Avenue Drainage Study
- Dredging of Wordens Oyster Pond
- Feasibility Study - Gravity Sanitary Sewer Extension
- Good Luck Cemetery Expansion
- Hancy's Pond Maintenance Dredging
- Hancy's Pond Maintenance Dredging
- Hancy's Pond Shoaling Issues
- Hebrew Park Pickleball Courts
- HVAC Building Control System Replacement
- Monument and Dog Park at Gille Park
- MS4 Consulting Services
- Stormwater Pollution Prevention Plan (SPPP) and Stormwater Management Plan (SWMP)
- Stout's Creek Maintenance Dredging
- Walkway at Bud Mazera Park
- Worden's Oyster Pond Maintenance Dredging

LAKEHURST BOROUGH

BOROUGH ENGINEER & LUB PLANNER

RVE provides engineering and planning services to the Township and its Land Use Board under its professional services contracts as Borough Engineer and Land Use Board Planner. Representative project experience includes:

- Cedar Street Phase III and Maple Street
- Lake Horicon Dam Spillway
- Lake Street Reconstruction
- Lilac Street Road Reconstruction -
- Maple Street Reconstruction
- New Police Headquarters Site Plan
- Orchard Street Resurfacing
- Poplar Street Reconstruction
- Rose Street Road Reconstruction
- Union Avenue and Cedar Street Reconstruction
- Water and Sewer Main Replacement Phase 2
- Water Meters Replacement Program
- Water Treatment Plant Upgrades

Municipal Engineering and Planning Services

Ocean and Monmouth Counties, NJ

LAKEWOOD TOWNSHIP

TOWNSHIP ENGINEER & PLANNER

PLANNING BOARD ENGINEER & PLANNER

RVE provides engineering and planning services to the Township and its Planning Board under its professional services contracts as Township Engineer and Planner and Planning Board Engineer and Planner.

Representative project experience includes:

- Adams Street Road and Drainage Improvements
- Case Road Reconstruction
- Cedarbridge Campus Sidewalk and Signal Project
- Central Avenue Sidewalks
- Cross Street Landfill Monitoring and Testing
- Forest Drive Dam Rehabilitation
- Lakewood Transfer Station
- Leigh Drive Improvements
- Marlin Avenue and Coral Avenue Drainage Improvements
- Methane Abatement System Upgrades to former Cross Street Landfill
- New Central Avenue Sidewalks
- Oak Street Reconstruction
- Oak, Swarthmore and Towbin Roadway Improvements
- Ridge Avenue Reconstruction and Drainage Improvements
- Ridge Avenue Sidewalk
- Route 88 Pedestrian Safety Improvement Project
- Somerset Avenue Reconstruction and Improvements
- Vermont Avenue Extension
- West County Line Road and Prospect Street Sidewalks

LAKEWOOD INDUSTRIAL COMMISSION

COMMISSION ENGINEER

RVE provides various engineering services to the Commission on an as-needed basis. Representative project experience includes:

- Airport Building Project
- Airport Hangar Soil Boings
- Lakewood Airport Terminal Verifications
- Access Easements

LAKEWOOD DEVELOPMENT COMMISSION

COMMISSION ENGINEER



RVE provides various engineering services to the Commission on an as-needed basis. Representative project experience includes:

- Blue Claws Stadium Lighting Project
- UEZ Zone Boundary Mapping
- Preliminary Assessment at 314 5th Street
- Brownfields Redevelopment Database
- Preliminary Assessment at 317 2nd Street
- Steckler Street Parking Lot
- Property demolition of 319 3rd Street
- Property demolition of 317 2nd Street

LITTLE EGG HARBOR TOWNSHIP

SPECIAL PROJECTS ENGINEER

ZONING BOARD ENGINEER

TOWNSHIP PLANNER

PLANNING BOARD ENGINEER

RVE provides engineering and planning services to the Township and its Planning and Zoning Boards under its professional services contracts as Special Projects Engineer, Zoning Board Engineer, Township Planner and Planning Board Engineer. Representative project experience includes:

- Bulkhead Reviews
- New Municipal Building
- General Engineering and Planning Services
- Reexamination of the Master Plan

Municipal Engineering and Planning Services

Ocean and Monmouth Counties, NJ

MANCHESTER TOWNSHIP

ENGINEERING SERVICES – WATER AND SEWER UTILITIES

RVE provides various engineering services to the Township's water and sewer utilities. Representative project experience includes:

- 1.5 MGD Elevated Water Tank
- ESA Treatment Plant 5 Media Replacement
- ESA Well No 11 Acid Treatment and Well Overboard
- Heritage Mineral Tract Water Main Extension
- Install Auto Meter Reading System/Replace Selected Meters
- Manchester Interconnect
- North Buckingham Drive Watermain Replacement
- Painting of the Route 37 1.0 MG Water Storage Tank
- Presidential Gardens at Manchester Sewer
- Renaissance Project Water System
- Ridgeway Blvd. Sanitary Sewer and Water Main Extension
- Water Utility Asset Management Plan - East and West Water Service Areas
- Water/Sewer Licensed Operator Services
- Well No. 4 Treatment Plant Upgrades
- Well No. 7 Repair/Replacement
- Wells 7 and 8 Radium Removal System
- Western Service Area Meter Replacement
- Western Service Area Well No. 5 Redrill
- Well No. 6 Overboard

MATAWAN BOROUGH

SPECIAL PROJECTS ENGINEER

RVE provides various engineering services to the Township under its professional services contract as Special Projects Engineer. Representative project experience includes:

- Road Opening Permits
- Pool Permits
- Emergency Generator Air Permits
- Water and Sanitary Utility System Assessment

NEPTUNE TOWNSHIP

TOWNSHIP ENGINEER

RVE provides general engineering services to the Township under its professional services contract as Township Engineer. Projects include:

- Bert Willis Park Improvements

OCEAN GATE BOROUGH

MUNICIPAL ENGINEER



RVE provides various engineering services to the Borough of Ocean Gate under its professional services contract as Municipal Engineer. Representative project experience includes:

- Anglesea Avenue Reconstruction - Phase 3
- Anglesea Avenue Pier Reconstruction
- Arverne Avenue Bicycle Path
- Asbury Avenue Reconstruction
- Stone Harbor Avenue and East Atlantic Avenue Bikeway Reconstruction Phase 3
- East Atlantic Avenue Tennis Court Reconstruction
- Firehouse Garage Door Replacement
- Floodplain Reviews and Assistance
- Monmouth Avenue Phase III
- Municipal Public Access Plan
- Narragansette Avenue Reconstruction
- Ocean Gate Avenue Curb and Sidewalk Repair - Phase 2
- Ocean Gate Avenue Phase 1 Curb and Sidewalk
- Ocean Gate Firehouse Garage Door Replacement
- Post Superstorm Sandy Boardwalk Reconstruction
- Riverfront Area Spray Park
- Reconstruction of Asbury Avenue Phase II
- Stormwater Pollution Prevention Plan
- Water Storage Tank No. 1 Repainting
- Wind Energy System (Turbine No. 2)

Municipal Engineering and Planning Services

Ocean and Monmouth Counties, NJ

OCEAN TOWNSHIP

SPECIAL PROJECTS ENGINEER AND PLANNER

WATER/SEWER ENGINEER

PLANNING BOARD CONFLICT ENGINEER

RVE provides engineering and planning services to the Township and its Planning Board under its professional services contracts and Special Projects Engineer, Special Projects Planner, Water/Sewer Engineer and Planning Board Conflict Engineer. Representative project experience includes:

- 8th Street Elevated Storage Tank Water Tower Rehab and Repair
- Bay Parkway Extension
- Bayshore Pump Station Replacement
- Birdsell Street Hydropillar Rehabilitation and Repairs
- Diamond Drive Pump Station Upgrades
- Dock Avenue Pump Station Replacement
- Economic Redevelopment Plan
- Englewood Sanitary Sewer Repair
- EPA Water Utility Risk and Resilience Assessment
- Flood Mitigation Plan
- GIS Water Utility Infrastructure System Mapping and Asset Management Plan
- HVAC Evaluations
- Master Plan Re-Examination
- Pebble Beach Water Treatment Plant
- Ocean Township Transportation Study
- Route 532 Water Treatment Plant Rehabilitation
- Senior Center Design
- Waretown Water Distribution System Model
- Water Utility Cybersecurity Assessment Plan
- Water Utility Cybersecurity Assessment Plan

SEA BRIGHT BOROUGH

CONSULTING BOROUGH ENGINEER(S) (POOL)

RVE provides various engineering services to the Borough under its pool of Consulting Borough Engineers. Representative project experience includes:

- 2021 & 2022 NJDOT Local Aid Projects
- Donovan's Reef - Sanitary Sewer Lateral Improvements

POINT PLEASANT BOROUGH

BOROUGH ENGINEER

RVE provides various engineering services to the Borough under its professional services contract as Borough Engineer. Representative project experience includes:

- Boulton Avenue Reconstruction
- Bradley Road and Meadow Point Road Pump Stations
- Canal Drive Roadway Improvements
- Crestview Terrace Roadway Reconstruction
- Dorsett Dock Road Curb and Sidewalks
- Drainage Improvements at Beaver Dam Road to Laguna Drive
- Herbertsville Road and Maxon Avenue Sidewalk Improvements
- Mossbank Road Roadway and Parking Improvements
- Parking Lot and Walkway Improvements
- Riverfront Park Site Development
- Rue Mirador Roadway Construction
- School Street Sidewalk Improvements
- Well No 9 Rehabilitation

SHIP BOTTOM BOROUGH

SPECIAL PROJECTS ENGINEER

RVE provides various engineering services to the Borough of Ship Bottom under its professional services contract as Special Projects Engineer. Representative project experience includes:

- EPA Risk and Resilience Assessment and Emergency Response Plan

WALL TOWNSHIP

PLANNING BOARD ENGINEER

ZONING BOARD ENGINEER

RVE provides engineering services to the Township's Planning and Zoning Board under its professional services contracts as Planning Board Engineer and Zoning Board Engineer. Additional tasks include water and sewer engineering services.

Municipal Engineering and Planning Services

Ocean and Monmouth Counties, NJ

SEASIDE PARK BOROUGH SPECIAL PROJECTS ENGINEER



RVE provides various engineering services to the Borough under its professional services contract as Special Projects Engineer. Representative project experience includes:

- 12th and 13th Avenue Roadway Reconstruction
- 14th Avenue Bulkhead and Park Improvements -
- Boardwalk Reconstruction
- Community Rating System 5 Year Cycle
- Flood Hazard Risk Reduction/Resiliency Grant Program, Wave Energy Dissipation/Flood Mitigation
- G Street Roadway Reconstruction
- H Street Roadway Reconstruction
- Hurricane Sandy - Infrastructure Assessment and Recovery Planning
- Marina Shoreline Stabilization
- New Water Supply Well - Well Replacement
- NJDOT Route 35 Reconstruction
- Public Works Building Reconstruction
- Reconstruction of 9th Avenue
- Reconstruction of Administration Building
- Reconstruction of the Oceanfront Sand Dunes
- Roof and Window Upgrades at Public Safety Building
- Roof Installation and Exterior Retrofit at Municipal Buildings
- Seaside Park Marina Reconstruction
- Superstorm Sandy Damage Assessments
- Tennis and Basketball Courts Reconstruction
- Water and Sewer Main Installation
- Water and Sewer Main Replacement Phase 3A
- Water Tank Repainting
- Water Utility Asset Management Plan
- Well No. 10 Electrical System Reconstruction
- Well No. 10 Treatment Facility

STAFFORD TOWNSHIP

CONSULTING ENGINEER – WATER/SEWER UTILITY DEPARTMENT SPECIAL PROJECTS ENGINEER PLANNING BOARD CONFLICT LANDSCAPE ARCHITECT PLANNING BOARD CONFLICT ENGINEER SERVICES PLANNING BOARD CONFLICT PLANNER PLANNING BOARD CONFLICT TRAFFIC ENGINEER

RVE provides engineering and planning services to the Township and its Planning Board under its professional services contracts as Consulting Engineer – Water/Sewer Utility Department, Special Projects Engineer, Planning Board Conflict Landscape Architect, Planning Board Conflict Engineer Services, Planning Board Conflict Planner and Planning Board Conflict Traffic Engineer. Representative project experience includes:

- Bay Avenue Pump Station Upgrades
- Beach Haven West Sanitary Sewer Replacement
- Beach Haven West Treatment Plant Media Replacement
- Beach Haven West Water Treatment Plant Upgrades
- Cedar Bonnet Island Water Main Replacement
- Charles Boulevard Water Main Replacement
- Directional Drilling of Beach Haven West Lagoons
- Golfview Drive Pump Station Upgrades
- Howard Drive and Kevin Lane Sanitary Sewer Upgrades
- Jane Drive Pump Station Upgrade
- Jonathon Drive Water Main Replacement
- New Pole Barn for the Water and Sewer Department
- Ocean Acres School Water Mains
- Ocean Acres Water Treatment Plant Upgrades
- Replacement of Water Main on Millcreek Road
- Replacement of Water Main on Paul Boulevard
- Sanitary Sewer Lagoon Crossings
- Stafford Avenue Treatment Plant Media Replacement
- Stafford Avenue Water Treatment Plant Generator Replacement
- Stafford Avenue Water Tower Rehabilitation
- Walter Boulevard Water Main Replacement
- Water System Hydraulic Model Phase 1 Fawn Lakes
- Water Treatment Plant and Well House No 7 Roof Replacement
- Water Utility Asset Management Plan
- Well No. 9 Redevelopment

Municipal Engineering and Planning Services

Ocean and Monmouth Counties, NJ

TOMS RIVER TOWNSHIP

POOL INSPECTION AND GENERAL ENGINEERING SERVICES

PLANNING BOARD SPECIAL PROJECTS ENGINEER

BOARD OF ADJUSTMENT ENGINEER

RVE provides engineering, planning and inspection services to the Township and its Planning and Board of Adjustment under its professional services contracts as Pool Inspection and General Engineering Services, Planning Board Special Projects Engineer and Board Of Adjustment Engineer. Representative project experience includes:

- Adams Avenue Roadway Infrastructure
- Additional Parking at Girls Softball Complex
- Gardens at Pleasant Plains Drainage and Paving
- Girls Softball Complex
- North Beach Road and Drainage Repairs
- Ortley and North Beach Storm Pipe Replacement
- Ortley Beach Road Repair - Base Maps, Verification and Storm Drainage
- Ortley Road Reconstruction
- Parking Garage Electric Vehicle Charging Stations
- Windsor Park Area Water Main and Drainage Improvements

Municipal Engineering and Planning Services

Planning/Zoning/Land Use Board Clients in NJ

As Board Consultant, RVE provides a complete and comprehensive professional review of all types of land-use applications including subdivision and site plan applications. Our comprehensive in-house resources eliminate the need for engaging an outside consultant to review the project, assuring the process efficient, effective and timely. RVE serves as Engineer and/or Planning Consultant to the following planning, zoning and land use boards in New Jersey:

PLANNING BOARD CONSULTANTS

TITLE	CLIENT	COUNTY
Board Alternate Traffic Engineer	Hamilton Township	Atlantic
Board Second Alternate Engineer/Planner	Egg Harbor Township	Atlantic
Board Planner	Cliffside Park Borough	Bergen
Board Traffic Engineer	Little Ferry Borough	Bergen
Board Engineer	Ridgefield Borough	Bergen
Board Construction Inspector, Engineer	Cinnaminson Township	Burlington
Board Conflict Planning Board Engineer/Planner	Delran Township	Burlington
Board Planner, Traffic Engineer	Mount Laurel Township	Burlington
Board Engineer	Maple Shade Township	Burlington
Board Engineer	Camden City	Camden
Board Engineer	Collingswood Borough	Camden
Board Conflict Engineer	Gloucester Township	Camden
Board Engineer and Planner	Haddonfield Borough	Camden
Board Engineer	Lawnside Borough	Camden
Board Engineer	West Cape May Borough	Cape May
Board Planner and Landscape Architect	Glassboro Borough	Gloucester
Board Engineer and Planner	Logan Township	Gloucester
Board Engineer and Planner	Washington Township	Gloucester
Board Planner	West Deptford Township	Gloucester
Board Engineer	Hudson County	Hudson
Board Engineer	Town of West New York	Hudson
Board Engineer	East Newark Borough	Hudson
Board Engineer	Ewing Township	Mercer
Board Engineer and Planner	Robbinsville Township	Mercer
Board Engineer and Planner	Berkeley Township	Ocean
Board Planner and Traffic Consultant	Jackson Township	Ocean
Board Engineer and Planner	Lakewood Township	Ocean
Board Special Projects Engineer	Toms River Township	Ocean
Board Engineer	Penns Grove Borough	Salem

ZONING BOARD CONSULTANTS

TITLE	CLIENT	COUNTY
Board Engineer	Absecon City	Atlantic
Board Planner, Alternate Engineer	Egg Harbor Township	Atlantic
Board Planner	Cliffside Park Borough	Bergen
Board Traffic Engineer	Little Ferry Borough	Bergen
Board Engineer	Pemberton Township	Burlington
Board Engineer, Planner and Traffic Engineer	Mount Laurel Township	Burlington
Board Engineer	Willingboro Township	Burlington
Board Engineer	Maple Shade Township	Burlington
Board Planner	Delran Township	Burlington
Board Engineer	Pemberton Township	Burlington
Board Engineer	Collingswood Borough	Camden

Municipal Engineering and Planning Services

Planning/Zoning/Land Use Board Clients in NJ

Board Engineer	West Cape May Borough	Cape May
Board Engineer	Wildwood City	Cape May
Board Planner and Landscape Architect	Glassboro Borough	Gloucester
Board Engineer, Planner and Traffic Engineer	Washington Township	Gloucester
Board Planner	West Deptford Township	Gloucester
Board Engineer	Town of West New York	Hudson
Board Engineer	East Newark Borough	Hudson
Board Engineer	Lambertville City	Hunterdon
Board Engineer and Planner	Robbinsville Township	Mercer
Board Traffic Engineer	Marlboro Township	Monmouth
Board Engineer	Wall Township	Monmouth
Board Engineer and Planner	Berkeley Township	Ocean
Board Conflict Engineer and Planner	Jackson Township	Ocean
Board Engineer and Planner	Lakewood Township	Ocean
Board Engineer	Toms River Township	Ocean

LAND USE BOARD CONSULTANTS

TITLE	CLIENT	COUNTY
Board Engineer	Egg Harbor City	Atlantic
Board Engineer and Planner	Weymouth Township	Atlantic
Board Engineer	Fairview Borough	Bergen
Board Planner	Paramus Borough	Bergen
Board Engineer	Burlington City	Burlington
Board Engineer	West Cape May Borough	Cape May
Board Engineer	Harrison Township	Gloucester
Board Planner	Mantua Township	Gloucester
Board Planner	Woolwich Township	Gloucester
Board Planner	Beachwood Borough	Ocean
Board Engineer	Margate City	Atlantic

Planning and Redevelopment Experience

Various Municipal Clients throughout NJ

REDEVELOPMENT CONSULTANT

WOODBIDGE REDEVELOPMENT AGENCY

Since 2007, RVE has served as Redevelopment Consultant to the Woodbridge Redevelopment Agency. Experience includes:

- General Dynamics Redevelopment Traffic Support Services
- Albert Jasani Site Plan Review Study and Testimony
- Woodbridge Place Associates Minor Site Plan
- Levin Management Review, Fords Industrial Project
- Keasbey Redevelopment
- Nuodex Corporation Remedial Oversight
- Amtrak Northeast Corridor Buffer Restoration

REDEVELOPMENT CONSULTANT

LAKESWOOD DEVELOPMENT CORPORATION



Since the 2009, RVE has supported the redevelopment efforts of the Lakewood Development Corporation. Recent projects include:

- Blue Claws Stadium Lighting Improvements
- 317 2nd Street Preliminary Investigation
- Brownfields Redevelopment Database & Inventory
- Demolition & Reconstruction of 5th Street Property
- Steckler Street Parking Lot Improvements.

HELME FACTORY REDEVELOPMENT

HELMETTA BOROUGH



The Borough of Helmetta appointed RVE to guide the municipality the redevelopment of the 31-acre former Helme Snuff Mill. Borough Council declared the Helme Mill Area to be In Need of Redevelopment pursuant to the New Jersey Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1 et seq.). The next step in the process was the generation and adoption of a Redevelopment Plan. After adoption, the Borough was statutorily authorized to solicit for and negotiate with redevelopers for the area.

This project was completed in five phases: Preliminary Redevelopment Investigation (Phase I), Redevelopment Plan Generation (Phase II), Redeveloper Solicitation (Phase III), Response Evaluation and Redeveloper Selection (Phase IV) and Negotiations of a Redeveloper's Agreement (Phase V).

This project involved the demolition of the former structure, establishment of a steering committee, including representatives of the community, Borough Council, Planning Board and the Borough Auditor to provide input and make critical decisions on issues regarding land use, building and architectural controls, and other policy issues.

After the Redevelopment Plan was adopted, our Professional Planning Staff conducted an open, public Redeveloper Solicitation process. The purpose of an open process is twofold: 1) It allows for consideration of multiple development concepts for the Redevelopment Area, allowing the Borough to choose the best concept from among many and 2) such a process provides for competition between prospective Redevelopers, thus helping to produce a better project and to ensure no single developer has the "upper-hand" in negotiations with the Borough.

Planning and Redevelopment Experience

Various Municipal Clients throughout NJ

WASHINGTON STREET MALL REDEVELOPMENT

CAPE MAY CITY, NJ



RVE prepared a conceptual design plan for the three-block pedestrian mall located at the end of Washington Street in the City of Cape May, NJ. This concept plan was based on our meetings with project stakeholders and required careful consideration of the needs of merchants, tourists and residents. In addition, careful consideration of the community's historic character was included in the design.

The space needed to provide additional seating for the elderly and spaces for outdoor dining without hindering the enormous flow of pedestrian traffic. Only the highest quality materials were selected, including granite curbs, brick sidewalks, bluestone cobble, ornamental pedestrian lighting, and two water features. A conceptual plan was presented to over 150 people and used a three-dimensional, computer-generated fly-through to show how the space will look when completed. Once the concept plan was approved, construction began on revamping the mall.

With the summer months having the highest tourist volume, it was important the project be kept on time and within budget. The Washington Street Mall was completed by June, just in time for the vacationers to visit in hot summer months at the Jersey shore.

PETER LUMBER SITE REDEVELOPMENT

COLLINGSWOOD BOROUGH, NJ



RVE was retained to perform site plan design and other support services for the redevelopment of the Peter Lumber site in the Borough of Collingswood. The goal of the project was to redevelop five acres of abandoned and under-utilized land located in the heart of the Borough's downtown commercial district. This project constituted Phase One of a three-phase redevelopment plan, intended to transform over 30 acres of the Borough's Central Business Corridor into a model urban community of the 21st century.

Services included the demolition of two three-story multiple unit apartment buildings, roadway/traffic access design, a Brownfield Study (PA/SI), Brownfield remediation, redevelopment planning, infrastructure design and electrical/gas coordination, landscape architecture and construction inspection.

The redeveloped site is mixed use, urban infill redevelopment, pedestrian-friendly by design, fully utilizing nearby modes of public transportation (commuter rail, bus, accentuated pedestrian access). Project amenities included the construction of two new public roads on the site, construction of new utility infrastructure on and surrounding the site, including potable water main, sanitary sewer, storm sewer, electric, gas, etc., 20 retail units, 168 Garden Apartments, a public square, premium landscape and hardscape amenities and historical architectural design.

Planning and Redevelopment Experience

Various Municipal Clients throughout NJ

SEAPORT PIER REDEVELOPMENT

NORTH WILDWOOD CITY, NJ



RVE was retained by the City of North Wildwood to perform a preliminary investigation of approximately one acre of a rundown/dilapidated shoreline property located on Seaport Pier.

Based on the findings of the preliminary investigation, the firm declared the property to need redevelopment pursuant to the New Jersey Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1 et seq.).

RVE was then asked to prepare a redevelopment plan for the Seaport Pier. The firm developed a plan, which proposes the area to be redeveloped with retail, dining and entertainment facilities along the waterfront.

POST-SANDY PLANNING GRANT ASSISTANCE

LITTLE FERRY BOROUGH, NJ

RVE was retained by Little Ferry Borough to provide planning and engineering services for Phase II of the Post Sandy Planning Grants. The Borough needed additional designated stormwater storage areas to alleviate both local and major flooding in case there is a future event that causes the berms to be topped again. RVE provided professional planning services to identify natural resources in the Borough that can provide enhanced resilience to storm events; determine how the Borough's public land can provide not only environmental services, but also recreation to the Borough's residents; and substantially complete research, analysis and mapping for the preparation of the Open Space and Recreation Plan (OSRP) Element of the Master Plan.

BEACH TO BAY CORRIDOR REVITALIZATION

SEA ISLE CITY, NJ



RVE was retained by the City of Sea Isle City to provide professional engineering services for the existing facility assessment, future needs assessment and planning recommendations for the Sea Isle City Beach to Bay Corridor Project. The project area encompassed the area from the City's Marina to the Promenade at JFK Boulevard.

Based on the information received from the facilities and future needs assessment, RVE prepared a revitalization plan for JFK Boulevard. This plan included upgrades to numerous facilities including the Promenade and Excursion Park. Facilities evaluated in the facilities assessment include an old fire house, basketball courts and a playground, the old lot, the old library building, the old Lodge building and a marina complex.

RVE developed a base plan and created a steering committee with stakeholders, City officials and local activity groups to prepare the overall revitalization plan. As part of the analysis, three scenarios were presented to the City for consideration, and one scenario was recommended. The firm obtained grant funding options to finance the project.

AFFORDABLE HOUSING PLANNING ASSISTANCE

VARIOUS MUNICIPAL CLIENTS IN NJ

RVE is knowledgeable in all aspects of the COAH and HMFA relevant regulations and monitors legislative, executive and judicial actions in the housing field. RVE is responsible for preparing and amending development fee ordinances and spending plans. Responsibilities also include preparing and amending housing elements, fair share plans, development fee ordinances, affordable housing ordinances, spending plans and other relevant documents. Clients include Bordentown Township, Burlington City, North Hanover Township, Willingboro Township, West Deptford Township, Washington Township, Wildwood City, Camden City, Lower Township, Carlstadt, West Deptford, Woolwich, Washington Township, Berkeley, Aberdeen and Logan, among others.

Planning and Redevelopment Experience

Various Municipal Clients throughout NJ

COMMUNITY FORESTRY MANAGEMENT PLANS

VARIOUS MUNICIPAL CLIENTS IN NJ



RVE was retained by several municipal clients for the implementation of the Community Forestry Management Plan (CFMP). Services included submitting the CFMP to the New Jersey Department of Environmental Protection (NJDEP) for approval, completing and submitting the BSF and Green Communities Grant Applications.

Work for the CFMP implementation included the complete a municipal-wide tree inventory, a street-by-street review of the street trees, including size, species and condition, mapping into the municipality's Tax Maps and the organization of the spreadsheet inventory by the Tax Map Sheet and by each individual street.

RVE also provided education and outreach services, purchased and provided tree identification books to the client's staff and Beautification Committee and purchased and provided age-appropriate tree books to hundreds of City school teachers and students. Additionally, RVE procured funding for the New Jersey Shade Tree Federation's continuing education to maintain core training, continuing education units (CEUs) and annual accomplishment reporting services.

RVE provided these services to Hamilton Township, the City of Ventnor, Logan Township, Washington Township and Bellmawr Borough, NJ.

NJ TRANSIT ROUTE 126 BUS SERVICE IMPROVEMENTS

HOBOKEN, NJ



RVE was retained by the City of Hoboken to provide professional services to conduct an investigative study of the NJ Transit Bus Route 126 services and provide recommendations for improvements. The study is based on data collection and analysis, field observations and stakeholder input. The data collected includes an analysis of the current transit system, including other related NJ Transit bus routes, connection service routes, the Hudson-Bergen Light Rail Transit (HBLRT), Hoboken Bike Share and HOP Bus Service. Current land use of the route and related census data will also be considered.

On-board ridership counts during the AM and PM peak hours at selected bus stops for the inbound routes to the Port Authority Bus Terminal and outbound routes to Weehawken/Hoboken and Jersey City were collected to be analyzed. Field observations, including the existing conditions at various bus stops and commuter amenities such as bus shelters, mobile application and service notifications will also be tallied.

RVE is preparing a report summarizing the findings and observations along with an analysis of improvements and recommendation. The final report will be delivered to the City and stakeholders for review and final submission.

Planning and Redevelopment Experience

Various Municipal Clients throughout NJ

WALKER STREET CORRIDOR REDEVELOPMENT

CLIFFSIDE PARK BOROUGH

RVE was retained by the Borough of Cliffside Park to provide redevelopment planning services for the preliminary investigation of Walker Street Corridor pursuant to the Local Redevelopment and Housing Law N.J.S.A. 40A:12A-1 et seq. The goals of the project include determining whether existing conditions rise to the level of the statutory criteria necessary to support a finding of an area in need of redevelopment or in the alternative, finding of an area in need of rehabilitation.

This redevelopment study was commissioned by the Borough to address instances of moderate to severe deterioration principally of the structures and improvements found on the commercial parcels that present a blighting influence on the surrounding residential areas. Extensive field work was also undertaken to document existing conditions. For these types of studies, necessary tasks include the review of various documents. Documents included the Borough's Tax Assessment Records, Department of Community Affairs Cyclical Housing Inspection Reports, police calls for service records and development applications.

Based on our field observation and analysis of the requirements necessary for the application of the statutory criteria, the Preliminary Investigation Report concluded conditions of faulty arrangement, discontinuance of commercial use and physical deterioration of the structures, and improvements found over several commercial parcels supported findings of this area to need redevelopment.

RVE provided a Final Investigation Report to the Borough for use in future planning.

TOP'S DINER REDEVELOPMENT

EAST NEWARK BOROUGH, NJ

Top's Diner is redeveloping their property on Block 13 Lots 1, 2 and 22 in the Borough of East Newark to accommodate a larger restaurant. The redevelopment will include an increase in the size of the parking lot, building a new and larger restaurant, demolition of the old restaurant, beautification of the property and miscellaneous improvements. As part of its due diligence and compliance with New Jersey land use laws, the Borough is tasked with approving and inspecting the new development.

RVE was retained to provide the ongoing inspection of the site work being performed on this project on behalf of the Borough. RVE is also acting as the Planning Board Conflict Engineer to finalize approval of the applicant's compliance with the Planning Board's resolution approving the development. Final Planning Board approval of the project's site plan has been issued and the project is still under construction.

ANDERSON AVENUE AREA REDEVELOPMENT AND REHABILITATION STUDY

FAIRVIEW BOROUGH

RVE performed a preliminary investigation of the Anderson Avenue Corridor located within the Borough's Central Business District pursuant to the Local Redevelopment and Housing Law N.J.S.A. 40A:12A-1 et seq. The goals of the project included determining whether existing conditions rise to the level of the statutory criteria necessary to support a finding of an area in need of redevelopment or in the alternative, finding an area in need of rehabilitation.

The study was undertaken to proactively address various issues that preclude the full realization of the corridor's potential. Issues include insufficient availability of on-street parking, age of structures and outdated physical development patterns. Performance of this study requires the review of various documents. Documents include Borough's Tax Assessment Records, Department of Community Affairs Cyclical Housing Inspection Reports, police calls for service records, and development applications.

Extensive field work was also undertaken to document existing conditions. Based on the field observation and analysis of research and taking into consideration of the statutory criteria, our firm was able to recommend the entirety of the area be declared to need rehabilitation, which will enable the Borough to prepare a plan for revitalization.

A final Redevelopment & Rehabilitation Study was provided to the Borough.

Award-Winning Projects

Various Municipal Clients throughout NJ

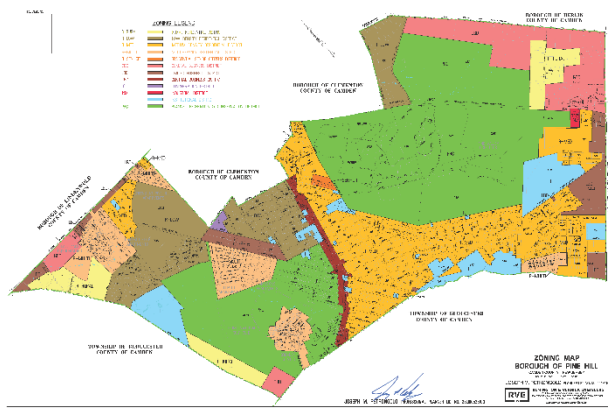
FIRST PLACE – 2023

**NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL PROJECT MANAGEMENT PROJECTS-
POPULATIONS UNDER 20,000**

**MUNICIPAL CONSOLIDATION—TAX MAP, STREET MAP, ZONING MAP,
ELECTION DISTRICT MAPS PROJECT, PINE HILL, NJ**

Beginning January 1, 2022, The Borough of Pine Hill and the Borough of Pine Valley merged into one new Camden County Municipality. The new municipality absorbed a small police department and courthouse and gained \$20 million in taxable property as well as the exclusive Pine Valley Golf Course.

The new updated digital tax maps were certified by the New Jersey Division of Taxation and were also submitted to the Camden County Board of Taxation. This transition was made easier by knowing that the consolidation was in expert hands. RVE worked with up-to-date geographical information system (GIS) technology for digital mapping and data management along with a staff of experienced CAD Operators, Cartographers, GIS Specialists and Surveyors to provide new street index maps for the Police Department, zoning maps for the Planning Department and new election district maps for the New Jersey Division of Elections and the Camden County Board of Elections in addition to the newly approved tax maps.



HONOR PLACE – 2023

**NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL PROJECT MANAGEMENT PROJECTS-
POPULATIONS ABOVE 20,000**

**LENOLA TOWN CENTER IMPROVEMENTS CAMDEN AVENUE (537) FROM
PENNSAUKEN CREEK TO LENOLA ROAD, MOORESTOWN, NJ**



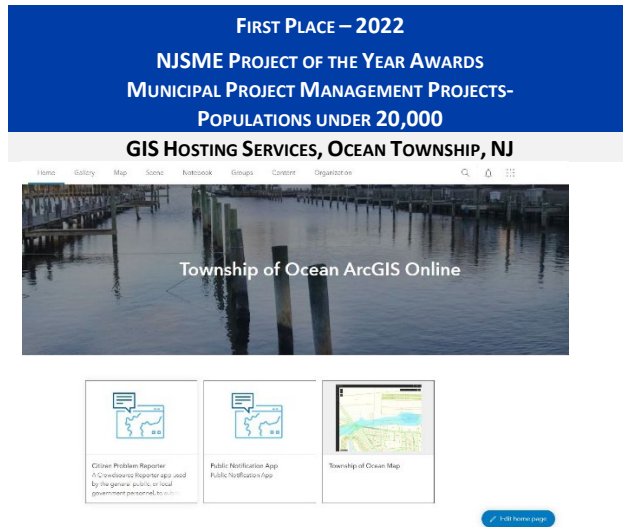
RVE was retained by Moorestown Township to provide engineering and construction services for improvements at Leonla Town Center, a well-known and well-traveled center point in town. Improvements included enhancements and safety improvements to a half mile stretch of Camden Avenue (CR 537) from Pennsauken Creek to Lenola Road. This road hosts pedestrian and automotive traffic at all times of the day and in addition, houses a diverse range of local and corporate businesses.

For the duration of the project RVE was responsible for providing professional construction management services as well as acting as the Township's representative offering consultations and advice. Improvements included the installation of new curb ramps, sidewalks and driveways and raised medians. Also installed were benches, bike racks and trash receptacles and special signage. To enhance safety, a new underground infrastructure system was established, road striping was added, along with gore areas and dedicated bike lanes. Lastly, the project included decorative roadway lighting and landscaping on either side of the road.

Throughout the duration of the project, RVE stayed in constant contact and worked closely with contractors from several different municipal agencies, as well as the NJDOT and the Township for the concluding stages of the project.

Award-Winning Projects

Various Municipal Clients throughout NJ



RVE was retained to facilitate the purchase and administration of the Township of Ocean's ArcGIS Online (AGOL) account. RVE coordinated with Cartegraph to produce a Citizen Problem Reporter and asset management system on Township of Ocean's (Township) ArcGIS Online account integrated with Cartegraph's application software.

RVE performed data gathering, software installation and implementation, the Citizen Reporting tool for the public, training, and testing. The system includes five users based on the prioritized department needs as identified and requested by the results of our GIS Needs Assessment Report. The Citizen Problem Reporter application is accessible to the citizens of the Township and all the residents to report issues in town. RVE uploads and administers existing GIS feature layers onto the Township of Ocean's AGOL site and produce webmaps and applications for use by the municipal government and, with approval by Township officials, for public view.

The Citizen Problem Reporting System is a web-based application within ArcGIS Online that can be used by the Township to solicit and track non-emergency problems and field reports; manage each report and monitor the resolution of the reports. This application provides 24/7 access to reports and typically supplements customer service phone numbers staffed by municipal employees. Municipal employees can use the Citizen Problem Manager and Citizen Problem Dashboard to monitor, verify and assign reports to responsible agencies for resolution. Cartegraph Systems can then turn these service ticket reports into workorders that can be assigned to municipal staff and tracked.



For years the City of Wildwood had been planning a large-scale drainage improvement project to alleviate flooding along Pacific Avenue. The island's unique geography posed an engineering challenge, with Pacific Avenue at the lowest elevation surrounded by higher ground. Stormwater runoff was collected by the storm sewer system on Pacific Avenue and directed through eight existing outfalls that drained to the ocean. Due to extensive beach accretion (over 40 feet of sand per year), the existing outfalls ended about 800 feet short of the ocean, terminating in the middle of a quarter-mile beach. Even with constant maintenance by the City to expose the outfalls, the discharge capacity of the gravity fed system was significantly reduced during high tides. As a result, Pacific Avenue was frequently inundated by a combination of tidal and stormwater flooding.

During the planning process, RVE prepared conceptual plans for the City to pursue outside funding. In 2017, the City of Wildwood received \$15 million in grant funding through the NJDEP Flood Hazard Risk Reduction and Resiliency Grant Program (FHRRRG) to implement the project. RVE completed design and permitting in 2019, and construction was completed from 2020 through 2022. The project includes a new stormwater pump station located immediately adjacent to the Wildwood Boardwalk, a new force main outfall extending into the ocean, elimination of the eight existing gravity ocean outfalls, an extensive storm sewer collection system and a new collection manifold along Ocean Avenue to route stormwater to the new pump station.

Projects like these pose significant engineering and construction challenges but will become more necessary as sea levels continue to rise and existing gravity systems become ineffective. This project can serve as a model for other coastal communities in need of innovative solutions to the unique drainage and flooding deficiencies that impact their infrastructure.

Award-Winning Projects

Various Municipal Clients throughout NJ

HONOR PLACE – 2022

NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL PROJECT MANAGEMENT PROJECTS-
POPULATIONS ABOVE 20,000

REPAIR AND REPAINTING OF JESSUP ROAD WATER STORAGE TANK
WEST DEPTFORD TOWNSHIP, NJ

As detailed in a 2016 tank inspection report, the 74-foot diameter 2 MG hydropillar Jessup Road Water Storage Tank had exhibited corrosion, loss of structural integrity, and needed repainting. The tank is in a highly visible location along an interstate highway and functions as a high-profile symbol for the Township. The project included making the structural repairs identified in the inspection report, followed by the complete interior and exterior repainting of the water tower.

As one of the highest points in the area, the tank houses multiple (3-4) cellular carriers' antennas. The Township had been in conversation with these carriers, and in lieu of removing the equipment and providing temporary antennas during repainting, the carriers proposed constructing a "corral" on the tank to house all the carriers' antennas, allowing the tank to be repainted without interference.

RVE worked with the carriers to coordinate the construction of the corral and the relocation of existing antennas and cables. Temporary mounts were provided to install equipment so that the corral could be painted in conjunction with the tank. The antennas were relocated to the main corral after painting and the temporary mounts were removed.

The corral system consists of a mounting rail system (56 mounts) around the edge of the tank roof and new standoff mounting brackets for cables. Prior to construction, the corral was temporarily mounted via stud welding and the carriers relocated their equipment and cables to the new mounts. Once the tank was drained for the start of repair and repainting work, the corral contractor finished welding the system to the roof.

After construction was completed, the corral was turned over to the Township. Approximately 16-18 of the mounting locations remain unoccupied, providing the Township the ability to lease the spaces to additional carriers (or other entities), providing additional revenue.



Award-Winning Projects

Various Municipal Clients throughout NJ

FIRST PLACE – 2021

NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL PROJECT MANAGEMENT PROJECTS-
POPULATIONS UNDER 20,000

ROAD DIET, MARGATE, NJ



RVE was retained by the City of Margate, NJ to provide project management services for the Atlantic Avenue Road Diet Project. RVE completed a traffic analysis, held public meetings and provided design services for this project. The goal was to enhance multimodal transportation for all roadway users by working within the existing footprint of the roadway and to enhance safety and reduce speeding along Atlantic Avenue. This Road Diet Project included the investigation of the feasibility of converting the existing four-lane roadway to a three-lane roadway with a center median, center turn lane and left turn lanes.

The Atlantic Avenue corridor is located in a coastal destination town with a strong emphasis on tourism during the summer months and a high seasonal variation in traffic volume. Before the project, Atlantic Avenue was a four-lane undivided roadway with no exclusive turn lanes. The City had previously reduced speed limits on the corridor; however, a review of crash data did not show a notable change or reduction of crashes. RVE's traffic analysis determined a Road Diet to be a strong option for the City to enhance safety and reduce speeding along Atlantic Avenue.

As the project moved to the design phase, RVE conducted public outreach to provide information regarding the proposed project. During the design phase, RVE worked with the City to ensure that the concerns of the community were considered for the final design. The Atlantic Avenue Road Diet project offered the City high-value improvements at the relatively low cost of striping and signage, providing the City with the ability to enhance multimodal safety within the footprint of the existing road with only pavement marking and signage modifications required. RVE worked to ensure construction was completed in time for the summer 2021 tourist season.

FIRST PLACE – 2021

NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL PROJECT MANAGEMENT PROJECTS-
POPULATIONS ABOVE 20,000

PARKS INVENTORY EVESHAM TOWNSHIP, NJ

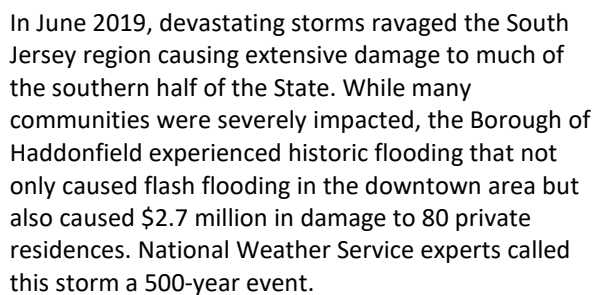
RVE has served as Township Engineer to Evesham Township since 2003. During that time, RVE has implemented a Pavement Management Program (PMP), to develop an inventory of the Township's roadways, their condition/rating and prioritize their improvements and better budget for capital expenditures.

Seeing the success of the PMP facilitated by RVE, the Township requested a similar program be developed to inventory their extensive park system which encompasses large areas of preserved forest land and numerous recreation sites, both for sports and for outdoor activities. The intended goal of this Program was to assess the conditions of each of the Township's amenity parks and provide a baseline tool for developing a planned yearly park improvement schedule. Inventory was taken of each of the existing 27 park amenities, including fields, courts, walking paths, playgrounds and parking.

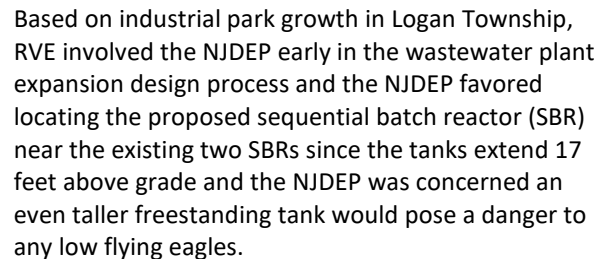
Working with the Superintendent of Sports Turf and Open Space, and the Township Director of Golf, Recreation and Open Space, RVE determined the condition of the amenities at each location. For playgrounds and sport courts, the condition of the equipment, the approximate date equipment was installed, the anticipated or projected time of future replacement were noted. For fields and parking, the surface condition and drainage of each was documented and recommendations were made for time of future replacement.

Based on a Township budget of \$1 million a year, RVE determined all the recommended improvements will be able to be addressed within five years. Preference was given to park amenities in poor condition and to ADA improvements. Additionally, RVE noted whether the parks are ADA compliant and made recommendations to improve access and equipment. A final report, detailing the recommendations, photos of existing conditions, construction cost estimates with a prioritization plan was provide to the Township.

Various Municipal Clients throughout NJ



Ultimately, the study produced recommendations to subdivide existing drainage areas at a macro level by installing new storm sewer mains and to increase the efficiency of existing storm sewer systems at a micro level by proposing additional inlets and branch lines.



At the plant site was a 60' – 80' varying strip of land bounded on one side by the two existing SBRs and the freshwater wetlands line on the other. Into this compressed area, the following main improvements were constructed while maintaining existing plant operations: electrical transformer and switchgear elevated pad; 1,500-kilowatt (KW) diesel generator elevated pad; tripling the length and doubling the height of the equipment/controls building; third SBR tank and a retaining wall.

Award-Winning Projects

Various Municipal Clients throughout NJ

FIRST PLACE – 2019

NJSME PROJECT OF THE YEAR AWARDS MUNICIPAL PROJECT MANAGEMENT PROJECTS- POPULATIONS UNDER 20,000

EMERGENCY MANAGEMENT MAPPING, RAMSEY, NJ

The Borough of Ramsey contacted RVE to update the Borough's Emergency Management Mapping Plan which had been last updated in 2014. The existing Emergency Operations Plan consisted of black and white 8.5" by 11" maps printed on standard paper and were outdated, illegible and needed to be updated and reproduced for the new Ramsey Office of Emergency Management (OEM) Evacuation Annex. The Borough provided copies of all existing maps, lists and appendices describing the areas designated, as required within the Borough.

RVE created new digital Emergency Management Maps to accurately reflect all qualifying areas/roads/properties. To facilitate the mapping process, RVE researched and verified all evacuation routes, points of interests, major/minor roadways, railroads, school properties, public housing facilities, public parks and public buildings, etc., in Ramsey that were not shown on the existing map. These areas are depicted on the new Emergency Management Maps, along with all compliant required areas depicted on the existing map. A legend on each completed map, which further details the qualifying properties and defines the appropriate map layer for the Ramsey OEM Evacuation Annex, was also provided.

Based on information provided by the Borough, RVE identified and located all defined properties on the updated Emergency Management Maps, in accordance with the law. The resulting list was incorporated into the Borough's new Emergency Operations Plan and is referenced in the Borough's existing mapping, lists and Emergency Operations Plan, as well as property information provided through the Borough's Tax Assessor, Police Department, Planning Department and the Bergen County Department of Planning. This mapping project won the second place award of merit in the Miscellaneous Maps category of the Carmody Memorial Map Contest from the NJ Society of Professional Land Surveyors (NJPLS) on February 7, 2019.

FIRST PLACE – 2019

NJSME PROJECT OF THE YEAR AWARDS MUNICIPAL PROJECT MANAGEMENT PROJECTS- POPULATIONS OVER 20,000

GIS DATABASE MAPPING SERVICES, WILLINGBORO, NJ

RVE was retained to provide professional services for the development of a Geographic Information Systems (GIS) Program including as-built layer research, inventory, creation and updates of a database with attributes for the Township of Willingboro, NJ. RVE developed a five-year phased approach was developed to create a GIS infrastructure mapping database of several municipal assets utilizing the latest Esri ArcGIS software applications.

The Township's highest priority was ongoing updates to the existing digital Stormwater Infrastructure Map layer to address the mandated NJ Stormwater Best Management Practices (BMPs) first issued in 2004, revised and updated most recently in November 2016 and required deadline for implementation by 2020. Stormwater runoff is the water from rain and melting snow that flows over lawns, parking lots and streets. This water, which travels along gutters into catch basins/inlet and through storm drain pipes and ditches is typically not treated. Ultimately it either flows naturally or is discharged into local waterbodies. The New Jersey Department of Environmental Protection (NJDEP) cited the Township with several issues regarding increases to the types and quantity of pollutants found in the stormwater runoff, as well as water delivered to the waterbody during storms. To meet requirements, the Township had to plan and design stormwater measures to control the pollutants and water from the developments after construction. Municipalities are required to enforce stormwater control ordinances and review long-term operation and maintenance of BMPs.

The scope of work for stormwater infrastructure repair included the location of all catch basins, outfalls, the documentation of all repairs made in-house or by Contractors and the location of Stormwater Management Facilities. RVE assisted the Township in meeting these requirements through the implementation of a GIS Mapping Database by researching, capturing, creating and linking the stormwater attributes and implementing into the Township's overall user-friendly GIS Database for ease of maintenance and reference.

Award-Winning Projects

Various Municipal Clients throughout NJ

FIRST PLACE – 2019

**NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL CONSTRUCTION MANAGEMENT PROJECTS**

**WILLINGBORO FIRE & EMS CONSTRUCTION MANAGEMENT,
WILLINGBORO, NJ**



The Township of Willingboro's Fire and EMS departments support more than 32,000 residents and receive more than 4,800 calls for emergency response support annually. The existing firehouse at the corner of Charleston Road (CR 630) and John F. Kennedy Way (CR 633) served as the home to the Township's Fire and EMS staff for nearly 50 years and was in need of major repair. Because it lacked many modern amenities, the Township decided to demolish the existing facility and construct a new state-of-the-art facility at the same location. Because the existing facility was still in use, the Fire and EMS departments have been relocated and temporarily housed at the former Joseph A. McGinley Elementary School. An agreement was reached between the Board of Education and the Township to utilize the facility which had been abandoned 10 years before, but had the basic amenities needed to support the needs of 22 full-time paid fire personnel staff without any disruption of services or delayed response times.

The new facility was designed by LeMay Erickson Willcox Architects. RVE is serving as construction manager of the new 41,000 SF facility. Initially, RVE oversaw the demolition of the existing building to prepare it for the footprint of the new facility which includes private bunkrooms, lockers, residential bathrooms, large kitchen and dining areas, a fitness center and a modern training classroom. There are eight drive-through bays for fire trucks and ambulances. The building will also house administrative office headquarters of the Fire and EMS departments. RVE collaborated with the contractor, scheduling the demolition and construction with the goal of having the Fire and EMS departments out of their headquarters and into their new facility as quickly as possible. RVE has been providing enhanced inspection coverage by utilizing time lapse and drone photography. The time lapse cameras capture construction progress in detail and the drone provides aerial views of the site.

FIRST PLACE – 2018

**NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL PROJECTS INVOLVING INTERGOVERNMENTAL COOPERATION**

**NORTH ELMWOOD SIDEWALK EXTENSION,
EVESHAM TOWNSHIP, NJ**



RVE was retained by Evesham Township to provide engineering services for the extension of the sidewalk along North Elmwood Road and County Route 618 (approximately 1500 feet). Located at 306 North Elmwood Road, Inglis Gardens is a nursing home that provides affordable housing for the independent physically challenged.

North Elmwood Road provides access to their commercial and retail needs. North Elmwood Road, a heavily traveled two-lane local roadway, connects commuters to retail shopping in nearby Moorestown and Mount Laurel, along NJ Route 38 and Interstate 295 going north, in addition to local business situated along NJ routes 70 and 73 going south. Prior to completion of the project, North Elmwood Road at this location lacked ADA-compliant sidewalks. A bituminous roadway shoulder varied in width from zero to eight feet, often requiring wheelchairs to enter the travel lane. The traffic signal at the intersection of the County Route was not equipped with crosswalks, curb ramps or a pedestrian crossing signal. RVE worked closely with the County to have the traffic signal at the intersection upgraded by utilizing County funds.

The Township Council challenged RVE to design and construct an ADA-compliant sidewalk. This task was complicated by existing freshwater wetlands and potential historic cultural resource impacts. RVE successfully secured New Jersey Department of Environmental Protection (NJDEP) approvals for riparian buffer and wetlands encroachments, including waivers from the New Jersey Historic Preservation office.

RVE assisted the Township in a public/private partnership with the Inglis Housing Corporation for funding of the project. Federal Housing and Urban Development Grant applications were submitted through the Burlington County Community Development Block Grant Program for both the Township and the Inglis House Corporation.

Award-Winning Projects

Various Municipal Clients throughout NJ

SECOND PLACE – 2018

NJSME PROJECT OF THE YEAR AWARDS

MUNICIPAL CONSTRUCTION MANAGEMENT PROJECTS

MANTUA MULTI-MODAL TRANSPORTATION IMPROVEMENTS

WENONAH BOROUGH, NJ



RVE was retained by the Borough of Wenonah to provide construction management and inspection services required to successfully oversee the Multi-Modal Transportation Improvements to Mantua Avenue Project. This project was funded by the Federal Highway Administration (FHWA) through a 2014 Transportation Alternatives Program (TAP) Grant administered by the New Jersey Department of Transportation (NJDOT).

Work for this project included the construction of concrete bump-outs at the intersecting roadways located along Mantua Avenue from Monroe Avenue to Marion Avenue, the construction of new ADA-compliant curb ramps, the construction of new curb and raised concrete islands, the replacement of the existing sidewalk, the reuse of the existing slate and bluestone sidewalks, the installation of 2-inch conduit and PSE&G-provided secondary pedestals at pedestrian lighting locations and the striping of the crosswalks and bicycle lanes.

It was important to maintain pedestrian access through the workzone at all times. This entailed detouring pedestrians safely across Mantua Avenue at adjacent intersections. Work was coordinated with local residents and businesses to ensure pedestrian and vehicular access was maintained throughout the project duration

Bump-outs were also constructed along Mantua Avenue to calm traffic through the community. As the bump-outs were constructed, maintenance and protection of traffic (MPT) was set up in accordance with the project plans and the FHWA's Manual on Uniform Traffic Control Devices (MUTCD) while ensuring traffic along Mantua Avenue was maintained.

FIRST PLACE – 2018

NJSME PROJECT OF THE YEAR AWARDS

MUNICIPAL MANAGEMENT PROJECTS

STORMWATER MANAGEMENT MAPPING IMPROVEMENTS

WASHINGTON TOWNSHIP, NJ



Washington Township had no storm water infrastructure mapped on a comprehensive scale and the data was incomplete. RVE pieced together whatever information existed from previous surveys to begin to build it with accurate data. The goal of the project was determining where outfalls are located and mapping/documenting them.

RVE used resources such as tax maps to document drainage easements and GIS stream and Lidar contour data to pinpoint where an outfall is likely based on criteria such as proximity to a waterbody/wetlands, along an easement line, steep topo break, upstream storm inlets. This helped us gain a better perspective of how many outfalls existed and we found twice the known number

As part of this project, RVE developed a GIS Outfall Map useable by the Township DPW and created a comprehensive Stormwater System Map. We performed a detailed review of mapping, easements, contours and inlet locations to identify expected outfall locations. RVE provided the inspection and verification of location, condition and mapping. Basins were identified, located and mapped for ease of inspection and review.

Award-Winning Projects

Various Municipal Clients throughout NJ

FIRST PLACE – 2018

NJSME PROJECT OF THE YEAR AWARDS

MUNICIPAL CONSTRUCTION PROJECTS – POPULATIONS BELOW 20,000

ABSECON CREEK WATERFRONT IMPROVEMENTS,
CITY OF ABSECON, NJ



The City of Absecon completed major upgrades along the Absecon Creek waterfront. Improvements were made at two underutilized recreation sites on Faunce Landing Road and Turner Avenue. RVE was retained to provide engineering and construction services for: a new steel bulkhead to mitigate shoreline erosion, a decorative retaining wall to mitigate flooding along US Route 30, new ADA-compliant parking areas and walking paths, timber decks and piers to provide access for fishing, crabbing, and passive recreation, new boat ramps for launching kayaks, canoes and other small watercraft, park benches and picnic tables and upgraded drainage facilities. Environmentally friendly materials were utilized throughout the project. They included polymer encapsulated timber, crushed shells and permeable gravel pavers.

A major component of the project at both sites was the construction of living shorelines along the waters of Absecon Creek. As a greener alternative to traditional hard shoreline protection methods, living shorelines are designed to reduce erosion by mimicking features of the natural environment. Stone sills were constructed at each location using stone material weighing up to 200 pounds. The area behind the stone was then sloped landward to meet proposed elevations and stabilized with native plant species. These plantings, along with the natural pools created behind the stone sills, provide habitat for birds, fish, and other aquatic wildlife. To further enhance habitat, an abandoned tennis court was demolished and replaced with coastal vegetation. More than one acre of new wetlands was created.

This project was completed in partnership with the New Jersey Office of Emergency Management and the Federal Emergency Management Agency. The City received over \$775,000 in grant funding through the FEMA Hazard Mitigation Grant Program due to positive impacts on flood mitigation and shoreline stabilization. To celebrate completion of the project, the City held its first annual "Crabsecon" festival at both sites in September 2018.

FIRST PLACE – 2018

NJSME PROJECT OF THE YEAR AWARDS

MUNICIPAL CONSTRUCTION PROJECTS – POPULATIONS ABOVE 20,000

BALTIC AVENUE DRAINAGE CANAL IMPROVEMENTS
CITY OF ATLANTIC CITY, NJ



The City of Atlantic City completed major upgrades to the Baltic Avenue Drainage Canal. The existing canal is 1.8 miles long and runs under Baltic Avenue from Georgia Avenue to Rhode Island Avenue. The canal has a storage capacity of 1.1 million cubic feet and drains approximately 775 acres of Atlantic City into the back bays. The original canal was constructed from March 1911 to August 1912 for a cost of \$840,000 (\$20 million in 2018's dollars). There are two outlets into the bay: one at Atlantis Avenue and one at Fisherman's Park. The original flood gates at both ends stopped functioning decades ago, allowing bay water to flow freely in and out of the canal. This caused tidal flooding through street drains during high tides. Furthermore, with bay water in the canal during storm events, there was limited storage for runoff from the street drains, resulting in significant stormwater flooding.

The system designed by RVE includes new flood gates at both ends of the canal and a new pump station at Fisherman's Park to increase drainage flow during flood conditions. By operating the flood gates, the City can keep high tides out of the canal, and help lower the water level in the canal prior to storm events. The pump station at Fisherman's Park includes two 250 HP pumps capable of discharging over 58,000 gallons per minute. The facility is powered by a 500kW diesel generator to allow for operation during power outages.

The total construction cost for this project was \$6.2 million and was entirely funded through outside grants. The City has secured additional funding to construct a pump station at the Atlantis Avenue site. That project, which is three times the size of the pump station at Fisherman's Park, was designed by RVE and currently under construction.

Award-Winning Projects

Various Municipal Clients throughout NJ

FIRST PLACE – 2017

NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL CONSTRUCTION MANAGEMENT PROJECTS

ROBERT'S POOL COMPLEX IMPROVEMENTS
COLLINGSWOOD BOROUGH, NJ



Roberts Pool is a municipally owned and operated summertime recreation complex within the Borough of Collingswood, Camden County, NJ. Originally a natural bottom swimming hole adjacent to the Cooper River, the complex took its current shape in the early 1970s. It consisted of an Olympic-size 50-meter distance pool, a 25-meter completion and diving pool, a toddler pool, bathrooms/concession stand, and open park space.

At the time of this project, the complex was showing signs of deterioration. Breaks in circulation piping often required attention in the winter. Failing joints in the floors of all three pools contributed to a large amount of unaccounted for water. The walls of the bathroom/concession stand were bowed and separated at the corners. The roof was failing. The overall site lacked ADA accessibility. In 2008 and 2015, RVE was tasked with the design and construction oversight of renovations to the 25-meter pool and playground improvements. Both projects were completed successfully on-time and within contract budget. In 2016, RVE was challenged to complete the balance of the complex renovations by June of 2017 including renovations to the 50-meter pool, replacement of the toddler pool, replacement of the bathroom/concession stand, and pedestrian and traffic calming improvements to adjacent intersections.

During an eight-month span from October 2016 through May 2017, RVE managed three separate general contractors, under four independent contracts and was able to fulfill the Borough's goal to open the entire Pool Complex in June. All projects were completed within budget. More than 800 residents enjoyed the new facilities on the opening day. The new toddler pool featured a walk-in entrance, shade structures, splash feature, and two custom water slides. All areas were updated for ADA access. According to the Borough Water Superintendent, the project will save the Borough an estimated five million gallons per year in unaccounted for water.

FIRST PLACE – 2017

NJSME PROJECT OF THE YEAR AWARDS
MUNICIPAL CONSTRUCTION PROJECTS – POPULATIONS ABOVE 20,000

WILLIAM BIRCH SPRAY PARK
BOROUGH OF FORT LEE, NJ



RVE designed and supervised the construction of a new spray park facility for the Borough of Fort Lee. The spray park, located within William Birch Park, replaces an existing outdated wading pool and is the first of its kind for the Borough. The facility is conveniently located next to the Borough's Recreation Center and summer camp.

The Spray Park is completely ADA-accessible. The splash pad is a 64-foot diameter safety rubber coated concrete pad with 18 brightly colored marine-themed interactive spray features working on timers and push button activators. Benefits of the new spray park facility include creating a multitude of visual and physical stimuli for children. The spray park also provides interactive play for children who may be too young to enjoy playground equipment or wading pools and encourages water play, which is not available in standard playgrounds.

Additional park amenities include picnic tables, benches, a shade structure, perimeter fencing, LED site lighting and a pump house to store equipment and the pumps that support the spray park. The state-of-the-art facility to treat and reuse the water on the site.

Award-Winning Projects

Various Municipal Clients throughout NJ

FIRST PLACE – 2017

NJSME PROJECT OF THE YEAR AWARDS

MUNICIPAL PROJECTS INVOLVING INTERGOVERNMENTAL COOPERATION

BRIGANTINE BOULEVARD LIVING SHORELINE

CITY OF BRIGANTINE, NJ



Brigantine Boulevard is the only access route for emergency evacuation to and from the City of Brigantine. RVE was tasked to provide design, permitting, construction observation and contract administration services to improve shoreline stabilization and stormwater management for this living shoreline project. Living shorelines are environmentally-friendly alternatives to traditional hard shoreline protection methods such as bulkheads and seawalls. They are designed to reduce erosion by mimicking features of the natural environment.

Improvements were made to the street-ends of South Hydrangea Way and South Cherokee Boulevard as well as the unnamed street adjacent to 4100 Brigantine Boulevard located on the south side of Brigantine Boulevard along St. George's Thorofare. At each location, gabion-reinforced earthen berms vegetated with native plants were constructed to protect the street ends from erosion. The purpose of the vegetation was to enhance the stability of the berms and provide habitat for birds, butterflies and other pollinators. Stormwater infiltration systems were also installed on the landward and waterward sides of each berm to improve drainage for roadway runoff. RVE coordinated services for this project with the City of Brigantine, NJDEP, National Wildlife Federation, Barnegat Bay Partnership, Partnership for the Delaware Estuary, Stevens Institute of Technology and Rutala Associates.

By incorporating eco-friendly solutions, such as habitat enhancement and vegetated berms the City's infrastructure has become more resilient against hazardous coastal events. After Superstorm Sandy, it was imperative to implement sustainable solutions and focus on incorporating green infrastructure projects to avoid damage from future natural disasters. The Brigantine Boulevard Living Shoreline Project was one of the first such construction projects of this nature to be completed.

FIRST PLACE – 2016

NJSME PROJECT OF THE YEAR AWARDS

MUNICIPAL MANAGEMENT PROJECTS

WASTEWATER TREATMENT PLANT UPGRADES

TOWN OF PHILLIPSBURG, NJ



Phillipsburg owns and contract operates a 3.5 MGD wastewater treatment plant, receiving wastewater from the Town and the four sending districts. To meet changing and more stringent treatment requirements, the Town initiated a project to address current and pending permitting regulations promulgated by their NJPDES Discharge Permit and for the DRBC Special Waters Protection Act.

The project involved relocation of the plant outfall from the Lopatcong Creek to a point of confluence with the Delaware River. This relaxed the permit limit for phosphorus from 0.20 mg/l to no current limit and a pending future limit of 2.0 mg/l. To avoid excavation within the Morris Canal archeological area, this \$1 million construction project involved directional drill technology.

Wastewater treatment facilities were upgraded with the BioMag system to reduce the cost of complying with stringent new nutrient removal limits. Utilizing the world's fastest proven settling clarification technology for biological floc, the system allowed for performance improvement with minimal plant modifications at the lowest cost. The BioMag system was installed in the secondary wastewater treatment seven basin SBR treatment plant. The upgrade allows operators to control the sludge blanket, achieve high treatment for removal of BOD, suspended solids and nutrients, and to manage loads and flows. The system uses rare earth magnet on a rotating drum to reclaim 95% of the magnetite from the waste sludge. The need for enhanced mixing to re-suspend the magnetite during the react phase of the SBR process provided an opportunity for installing more energy-efficient diffusers. The revised diffuser pattern and change in diffuser type successfully reduced oxygen demand and increased mixing.

Since being placed into operation in April 2016, the improvement in effluent quality has been significant, from BOD and SS previously above 20 mg/l to consistently below 5 mg/l.

Grant and Loan Coordination Services

Various Clients throughout New Jersey

RVE obtains grants and loans for projects such as community planning, transportation, infrastructure development, municipal facilities, energy efficiency, renewable energy, and parks and recreation. We have developed valuable relationships with funding agencies to keep our staff aware of the latest funding program updates. We discuss funding programs with key agency staff members to ensure our clients' projects are provided with the maximum amount of financial assistance available. Since information on funding sources is often difficult to find and understand, RVE developed and maintains a centralized corporate database to track grant and loan programs that may be applicable towards projects in need of funding. The database ensures key information regarding program eligibility, award amounts, matching requirements and application deadlines are readily available. Available grant opportunities include:

MUNICIPAL INFRASTRUCTURE GRANTS

NJDOT - SAFE ROUTES TO SCHOOLS

NEW JERSEY Safe Routes to School



www.saferoutesnj.org

The SRTS Program empowers communities to make walking and bicycling to school a safe, routine activity. The program makes funding available for a wide variety of projects and activities that support and encourage students to walk and bicycle to school. Funds may be used for infrastructure projects that benefit school children in grades K-8, in both public and private schools. All projects funded under this program must be located within two miles of an elementary or middle school. RVE has completed dozens of SRTS grant applications and projects for our clients.

NJDOT - LOCAL AID INFRASTRUCTURE FUND

Subject to funding appropriation, a Local Aid Infrastructure Fund is established to address emergencies and regional needs throughout the State. Any county or municipality may apply at any time. These projects are approved at the discretion of the Commissioner. Payment of project costs is the same as the Municipal Aid Program. Under this program a county or municipality may also apply for funding for pedestrian safety and bikeway projects. RVE has completed hundreds of Local Aid Infrastructure Fund projects for our municipal clients.

NJDOT COMMUNITY PROGRAMS - TRANSPORTATION ENHANCEMENT GRANTS

This is funded through a 10 percent set aside of the Surface Transportation Program category of federal funds for projects which are transportation related. Transportation Enhancement (TE) projects are designed to foster more livable communities, preserve and protect environmental and cultural resources and to promote alternative modes of transportation. Funds are available for design, right of way acquisition and construction. Selection of TE projects involves the participation of civic and environmental groups, the transportation community and other government organizations such as the state's Metropolitan Planning Organizations.

NJ DEPARTMENT OF COMMUNITY AFFAIRS - MAIN STREET NJ

Main Street New Jersey is a Main Street America™ Coordinating Program and works with communities in NJ providing on- and off-site technical assistance and training in downtown revitalization and management. This comprehensive revitalization program promotes historic and economic redevelopment of traditional business districts. Encourages/supports revitalization of downtowns through NJ.

DVRPC- SAFE ROUTES TO TRANSIT

Funded through the Delaware Valley Regional Planning Commission (DVRPC), this technical assistance program helps municipalities and counties bridge the gap between concept development and implementation. It matches eligible municipalities and counties with DVRPC staff to navigate the process of designing and funding pedestrian and bicycle improvements around rail stations.

Grant and Loan Coordination Services

Various Clients throughout New Jersey

NJDOT LOCAL AID -

TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

The Transportation Alternatives Program (TAP) was established by Congress in 2012 under MAP-21 and FAST Act in 2015 and is funded through a set-aside of the Federal-aid Highway Program. TAP provides federal funds for community based non-traditional projects designed to strengthen the cultural, aesthetic and environmental aspects of the nation's intermodal system. TAP projects must relate to surface transportation.

FEDERAL HIGHWAY ADMINISTRATION (FHWA) CONGESTION MITIGATION & AIR QUALITY (CMAQ) IMPROVEMENT PROGRAM

In general, projects are eligible for CMAQ funding consideration if they are intended to reduce emissions in the region, either through direct (such as converting to low-emission vehicles) or indirect means (such as traffic signal improvements that improve vehicle flow and reduce congestion or outreach programs to promote carpooling). The air quality benefits of projects should be well-supported by recent evidence of their effects on emissions; however, innovative projects without supporting precedent data may also be considered.

NJDOT LOCAL AID - TRANSIT VILLAGE GRANT



This program will award grants for traditional and non-traditional transportation projects that enhance walking, biking and/or transit ridership within 112 miles of the transit facility. Only New Jersey municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task Force are eligible to apply.

Environmental/Utility Grants

DVRPC - TRANSPORTATION & COMMUNITY DEVELOPMENT INITIATIVE (TCDI)

Funded by the DVRPC for planning, analysis or design initiatives for projects or program which enhance development or redevelopment and enhance or improve the efficiency of the regional transportation system.

STATE AGRICULTURE DEVELOPMENT COMMITTEE (SADC) - FARMLAND PRESERVATION PROGRAM

The SADC provides planning incentive grants to municipalities or counties to help purchase development easements to permanently preserve large blocks of reasonably contiguous farms in project areas they have identified.

MUNICIPAL ENERGY GRANTS

NJ CLEAN ENERGY PROGRAM – MUNICIPAL/LOCAL GOVERNMENT ENERGY AUDIT PROGRAM

This program covers up to 75% of the cost for an energy audit – provided that certain minimum measures are implemented.

NJ CLEAN ENERGY PROGRAM – NJ SMART START BUILDINGS PROGRAM

Commercial, industrial, institutional, government, agricultural projects. Eligible categories: new construct/additions, remodeling, renovations, equip replacement. Includes design incentives, tech support/equipment incentives (requires pre-approval).

NJ BOARD OF PUBLIC UTILITIES – RENEWABLE ENERGY INCENTIVE PROGRAM (REIP)

NJDEP provides annual grants for Renewable Energy Resources for Biopower and Energy Storage. Private and public facilities can apply for the grant which is awarded annually.

NJ BOARD OF PUBLIC UTILITIES – ALTERNATIVE & CLEAN ENERGY PROGRAM

NJDEP provides annual grants for Renewable Energy Resources for Biopower and Energy Storage. Private and public facilities can apply for the grant which is awarded annually.

Grant and Loan Coordination Services

Various Clients throughout New Jersey

HAZARDOUS DISCHARGE SITE REMEDIATION FUND (HDSRF)

State funding is available through the HDSRF to investigate abandoned or foreclosed properties with the intent to spur redevelopment of these sites. Municipalities can obtain 100% grants to perform Preliminary Assessments/Site Investigations (PA/SIs). RVE has received grants for our municipal clients totaling over \$20 million.

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT- WATER & WASTEWATER DIRECT LOANS & GRANTS

Provides funding for clean, reliable drinking water systems, sanitary sewage disposal, sanitary solid waste disposal and stormwater drainage to households and businesses in rural areas and towns with a population not greater than 10,000. The funds are for public bodies, non-profits and Indian Tribes. Award Value: Long term, low interest loans. If funds are available, a grant may be combined with a loan, if necessary, to keep user costs reasonable.

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT- EMERGENCY COMMUNITY WATER ASSISTANCE

Helps eligible communities prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP)- SHORE PROTECTION GRANTS & LOANS

To protect existing development from sea level rise/shoreline migration thru dune creation/maintain beach fill projects and repair of existing shore protection structures. Municipalities/counties; local cost share 25%. Loans available for 25% local share.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP)- SHORE PROTECTION GRANTS & LOANS

To acquire storm damaged property for storm protection and recreation/conservation purposes. Eligible to municipalities and counties located in the state's coastal area. 50% grant/50% loan.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP)- DRINKING WATER STATE REVOLVING FUND PROGRAM

Provides low-interest loans to finance the costs of infrastructure needed to achieve or maintain compliance with Safe Drinking Water Act requirements and to protect the public health in conformance with the objectives of SDWA.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP)- CLEAN WATER FINANCING PROGRAM

The Clean Water Financing Program provides low-cost financial assistance for the construction of projects that protect, maintain and improve water quality.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP)- NJ PINELANDS INFRASTRUCTURE TRUST

Funding for infrastructure projects needed to accommodate existing/future needs in 23 designated Pinelands Areas. Funding available for new collection systems, interceptors and expansion/upgrade of wastewater treatment facilities.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP)- PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION

Loans to municipalities to upgrade or close regulated underground storage tanks.

PLANNING GRANTS

NJ DEPARTMENT OF COMMUNITY AFFAIRS/OFFICE OF SMART GROWTH - SMART FUTURE PLANNING GRANTS

Funds planning initiatives to meet Smart Growth objectives-more livable and sustainable communities. Encourage projects consistent with established state/regional planning precepts, multiple municipal/county partnerships to address issues that transcend local municipal boundaries.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION - GREEN COMMUNITIES GRANT

Communities that need assist w/Community Forestry Management Plan (CFMP) are eligible. Offered every year for municipalities and counties. Grants are up to \$3,000 with a 100% match; can be made of in-kind and volunteer hours at Federal volunteer rate.

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION VIA GREEN ACRES – RECREATIONAL TRAILS PROGRAM

Provides federal assistance for developing, improving and maintaining trails and trail facilities. Trails can be for non-motorized, multi-use and motorized purposes. Maximum grant award is \$25,000 for non-motorized projects.

Client References

Section 4

Municipal Client Reference List

New Jersey

CLIENT/AGENCY	CLIENT/REFERENCE	TELEPHONE
Central Jersey		
Aberdeen Township	Bryan Russell, Township Manager	732-583-4200 ext. 118
Barnegat Township	Joseph Marte, Mayor	609-698-0080
	Martin J. Lisella, Administrator	609-698-0080
Beachwood Borough	William J. Cairns, Mayor	732-286-6000
Belmar Borough	Gerald Buccafusco, Mayor	732-681-3700
Berkeley Township	John Bacchione, Mayor	732-244-7400
Berkeley Township Board of Adjustment	Gabrielle Napolitano, Board Secretary	732-244-7400
Berkeley Township Planning Board	Gabrielle Napolitano, Board Secretary	732-244-7400
Bradley Beach Borough	Meredith DeMarco, Acting Borough Administrator	732-776-2999
Bridgewater Township	Michael Pappas, Township Administrator	908-725-6300 ext. 5000
Edison Township	Cheryl Russomanno, RMC, Township Clerk	732-248-7350
Flemington Borough	Marcia A. Karrow, Mayor	908-782-8840
High Bridge Borough	Michele Lee, Mayor	908-638-6455
Jackson Township	Michael Riena, Mayor	732-928-1200
	Terence Wall, Business Administrator	732-928-1200
Jackson Township Planning Board	Michelle Campbell, Chairperson	732-928-1200
Jackson Township Zoning Board	Lynne Bradley, Chairperson	732-928-1200
Jamesburg Borough	Thomas Gibbons, Mayor	732-521-2222
Lacey Township	Peggy Sue Juliano, Mayor	609-693-6636
	Veronica Laureigh, Administrator	609-693-6636
Lacey MUA	Troy Burton, Executive Director	609-693-8188
Lakehurst Borough	Harry Robbins, Mayor	732-657-4141
	Maryanne Capasso, Clerk	
Lakewood Township	Raymond G. Coles, Mayor	732-364-2500
Lakewood Township MUA	Justin Flancbaum, Executive Director	732-363-4422
Lakewood Development Corporation	David Klein, Executive Director	732-364-2500 x5260
Little Egg Harbor Township	Rodney Haines, Township Administrator	609-296-7241
Little Egg Harbor MUA	Earl F. Sutton, Jr., Executive Director	609-296-1168
Little Egg Harbor Township Zoning Board	Robin Schilling, Dir. Community Development	609-296-7241
Manchester Township	Robert Arace, Mayor	732-657-8121
	Carl Block, Administrator	732-657-8121
	Al Yodakis, PE, Director of Public Works	732-657-8121
Matawan Borough	Deana Gunn, Councilwoman	732-566-3898
Middlesex Borough	Michael La Place, Borough Administrator	732-356-7400 ext. 264
Neptune Township	Gina LaPlaca, Township Administrator	732-988-5200
Neptune Township Sewerage Authority	Tina Della Pietro, Executive Director	732-922-3434
Ocean Township	Lydia M. Dodd, Mayor	609-693-3302
Ocean Township	Diane B. Ambrosio, Administrator	609-693-3668
Piscataway Township	Joseph Herrera, Supervisor of Engineering	732-562-6563
Point Pleasant Borough	Robert Sabosik, Mayor	732-892-3434
	Frank Pannucci, Administrator	
Sea Bright Borough	Rachel Giolitto, Administrator	732-842-0099
Seaside Park Borough	John A. Peterson, Jr., Mayor	732-793-3700
	Karen Kroon, Administrator	732-793-3700
Spotswood Borough	Ryan Michelson, Business Administrator	732-416-1823
Stafford Township	Matthew von der Hayden	609-597-1000
Stafford Township Planning/Zoning Board of Adjustment	Linda Yockachonis, Secretary	609-597-1000
Summit City	Thomas Tucci, Interim City Administrator	908-522-3600

Municipal Client Reference List

New Jersey

CLIENT/AGENCY	CLIENT/REFERENCE	TELEPHONE
Toms River Township	Daniel T. Rodrick, Mayor	732-341-1000
	Angela DelVecchio, Deputy Clerk	732-341-1000
	John Mele, Engineer	732-341-1000
Toms River Township Planning Board	Lucia Lynch, Planning Board Secretary	732-341-1000
Toms River Township Zoning Board	Melissa Benedetto, Zoning Board Secretary	732-341-1000
Watchung Borough	James Damato, Administrator	908-756-0080 ext. 212
Woodbridge Township Planning and Zoning Board	Marta Darden, PP, AICP, Director of Planning	732-602-6004
North Jersey		
Belleville Township	Michael Melham, Mayor	973-450-3345
Bergenfield Borough	Arvin Amatorio, Mayor	201-387-4055
	Corey Gallo, Administrator	
	Phil Neville, DPW Superintendent	
Bloomfield Township	Paul Lasek, PE, Township Engineer	973-680-4000
Borough of Little Ferry	Mauro Raguseo, Mayor	201-641-9234
Carlstadt Borough	Claire Foy, Clerk	201-531-7180
City of Orange	Marty Mayes, Director of Public Works & Engineering	973-266-4005
City of Paterson	Andre Sayegh, Mayor	973-321-1600
Cliffside Park Borough	Joseph Rutch, Administrator	201-945-3456
Dumont Borough	Jeanine Siek, RMC, Clerk	201-387-5060
East Newark Borough	Dina M. Grilo, Mayor	973-481-2902
East Orange Water Commission	John Liu, Executive Director	973-266-8869
Fairview Borough	Diane Testa, Clerk/Administrator	201-943-3300
	Paul Juliano, Superintendent of Public Works	
Guttenberg (Town of)	Wayne Zitt, Mayor	201-868-2315
	Cosmo Cirillo, Business Administrator	201-868-2315
Guttenberg Housing Authority	Ruddys Andrade, Executive Director	201-861-0900
Hillside Township	Dahlia O. Vertresse, Mayor	973-926-3002
	Hope Smith, Business Administrator	
Hoboken (City of)	Olga Y. Garcia, PE, CME, City Engineer	201-420-2000
Jersey City MUA	Jose Cunha, Executive Director	201-432-1150
Newark City	Kareem Adeem, Director of Water/Sewer	973-733-6370
North Bergen Township	Janet Castro, Administrator	201-392-2005
Plainfield City	Adrian O. Mapp, Mayor	908-753-3310
Ridgefield Borough	Hugo Jimenez, Mayor	201-943-5215
Roseland Borough	Maureen Chumachas	973-266-8080
Saddle Brook Township	Robert White, Mayor	201-587-2902
	Peter Lo Dico, Clerk	201-587-2909
Secaucus Town	Mayor Michael Gonnelli	201-330-2000
	Gary Jeffas, Business Administrator	
Town of Harrison	James A. Fife, Mayor	973-268-2444
West New York (Town of)	Luis Baez, Business Administrator	201-295-5200
	Jonathan Castaneda, Deputy Administrator	201-295-5200
Union Township	Ronald Manzella, Administrator	908-851-8500
Weehawken Township	Gio Ahmad, Business Administrator	201-319-6005

Municipal Client Reference List

New Jersey

South Jersey

Bellmawr Redevelopment Agency	Joshua Tregear, Executive Director	856-514-0024
Bordentown City	Joe Myers, Deputy Mayor	609-298-0604
Camden City	Victor Carstarphen, Mayor	856-757-7200
	Luis Pastoriza, Clerk	856-757-7582
Camden City Planning	Dr. Edward Williams, Sup., Planning & Development	856-757-7354
Cherry Hill Township	David Fleisher, Mayor	856-488-7878
	Erin Knoedler, Business Administrator	856-488-7878
	Steven Musilli, Dir. of Engineering/Public Works	856-424-4422
	Lorissa Luciani, Dir. of Community Development	856-488-7870
Cherry Hill Township Utilities	Steven Musilli, Dir. of Engineering/Public Works	856-424-3203
	Jay Skilvas, Director of Public Works	856-424-4222
Cinnaminson Planning Board	Patricia Rucci, Secretary	856-829-6000 ext. 2313
Cinnaminson Township	Eric Schubiger, Administrator	856-829-6000
Collingswood Borough	M. James Maley, Mayor	856-854-0720
Evesham Planning Board	Kevin Rijs, Director of Community Development	856-983-2914
Evesham Township	Lavon Phillips, Acting Manager	856-983-2900
Ewing Township	James McManimon, Administrator	609-883-2900
Ewing Township Planning Board	Richard Owen, Chairman	609-954-3933
Ewing-Lawrence Sewerage Authority	S. Robert Filler, Executive Director	609-587-4214
Glassboro Borough	Ed Malandro, Administrator	856-881-9230
Glassboro Borough Planning Board	Kristine D'Amico, Planning Board Coordinator	856-881-8140
Glassboro Borough Zoning Board	Terri Fanfarillo, Secretary	856-881-8140
Gloucester City	Brian Morrell, Administrator	856-456-0190
Gloucester Township	David Mayer, Mayor	856-374-3514
	Tom Cardis, Administrator	856-374-3537
	Nancy Power, Clerk	856-374-3534
	Orlando Mercado, President, Township Council	856-261-9513
Haddonfield Borough	Sharon McCullough, Administrator	856-429-4700
	Frank Troy, Commissioner	
Haddonfield Planning/Zoning Board	Tavis Karrow, Community Development Director	856-429-4222
Hainesport Township	Paula Kosko, Administrator	609-267-2730
Hamilton Township	Brett Noll, Township Administrator	609-625-1511
Hamilton Township Zoning Board	Deb Ohnemuller, Board Secretary	609-625-1511
Harrison Township Joint Land Use Board	Donna Schwager Board Secretary	856-312-3739
	Walter Bright, Chair	856-223-1134
Harrison Township Wastewater Treatment Facilities	Mike Gonserkervis, Water Superintendent	856-478-4333
Lawnside Borough	Mary Ann Wardlow, Mayor	856-573-6200
	Angie Rankins, Administrator	
Lawrence Township	James Parvesse, PE, Municipal Engineer	609-844-7087
Lindenwold Borough	Richard E. Roach Jr., Mayor	856-783-2121
Lindenwold Borough Utilities	Craig Wells, Director of Public Works	856-783-5708
Logan Township	Frank Minor, Mayor	856-467-3424
Logan Township Planning Board	Terri Lemesevski, Board Secretary	856-467-3424 ext. 3050
Logan Township Zoning Board	Terri Lemesevski, Board Secretary	856-467-3626

Municipal Client Reference List

New Jersey

Mansfield Township	Marcial Mojena, Mayor	609-298-0542
Monroe Township	Gregory Wolfe, Mayor	856-728-9800
Moorestown Township	Lisa Petriello, Mayor	856-235-0912
Mount Laurel Township	Meredith Tomczyk, Township Manager	856-234-0001
Pemberton Township	Christopher Vaz, Administrator	609-893-8785
Pemberton Township Zoning Board	Rosemary Flaherty, Community Development Director	609-894-3306
Penns Grove Borough	Sharon Williams, Clerk	856-299-0098
Pennsauken Township	Tim Killion, Township Administrator	856-665-1000 x152
Pine Hill Borough	Christopher Green, Mayor John Greer, Administrator	856-783-7400
Municipality of Princeton	Deanna Stockton, Municipal Engineer	609-921-7077
Robbinsville Township	John Nunziato, Engineer	609-259-7082
Robbinsville Township Planning/Zoning Board	Danielle Sims, Secretary	609-259-7082 x1120
Salem City	Ben Angeli, Clerk/Administrator	856-935-0372
Salem City Planning Board	Carol Wright, Board Secretary	856-935-5510
Washington Township	Joann Gattinelli, Mayor	856-589-0520
Washington Township MUA	Matt Mallon, Superintendent	856-227-0880
West Deptford Township	James Mehaffey, Mayor	856-845-4004
Willingboro Township	Dwayne Harris, Township Manager	609-877-2200
Winslow Township	Joseph Gallagher, Township Administrator	609-567-0700
Woolwich Township	Craig Frederick, Mayor	856-467-2666
Cape Atlantic		
Absecon City	Kimberly Horton, Mayor	609-641-0663
Absecon Zoning Board	Tina Lawler, Board Secretary	609-641-0663
Atlantic City	Uzoma Ahiarakwe, City Engineer	609-347-5404
Atlantic City MUA	Cliff Keen, Deputy Executive Director	609-345-3315
Commercial Township	Ronald L. Sutton Sr., Mayor	856-785-3100
Egg Harbor City	Lisa Jiampetti, Mayor	609-965-0081
Egg Harbor City Land Use Board	Donna Heffley, Secretary	609-965-1616
Egg Harbor Township	Paul Hodson, Committeeman	609-926-4088
Egg Harbor Township Planning/Zoning Board	Danielle Kelly, Board Secretary	609-926-4093
Hamilton Township	Brett Noll, Township Administrator	609-625-1511
Hamilton Township Zoning Board	Deb Ohnemuller, Board Secretary	609-625-1511
Longport Borough	Nick Russo, Mayor	609-823-2731
Lower Township MUA	Steve Blankinship, Executive Director	609-886-7146
Margate City	Michael Collins, Mayor	609-822-0424
Middle Township	Kimberly Osmundsen, Business Administrator/Township Clerk	609-465-8732
Ocean City	Anthony Savastano, City Engineer	609-399-6111
Pleasantville City	Judy M. Ward, Mayor	609-484-3600
Stone Harbor Borough	Manny Parada, Borough Administrator	609-368-6800
Ventnor City	Ed Stinson, PE, City Engineer	609-823-7935
Vineland City	David Maillet, PE, City Engineer	856-794-4000
Vineland Water & Sewer	John Lillie, Superintendent	856-794-4000 x4164
West Cape May Borough	Carol E. Sabo, Mayor Tricia Oliver, Secretary	609-884-1005
West Wildwood Borough	Matthew J. Ksiazek, Mayor	609-522-4845
Weymouth Township Land Use Board	Annmarie Reilly, Chair	609-625-2831
Wildwood City	Steve Mikulski, Commissioner	609-522-2444
Wildwood City Planning/Zoning Board	Kate Dunn, Secretary	609-522-2444

Municipal Client Reference List

New Jersey

Wildwood Water Utility	John Malinowski, PE, CME, Acting Executive Director/Utility Director	609-846-0600
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Hourly Rate Schedule

Section 5

2025 SCHEDULE OF BILLABLE HOURLY RATES

It has always been the firm's policy to encourage clients to contact our staff with questions or problems that need to be discussed. No fees are incurred each time the telephone is answered or a meeting is held on-site. Clients are free to discuss various projects without fear of incurring a consulting expense. Fees are all project-related, established at the initiation of the project or as the scope of the project can be defined. Prior to client authorization, a detailed proposal, including a scope of services, will be prepared for all Capital Projects. All proposals are subject to negotiation and approval. RVE is amenable to negotiating specific rates if desired by Watchung Borough.

ENGINEERING

Certified Floodplain Manager	\$200
Project Manager, LSRP	\$215
Project Manager/Engineer	\$215
Project Engineer	\$205
Engineer	\$180
Senior Engineering Technician	\$170
Engineering Technician	\$135
Technical Aide	\$90

PLANNING

Planning Manager	\$215
Project Planner	\$205
Senior Landscape Architect/Planner	\$200
Landscape Architect/Planner	\$165

Principal	\$230
Regional Engineer/Manager	\$225
Engineering Department Head	\$220
Administrative Manager	\$140

CONSTRUCTION MANAGEMENT & OBSERVATION

CM & Observation Department Head	\$195
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Construction Management Personnel

Project Manager	\$185
Senior Construction Manager	\$170
Construction Manager	\$160
Asst Construction Manager	\$130

Observer Personnel

Observer Supervisor	\$180
Resident Observer NICET IV	\$180
Observer NICET II/III	\$170
Observer	\$160
Contract Administrator	\$155
NACE Certified Coating Inspector	\$185

SURVEY, CAD & GIS

Field Personnel

Surveyor	\$145
Party Chief	\$140
Transit/Rod Person	\$135
Robotic Crew	\$180

Office Personnel

Survey/CAD Department Head	\$205
Survey Manager	\$200

CAD/GIS Manager	\$195
Senior CAD/GIS Technician	\$165
CAD/GIS Technician	\$145

Engineer of Record Meeting Attendance - \$250 each

(This excludes land use board or commission meeting attendance and project specific meetings which fall under standard hourly rates)

Mileage Commensurate in accordance with IRS Regulations

Required Documentation

Section 6

Proposal Checklist

The following checklist is provided as assistance to the development of the RFP Response.

It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Administrative Conditions and Requirements	<u>RVE</u>
Scope of Work	<u>RVE</u>
Qualification Statement	<u>RVE</u>
Proof of Licensure	<u>RVE</u>
References	<u>RVE</u>
Evaluation Criteria	<u>RVE</u>
Acknowledgement of Receipt of Addenda	<u>RVE</u>
Non-Collusion Affidavit	<u>RVE</u>
Stockholder Disclosure	<u>RVE</u>
Affirmative Action Mandatory Language	<u>RVE</u>
Submission of NJ Form AA302	<u>RVE</u>
Americans with Disabilities Act Mandatory Language	<u>RVE</u>
Business Registration Certificate to be supplied with RFP	<u>RVE</u>
Disclosure of Investment Activities in Iran	<u>RVE</u>

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
<u>NONE</u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Signed:



Title:

President & CEO

Printed Name:

Leonard A. Faiola, PE, PP, CME

Date:

12/03/2024

Company:

Remington & Vernick Engineers

Posting Will Be On Internet

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital

status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Remington & Vernick Engineers

SIGNATURE: 

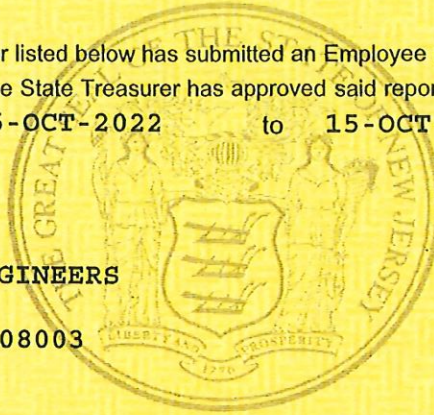
PRINT NAME: Leonard A. Faiola, PE, PP, CME TITLE: President & CEO

DATE: 12/03/2024

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-OCT-2022** to **15-OCT-2025**

REMINGTON & VERNICK ENGINEERS
2029 SPRINGDALE RD
CHERRY HILL NJ 08003



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Watchung, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. *§121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF Camden

ss:

I, Leonard A. Faiola, PE, PP, CME of the City of Cherry Hill
in the County of Camden and the State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:

I am President & CEO
of the firm of Remington & Vernick Engineers
the bidder making the Proposal for the above named project, and that I executed the said
proposal with full authority so to do; that said bidder has not, directly or indirectly entered
into any agreement, participated in any collusion, or otherwise taken any action in restraint of
free, competitive bidding in connection with the above named project; and that all statements
contained in said proposal and in this affidavit are true and correct, and made with full
knowledge that the Borough of Watchung relies upon the truth of the statements contained in
said Proposal and in the statements contained in this affidavit in awarding the contract for the
said project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by

Remington & Vernick Engineers

(name of contractor)

Subscribed and sworn to

before me this 5 day
of December, 2024.

(Also type or print name of affiant under signature)

Leonard A. Faiola, PE, PP, CME, President & CEO

Notary public of New Jersey

My Commission expires 7/23/2025



STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:



I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.



I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: Remington & Vernick Engineers

Check which business entity applies:



Limited Partnership



Subchapter S Corporation



Limited Liability Corporation



Partnership



Corporation



Sole Proprietorship



Limited Liability Partnership



Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: April 23, 1951

Where Incorporated: State of New Jersey

BUSINESS ADDRESS:

429 Route 79, Suite 21	/	Morganville	NJ	07751
Street Address		City	State	Zip
732-955-8000	/	732-591-2815		
Telephone #		Fax#		

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

Edward Vernick, PE, CME	2059 Springdale Road, Cherry Hill, NJ 08003
Name	Address
Craig F. Remington, PLS, PP	2059 Springdale Road, Cherry Hill, NJ 08003
Name	Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES ☐ NO ☒

Signature *Leonard A. Faiola* Date 12/03/2024
Printed Name & Title Leonard A. Faiola, PE, PP, CME, President & CEO

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

** Construction Contracts (including public works related purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

ALERT
FAILURE TO INCLUDE A COPY OF YOUR
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
IS CAUSE FOR MANDATORY REJECTION OF YOUR PROPOSAL



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: REMINGTON & VERNICK ENGINEERS II, INC.

Trade Name:

Address: 2059 SPRINGDALE ROAD
CHERRY HILL, NJ 08003

Certificate Number: 2076851

Effective Date: September 30, 2016

Date of Issuance: October 18, 2023

For Office Use Only:

20231018111224438



NEW JERSEY DIVISION OF CONSUMER AFFAIRS



Cari Fa
Acting Direct
Read E

License Information

Accurate as of September 26, 2024 8:47 AM

[Return to Search Results](#)

Name: REMINGTON & VERNICK ENGINEERS

Address: Haddonfield,NJ

Profession/License Type: Engineers & Land Surveyors,Certificate of Authorization

License No: 24GA28003300

License Status: Active

Status Change Reason: License Issuance

Issue Date: 7/26/2002

Expiration Date: 8/31/2026

SPL:

NO Board Actions. For more information contact the New Jersey State Board of Professional Engineers and Land Surveyors (973)504-6

Documents

No Public Documents

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RSS

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and any time the website is updated you will receive a notifica
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DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: 2025 Professional Services

Proposer: Remington & Vernick Engineers

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. Failure to complete the certification will rendered a respondent's proposal as non-responsive.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

☒ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

☒ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Watchung Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer: _____

Description of Activities:

Duration of Engagement: _____

Anticipated Cessation Date: _____

Proposer Contact Name: _____

Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Watchung Borough is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Watchung Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Leonard A. Faiola, PE, PP, CME

Signature: 

Title: President & CEO

Date: 12/03/2024

PROPOSAL

To Borough of Watchung:

The undersigned declares that he/she has read the Request For Proposal attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following

Position:

Company Name	Remington & Vernick Engineers
Federal I.D. or Social Security #	81-3351834
Address	429 Route 79, Suite 21 Morganville, NJ 07751
Signature of Authorized Agent	
Type or Print Name	Leonard A. Faiola, PE, PP, CME
Title:	President & CEO
Date	12/03/2024
Telephone Number	732-955-8000
Fax Number	732-591-2815
E-mail address	Leonard.Faiola@rve.com
Rate / Fees:	Please see Section 5.

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Conner Strong & Buckelew PO Box 99106 Camden, NJ 08101 877 861-3220		CONTACT NAME: Bradley Crowe PHONE (A/C, No, Ext): 856-552-4764 E-MAIL ADDRESS: bcrowe@connerstrong.com FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: National Fire Insurance Co. of Hartford	
		INSURER B: Valley Forge Insurance Company	
		INSURER C: The Continental Insurance Company	
		INSURER D: Transportation Insurance Company	
		INSURER E: Aspen American Insurance Company	
		INSURER F: ACE American Insurance Company	
INSURED Remington & Vernick Engineers II, Inc. 2059 Springdale Road Cherry Hill, NJ 08003		NAIC # 20478C 20508 35289 20494 43460 22667	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GENTL AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☒ LOC OTHER:	X	X	7018226700	03/01/2024	03/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	X	X	7018226714	03/01/2024	03/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10,000	X	X	7018226731	03/01/2024	03/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	WC 7018502051	03/01/2024	03/01/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E	Architects & Engineers Prof Liability			LRAGN5A24	07/01/2024	07/01/2025	\$7,500,000 EACH CLAIM \$7,500,000 AGGREGATE \$350,000 RETENTION

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

D. Transportation Insurance Company

Policy Period: 3/1/2024 - 3/1/2025

NAIC #20494

Policy # 7018499569

Stop GAP Liability Coverage: ND, OH, WA, WY on if any basis

(See Attached Descriptions)

CERTIFICATE HOLDER Evidence of Insurance		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>W. Michael Tappan</i>	
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DESCRIPTIONS (Continued from Page 1)

A. Property Coverage

National Fire Insurance of Hartford

Policy #: 7018226700

Effective 3/1/2024 - 3/1/2025

Limits:

Real Property: \$10,689,407

Business Personal Property: \$1,709,343

Business Income: \$1,000,000

Valuable Papers: \$1,000,000

Deductible: \$5,000

A. Contractor's Equipment Coverage

National Fire Insurance Of Hartford

Policy Period: 3/1/2024 - 3/1/2025

Policy # 7018226700

Contractors Equipment Coverage:

1. Scheduled Values: \$253,139

2. Equipment Leased, Borrowed Or Rented From Others-Limit: \$50,000 / \$25,000 Maximum Limit Per Item

3. Deductible: \$1,000

F. Contractors' Pollution Liability Insurance

Policy Number: G27417206 010

Policy Period: 7/1/2024 - 7/1/2025

Limits: \$5,000,000 Per Pollution Condition Limit of Liability / \$5,000,000 Aggregate Limit of Liability for all Pollution Conditions

1. The Captioned Commercial General Liability Policy includes the following coverage:

a. XCU

b. Contractual Liability

c. Contractual Liability - Railroads is included by amending the definition of an "Insured Contract" when working within 50ft of a Railroad

2. The Captioned Workers Compensation & Employers Liability coverage includes the following coverage on an if any basis:

a. USL&H

4. A Waiver of Subrogation is provided in favor of the Additional Insureds under the captioned Commercial General Liability, Business Automobile Liability, Commercial Umbrella Liability, Workers Compensation & Employers Liability, and Contractors Pollution Liability Coverages if required by written contract & permitted by state law.

5. The captioned Commercial Umbrella Liability policy is following form of the Commercial General Liability, Automobile Liability, and Employers Liability Policies.

6. 30 Days Notice of Cancellation and Non-Renewal, 10 Days Notice in the event of Non-Payment of Premium, will be provided subject to the terms and conditions of the policy.

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Remington & Vernick Engineers II, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. 2059 Springdale Road	Requester's name and address (optional)
	6 City, state, and ZIP code Cherry Hill, NJ 08003	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

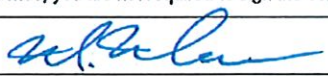
Social security number									
				-					
or									
Employer identification number									
8	1	-	3	3	5	1	8	3	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 10/18/2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.

BOROUGH OF WATCHUNG
RESOLUTION: R14

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 et seq. provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Mayor has recommended Marmic Associates as the Borough's IT Consultant for the year 2025; and

WHEREAS, the Chief Finance Officer has determined that the value of the contracts may exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute a contract for the services of the following Professionals in their area(s) of expertise, in accordance with the proposals submitted:

Award to: Marmic Associates, 13 Sneider Road, Warren, NJ 07059

Amount: \$11,880.00 maintenance contract
\$125.00/hr. for additional services at a rate not to exceed \$40,000.00

BE IT FURTHER RESOLVED that these contracts have been awarded upon recommendation by the Administration, after review and based on the merits and abilities of these professionals to provide the goods or services as described herein. These contracts are being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise the award of these contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: AWARDS,
C: W. HANCE



Your Technology Partner

855 - 4 - MARMIC

13 Sneider Road
Warren, NJ 07059

COPY

IT Support Proposal – Watchung Borough

November 6, 2024 - Proposal is valid for 90 days

On-going Maintenance Options:

Option 1 - Standard Proactive Maintenance Service:

64 workstations, 4 servers, and 97 network devices

\$990 per month

Standard Proactive Maintenance Service for 64 workstations, 4 servers and 97 network devices. This includes 24 x 7 monitoring and automated discovery of network and performance issues on the local workstations and servers and automated remediation of many basic maintenance items. For all larger issues requiring dedicated time to resolve, we will present the findings on an on-going basis (based on severity) so we can decide as a group when they should be addressed and mitigated. Included in the standard maintenance is a monthly performance report for your environment. Any additional technical support, including telephone, on-site and remote session support will be billed at the rate of \$125 per hour.

Option 2 – Premium Managed Service Plan:

64 workstations, 4 servers, and 97 network devices

\$2530 per month

Premium Managed Service Plan for 64 workstations, 4 servers and 97 network devices. This option includes all the standard proactive maintenance service items above plus unlimited telephone, on-site and remote support, network troubleshooting, vendor management, changes to domain, advanced automated maintenance and remediation, anti-virus subscription renewals and virus outbreak resolution. This does not include any project work outside the scope of normal technical support and troubleshooting which will be billed at the discounted rate of \$95 per hour.

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

Please initial below, indicating that your proposal includes the itemized document.

A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL

BELOW

INITIAL

- A. An original complete proposal and an electronic copy (USB or CD)
- B. Non-Collusion Affidavit properly notarized
- C. Public Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity.
- D. Authorized signatures on all forms.
- E. Business Registration Certificate(s) **Must be submitted prior to award**
- F. Americans with Disabilities Form
- G. Disclosure of Investment Activities in Iran Form
- H. Pay-to-Play Certification

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Note: N.J.S.A 52:32-44 provides that the borough shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

Marmic ASSOCIATES, INC.

Person Firm or Corporation

BY:

Michael Butrico
(NAME)

President
(TITLE)

REQUEST FOR PROPOSAL
FOR
COMPUTER CONSULTANT
WATCHUNG BOROUGH

SUBMISSION DEADLINE
AT WHICH TIME PROPOSALS WILL BE OPENED IS

December 5, 2024
10:00 am

ADDRESS ALL PROPOSALS TO:

William Hance, QPA
Watchung Borough
15 Mountain Boulevard
Watchung, New Jersey 07069

Attn: 2025 Computer
Services RFP

NOTICE OF REQUEST FOR PROPOSALS

The Borough of Watchung is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Sealed Request For Proposal (RFP) responses will be received by the Borough Clerk on December 5, 2024 at 10:00 am in the Office of the Borough Clerk, Watchung Municipal Building, 15 Mountain Boulevard, Watchung, New Jersey, at which time and place responses will be opened for:

IT Services

Each sealed envelope containing a proposal shall be plainly marked on the outside to clearly show the specific service for which an individual or firm is submitting a proposal. The proposals will be evaluated by the Mayor and Council of the Borough of Watchung and contracts will be awarded based on (1) individual or firm experience and reputation in the field (a copy of the resume of each individual performing the work is to be included); (2) knowledge of the Borough of Watchung and subject matters to be addressed under the contract; (3) availability to accommodate any required meetings; (4) compensation proposal; (5) at least 2 references with address and phone number; (6) a certification that no immediate relatives of any principal of the firm is employed by, or serve as elected officials of the Borough of Watchung; (7) an explanation as to when each individual performing work received his or her license to practice in this State; (8) a copy of the firm's Certificate of Liability Insurance; (9) a copy of the firm's Business Registration Certificate, and (10) Submission of all the information requested in the RFP. All contracts pursuant to the fair and open process will be awarded by resolution and require a majority vote of the Borough Council at a public meeting. These contracts shall be awarded in compliance with N.J.S.A. 19:44A-20.4 et. seq., N.J.S.A. 10:5-31 and N.J.A.C. 17:27 42 U.S.C. Section 12101 et. seq. (Americans with Disabilities Act of 1990), N.J.S.A. 40A:11-23.2 (as authorized by N.J.S.A. 52:25-24.2) -Disclosure of Ownership and N.J.S.A. 52:32-44 (Business Registration). Any questions regarding this notice should be directed to the Borough of Watchung, Office of the Chief Financial Officer, 15 Mountain Blvd., Watchung, New Jersey

Specifications and instructions may be obtained at the Office of the Borough Clerk, Municipal Building, 15 Mountain Blvd., Watchung, New Jersey or at the Borough website, www.watchungnj.gov.

Edith G. Gil
Borough Clerk

Posted: October 31, 2024

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

Watchung Borough
15 Mountain Boulevard
Watchung, New Jersey 07069

CONTACT PERSON

Please direct all questions in writing to:

Watchung Borough
15 Mountain Boulevard
Watchung, New Jersey 07069
Attention: Professional Services RFP for 2025

William Hance, QPA Phone: (908) 756-0080 X216
Fax: (908) 757-7027
Email: bhance@watchungnj.gov

PURPOSE OF REQUEST

Watchung Borough desires to hire a computer consultant who will facilitate the Borough's need to maintain and protect data and records via computer network systems. Applicants should demonstrate experience and knowledge in the field of computers, operating systems and networking especially with existing systems operating within Watchung Borough.

PERIOD OF CONTRACT

One (1) year from date of award.

CONTRACT FORM

The successful proposer shall be required to execute the Borough's form contract, which includes the indemnification, insurance, termination and licensing provisions set forth in this RFP.

LOCATIONS TO BE SERVICED

Borough Hall- 15 Mountain Boulevard
Fire Department- 57 Mountain Boulevard
DPW - 880 Somerset Street
Texier House- 10 Mountain Boulevard
There are 61 Desktop and laptop computers and 2 Windows 2016 servers.

**DETAILED REQUIREMENTS OF THE
REQUEST FOR PROPOSAL FOR COMPUTER CONSULTANT SERVICES**

SCOPE OF SERVICES:

Any persons or firms interested in providing professional services to Watchung Borough (“Watchung”) as defined in the New Jersey Statutes, N.J.S.A. 40A:11-2(6).

A. Computer Consultant Contract. A computer consultant shall be hired for a term of 1 year following the Borough Council approval. Compensation will be agreed upon and determined by the Council.

B. Standard Requirements of Technical Proposal.

The Proposer should submit a technical proposal which contains the following:

1. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
2. The age of the proposer’s firm and average number of employees over the past three years;
3. The education, ***certifications**, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;

***Certification:**

- All consultants **must** be fully vetted by the Police Department and records **must** be provided.
4. A listing of all other municipalities where services of the types being proposed were provided. Contact information for the recipients of the similar services must be provided.
 5. A description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a municipal government client;
 6. A detailed plan for providing the proposed services;
 7. Proof of professional liability insurance with coverage of \$1,000,000.;
 8. Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement;
 9. Statement that the firm has Workers’ Compensation and Employer’s Liability Insurance in accordance with New Jersey law;
 10. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by Any federal, state, or local agency;

11. A description of the proposer's office location and an explanation of the proposer's availability for meetings, conferences, training and emergency response at Watchung Borough's facilities.
12. An Affirmative Action Statement;
13. A completed Non-Collusion Affidavit;
14. A completed Owner Disclosure Statement;
15. A statement that the proposer will comply with the General Terms and Conditions required by Watchung and enter into the Watchung Borough standard Professional Services Contract;
16. A copy of the Proposer's Business Registration Certificate.
17. A statement that the respondent has read the Americans with Disabilities language that is part of the documents attached hereto and agrees that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold Watchung harmless.

Specialized Requirements of Technical Proposal:

- A. The proposer shall perform management, maintenance, and security of Watchung's network infrastructure.
- B. The proposer shall identify and recommend hardware, software and firewall operating systems and upgrades for network and office technology. Consideration for future growth should also be considered such as additional sites or bandwidth upgrades.
- C. The proposer shall provide remote monitoring services 24/7 on all key network devices, monitoring key services such as but not limited to virus scanning, data backup, and security intrusions.
- D. The proposer shall provide call center support with access to real time phone support to handle all desktop issues.
- E. The proposer shall provide onsite service to Watchung Borough between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, excluding public holidays.
- F. The proposer shall provide emergency repair service and maintenance outside the normal working hours of Watchung Borough, defined as 8:00 a.m. and 4:00 p.m. Monday through Friday, excluding public holidays, which shall include Saturdays and Sundays.
- G. The proposer shall troubleshoot problems with appropriate vendors and maintenance of software from the application software providers.

APPLICANT'S/PROPOSER'S RESPONSIBILITY IN RESPONDING TO THE BOROUGH'S REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

COST PROPOSAL- Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, and hourly billing rates.

PROPOSAL EVALUATION- Watchung will select the most advantageous proposal based on all of the evaluation factors set forth at the end of this RFP. Watchung will make the award that is in the best interest of the Borough based on cost and other considerations. Each proposal must satisfy the objectives and requirements detailed in this RFP. The features of the proposal, considered together with its economic and other benefits, will form the basis for the evaluation process. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Borough reserves the right to:

- a) Not select any of the proposals;
- b) Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal should be valid through this time period.

PROPOSAL LIMITATIONS- This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on Watchung by issuances of this RFP. Watchung reserves the right to refuse any proposal submitted.

USE OF INFORMATION- Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnishes or disclosed by Watchung to the proposer in connection with this RFP shall remain the property of the Watchung. When in tangible form, all copies of such information shall be returned to Watchung upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Watchung or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposed except upon such terms and conditions as may be mutually agreed upon in writing.

GENERAL TERMS AND CONDITIONS –

- A. Watchung reserves the right to reject any or all proposals, if necessary, or to waive any informality in the proposals, and unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Borough.
- B. In case of failure by the successful proposal, Watchung may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract, and hold the proposer responsible for any excess cost occasioned thereby.
- C. The proposer shall be responsible for, shall keep, save and hold Watchung harmless from, shall indemnify and shall defend Watchung against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the proposer's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent

contractors, or from the proposer's failure to provide for the safety and protection of its employees, or from proposer's performance or failure to perform pursuant to the terms and provisions of this contract. The proposer's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

- D. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General Automobile Liability and shall be subject to approval for adequacy of protection.
- E. Each proposal must be signed by the person authorized to do so.
- F. Where applicable, payments will be made upon approval of vouchers submitted by the successful proposer in accordance with the requirements of Watchung and subject to the standard procedures of Watchung.
- G. Watchung is exempt from any State sales tax or Federal Excise Tax. In submitting its proposal, the proposer certifies that its total base proposal does not include any NJ State Sales Tax.
- H. The contract shall be in effect for one (1) year from date of award unless otherwise stated.
- I. Proposals may be delivered to the Purchasing Agent per the instructions. One original and one digital copy of the submission.
- J. If awarded a contract, the successful bidder shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. And N.J.A.C. 17:27, and shall submit evidence of appropriate affirmative action compliance prior to the execution of a contract.
- K. All services shall be performed within the United States of America.
- L. All proposals submitted shall include in the price any applicable permits or fees required by any other government entity that has jurisdiction to require the same.
- M. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save Watchung harmless in any case of any such infringement.
- N. No proposer shall influence or attempt to influence or cause to be influenced any Watchung officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment or said officer or employee.
- O. No proposer shall cause or influence or attempt to cause or influence any Watchung officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

BASIS for AWARD CONTRACT/AGREEMENT for PROFESSIONAL SERVICES

The Borough shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity. 10 %
2. Experience and references. 10 %
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity. 15 %
4. Cost Competitiveness. 20 %
5. Knowledge of the Borough Computer Systems. 25 %
6. Required forms submitted with proposal. 10 %
7. Women / minority owned business. 10%

The Borough reserves the right to conduct an interview or interviews with the prospective Professional to discuss the scope of the professional services as outlined in the applicant's/proposer's proposal.

All awards will be by resolution acted on by the Watchung Borough Council.

All awards are subject to availability of funds.

This policy will include, but not be limited to, all of the above listed requirements.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

Watchung Borough

ss:

I am Michael Butrico

Of the Firm of

Marmic Associates Inc.

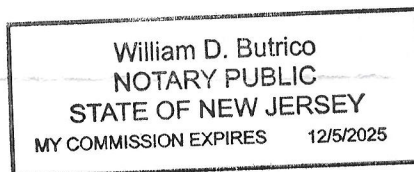
UPON MY OATH, I DEPOSE AND SAY:

1. That I executed the said proposal with full authority so to do;
2. That this proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with this engagement;
3. That all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that Watchung Borough relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said engagement; and
4. That no person or selling agency has been employed to solicit or secure this engagement agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial of selling agencies of the proposer. (n.j.s.a.52: 34-25)

Michael Butrico
(Type or print name of Affiant under signature)

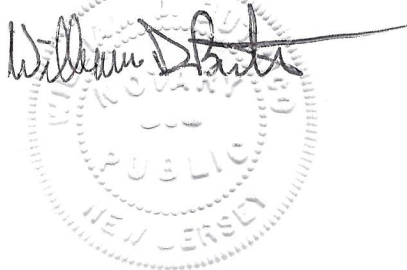
Subscribed and sworn to before me this 6 day of NOVEMBER, 2024

Notary public of



My Commission expires:

20



STOCKHOLDER DISCLOSURE CERTIFICATION
N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)
FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED
INFORMATION IS CAUSE FOR AUTOMATIC REJECTION

CHECK ONE:

- ☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- ☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check which business entity applies:

- | | | |
|--|--|--|
| ☐ Partnership | ☐ Corporation | ☐ Sole Proprietorship |
| ☐ Limited Partnership
Corporation | ☐ Limited Liability Partnership | ☐ Limited Liability |
| ☒ Subchapter S Corporation | ☐ Other _____ | |

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: August 1997 Where incorporated: New Jersey

Business Address:

13 Snelder Road - Warren NJ 07059

Street Address	City	State	Zip
<u>855-4-MARMIC</u>			
Telephone #	Fax#	Email <u>Support@marmic.com</u>	

Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

<u>Michael Butrico</u>	<u>13 Snelder Road - Warren, NJ 07059</u>
Name	Home Address

Name	Home Address
------	--------------

Name	Home Address
------	--------------

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes ☐ No ☒

Signature: [Signature] Date: 11-6-24

Printed Name and Title: Michael Butrico President

Sworn and subscribed
before me this 6
day of NOV 2024



Mike Butrico

Subject:

Sent from Snipping Tool



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: MARMIC ASSOCIATES, INC.

Trade Name:

Address: 13 SNEIDER ROAD
WARREN, NJ 07059-7021

Certificate Number: 0697725

Effective Date: September 03, 1997

Date of Issuance: May 14, 2013

For Office Use Only:

20130514165130051

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted Borough employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted borough employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AMERICANS WITH DISABILITIES ACT
Equal Opportunities for Individuals with Disabilities

The Contractor and Watchung Borough do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "ADA") (42 U.S.C. Section 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Borough pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the ADA. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the Contractor shall defend the Borough in any action or administrative proceeding commenced pursuant to this ADA. The Contractor shall indemnify, protect and save harmless the Borough, its agents, servants and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Borough grievance procedure, the Contractor agrees to abide by any decision of the Borough which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Borough or if the Borough incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Borough shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Borough or any of its agents, servants, and employees, the Borough shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Borough or its representatives.

It is expressly agreed and understood that any approval by the Borough of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the ADA and to defend, indemnify, protect, and save harmless the Borough pursuant to this paragraph.

It is further agreed and understood that the Borough assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Borough from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

Name of Proposer: Marmic Associates, INC. Date: 11-06-24
(Person, Firm or Corporation)

By:  Michael Butrico President
(NAME) (Title)

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: IT CONSULTANT Proposer: MARKWICK ASSOCIATES, INC.

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

☒ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

☒ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Watchung Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer: _____

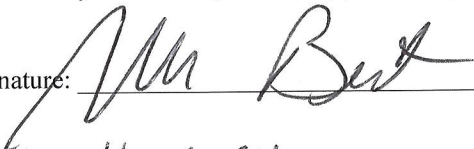
Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Watchung Borough is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Watchung Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Michael Butrico Signature: 
Title: President Date: 11-06-24

PAY-TO-PLAY" LAW

**CERTIFICATION BY A BUSINESS ENTITY OR INDIVIDUAL
THAT HAS NOT MADE A CONTRIBUTION
THAT WOULD BAR AWARD OF A CONTRACT FOR OVER \$17,500
UNLESS AWARDED PURSUANT TO A "FAIR AND OPEN" PROCESS**

**(TO BE ATTACHED TO BID SPECIFICATIONS AND PROPOSALS FOR
CONTRACTS HAVING ESTIMATED VALUE IN EXCESS OF \$17,500 UNLESS
"FAIR AND OPEN" PROCESS IS FOLLOWED)**

(Name of Business Entity or Individual)

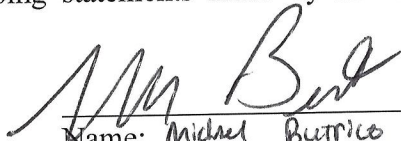
seeks to be awarded a contract by Watchung Borough and hereby certifies under penalty of perjury that such entity or individual has not made and will not make any contribution(s) that would bar the award of a contract pursuant to an act concerning campaign contributions by certain business entities seeking or holding a municipal contract (the New Jersey "Pay-to-Play Law"). This certification is made and submitted in fulfillment of the requirement of *N.J.S.A. 19:44A-20.8* of the Pay-to-Play Law which reads as follows:

Prior to awarding any contract, except a contract that is awarded pursuant to a fair and open process, a State agency in the Legislative Branch, a county or a municipality shall require the business entity to which the contract is to be awarded to provide a written certification that it has not made a contribution that would bar the award of a contract pursuant to this act.

Said business entity or individual has not made (and will not make) prior to January 1, 2013, and will not make during the term of the contract, reportable contributions (currently those in excess of \$300 per *N.J.S.A. 19:44A-8.d.* and *N.J.A.C. 19:25-10.2, et seq.*) to any municipal committee of a political party in Watchung if a member of that political party is serving in an elective public office in Watchung when the contract is awarded, or to any candidate committee of any person serving in an elective public office of Watchung when the contract is awarded.

I hereby certify that all of 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.

Dated: 11-06-24


Name: Michael Buttrick
Title: President
Company: MARMAC ASSOCIATES, INC.

BOROUGH OF WATCHUNG
RESOLUTION: R15

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 et seq. provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Council wishes to award a contract to Meeker Sharkey & Hurley as the Borough's Risk Manager for the year 2025; and

WHEREAS, the Chief Finance Officer has determined that the value of the contracts may exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute individual contracts for the services of the following Professionals in their area(s) of expertise, in accordance with the proposals submitted:

Award to: Risk Strategies Company Insurance Brokerage, Inc., 871 Mountain Avenue,
Springfield, NJ 07081

Amount: 6% of Annual JIF Assessment

BE IT FURTHER RESOLVED that these contracts have been awarded after review and based on the merits and abilities of these professionals to provide the goods or services as described herein. These contracts are being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise the award of these contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: AWARDS,
C: W. HANCE

* original *



November 12, 2024

Attn: William J. Hance – CFO/QPA
Borough of Watchung
15 Mountain Blvd
Watchung, NJ 07069

RE: 2025 Request for Proposals (RFP): Professional Services- Risk Manager/Insurance Broker

To Whom it May Concern at the Borough of Watchung:

We are pleased to respond to the Borough's RFP for Risk Manager/Insurance Broker services.

Enclosed, please find our complete response to the RFP, the Check List of Required Documents, as well as its accompanying attachments. We are also supplying our resumes for those professionals in our Agency that will be responsible for the Borough's insurance program.

If the Mayor and Council would like to meet with us to discuss the Borough's insurance program or our services, we are always more than happy to do so.

In terms of some history, our Agency has historically partnered with the Borough on its insurance program for more than 20 years. The level of institutional knowledge that we bring to bear on the Borough's program is unrivaled, and we take great pride in the level of service that we provide.

In addition, we highlight that our Agency has been appointed by several municipalities in the state to help manage their insurance and risk management programs, for more than 30 years. We are active participants in various Municipal Excess Liability JIF



Committees, and attend the monthly Suburban Municipal JIF Meetings, where we proudly serve as the Risk Management Consultant for four (4) of its other member towns. We understand the unique challenges posed for Public Entities in the state of New Jersey and have the tools and resources to help you best address them.

For Watchung, specifically, we have worked with the JIF to assist the Borough through several unique coverage challenges over the years, from the Borough's work with Weldon Construction, to the Shared Court & Violations Bureau with North Plainfield, to the incorporation of Middle-Brook Regional Health under the Program in 2019. More recently, we have worked with the Borough on a number of its projects, including the \$6M renovation at the Watchung Public Library & future plans for renovation of the Fire House, as well as the potential addition of a Youth Basketball Program in the Recreation Department.

We appreciate the opportunity to be considered for those services we can offer to you and the Borough, and as always, welcome any questions that may arise.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "TJS", is written over a horizontal line.

Thomas J. Sharkey, Jr.
Managing Director



**RSC INSURANCE BROKERAGE, INC.
RISK MANAGEMENT CONSULTANT & INSURANCE BROKER
THE BOROUGH OF WATCHUNG
2025 RFP FOR PROFESSIONAL SERVICES**

Agency Contact Information

Mailing Addresses: 871 Mountain Avenue; Springfield, NJ 07081

Physical Address: Same as above

Phone #: (908) 741-4864

Fax #: (908) 234-9464

WEBSITE: www.risk-strategies.com

Key Personnel Information

Thomas J. Sharkey, Jr. - Managing Director: tsharkey@risk-strategies.com

Tom Sharkey, Jr. is Managing Director of Risk Strategies Company, a leading specialty insurance brokerage with over 5,000 employees and \$1.5 billion of revenue. Tom joined Risk Strategies when he merged Meeker Sharkey & Hurley into the Risk Strategies Company in 2021. Tom specializes in insurance solutions for public entities, financial institutions and religious organizations with a particular focus on risk management and risk mitigation strategies.

R. Craig Sutherland, Jr. - Senior Vice President: csutherland@risk-strategies.com

Licensed since 1979; Mr. Sutherland began his insurance career with Liberty Mutual Insurance Company as a claims adjuster. He subsequently spent 26 years with Willis Towers Watson, the world's third largest insurance brokerage firm. Most recently as Executive Vice President and Sr. Client Advocate and a member of the Executive Management, Mr. Sutherland focused on Risk Management program design and implementation, insurance placement and coordinating services for global firms.



Hallee A. Cramer, CIC, MLIS, AINS, Vice President - Commercial Lines Team Leader:

hallee.cramer@risk-strategies.com

Hallee joined the Agency and was licensed in 2010. In her experience here, she worked closely with her mentor, Candyce Forster, to support the day-to-day needs of the municipalities for whom we are risk manager. Hallee now leads the Agency's Municipal Risk Management Consultant team and proudly serves on the MEL's Coverage Committee by invitation of the MEL. In addition, Hallee also works with large commercial clients out of our Basking Ridge, NJ location, and has obtained her CIC (Certified Insurance Counselor), MLIS (Management Liability Insurance Specialist) and AINS insurance designations. She proudly serves as Vice President & Commercial Lines Team Leader.

Tracy Bisgaard - Municipal Claims tbisgaard@risk-strategies.com

Licensed since 1990, Mrs. Bisgaard joined the Agency in 1988. She has been working in the insurance industry since 1981 and provides critical support to our clients in the reporting, tracking and settlement of their claims. She has extensive experience with our municipal clients and is well versed in Title 59.

Qualifications Statement:

As the Risk Management Consultant, we assist the Borough in addressing its Property & Casualty exposures and provides a whole host of consultative services, from reviewing Contractors' Certificates of Insurance and indemnifications, to ensuring appropriate coverage for third parties utilizing the Township's facilities, to Special Events either hosted by the Borough or taking place on its property. Please review the list of specific scope of work contained within our Risk Management Consultant's Agreement, attached to the end of this RFP.

The Borough's service team is led by our Managing Director, Tom Sharkey Jr., and our Commercial Lines Team Leader & Vice President, Hallee Cramer. We are supported by Craig Sutherland who has handled our agency's public entity accounts since 2006, and Renee Bays on the day-to-day work with the Borough.



Risk Strategies has served as Risk Management Consultant or Broker for seven (7) public entities for more than ten years. We have included references and contact information for our municipal clients later in this document.

Tom Sharkey, Managing Director, and Craig Sutherland, Senior VP, hold the Accredited Risk Managers credential from the New Jersey Municipal Excess Liability Joint Insurance Fund. In addition, Hallee Cramer serves on the MEL's Coverage Committee by invitation.

Risk Strategies also serves as broker for UCNJ, Union College of Union County, New Jersey, housing authorities, and a board of education in the State of New Jersey. We work with clients in numerous industries including public entity, construction, banking and financial services, professional service firms, healthcare, social service agencies, information technology and computing, wholesale distribution and manufacturing.

In addition to Property & Casualty insurance, we also provide a full range of Employee Benefit brokerage and consulting services including health, life, disability and other welfare benefits.

Unlike other agencies, where a producer's main responsibility is new business development, our focus is on long-term client satisfaction and gaining new clients by referrals from satisfied clients. In our structure and as part of our philosophy, the originating producer remains the primary account executive for servicing the continuing needs of the client.

Risk Strategies Company, a privately held Boston based insurance brokerage firm acquired the assets of Meeker Sharkey & Hurley in November of 2021. Combined, we generate \$1.5 billion in revenue and employ more than 5,000 associates with 200+ offices across the United States. We are the 9th largest privately owned brokerage with over 30 specialty practices, including Public Entity.



Risk Strategies is a specialty focused firm that sought our Agency for our experience in serving municipalities, school systems and other public entities. The acquisition provides us with additional risk management and claims advocacy resources to better serve you.

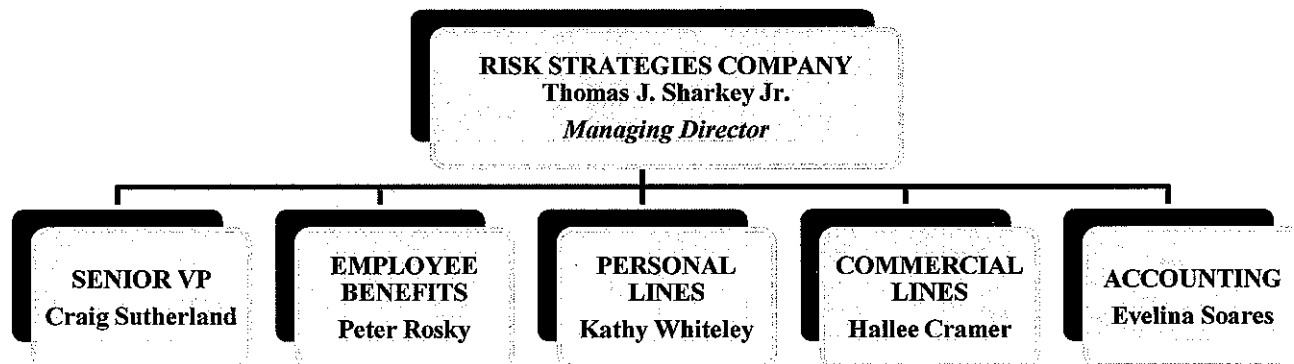


Municipal Clients References:

	INDIVIDUAL	ORGANIZATION	PHONE
A.	Mr. Sean McCarthy	Bernards Township – Suburban Municipal JIF	(908) 204-4605
B.	Ms. Robin Ray	Township of Bedminster– Suburban Municipal JIF	(908) 212-7000
C.	Ms. Dorothy Hicks	Borough of Far Hills – Suburban Municipal JIF	(908) 234-0611
D.	Mr. Vince Denave	Township of Harding – Suburban Municipal JIF	(973) 267-8000
E.	Mr. Tom Timko	Bernards Township Sewage Authority – NJUA JIF	(908) 204-3020
F.	Ms. Nancy Bretzger	Borough of Peapack & Gladstone – Statewide	(908) 234-2250
G.	Ms. Lavona Patterson	Township of Cranford - Statewide	(908) 709-7250
H.	Ms. Marlene White	UCNJ, Union College of Union County, New Jersey – Commercially Insured	(908) 709-7041
I.	Ms. Eulalia Gillis	Bedminster Township Board of Education - NJSIG	(908) 234-0768
J.	Mr. Alexander McDonald	Township of Millburn – Morris JIF	(973) 564-7075
K.	Mr. James Burnet	Borough of Madison – Morris JIF	(973) 593-8496



Organizational Chart:



Reopened Cases: Costs have escalated because New Jersey judges are now reopening cases up to four and five times while in the past they rarely reopened a case more than once. This change has resulted in the need to substantially increase IBNR reserves for fund years going back as long as two decades.

Accidental Disability Claims: IBNR reserves are being substantially increased because of a 2021 Department of Labor decision that directed workers' compensation to pay many accidental disability claims that heretofore were paid by the pension plans.

Firefighters Presumption: Another recent law created a presumption that firefighters diagnosed with cancer are eligible for workers' compensation.

COVID: The same law also made COVID compensable. New Jersey's workers' compensation cost per employee for COVID is the second highest in the country.



- **Workers' Compensation:** Employee accidents are the largest item in local property casualty insurance budgets.
- **Liability:** Premiums have increased because of the erosion of Title 59 in New Jersey's courts. Judges are now reluctant to grant summary judgement dismissing even frivolous claims because of the 2021 New Jersey Supreme Court decision in *Gonzalez v. Jersey City*. The recent amendment in the sexual molestation statute of limitations also increased Title 59 liability costs. In some cases, towns are being sued based on allegations going back to the 1970s.
- **Property:** Premiums are increasing rapidly because the world-wide frequency of large natural disasters have almost tripled since 2000. Here in New Jersey, the state was hit with Irene in 2011, Sandy in 2012 and Ida in 2021. Property insurance premiums are also indexed to replacement values that have jumped because of supply chain issues and the labor shortage. With this, insurer attention to adequate insurance to value concerns remains elevated. Notably, insurers are investing heavily in catastrophe modeling and taking a far more strategic and calculated approach to catastrophe prone exposures (flood, wind, coastal, etc.).
- **Cyber Liability:** While Cyber experienced a sharp market correction in recent years, we are seeing more stabilization enter this space, partly in response to stricter required controls. Municipalities remain a challenging class of business for Cyber insurers and the formation of the MEL's Cyber JIF has been a substantial benefit to MEL JIF membership, providing a vast array of resources and risk management advice, in addition to its Cyber Risk Management Program with a step-by-step path to stronger controls and associated deductible reimbursement.



Risk Manager Fee Schedule:

RMC Fee is 6% of Annual JIF Assessment (Paid by JIF) and various commissions as applicable on the Commercially placed Policies (Paid by Commercial Insurers). Risk Strategies would seek no other separate and distinct Fee for its services to the Borough.

NOTICE OF REQUEST FOR PROPOSALS

The Borough of Watchung is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Sealed Request For Proposal (RFP) responses will be received by the Borough Clerk on December 5, 2024 at 10:00 am in the Office of the Borough Clerk, Watchung Municipal Building, 15 Mountain Boulevard, Watchung, New Jersey, at which time and place responses will be opened for:

Borough Attorney	Tax Appeal Attorney	Labor Attorney
Bond Counsel	Special Legal Counsel - Conflicts	Planning Board Attorney
Board of Adjustment Attorney	Prosecutor	Municipal Auditor
Consulting Borough Engineer / Professional Planner	Board of Adjustment Engineer / Professional Planner	Risk Manager / Insurance Broker
Planning Board Professional Planner	Planning Board Engineer	Affordable Housing Planner

Each sealed envelope containing a proposal shall be plainly marked on the outside to clearly show the specific service for which an individual or firm is submitting a proposal. The proposals will be evaluated by the Mayor and Council of the Borough of Watchung and contracts will be awarded based on (1) individual or firm experience and reputation in the field (a copy of the resume of each individual performing the work is to be included); (2) knowledge of the Borough of Watchung and subject matters to be addressed under the contract; (3) availability to accommodate any required meetings; (4) compensation proposal; (5) at least 2 references with address and phone number; (6) a certification that no immediate relatives of any principal of the firm is employed by, or serve as elected officials of the Borough of Watchung; (7) an explanation as to when each individual performing work received his or her license to practice in this State; (8) a copy of the firm's Certificate of Liability Insurance; (9) a copy of the firm's Business Registration Certificate, and (10) Submission of all the information requested in the RFP. All contracts pursuant to the fair and open process will be awarded by resolution and require a majority vote of the Borough Council at a public meeting. These contracts shall be awarded in compliance with N.J.S.A. 19:44A-20.4 et. seq., N.J.S.A. 10:5-31 and N.J.A.C. 17:27 42 U.S.C. Section 12101 et. seq. (Americans with Disabilities Act of 1990), N.J.S.A. 40A:11-23.2 (as authorized by N.J.S.A. 52:25-24.2) -Disclosure of Ownership and N.J.S.A. 52:32-44 (Business Registration). Any questions regarding this notice should be directed to the Borough of Watchung, Office of the Chief Financial Officer, 15 Mountain Blvd., Watchung, New Jersey

Specifications and instructions may be obtained at the Office of the Borough Clerk, Municipal Building, 15 Mountain Blvd., Watchung, New Jersey or at the Borough website, www.watchungnj.gov.

Edith G. Gil
Borough Clerk

Posted: October 31, 2024

Introduction

This contract is to furnish and deliver professional services for the Borough of Watchung through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the Borough of Watchung, hereinafter referred to as Owner, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful Respondent, as accepted by the Owner, will become part of any contract awarded as a result of this RFP.

Schedule

The dates established for the procurement are:

Release of RFP	October 30, 2024
Proposal Due Date	December 5, 2024
Governing Body Action	January 2025

Proposal Submission Information

Submission Date and Time:

December 5, 2024 10:00 AM

One (1) original and one (1) electronic copy (USB or CD media).

Submission At:

Clerk's Office, Watchung Municipal Building
15 Mountain Blvd., Watchung, NJ 07069

Clearly mark the submittal package with the title of the RFP and the name of the responding firm, addressed to the Borough Clerk. The original proposal shall be marked to distinguish it from the copies. Submissions will be opened and read in the Council Chambers at the Watchung Municipal Building on the date and time noted above.

Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the Respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After submission date and time specified above, responses must remain firm for a period of sixty (60) days.

Using Department Information

The Using Departments for these services are the Borough Council, the Borough Clerk, the Administrator, Planning Board, Board of Adjustment, and all other departments, boards, commissions, and agencies of the Borough of Watchung.

Borough Representative for this RFP

Please direct all questions in writing to:

William J. Hance
Chief Financial Officer / Qualified Purchasing Agent
(908) 756-0080
Fax: (908) 757-7027
Email: bhance@watchungnj.gov

Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the Owner's representative in response to such comments and questions will be issued by Addenda posted on the Borough of Watchung website, www.watchungnj.gov. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

Cost Liability and Additional Costs

The Owner assumes no responsibility and liability for costs incurred by the Respondents prior to the issuance of an agreement. The liability of the Owner shall be limited to the terms and conditions of the Contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the Owner, are not to be billed and will not be paid.

Statutory and Other Requirements

Compliance with Laws

The Respondent must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The Respondent shall sign and acknowledge such forms and certificates as may be required by this section.

Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action requirements of P. L. 1975, C. 127 as identified in the documents attached hereto.

Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read the American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The Respondent is obligated to comply with the Act and hold the Owner harmless.

Stockholder Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

N.J. Business Registration Certificate

Certificate required pursuant to C57, PL2004.

Disclosure of Investment Activities in Iran**Insurance and Indemnification**

If it becomes necessary for the successful Respondent, either as principal or by agent or employee, to enter upon the premises or property of the Owner, the successful Respondent hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and his/her sole responsibility.

The successful Respondent further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The successful Respondent shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided. The minimum amount of insurance to be provided by the successful Respondent shall be \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

Failure to Enter Contract

Should the Respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the Owner may then, at its option, accept the proposal of another Respondent.

Commencement of Work

The successful Respondent agrees to commence work after the date of award by the Owner and upon notice from the Using Department.

Termination of Contract

If, through any cause, the successful Respondent shall fail to fulfill in a timely and proper manner obligations under the Contract or if the successful Respondent violates any requirements of the Contract, the Owner shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the Owner of any obligation for the balances to the successful Respondent of any sum or sums set forth in the Contract.

Payment

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, and the amount claimed for services performed.

The Owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:

- Deliverables not complying with the project specification;
- Claims filed or responsible evidence indicating probability of filing claims;
- A reasonable doubt that the Contract can be completed for the balance then unpaid.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

Ownership of Material

The Owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the Owner to the successful Respondent for the purpose of assisting the successful Respondent in the performance of this Contract. All such items shall be returned immediately to the Owner at the expiration or termination of the Contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property

shall, without the written consent of the Owner, be disclosed to others or used by the successful Respondent or permitted by the successful Respondent to be used by their parties at any time except in the performance of the resulting Contract.

Ownership of all data, materials and documentation originated and prepared for the Owner pursuant to this Contract shall belong exclusively to the Owner. All data, reports, computerized information, programs and materials shall be delivered to and become the property of the Owner upon completion of the project. The successful Respondent shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the Owner. All information supplied to the Owner may be required to be supplied on CD-ROM media or external hard drive compatible with the Owner's computer operating system, windows based, Microsoft Office Suite 2016.

Scope of Work

If a firm or company is the entity submitting a proposal, at least one of the principals must meet the requirement listed below.

Borough Attorney / Tax Appeal Attorney/ Special Conflict Attorney

Professional legal services for the Borough Council, Borough Administrator/Clerk, tax assessor, and other departments, offices, agencies, boards and commissions within the Borough of Watchung.

The following are the minimum threshold requirements that will be utilized for solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Has a multi-disciplinary law practice in the area of civil matters for a minimum of ten (10) years.
3. Has experience in appearing before administrative agencies and the courts.
4. Has demonstrable experience in the representation of public bodies, including but not limited to, Counties, Municipalities, State of New Jersey or Boards or instrumentalities of the County and the State.
5. Has experience with real estate closings and obtaining reimbursement from Green Acres funding, Planning Incentive Grants and other similar funding programs.
6. Has experience in condemnation matters, land use matters, real and environmental matters.
7. Has experience in real estate tax appeals, negotiations, and defense.

Labor Attorney

For the purpose of undertaking negotiations of uniformed and non-uniformed collective bargaining units within the Borough of Watchung and to provide advice and assistance concerning various labor matters and issues to the Borough of Watchung, the Borough Administrator and the Borough Council, as well as all litigation/quasi-litigation before Federal and State courts, Public Employment Relations Commission, and other Federal/State agencies.

The following are the minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Has a concentrated law practice in the field of State and Federal Labor Law for a minimum of ten (10) years.
3. Can demonstrate experience and representation of governmental entities in all labor-related matters, including negotiations for at least five (5) years.
4. Has a minimum of five (5) years experience in appearing before the Public Employment Relations Commission and the Office of Administrative Law and Superior Court in labor matters.

The Labor Relations Counsel shall be a licensed attorney at law of New Jersey, but need not be a resident of the Borough of Watchung. Upon assignment, the Attorney shall represent the Borough in judicial and administrative labor relations proceedings in which the Borough or any of its officers or agencies may be a party or have an interest. The Attorney shall give legal counsel and advice as it relates to matters of labor law and bargaining unit agreements, in particular with regard to Police and Dispatch unions and demonstrate their experience in these particular areas by providing a listing of each police and/or dispatch collective bargaining agreement the attorney has negotiated. The Attorney shall give legal counsel and advice as it relates to matters of general labor law and employee practices and policies, where required by the Borough. The Counsel shall draft or approve as to form and sufficiency all labor-related legal documents and contracts, executed or adopted by or on behalf of the Borough. With appropriate approval, conduct appeals from orders, decisions or judgments affecting any labor interest of the Borough. Render opinions in writing upon any question of law submitted to the Attorney by the Mayor, or the Administrator or department heads working in conjunction with aforesaid municipal officials.

Bond Counsel

Providing all professional legal services necessary for the issuance of bonds and/or notes for the municipality and all legal services preparation work that is required, providing advice to the Borough Council, Borough Administrator, Chief Financial Officer, and Borough Attorney of all proceedings necessary for the issuance of bonds and/or notes and coordination of legal activities required for the completion of such work.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Ten (10) years experience in practice as Bond Counsel to New Jersey Municipalities.
3. Experience in federal tax matters that govern municipal obligations.
4. Listing in the "Red Book" of recognized Bond Counsel.

Planning Board Attorney

Professional legal services as counsel to the Watchung Planning Board and to provide legal services to the Planning Board and the Planner.

The following are the minimum threshold requirements that will be utilized for solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Has a multi-disciplinary law practice in the area of civil matters for a minimum of ten (10) years.
3. Has experience in the representation of County and/or Municipal Planning Boards for a minimum of (5) years and knowledge of the Municipal Land Use Law (MLUL) and Borough of Watchung land use ordinances, regulations and procedures..
4. Has demonstrable experience in the representation of public bodies, including but not limited to, Counties, Municipalities, State of New Jersey or Boards or instrumentalities of the County and the State.

Planning Board Professional Planner

The provision of Planning Board Professional Planner services. Work will be needed for guidance and direction to the planning board as it relates to site plans, subdivisions, ordinance changes, affordable housing services, and possibly Master Plan reexamination.

1. Minimum of ten (10) years experience as a Municipal planner.
2. All applicable licenses to perform professional planner services in New Jersey.
3. A minimum of five (5) years experience with affordable housing services.

Board of Adjustment Attorney

Professional legal services as counsel to the Watchung Borough Zoning Board of Adjustment and to provide legal services to the Zoning Board of Adjustment and the Borough Zoning Office.

The following are the minimum threshold requirements that will be utilized for solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Knowledge of the Municipal Land Use Law (MLUL) and Borough of Watchung land use ordinances, regulations and procedures..
3. At least five (5) years experience in municipal zoning and land use matters.

Prosecutor

For professional legal services as Prosecutor in the Municipal Court.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Three (3) years experience as a Prosecutor, Assistant Prosecutor, Special Prosecutor, or Alternate Prosecutor in the New Jersey Municipal Court or Superior Court system.

Municipal Auditor

The provision of auditing services including performing the annual audit as required by New Jersey statutes, audit of other books and accounts that may be required by federal or state agencies or law, review of annual budget, and preparation of annual financial and debt statements. Audit consulting services as required.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Currently licensed as a Registered Municipal Accountant (RMA) in the State of New Jersey.
2. Minimum of ten (10) years proven experience and knowledge in the field of municipal accounting and audits.

Consulting Borough Engineer / Professional Planner

The provision of general engineering services, including engineering design, Municipal Land Use Law (MLUL) consulting services, surveying, environmental assessments, and other engineering consulting services as needed.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Minimum of ten (10) years experience as a municipal engineer.
2. All applicable licenses to perform general engineering services in New Jersey.
3. Expertise in engineering design, road construction, MLUL experience, planning and landscaping engineers on staff, experience in environmental studies assessments, GIS, materials testing, surveying, traffic studies, affordable housing services, and drainage regulations.

Planning Board Engineer

The provision of Planning Board engineering services, including engineering design review, Municipal Land Use Law (MLUL) consulting services, surveying, environmental assessments, geotechnical, landscaping and other engineering services as needed.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Minimum of ten (10) years experience as board engineer.
2. All applicable licenses to perform general engineering services in New Jersey.
3. Expertise in engineering design review of complex major site plans and subdivisions with respect to overall design, roadway layout, lot layout and circulation, drainage facilities and downstream impact, traffic impacts, off-tract improvements, Map Filing law, and compliance with Borough ordinances.

Board of Adjustment Engineer / Professional Planner

The provision of Zoning Board of Adjustment engineering and professional planner services, including engineering design review, Municipal Land Use Law (MLUL) consulting services, surveying, environmental assessments, geotechnical, landscaping and other engineering services as needed.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Minimum of ten (10) years experience as board engineer.
2. All applicable licenses to perform general engineering and professional planner services in New Jersey.
3. Expertise in engineering design review of complex major site plans and subdivisions with respect to overall design, roadway layout, lot layout and circulation, drainage facilities and downstream impact, traffic impacts, off-tract improvements, Map Filing law, and compliance with Borough ordinances.

Affordable Housing Planner

The provision of affordable housing planning services, including Municipal Land Use Law (MLUL) consulting services and other engineering consulting services as needed.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. Minimum of ten (10) years experience as an affordable housing planner.
2. All applicable licenses to perform general engineering services in New Jersey.
3. Expertise in affordable housing and MLUL experience.



Risk Management Services / Insurance Broker

The Borough of Watchung desires to appoint a Risk Management Consultant who will be responsible for assisting the Borough in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk loss. The Consultant shall review with the Borough any additional coverage's that the Consultant feels should be carried but are not available from the Fund and subject to the Borough's authorization place such coverage's outside the fund. The Consultant shall assist the Borough in the preparation of applications, statements of values and similar documents requested by the Fund, it being understood that this agreement does not include any appraisal work by the Consultant. The Consultant shall review the Borough's assessment as prepared by the Fund and assist the Borough in the preparation of its annual insurance budget.

1. **Appointment of Risk Management Consultant.** The Risk Management Consultant shall be appointed by the Borough Council (hereinafter "Council") by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and qualified. The Risk Management Consultant shall be a New Jersey licensed property/casualty insurance agent or broker with demonstrated prior experience in the management of public insurance risks. The Risk Management Consultant shall be an "Insurance Producer", pursuant to N.J.S.A. 17:22-A, but shall not be a Fund Commissioner.

2. **Duties.**

The Risk Management Consultant (hereinafter the "Consultant") shall:

- A. The Consultant shall assist the Borough in identifying its insurable the exposures and to recommend professional methods to reduce, assume or transfer risk loss.
- B. Assist the Borough in understanding and selecting the various coverages available from the Suburban Municipal Joint Insurance Fund.
- C. Review with the Borough any additional coverages that the Consultant feels should be carried but are not available from the Fund and subject to the Borough's authorization place such coverages outside the fund.
- D. Assist the Borough in the preparation of applications, statements of values and similar documents requested by the Fund, it being understood that this agreement does not include any appraisal work by the Consultant.
- E. Review the Borough's assessment as prepared by the Fund and assist the Borough in the preparation of its annual insurance budget.
- F. Review the loss and engineering reports and generally assist the afety committee in its loss containment objectives.
- G. Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjustor.
- H. Attendance at the majority of meetings of the Fund and the performance of such other services as required by the Borough or the Fund.
- I. Any other services required by the Fund's Bylaws.

The following minimum threshold requirements that will be utilized in the solicitation of persons and/or firms to be considered for the above:

1. The Risk Management Consultant shall be a New Jersey licensed property/casualty insurance agent or broker with demonstrated prior experience in the management of public insurance risks. The Risk Management Consultant shall be an "Insurance Producer", pursuant to N.J.S.A. 17:22-A, but shall not be a Fund Commissioner.
2. Must have a minimum of seven (7) years' experience representing municipalities in risk management services.
3. Must have sufficient support staff to provide all services required by the Borough.
4. Must list past and present public employers represented as Risk Management Consultant.
5. Proposed cost of the services or activities, may be proposed as an hourly rate with a not to exceed, a flat fee, or as a percentage of annual assessment. The proposed cost should include:
 - a. Meetings.
 - b. Site visits and expenses.
 - c. Expenses for travel, postage and telephone excluded from the hourly rate.
 - d. Additional services defined beyond the scope of regular service

Proposal Requirements

Qualification Statement – Executive Summary

A statement is to be provided by the Respondent who will serve as the primary contractor. The statement shall set forth brief details of the firm's principal activities and the firm's location. Please provide a list of clients for whom similar services have been provided. Include the following in your response:

Key Personnel Information

The Respondent shall provide the identity and the credentials of the principals and other key personnel working for the Respondent and their areas of responsibilities.

Proposal Forms

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the proposal submitted.

1. Proposal Checklist
2. Non-Collusion Affidavit
3. Stockholder Disclosure
4. Affirmative Action Statement
5. Acknowledgement of Receipt of Addenda
6. Disclosure of Investment Activities in Iran

Location of Servicing Office

The proposal must list the location and address of the present, active office that will service and manage this Contract.

Evaluation, Review and Selection Process

Proposals to Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The Owner will either award the Contract within the applicable time period or reject all proposals.

The Owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any Respondents who consents thereto may, at the request of the Owner, be held for consideration for such longer period as may be agreed.

Rejection of Proposals

The Owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the Owner that

such Respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Owner reserves the right to waive any minor informality in the RFP.

Evaluation Process

An evaluation team, consisting of the Mayor, Borough Chief Financial Officer, and the Borough Administrator, will review all proposals to determine if they satisfy the RFP requirements, to determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The most advantageous proposal, based on price and other factors as detailed in the evaluation criteria, will then be recommended to the governing body or appointing authority for award of contract. In specific areas multiple contracts may be awarded.

Evaluation Criteria

The criteria considered in the evaluation of each proposal follows. All criteria will be used to select the successful Respondent. The percentage used in the evaluation is listed below.

1. Understanding of the Requested Work 10%

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

2. Knowledge and Technical Competence 20%

This includes the ability of the Respondent to perform all of the tasks and fulfill adequately the stated requirements, in addition to knowledge of the Borough of Watchung.

3. Management, Experience and Personnel Qualifications 10%

Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services. The Respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, Respondents shall provide personnel qualifications in the proposal, a list of at least two references with address and phone number, and a resume of each individual performing work.

4. Ability to Complete the Services in a Timely Manner 10%

This is based on the estimated duration of the tasks and the Respondent's ability to accomplish these tasks as stated and is available to accommodate any required meetings.

5. Required documents submitted with Proposal 10%

6. Cost 20%

Borough Attorney / Tax Appeal Attorney / Special Conflict Attorney- The Borough of Watchung has established a rate of not more than \$165.00 per hour for all legal services required. Services billed at this rate shall include, but not be limited to, attendance at regular, special and emergency meetings of the Borough Council, telephone calls, correspondence, legal research, preparation of ordinances, resolutions and contracts, negotiations, meetings, hearings, litigation and other services rendered on behalf of the Borough of Watchung.

Labor Attorney - The Borough of Watchung has established a rate of not more than \$165.00 per hour for all legal services required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, legal research, preparation of ordinances, resolutions and contracts, negotiations, meetings, hearings, litigation and other services rendered on behalf of the Borough of Watchung. Any additional charges not included above must be so noted and must accompany this submission.

Bond Counsel - The Borough of Watchung has established a rate of not more than \$150.00 per hour for all legal services required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, legal research, resolutions and contracts, negotiations, attendance at meetings, hearings, litigation and other services rendered on behalf of the Borough of Watchung. Rates or fees for other bond/note preparatory services must accompany this submission.

Board Attorneys- The Borough of Watchung has an established rate of not more than \$165.00 per hour for all legal services required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, legal research, preparation of ordinances, resolutions and contracts, negotiations, meetings, hearings, litigation and other services rendered on behalf of the Borough of Watchung. Any additional charges not included above must be so noted and must accompany this submission.

Engineering & Planner Services – Submission of rate schedule for all licensed professional and technical staff required. Any additional charges not included in the rate schedule must be so noted and must accompany this submission.

Auditing Services – Submission of a cost proposal for preparation and delivery of the annual audit, financial and debt statements, and the annual budget, and a rate schedule for other services.

Prosecutor – Please submit a cost proposal for providing prosecution services for the Borough of Watchung and a proposal to provide the services for Watchung as well as the Township of Green Brook. The proposal should be a flat fee to perform the duties for both municipalities.

Risk Manager / Insurance Broker – Should accept the standard JIF Risk Management Fee

- 7. Women / Minority Owned Business 10%**
- 8. References 10%**

Payment

Payment will be made on presentation of Owner's voucher duly signed and executed.
Term of the Contract one year.

Notice of Award

The successful Respondent will be notified of the award of Contract upon a favorable decision by the appointing authority.

Contracts for award of "open and fair" procurements for professional services will be prepared by the Borough Clerk.

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
<u>NA</u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Signed:

TJS

Title:

Man Director

Printed Name:

Tom Slavkey

Date:

11/12/24

Company:

Risk Strategies

Posting Will Be On Internet

Proposal Checklist

The following checklist is provided as assistance to the development of the RFP Response.

It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Administrative Conditions and Requirements	<u>HC</u>
Scope of Work	<u>HC</u>
Qualification Statement	<u>HC</u>
Proof of Licensure	<u>HC</u>
References	<u>HC</u>
Evaluation Criteria	<u>HC</u>
Acknowledgement of Receipt of Addenda	<u>HC</u>
Non-Collusion Affidavit	<u>HC</u>
Stockholder Disclosure	<u>HC</u>
Affirmative Action Mandatory Language	<u>HC</u>
Submission of NJ Form AA302	<u>HC</u>
Americans with Disabilities Act Mandatory Language	<u>HC</u>
Business Registration Certificate to be supplied with RFP	<u>HC</u>
Disclosure of Investment Activities in Iran	<u>HC</u>

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital

status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

****Copy Enclosed****

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Watchung, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; ****Copy Enclosed****

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: RSC Insurance Brokerage, Inc.

SIGNATURE: 

PRINT NAME: Thomas J. Sharkey, Jr.

TITLE: Managing Partner

DATE: 11/12/24

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

☒

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: _____

Check which business entity applies:

☐

Limited Partnership

☐

Subchapter S Corporation

☐

Limited Liability Corporation

☐

Partnership

☒

Corporation

☐

Sole Proprietorship

☐

Limited Liability Partnership

☐

Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: 5/1/94 Where Incorporated: Delaware

BUSINESS ADDRESS:

871 Mountain Avenue	/	Springfield	NJ	07081
Street Address		City	State	Zip
908-741-4864	/	908-234-9464		
Telephone #		Fax#		

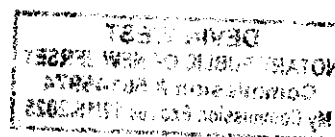
Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

Accession Risk Management Group, Inc. 16 Federal Street; 4th Floor; Boston, MA 02110

Name	Address
Name	Address

CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES ☐ NO ☐

Signature _____ Date _____
Printed Name & Title Thomas J. Sharkey, Jr.



NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF Somerset ss:

I, Thomas J. Sharkey, Jr. of the City of Watchung
in the County of Somerset and the State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:

I am Managing Director
of the firm of RSC Insurance Brokerage, Inc.
the bidder making the Proposal for the above named project, and that I executed the said
proposal with full authority so to do; that said bidder has not, directly or indirectly entered
into any agreement, participated in any collusion, or otherwise taken any action in restraint of
free, competitive bidding in connection with the above named project; and that all statements
contained in said proposal and in this affidavit are true and correct, and made with full
knowledge that the Borough of Watchung relies upon the truth of the statements contained in
said Proposal and in the statements contained in this affidavit in awarding the contract for the
said project.

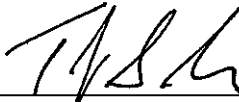
I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by

RSC Insurance Brokerage, Inc.

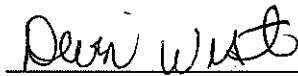
(name of contractor)

Subscribed and sworn to

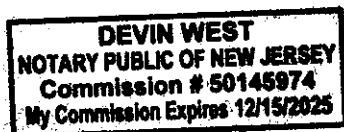
before me this 12 day
of November, 2024.



(Also type or print name of affiant under signature)
Thomas J. Sharkey, Jr.



Notary public of
My Commission expires _____.



Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

** Construction Contracts (including public works related purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

ALERT
FAILURE TO INCLUDE A COPY OF YOUR
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
IS CAUSE FOR MANDATORY REJECTION OF YOUR PROPOSAL

Copy Enclosed

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: Professional Services - Risk Manager/Insurance Broker - 2025

Proposer: RSC Insurance Brokerage, Inc.

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

 X is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

 X is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Watchung Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer: _____

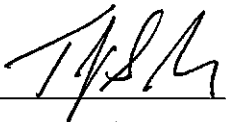
Description of Activities:

Duration of Engagement: 11/1/25
Anticipated Cessation Date: 12/31/25
Proposer Contact Name: Tom Sharkey
Contact Phone Number: 908 578 - 9403

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Watchung Borough is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Watchung Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Thomas J. Sharkey, Jr.

Signature: 

Title: Managing Director

Date: 11/12/24

PROPOSAL

To Borough of Watchung:

The undersigned declares that he/she has read the Request For Proposal attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following

Position: Professional Services - Risk Manager/Insurance Broker - 2025

Company Name	<u>RSC Insurance Brokerage, Inc.</u>
Federal I.D. or Social Security #	<u>16-1689464</u>
Address	<u>871 Mountain Avenue</u>
	<u>Springfield, NJ 07081</u>
Signature of Authorized Agent	<u></u>
Type or Print Name	<u>Thomas J. Sharkey, Jr.</u>
Title:	<u>Managing Director</u>
Date	<u></u>
Telephone Number	<u>908-741-4864</u>
Fax Number	<u>908-234-9464</u>
E-mail address	<u>hallee.cramer@risk-strategies.com</u>
Rate / Fees:	<u>6% of JIF Assessment (paid by JIF) &</u> <u>Commissions Various for Ancillary</u> <u>Placements, as paid by insurers</u> <u>participating on the program</u>

Effective January 1, 2025 to January 1, 2026

***SUBURBAN MUNICIPAL JOINT INSURANCE FUND RISK
CONSULTANTS AGREEMENT BETWEEN
RSC INSURANCE BROKERAGE, INC.
&
BOROUGH OF WATCHUNG***

This agreement effective 1st day of January 2025, between the Suburban Municipal Joint Insurance Fund; Borough of Watchung (hereinafter referred as Municipality) and RSC Insurance Brokerage, Inc. (hereinafter referred to as the Consultant):

Witnesseth:

Whereas, the Consultant has offered to the Municipality professional risk management consulting services as required in the bylaws of the Suburban Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

Whereas, the Municipality desires these professional services pursuant to the resolution adopted by the Borough Council of the Municipality at a meeting held and;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

The Consultant, for and in consideration of the amount stated hereinafter agrees to provide services to the Municipality as follows:

- (a) The Consultant shall assist the Municipality in identifying its insurable property & casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
- (b) Assist the Municipality in understanding the various coverages available from the Suburban Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
- (c) Coordinate the Municipality's Insurance program as it applies to the various departments of the Municipality.
- (d) Review with the Municipality any additional coverages that the Consultant feels should be carried but are not available from the Fund, and subject to the Municipality's authorization, place such coverages outside the Fund.

- (e) Advise the implications of special events and advise the Municipality of the special events coverage that is required.
- (f) Assist the Municipality in the preparation of applications, statements of values and similar documents requested by the Fund, it being understood that this agreement does not include any appraisal work by the Consultant.
- (g) Review Certificates of Insurance from contractors, vendors, and professionals when requested by the Municipality.
- (h) Review the Municipality's assessment as prepared by the Fund and advise the Municipality of its annual insurance costs.
- (i) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one per annum safety committee meeting to promote the safety objectives and goals of the Municipality and the Fund.
- (j) Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
- (k) Communicate all important (deadline) dates to the Municipality to avoid surcharges and/or lapses in coverages.
- (l) Attend meetings of the Fund and keep the Municipality advised of the operation of the Fund.
- (m) Serve on the committees appointed by the Executive Committee of the Fund.
- (n) Have a complete understanding and working knowledge of the Suburban Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds
- (o) Any other services required by the Fund's bylaws or by the Municipality.
- (p) Provide the Borough Council with the Fund's reports outlining the Fund's financial performance and services as well as the Municipality's summary claim experience, loss ratio, and other pertinent performance standards. Also, provide a fair discussion and review of alternatives available outside of the fund both through self-insurance and commercial insurance.

The term of this agreement shall be one (1) year from the 1st day of January 2025, unless terminated as hereinafter provided in this agreement.

The Municipality authorizes the Fund to pay its Consultant as compensation for services rendered, an amount equal to six percent (6%) of the municipality's annual assessment as promulgated by the Suburban Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund. Said fees shall be paid within thirty (30) days subsequent to the payment of the annual assessment by the Municipality.

Either party may cancel this agreement at any time by mailing to the other written notice calling for termination at any time not less than thirty days thereafter. Fees shall be prorated to the date of termination.

ATTEST:

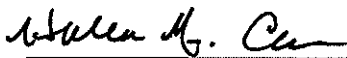
MUNICIPALITY:

Municipal Clerk

Mayor

ATTEST:

CONSULTANT:



Witness

Hallee A. Cramer, CIC, MLIS, AINS



Managing Director

Thomas J. Sharkey, Jr.



P.O. Box 150, Marmora, NJ 08223
www.isepeducation.com
215.200.6597

**NEW JERSEY
INSURANCE CONTINUING EDUCATION COURSE
COMPLETION CERTIFICATE**

This certifies that

Craig Sutherland

License # 1085990

has successfully completed this Approved New Jersey Continuing Education Course.

This course has been filed and approved by the NJ Department of Banking and
Insurance in accordance with its regulations.

MEL RISK MANAGEMENT CONSULTANT ACCREDITATION

(NJ Course ID #88899099)

October 27, 2017

Marlton, NJ & Monroe Township, NJ

and is eligible for

Two Four (24) Continuing Education Credits

Donna Sannuti

Donna Sannuti, Director of Education

Date: December 29, 2017

*****Please apply for renewal once your CE requirement has been met.*****



PO Box 150, Marmora, NJ 08223
www.isepeducation.com
215.200.6597

**NEW JERSEY
INSURANCE CONTINUING EDUCATION COURSE
COMPLETION CERTIFICATE**

This certifies that

THOMAS J. SHARKEY, JR.

(License ID # 8619855)

has successfully completed this Approved New Jersey Continuing Education Course:

MEL RISK MANAGEMENT CONSULTANT ACCREDITATION PROGRAM

(NJ Course ID #88899099)

and is eligible for
Twenty four (24) Continuing Education Credits

Donna Sannuti
Director of Education

Date: 11/30/2018

****Please apply for renewal once your CE requirement has been met.****

State of New Jersey

License No: 230310

NPN: 8010937

Department of Banking and Insurance
RSC INSURANCE BROKERAGE INC

160 FEDERAL STREET
4TH FLOOR
BOSTON, MA 02110

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES:

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
Insurance Producer	Accident & Health or Sickness; Casualty; Life; Property; Surplus Lines	08/01/2024	05/31/2028



The department maintains an informative website at www.dobi.nj.gov. Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

Department Contact Information

web site: www.dobi.nj.gov
phone: (609) 292-4337
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.
Make any checks and/or money orders payable to: **STATE OF NEW JERSEY, GENERAL TREASURY**
Mailing Address: Department of Banking and Insurance
20 West State Street
P.O. Box 327
Trenton, NJ. 08625-0327

RSC INSURANCE BROKERAGE INC
160 FEDERAL STREET
4TH FLOOR
ATTN:LEGAL DEPARTMENT
BOSTON MA 02110

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

RSC Insurance Brokerage Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

160 Federal Street Floor 4

6 City, state, and ZIP code

Boston MA 02110

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

1 6 - 1 6 8 9 4 6 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Cynthia J. Glad

Date ►

1/2/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: RSC INSURANCE BROKERAGE, INC.

Trade Name:

Address: 160 FEDERAL STREET
BOSTON, MA 02110-1700

Certificate Number: 0988256

Effective Date: May 13, 2003

Date of Issuance: November 29, 2021

For Office Use Only:

20211129105458325

Certification 43205

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-2021 to 15-DEC-2024.

RSC INSURANCE BROKERAGE INC
160 FEDERAL STREET
BOSTON MA 02110



Elizabeth Maher
ELIZABETH MAHER IMUDOIO
State Treasurer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER RSC Insurance Brokerage, Inc. 160 Federal St. 4th Floor Boston MA 02110	CONTACT NAME: Bryan Lorenz PHONE (A/C, No, Ext): (617) 330-5700 FAX (A/C, No): (617) 439-3752 E-MAIL ADDRESS: blorenz@risk-strategies.com INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED RSC Insurance Brokerage, Inc. dba Meeker Sharkey & Hurley 160 Federal Street, 4th Floor Boston MA 02110-1700	NAIC # 37885

COVERAGES**CERTIFICATE NUMBER:** CL24111104818**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N ☒ N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Errors & Omissions			ELU19984624	09/30/2024	09/30/2025	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Issued as evidence of insurance.

CERTIFICATE HOLDER**CANCELLATION**

Borough of Watchung 15 Mountain Blvd Watchung NJ 07069	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/05/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER RSC Insurance Brokerage, Inc. 160 Federal St. 4th Floor Boston MA 02110		CONTACT NAME: PHONE (A/C, No, Ext): (617) 330-5700 FAX (A/C, No): (617) 439-3752 E-MAIL ADDRESS:		
INSURED RSC Insurance Brokerage, Inc. and its division Meeker Sharkey & Hurley 160 Federal Street, 4th Floor Boston MA 02110		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: National Fire Insurance Company of Hartford		20478
		INSURER B: Continental Insurance Co		35289
		INSURER C: American Casualty Co of Reading PA		20427
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** CL246558031 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PMT7033916806	05/20/2024	05/20/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BUA7033916773	05/20/2024	05/20/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$			CUE7033916756	05/20/2024	05/20/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC7033916787	05/20/2024	05/20/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Issued as evidence of insurance.

CERTIFICATE HOLDER Borough of Watchung 15 Mountain Boulevard Watchung NJ 07069	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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BOROUGH OF WATCHUNG
RESOLUTION: R16

WHEREAS, it is necessary to retain the services of the Professional listed below for the year 2025; and

WHEREAS, N.J.S.A. 19:44A-20.4 et seq. provides for the Borough of Watchung to solicit proposals through the fair and open process; and

WHEREAS, the Borough received solicited proposals on December 5, 2024 and said proposals were reviewed by the Mayor, Administrator, and CFO/QPA and the Mayor has recommended Mark Healey as the Borough's Affordable Housing Planner for the year 2025; and

WHEREAS, the Chief Finance Officer has determined that the value of the contracts may exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: General Operating Budget

William J. Hance, CFO

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are hereby authorized and directed to execute a contract for the services of the following Professionals in their area(s) of expertise, in accordance with the proposals submitted:

Award to: Mark Healey, PP/AICP, 14 Coleman Avenue, Red Bank, NJ 07701
Amount: \$120/ hour; Not to exceed \$10,000.00

BE IT FURTHER RESOLVED that these contracts have been awarded upon recommendation by the Administration, after review and based on the merits and abilities of these professionals to provide the goods or services as described herein. These contracts are being awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise the award of these contracts within ten days from the date hereof in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.).

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: AWARDS,
C: W. HANCE

BOROUGH OF WATCHUNG
RESOLUTION: R17

WHEREAS, the Borough of Watchung has a shared municipal court with the Borough of North Plainfield and the shared municipal court requires the appointment of a Municipal Court Judge and the Borough of Watchung wishes to make such an appointment.

NOW THEREFORE BE IT HEREBY RESOLVED that the Mayor hereby nominates, and the Borough Council hereby re-appoints **Francesco Taddeo, Esq.** as **Municipal Judge** for the Borough of Watchung for the annual salary of sixty-six thousand forty dollars (\$66,040.00), of which the Borough of Watchung's share of said salary is thirty percent (30%) of nineteen thousand eight hundred twelve dollars (**\$19,812.00**).

BE IT FURTHER RESOLVED that Judge Taddeo's appointment shall begin January 1, 2025 and he shall continue to serve a three (3) year term ending December 31, 2027 and until a successor is qualified and appointed and that this resolution is hereby ratified to January 1, 2025.

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: APPOINTMENTS, COURTS
C: B. HANCE, N.PLAINFIELD,
COURT ADMIN.,

BOROUGH OF WATCHUNG
RESOLUTION: R18

BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the appointment of **Catherine Furlan** as Property Maintenance Officer in accordance with municipal ordinances, be and is hereby confirmed effective January 6, 2025.

BE IT FURTHER RESOLVED THAT this appointment is being made in addition to her duties as Board Clerk and Catherine shall be compensated at her current hourly rate of \$29.00

Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JANUARY 6, 2025
INDEX: APPOINTMENTS
C: FINANCE, ZONING,

**BOROUGH OF WATCHUNG
ORDINANCE NO: 25/01**

**ORDINANCE AMENDING APPENDIX A, PART I, OF THE BOROUGH
CODE TO UPDATE AND AMEND THE RULES OF THE COUNCIL WITH
REGARD TO COUNCIL MEETINGS.**

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Watchung, in the County of Somerset and State of New Jersey as follows:

Section 1. Appendix A entitled “Rules of Council, Ordinances” of the Code of the Borough of Watchung, is hereby supplemented and amended to read as follows: [New language in **bold and underlined**; deleted language in ~~double strikethrough~~]

Appendix A. Rules of the Council, Ordinances

Part I. Rules of Order of the Mayor and Council

Rule 1. Location and Time of Annual and Regular Meetings.

Pursuant to N.J.S.A. 40:45A-1, the date and time of the annual organization or reorganization meeting is scheduled for any day during the first week in January. The date of the annual organization or reorganization meeting shall be set by Resolution of the Mayor and Council during the prior December and notice of that meeting shall be given pursuant to applicable law.

Regular meetings, with **exceptions deemed by the Mayor** ~~the exception of the months of July and August, shall be held on the first and third a Thursday, twice a month, and there shall be one (1) meeting during July and August as scheduled in the Annual Meeting Notice; any exceptions shall be scheduled in the Annual Meeting Notice and/or following the appropriate Open Public Meetings Law procedures.~~ All meetings shall commence at 7:30 p.m. at the Council chambers unless another time or place is fixed by Resolution of the Mayor and Council or in the call for the meeting. When the first or third **selected** Thursday falls on a holiday, the regular meeting for that month shall **may** be held on the Monday before or the Monday following.

Rule 5. Order of Business.

The regular order of business shall be as follows:

- a. Salute to the flag and a moment of silence for our service men and women serving at home and abroad.
- b. Roll call by the Clerk.
- c. Special presentations, if any.
- d. Reports of standing committees as follows:
 1. Administration and Finance
 2. Police
 3. Public Works/Buildings and Grounds
 4. Public Affairs

**BOROUGH OF WATCHUNG
ORDINANCE NO: 25/01**

- i. Environmental
 - ii. Recreation
 - iii. Historical
 - iv. Board of Health
 - v. **Green Team**
- 5. Fire
- 6. Laws/Ordinances
- e. Reports of Borough officers and special committees
- f. Public portion, Agenda items only
- g. Unfinished Business
- h. New Business, ~~Consent Agenda~~, **Reports**, Correspondence
- i. Consent Agenda Resolutions
- j. Non-Consent Agenda Items
- k. Public portion, general discussion
- l. Executive Session, if necessary
- m. Adjournment

Notwithstanding the foregoing, the Mayor or presiding officer may amend the Order of Business at a Council meeting to preserve order and decorum or to provide an accommodation to a Borough official or member of the public.

Rule 17. Members Present Required to Vote Unless Excused.

Every member who shall be present when the question is put shall vote for or against the same. Any member who desires to abstain must, prior to any discussion on the measure, seek to be excused from the vote ~~by a vote of the Council~~. If the Council excuses that member, then the member shall step down and not participate in the discussion or vote.

Rule 31. Public Portion; Public Comment.

The public shall be provided an opportunity to address the Mayor and Council during public portions of all Borough Council meetings in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq. The Mayor or presiding officer shall determine the method and order for public comment during each public portion of the agenda. During each public portion, members of the public shall be provided ~~three (3)~~ **five (5)** minutes to speak, ~~with attorneys representing individual(s) or group(s) being provided five (5) minutes~~, unless otherwise extended by the Mayor or presiding officer. No member of the public shall speak more than ~~twice~~ **once** during each public portion, ~~nor more than once until every other member of the public desiring to speak had an opportunity to have spoken, unless otherwise permitted by leave of the Mayor or presiding officer.~~ Members of the public are not permitted to yield their time to speak to any other person(s).

BE IT FURTHER ORDAINED by the Council of the Borough of Watchung that should any section, paragraph, sentence, clause, or phrase of this Ordinance be declared unconstitutional

BOROUGH OF WATCHUNG
ORDINANCE NO: 25/01

or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to that end the provisions of this Ordinance are hereby declared to be severable; and

BE IT FURTHER ORDAINED by the Council of the Borough of Watchung that in the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Borough of Watchung, the provisions hereof shall be determined to govern, and the inconsistencies of the prior ordinance are hereby repealed. All other parts, portions and provisions of the Ordinances of the Borough of Watchung are hereby ratified and confirmed, except where inconsistent with the terms hereof; and

BE IT FURTHER ORDAINED by the County of the Borough of Watchung that within five (5) days after its adoption by the Council, this Ordinance shall be presented to the Mayor for his approval and signature, which approval shall be granted or denied within ten (10) days of receipt of same, pursuant to N.J.S.A. 40A:60-5(d). If the Mayor fails to return this Ordinance with either his approval or objection to same within ten (10) days after it has been presented to him, then this Ordinance shall be deemed approved; and

BE IT FURTHER ORDAINED by the Council of the Borough of Watchung that this Ordinance shall take effect upon final passage and publication according to law; and approval by the Mayor pursuant to N.J.S.A. 40A:60-5(d).

INTRODUCED BY:
PASSED:
PUBLISHED:
ADOPTED:
CC:

ATTEST:

BOROUGH OF WATCHUNG

Edith G. Gil, Borough Clerk

By:_____
Ronald Jubin, Mayor