

## **NORTH BRUNSWICK TOWNSHIP COUNCIL**

### **REORGANIZATION MEETING AGENDA** **710 HERMAN ROAD** **NORTH BRUNSWICK, NEW JERSEY**

**January 1, 2020**  
**12:00 PM**

**1. Welcome**

**2. Invocation**

Francis M. Womack II

**3. Salute to Flag**

**4. Star Spangled Banner**

Tangie Cobb

**5. Certification of Election: Mayor & Council**

**6. Administration of Oath to:**

Mayor Francis "Mac" Womack

Councilman Ralph Andrews

Councilwoman Amanda Guadagnino

**7. Call to Order, Roll Call, Sunshine Notice**

**8. Election of Council President / Administration of Oath**

**9. Resolution / Professional Service Contract / Township Attorney:**

Authorizing a PSA with Rainone Coughlin Minchello LLC to serve as Municipal Attorney

**10. Administration of Oath / Township Attorney**

**11. Resolutions on Consent Agenda**

**Professional Services:**

- a.       **2-1.20     Authorizing a PSA with David P. Lonski of the firm Shamy, Shippers & Lonski, PC to serve as Municipal Prosecutor**
- b.       **3-1.20     Authorizing PSA with T&M Associates to provide Environmental Engineering Services**
- c.       **4-.120     Authorizing a Professional Service Agreement with Shamy, Shippers & Lonski, PC to serve as Conflict Tax Appeal Counsel**
- d.       **5-1.20     Authorizing a PSA with Michael Policastro, Esq. to serve as Public Defender**
- e.       **6-1.20     Authorizing a PSA with Maser Consulting, PA to provide Landscape Architectural Services**
- f.       **7-1.20     Authorizing a PSA with McCarter & English, LLP and**

- McManimon, Scotland & Baumann, LLC to provide Bond Counsel Services**
- g. 8-1.20 Authorizing a PSA with Hoagland, Longo, Moran, Dunst & Doukas, LLP to provide Environmental Legal Services**
  - h. 9-1.20 Authorizing a PSA with Hodulik & Morrison, P.A., a Division of PKF O'Connor Davies to provide Municipal Auditing Services**
  - i. 10-1.20 Authorizing a PSA with CME Associates to serve as Municipal Consulting Engineer**
  - j. 11-1.20 Authorizing a PSA with Harry Haushalter, Esq. to serve as Tax Appeal Counsel**
  - k. 12-1.20 Authorizing a PSA with Arcari and Iovino Architects, LLC to provide Architectural Services**
  - l. 13-1.20 Authorizing a PSA with CME Associates to provide Mechanical Engineering Services**
  - m. 14-1.20 Authorizing an agreement with Arthur J. Gallagher Risk Management Services, Inc. to provide Risk Management Consulting Services**
  - n. 15-1.20 Authorizing an agreement with BRB Valuation and Consulting Services and Sockler Realty Services Group Inc. for Appraisal Services**
  - o. 16-1.20 Authorizing a PSA with Stantec Consulting Services, Inc. to provide Wastewater Collection System Oversight Services for the North Brunswick Wastewater System**
  - p. 17-1.20 Authorizing an agreement with T&M Associates to provide Water and Wastewater Consulting Services**
  - q. 18-1.20 Authorizing an agreement with the Rodgers Group, LLC to assist the Police Department in maintaining Accreditation from the New Jersey State of Association of Chiefs of Police**
  - r. 19-1.20 Authorizing agreements with Acacia Financial Group Inc. and Phoenix Advisors to provide Financial Advisory Services**
  - s. 20-1.20 Authorizing a Professional Service Agreement with CME Associates and Maser Consulting PA to provide Traffic Engineering Services**
  - t. 21-1.20 Authorizing a PSA with DeCotiis, Fitzpatrick, Cole & Giblin, LLP to serve as Municipal Labor Counsel**

**Directors / Other appointments:**

- u. 22-1.20 Confirming the Mayor's appointment of Kathryn W. Monzo to the position of Business Administrator**
- v. 23-1.20 Appointing Louise Ann Benson Director of Parks, Recreation and Community Services**
- w. 24-1.20 Appointing Eric S. Chaszar Director of the Department of Public Works**
- x. 25-1.20 Appointing Kenneth McCormick to the position Director of**

## **Public Safety**

- y. 26-1.20 **Appointing Michael C. Hritz Director of Department of Community Development**
- z. 27-1.20 **Authorizing the appointment of Cavel S. Gallimore as Chief Financial Officer for the Township of North Brunswick**
- aa. 28-1.20 **Appointing Bill Nelson representative to the Middlesex County Housing and Development Committee**
- ab. 29-1.20 **Appointing Fran Cipot Tax Search Officer**
- ac. 30-1.20 **Appointing Justine Progebin Public Agency Compliance Officer**
- ad. 31-1.20 **Designating a Senior Citizen & Disabled Protected Tenancy Officer**
- ae. 32-1.20 **Twp. Fire Chief / 1st and 2nd Asst. Chiefs / Chief: Bureau of Fire Prevention**
- af. 33-1.20 **Appointing Ralph Andrews Council Representative to the North Brunswick Planning Board**
- ag. 34-1.20 **Appointments to the Zoning Board of Adjustment**

## **Authorize**

- ah. 35-1.20 **Authorizing fee for returned checks**
- ai. 36-1.20 **Cancel property Tax Refund or Delinquency less than \$10.00**
- aj. 37-1.20 **Mayor / Council to hold Executive Session**
- ak. 38-1.20 **Collecting of interest for delinquent payment of utility charges**
- al. 39-1.20 **Fixing interest rate on delinquent taxes**
- am. 40-1.20 **Tax Assessor to file tax appeals on behalf of Twp.**
- an. 41-1.20 **Special Rules of Order**
- ao. 42-1.20 **Establishing a cash management plan and naming official cash depositories**
- ap. 43-1.20 **Authorizing the purchase of goods and services from vendors approved under Cooperative Purchasing Agreements**
- aq. 44-1.20 **Authorizing purchases from vendors approved under the State Contract**
- ar. 45-1.20 **Authorizing the purchase of admission tickets and services for Recreation Programs under the Department of Parks, Recreation and Community Services**

## **Designate**

- as. 46-1.20 **Date, Place and Time of Township Council Meetings**
- at. 47-1.20 **Designating official newspapers for Calendar Year 2020**
- au. 48-1.20 **Providing for an "Annual Notice of Meetings" pursuant to Open Public Meetings Law**
- av. 49-1.20 **Authorizing a PSA with DeCotiis, Fitzpatrick, Cole & Giblin, LLP to serve as Litigation and Special and Special Projects**

## **Counsel**

### **12. Administration of Oath:**

- a. Business Administrator Kathryn W. Monzo**
- b. Director, Department of Parks, Recreation and Community Services - Louise Ann Benson**
- c. Director, Department of Public Works - Eric Chaszar**
- d. Director, Department of Public Safety - Kenneth McCormick**
- e. Director, Department of Community Services - Michael C. Hritz**
- f. Chief Financial Officer - Cavel S. Gallimore**
- g. Fire Chief - Kenneth Graulich**
- h. First Assistant Chief - Jeffrey Dunham**
- i. Second Assistant Chief - Dave Klisch**

### **13. Public Hearing (15 minute session)**

### **14. Mayor Womack's State of the Township Address**

### **15. Adjourn**

### **16. Benediction**

- a.**  
**Francis W. Womack II**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 2.**

**Francis M. Womack II**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 4.**

**Tangie Cobb**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 6.**

**Mayor Francis "Mac" Womack**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 6.**

**Councilman Ralph Andrews**



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 6.**

**Councilwoman Amanda Guadagnino**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 9.**

**Authorizing a PSA with Rainone Coughlin Minchello LLC to serve as Municipal Attorney**

**Resolution Number:** 1-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
\_\_\_\_\_ OF THE FIRM  
RAINONE COUGHLIN MINCHELLO LLC  
TO SERVE AS MUNICIPAL ATTORNEY**

**WHEREAS**, the Township of North Brunswick has a need for a professional to perform the duties as Municipal Attorney for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of two proposals in response to PRO20003; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with \_\_\_\_\_ of the firm Rainone Coughlin Minchello, LLC (555 U.S. Highway One South, Suite 440, Iselin, NJ 08830) and determined them responsive in all respects and qualified for the position; and

**WHEREAS**, proposals have been reviewed and the response submitted by Rainone Coughlin Minchello, LLC has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, compensation for these services shall be billed at an hourly rate of \$175.00 for partners and associates, a blended hourly rate of \$95.00 for clerks and paralegals, travel, and reimbursable expenses as described within the contract for a total authorization not-to-exceed \$280,000.00 for calendar year 2020; and

**WHEREAS**, the Chief Financial Officer has certified that \$150,000.00 is available for this purpose in FY2020 Legal OE budget account 0-01-20-155-000-981 for general legal, excluding special services which shall be charged to the related accounts as certified by the Chief Financial Officer, for services ending June 30, 2020 and the balance shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with \_\_\_\_\_ of the firm Rainone Coughlin Minchello, LLC to serve as Township Attorney for calendar year 2020, with a contract authorization not-to-exceed \$280,000.00 for general legal matters, exclusive of special project services.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, certify that \$150,000.00 is available for this purpose in FY2020 Legal OE budget account 0-01-20-155-000-981 for general legal, excluding special services which shall be charged to the related accounts as certified by the Chief Financial Officer, for services ending June 30, 2020 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2021. Contract PRO20003

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**RECEIPT OF PROPOSALS****November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20003 – Township Attorney</b>	<b>No Bond required</b>	
<b>DeCotiis, Fitzpatrick, Cole &amp; Giblin LLP 500 Frank R. Burr Blvd. Teaneck, NJ 07666</b>		<b>Set Fees</b>
<b>Rainone Coughlin Minchello, LLC 555 US Highway One South Suite 440 Iselin, NJ 08830</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - a.**

**Authorizing a PSA with David P. Lonski of the firm Shamy, Shapers & Lonski, PC to serve as Municipal Prosecutor**

**Resolution Number:** 2-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES  
AGREEMENT WITH DAVID P. LONSKI OF THE FIRM  
SHAMY, SHIPERS & LONSKI, PC  
TO SERVE AS MUNICIPAL PROSECUTOR**

**WHEREAS**, the Township of North Brunswick has a need to acquire a professional to perform the duties of Municipal Prosecutor for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of two proposals in response to PRO20004; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with David P. Lonski (or his designee) of the firm Shamy, Shippers & Lonski, PC to serve as Municipal Prosecutor; and

**WHEREAS**, proposals have been reviewed and the response submitted by David P. Lonski of the firm Shamy, Shippers & Lonski, PC has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, compensation for these services shall be paid at a rate of \$275.00 per session for regularly scheduled and special sessions and reimbursable expenses in an amount not-to-exceed \$56,000.00 for calendar year 2020; and

**WHEREAS**, the Chief Financial Officer has certified that \$30,000.00 is available for this purpose in account 0-01-20-155-000-982 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with David P. Lonski (or his designee) of the firm Shamy, Shippers & Lonski, PC to serve as Municipal Prosecutor, with an authorization not-to-exceed \$50,000.00, for calendar year 2020, in accordance with RFP PRO20004.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, certify that \$30,000.00 is available for this purpose in account 0-01-20-155-000-982 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021. Contract PRO20004

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk





## **TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268  
Website: [WWW.NORTHBRUNSWICKONLINE.COM](http://WWW.NORTHBRUNSWICKONLINE.COM)

### Evaluation Report Municipal Prosecutor - Request for Proposal December 30, 2019

As part of its annual award of professional service agreements in accordance with “Fair and Open” procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for Municipal Prosecutor for calendar year 2020.

On October 7<sup>th</sup>, 2019, the Township Council passed resolution #267-10.19 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Kathy Monzo, Business Administrator  
Ken McCormick, Director of Public Safety  
Joseph Battaglia, Deputy Chief of Police

Prior to the committee’s first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with potential vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Respondent's understanding and prior experience with Township – 30 points
2. Experience and Qualifications of Individuals or Team – 20 points
3. Respondents overall company history and experience – 30 points
4. Pricing Model – 20 points

The following two proposals were received by the submission deadline of November 13, 2019:

Shamy, Shippers & Lonski  
251 Livingston Ave  
New Brunswick, NJ 08901

Jalloh & Jalloh LLC  
21 West Blancke Street, 2<sup>nd</sup> Floor  
Linden, NJ 07036

The committee members individually reviewed the proposals. The committee then met to discuss the proposal experience, proposed methodology and other factors.

Shamy, Shippers & Lonski received a total score of 290 out of a possible 300. Jalloh & Jalloh received a total score of 235 out of a possible 300.

Shamy, Shippers & Lonski has served as Municipal Prosecutor for the North Brunswick Municipal Court for several years now. In addition, they scored higher in the areas of Understanding of service, Prior Experience, and Overall Company History. Evaluators also ranked the Lonski firm higher based on past performance in the Municipality's Court.

The committee recommends the award of contract PRO20004 to Shamy, Shippers & Lonski for submitting a proposal that is responsive to the Township's needs.

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:      Justine Progebin, Purchasing Agent  
                 Samantha Sickles, Purchasing Assistant  
                 Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20004 – Municipal Prosecutor</b>	<b>No Bond required</b>	
<b>Jalloh &amp; Jalloh LLC 220 Park Ave. Florham Park, NJ 07932</b>		<b>Set Fees</b>
<b>Shamy Shippers &amp; Lonski 911 Livingston Avenue North Brunswick, N.J. 08902</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - b.**

**Authorizing PSA with T&M Associates to provide Environmental Engineering Services**

**Resolution Number:** 3-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING PROFESSIONAL SERVICE AGREEMENT WITH  
T&M ASSOCIATES TO PROVIDE  
ENVIRONMENTAL ENGINEERING SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Environmental Engineering Services for 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of five proposals in response to PRO20016; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with T&M Associates (Eleven Tindall Road, Middletown, New Jersey 07748) for Environmental Engineering Services; and

**WHEREAS**, proposals have been reviewed and the response submitted by T&M Associates has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with T&M Associates to provide Environmental Engineering services, as requested by the Township, for calendar year 2020; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered of which T&M Associates shall be compensated in accordance with the rate scheduled provided within the RFP.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with T&M Associates to provide Environmental Engineering services, for calendar year 2020, in accordance with RFP PRO20016.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, hereby certify that funds will be made available from various budget or capital improvement authorizations and/or as assigned from relating account(s) for services rendered. Contract PRO20016

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**RECEIPT OF PROPOSALS****November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	
<b>PRO20016 – Environmental Engineer</b>	<b>No Bond required</b>	<b>Total</b>
<b>CME Associates 3141 Bordentown Ave. Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>LAN Associates 445 Goodwin Avenue Suite 9 Midland Park, NJ 07432</b>		<b>Set Fees</b>
<b>Prestige Environmental Inc. 220 Davidson Avenue Suite 307 Somerset, NJ 08873</b>		<b>Set Fees</b>
<b>Suburban Consulting Engineers Inc. 96 US Highway 206 Suite 101 Flanders, NJ 07836</b>		<b>Set Fees</b>
<b>T&amp;M Associates Eleven Tindall Road Middletown, NJ 07748</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - c.**

**Authorizing a Professional Service Agreement with Shamy, Shippers & Lonski, PC to serve as  
Conflict Tax Appeal Counsel**

**Resolution Number:** 4-.120

**ATTACHMENTS:**

Description

Type

Resolution

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
SHAMY, SHIPERS & LONSKI, PC  
TO SERVE AS CONFLICT TAX APPEAL COUNSEL**

**WHEREAS**, the Township of North Brunswick has a need to acquire professional services for Tax Appeal Counsel for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of seven proposals in response to PRO20012; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommended authorizing a contract with Harry Haushalter, Esq. (Lexington Square Commons, 2119 Route 33, Suite A, Hamilton Square, NJ 08690) to serve as lead Tax Appeal Counsel for calendar year 2020; and

**WHEREAS**, in addition, the Evaluation Committee recommends authorizing a contract with firm Shamy, Shippers & Lonski, P.C. (911 Livingston Avenue North Brunswick, NJ 08902) to serve as Conflict Tax Appeal Counsel for calendar year 2020; and

**WHEREAS**, proposals have been reviewed and the response submitted by Shamy, Shippers & Lonski, P.C. has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Shamy, Shippers & Lonski, P.C. to serve as Conflict Tax Appeal Counsel for calendar year 2020; and

**WHEREAS**, prior to engaging in services, the Chief Financial Officer shall certify the appropriation of funds from the Tax Assessor's operating budget for services rendered.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Shamy, Shippers & Lonski, P.C. to provide services in accordance with RFP PRO20012, to serve as Conflict Tax Appeal Counsel for calendar year 2020.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, prior to services being rendered shall certify and appropriate funds from the Tax Assessor's operating budget for services rendered. Contract PRO20027

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



TOWNSHIP OF NORTH BRUNSWICK  
710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902  
Tel.: (732) 247-0922 ext. 435  
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report  
Tax Appeal Counsel - Request for Proposal PRO20012  
December 23, 2019

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appeal Counsel Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a “weighted” criterion established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator  
Cavel Gallimore, Chief Financial Officer  
Alaina Wysocke, Deputy Assessor

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: 30 points
- Prior Experience of Individual/Team on similar projects: 20 points
- Overall Company History with Similar Services: 30 points
- Agreement to Pricing Model: 20 points
- Total: 100 possible points

Competitive contracting proposals were solicited. Seven (7) proposals were received by the submission deadline.

The seven (7) vendors who submitted were as follows:

Potential Vendors:

Eric Bernstein & Associates  
34 Mountain Blvd. Building A  
Warren NJ 07059

Grace Marmero & Associates LLP  
44 Euclid Street  
Woodbury NJ 08096

Harry Haushalter, Esq.  
2119 Highway 33 Suite A  
Hamilton Square NJ 08690

Hoagland, Longo, Moran, Dunst, & Doukas LLP  
40 Paterson Street  
New Brunswick NJ 08901

Rainone Coughlin Minchello LLC  
555 US Highway One S. Suite 440  
Iselin NJ 08830

Shamy, Shippers & Lonski PC  
911 Livingston Avenue  
North Brunswick NJ 08902

Wisniewski & Associates LLC  
17 Main Street  
Sayerville NJ 08872

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

Harry Haushalter, Esq. placed at the top, scoring maximum points in each category. Shamy, Shippers, & Lonski PC came in second, scoring maximum points in Understanding scope, Experience & Qualifications, and agreeing to the pricing model. Wisniewski & Associates LLC, Rainone Coughlin Minchello LLC, and Hoagland, Longo, Moran, Dunst, & Doukas LLP all scored well in Understanding scope and Overall history however came in lower for Experience & Qualifications. Coming in at the two lowest was Grace Marmero & Associates LLP and Eric Bernstein & Associates, scoring better in Understanding scope; they however came in lowest in all other categories.

When the scoring was added for all vendors, the firms were ranked as follows:

Harry Haushalter, Esq.	300
Shamy, Shippers & Lonski PC	275
Wisniewski & Associates LLC	260
Rainone Coughlin Minchello LLC	255
Hoagland, Longo, Moran, Dunst, & Doukas LLP	245
Eric Bernstein & Associates	240
Grace Marmero & Associates LLP	210

The proposals submitted by Harry Haushalter, Esq. and Shamy, Shipper, & Lonski PC ranked the highest when all scores were tabulated. They have demonstrated a better understanding of the needs of North Brunswick Township's properties with their past experiences and knowledge.

Therefore, the committee recommends the award of contract Harry Haushalter, Esq. as lead firm and Shamy, Shipper, & Lonski PC as conflict counsel.

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20012 – Tax Appeal Counsel</b>	<b>No Bond required</b>	
<b>Eric Bernstein &amp; Associates 34 Mountain Blvd Building A Warren, NJ 07059</b>		<b>Set Fees</b>
<b>Grace Marmero &amp; Associates LLP 44 Euclid Street Woodbury, NJ 08096</b>		<b>Set Fees</b>
<b>Harry Haushalter, Esq. 2119 Highway 33 Suite A Hamilton Square, NJ 08690</b>		<b>Set Fees</b>
<b>Hoagland, Longo, Moran, Dunst &amp; Doukas LLP 40 Paterson Street New Brunswick, NJ 08901</b>		<b>Set Fees</b>
<b>Rainone Coughlin Minchello, LLC 555 US Highway One South Suite 440 Iselin, NJ 08830</b>		<b>Set Fees</b>
<b>Shamy, Shippers &amp; Lonski PC 911 Livingston Ave North Brunswick, NJ 08902</b>		<b>Set Fees</b>
<b>Wisniewski &amp; Associates LLC 17 Main Street Sayreville, NJ 08872</b>		

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - d.**

**Authorizing a PSA with Michael Policastro, Esq. to serve as Public Defender**

**Resolution Number:** 5-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo



**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
MICHAEL POLICASTRO, ESQ.  
TO SERVE AS PUBLIC DEFENDER**

**WHEREAS**, the Township of North Brunswick has a need for a professional to perform the duties as Public Defender for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19 authorizing the solicitation of Requests for Proposals for a professional to serve as Public Defender in the North Brunswick Municipal Court; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

**WHEREAS**, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of one proposal for said professional service on Wednesday, November 13, 2019; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report, detailing their review and recommendation; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with Michael Policastro, Esq. to serve as Public Defender for calendar year 2020; and

**WHEREAS**, the proposal submitted by Michael Policastro, Esq. has been reviewed determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Michael Policastro, Esq. (104 South Main Street, Milltown, New Jersey 08850) to serve in the position as Public Defender for calendar year 2020; and

**WHEREAS**, compensation for these services shall be paid at a rate of \$200.00 per session, for regular and special sessions as scheduled by the Court Administrator, \$50.00 per Court Administration approved consultation, and reimbursable expenses in an amount not-to-exceed \$30,000.00 for calendar year 2020; and

**WHEREAS**, the Chief Financial Officer has certified that \$12,000.00 is available for this purpose in trust account D-33-56-850-006-002, \$3,000.00 is available for this purpose in account 0-01-43-495-000-181 for services ending June 30, 2020 and the balance of funds authorized shall be certified upon the appropriation of funds from said account in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to

execute and the Township Clerk to witness an agreement with Michael Policastro, Esq. to perform the duties as Public Defender in the North Brunswick Municipal Court in accordance with contract PRO20005, with an authorization not-to-exceed \$30,000.00 for calendar year 2020.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, certify that \$12,000.00 is available for this purpose in trust account D-33-56-850-006-002, \$3,000.00 is available for this purpose in account 0-01-43-495-000-181 for services ending June 30, 2020 and the balance of funds authorized shall be certified upon the appropriation of funds from said account in FY2021. Contract PRO20005

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



## **TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268  
Website: [WWW.NORTHBRUNSWICKONLINE.COM](http://WWW.NORTHBRUNSWICKONLINE.COM)

### Evaluation Report Public Defender - Request for Proposal December 30<sup>th</sup> 2019

As part of its annual award of professional service agreements in accordance with “Fair and Open” procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for Public Defender for calendar year 2020.

On October 7<sup>th</sup>, 2019, the Township Council passed resolution #267-10.19 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator

Ken McCormick, Director of Public Safety

Joseph Battaglia, Deputy Chief of Police

Prior to the committee’s first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with potential vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Respondent's understanding and prior experience with Township – 30 points
2. Experience and Qualifications of Individuals or Team – 20 points
3. Respondents overall company history and experience – 30 points
4. Pricing Model – 20 points

Only One Proposal was received by the submission deadline of November 13<sup>th</sup>, 2019:

Michael Policastro  
104 So. Main Street  
Milltown, N.J. 08850

Michael Policastro has served as the Public Defender for the North Brunswick Municipal Court for several years now. He received high scores in all areas. Evaluators ranked his experience high based on past performance in the Municipality's Court. His total score was 280 out of a possible 300. The committee therefore recommends the award of contract PRO20004 to Michael Policastro for submitting a proposal that is responsive to the Township's needs and in accordance with the pre-established weighting criteria.

**RECEIPT OF PROPOSALS****November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:       Justine Progebin, Purchasing Agent  
                  Samantha Sickles, Purchasing Assistant  
                  Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20005 – Public Defender</b>	<b>No Bond required</b>	
<b>The Policastro Law Firm LLC 104 South Main Street Milltown, NJ 08850</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - e.**

**Authorizing a PSA with Maser Consulting, PA to provide Landscape Architectual Services**

**Resolution Number:** 6-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
MASER CONSULTING, PA TO PROVIDE  
LANDSCAPE ARCHITECTURAL SERVICES**

**WHEREAS**, the Township of North Brunswick has a need for Landscape Architectural Services for 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO20026; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with Maser Consulting, PA (331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701) to provide Landscape Architectural Services; and

**WHEREAS**, Township Attorney has reviewed the proposals submitted and determined the proposal submitted by Maser Consulting, PA to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Maser Consulting, PA to provide Landscape Architectural Services for calendar year 2020; and

**WHEREAS**, Maser Consulting, PA shall be compensated for services as outlined within their contract for an authorization not-to-exceed \$10,000.00 for general services, exclusive of special projects; and

**WHEREAS**, the Chief Financial Officer has certified that \$10,000.00 is available for general matters in account 0-01-26-310-000-200 for services ending June 30, 2020 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Maser Consulting, PA to provide Landscape Architectural Services, with an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects, for calendar year 2020, in accordance with RFP PRO20026.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$10,000.00 is available for general services in account 0-01-21-165-000-200, for services ending June 30, 2020 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2021. Contract PRO20026.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk





## **TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x268

Fax: (732) 289-3822

[WWW.NORTHBRUNSWICKNJ.GOV](http://WWW.NORTHBRUNSWICKNJ.GOV)

### **EVALUATION REPORT**

#### **2020 LANDSCAPE ARCHITECT - REQUEST FOR PROPOSAL**

**DECEMBER 23, 2019**

The Township of North Brunswick seeks a qualified vendor to provide Landscape Architect services for 2019. Three (3) proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three person committee evaluated the proposals comprised of the following individuals:

Kathryn Monzo, Business Administrator

Michael C. Hritz, Director of Community Development

Eric Chaszar, Director of Public Works

Each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Understanding and Prior Experience with the township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Agreement to the Pricing Model – 20 points

The following three (3) proposals were received by the submission deadline:

CME Associates  
3141 Bordentown Avenue  
Parlin, N.J. 08859

Maser Consulting P.A.  
100 American Metro Blvd., Suite 153  
Hamilton, NJ 08619

Suburban Consulting Engineers, Inc.  
96 U.S. Highway 206 – Suite 101  
Flanders, NJ 07836

The committee discussed the proposals sharing observations including: experience, knowledge of professionals and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

Maser Consulting received the highest points overall at 260, demonstrating a structured landscape architecture team with experience in Green Streets, Greenway, and other non-traditional park improvement projects of interest. CME Associates placed second with a total of 240 points, followed by Suburban Consulting Engineers with a total of 220 points. Both have skilled experience and demonstrated success with traditional landscape architecture.

Accordingly, it is the Evaluation Committee's recommendation to appoint Maser Consulting P.A. as Landscape Architect.

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20026 – Landscape Architect</b>	<b>No Bond required</b>	
<b>CME Associates 3141 Bordentown Ave Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>Maser Consulting PA 331 Newman Springs Road Suite 203 Red Bank, NJ 07701</b>		<b>Set Fees</b>
<b>Suburban Consulting Engineers Inc. 96 US Highway 206 Suite 101 Flanders, NJ 07836</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - f.**

**Authorizing a PSA with McCarter & English, LLP and McManimon, Scotland & Baumann, LLC to provide Bond Counsel Services**

**Resolution Number:** 7-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING PROFESSIONAL SERVICE AGREEMENTS WITH  
MCCARTER & ENGLISH, LLP AND  
MCMANIMON, SCOTLAND & BAUMANN, LLC  
TO PROVIDE BOND COUNSEL SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Bond Counsel Services for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of five proposals in response to PRO20008; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing contracts with the following two firms: McCarter & English, LLP (Four Gateway Center, 100 Mulberry Street, Newark, NJ 07102) and McManimon, Scotland & Baumann, LLC (75 Livingston Avenue, Second Floor, Roseland, NJ 07068) to provide Bond Counsel services for calendar year 2020; and

**WHEREAS**, proposals have been reviewed and the responses submitted by McCarter & English, LLP and McManimon, Scotland & Baumann, LLC have been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into agreements with McCarter & English, LLP and McManimon, Scotland & Baumann, LLC to provide Bond Counsel services for calendar year 2020; and

**WHEREAS**, McCarter & English, LLP, serving as the lead counsel, shall be compensated for these services as outlined within their contract; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered; and

**WHEREAS**, McManimon, Scotland & Baumann, LLC, serving as the conflict counsel, shall be compensated for these services as outlined within their contract; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness agreements with McCarter & English, LLP and McManimon, Scotland & Baumann, LLC to provide Bond Counsel services for calendar year 2020 in accordance with RFP PRO20008.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### **CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, hereby certify that funds will be made available from funds from the budgeted and capital improvement authorizations relating to services rendered by McCarter & English, LLP. Contract PRO20008

In addition, I shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by McManimon, Scotland & Baumann, LLC. Contract PRO20031

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	
<b>PRO20008 – Bond Counsel</b>	<b>No Bond required</b>	<b>Total</b>
<b>McCarter &amp; English Four Gateway Center, 100 Mulberry Street Newark, NJ 07102</b>		<b>Set Fees</b>
<b>McManimon, Scotland &amp; Baumann LLC 75 Livingston Ave Roseland, NJ 07068</b>		<b>Set Fees</b>
<b>Parker McCay 9000 Midlantic Drive Suite 300 Mount Laurel, NJ 08054</b>		<b>Set Fees</b>
<b>Rainone Coughlin Minchello, LLC 555 US Highway One South Suite 440 Iselin, NJ 08830</b>		<b>Set Fees</b>
<b>Waters, McPherson, McNeill PC 300 Lighting Way Seaucus, NJ 07070</b>		<b>Set Fees</b>
<b>Wilentz, Goldman &amp; Spitzer PA 90 Woodbridge Center Drive Suite 900 Parsippany, NJ 07054</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - g.**

**Authorizing a PSA with Hoagland, Longo, Moran, Dunst & Doukas, LLP to provide Environmental Legal Services**

**Resolution Number:** 8-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo



**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
HOAGLAND, LONGO, MORAN, DUNST & DOUKAS, LLP  
TO PROVIDE ENVIRONMENTAL LEGAL SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Environmental Legal Services for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of two proposals in response to PRO20018; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with Hoagland, Longo, Moran, Dunst & Doukas, LLP, with offices at 40 Paterson Street, New Brunswick, NJ 08903, to provide said services; and

**WHEREAS**, proposals have been reviewed and the response submitted by Hoagland, Longo, Moran, Dunst & Doukas, LLP has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, Hoagland, Longo, Moran, Dunst & Doukas, LLP shall be compensated for these services at rates outlined within their contract for an authorization not-to-exceed \$70,000.00; and

**WHEREAS**, the Chief Financial Officer has certified that services rendered will be allocated from the Soil Remediation Trust Account 0-04-65-400-000-002.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Hoagland, Longo, Moran, Dunst & Doukas, LLP to provide Environmental Legal Services to assist the Township in resolving the financial liabilities regarding the soil contamination at the North Brunswick High School and surrounding sites, with a contract authorization not-to-exceed \$70,000.00 for calendar year 2020, in accordance with RFP PRO20025.

Resolution # \_\_\_\_\_

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds in the amount \$70,000.00 have been made available for this purpose under the Soil Remediation Trust Account 0-04-65-400-000-002. Contract # PRO20025

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



## **TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x268

Fax: (732) 289-3822

[WWW.NORTHBRUNSWICKNJ.GOV](http://WWW.NORTHBRUNSWICKNJ.GOV)

### **EVALUATION REPORT**

#### **2020 ENVIRONMENTAL LEGAL SERVICES - REQUEST FOR PROPOSAL**

**DECEMBER 23, 2019**

The Township of North Brunswick solicited proposals from interested firms for Environmental Legal Counsel to assist the Township in resolving the financial liabilities regarding the soil and groundwater contamination at the North Brunswick High School and surrounding sites. Two (2) proposals were received, demonstrating general experience and meeting the fundamental qualifications of the services required. A three person committee evaluated the proposal comprised of the following individuals:

Kathryn Monzo, Business Administrator

Michael C. Hritz, Director of Community Development

Eric Chaszar, Director of Public Works

Each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Understanding and Prior Experience with the Township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Pricing Model – 20 points

The following proposals were received by the submission deadline:

Hoagland, Longo, Moran, Dunst & Doukas, LLP  
40 Paterson Street  
New Brunswick, NJ 08903

McManimon, Scotland & Baumann, LLC  
75 Livingston Avenue  
Roseland, New Jersey 07068

The committee discussed the proposal sharing observations including: prior experience with the ongoing litigation, knowledge of professionals and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each category.

Hoagland, Longo, Moran, Dunst & Doukas, LLP received high points overall at 280. The firm has been highly engaged by the Township since 2006 and has played a continuing role in ongoing litigation associated with soil and groundwater contamination at the North Brunswick High School and surrounding sites.

McManimon, Scotland & Baumann, LLC earned 245 total points, representative of their firms overall company history with similar services and their prior experience.

It is the Evaluation Committee's recommendation to appoint Hoagland, Longo, Moran, Dunst & Doukas, LLP. The firm has expansive historical experience on the matter and will be an added value to the Township as it enters the final stages in resolving the financial liabilities with regards to the soil and groundwater contamination at the North Brunswick High School and surrounding sites.

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20025 – Environmental Legal Counsel</b>	<b>No Bond required</b>	
<b>Hoagland, Longo, Moran, Dunst &amp; Doukas 40 Paterson Street New Brunswick, N.J. 08901</b>		<b>Set Fees</b>
<b>McManimon Scotland Baumann LLC 75 Livingston Ave Roseland, NJ 07068</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - h.**

**Authorizing a PSA with Hodulik & Morrison, P.A., a Division of PKF O'Connor Davies to provide Municipal Auditing Services**

**Resolution Number:** 9-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
HODULIK & MORRISON, P.A., A DIVISION OF PKF O'CONNOR DAVIES  
TO PROVIDE MUNICIPAL AUDITING SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Municipal Auditing Services for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were anticipated to be procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, no proposals were submitted by the submission time in response to PRO20011; and

**WHEREAS**, subsequent to the close of the reception, municipal officials solicited and received a proposal from the current auditing firm Hodulik & Morrison, P.A., a division of PKF O'Connor Davies (20 Commerce Drive, Suite 301, Cranford, NJ 07016); and

**WHEREAS**, Hodulik & Morrison, P.A., a division of PKF O'Connor Davies has agreed to provide said services which includes preparation of the FY2020 Municipal Audit in the amount of \$75,000.00 plus additional assistance preparation of the Annual Financial Statement, Annual Debt Statement, review of the FY2021 Municipal Budget and other financial matters as requested by the Chief Financial Officer, which shall be invoiced in accordance with the agreed hourly rate schedule outlined within the proposal; and

**WHEREAS**, this contract may be awarded by the governing body without competitive bidding in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contract Law for the provision of professional services; and

**WHEREAS**, prior to the governing body authorizing a contract with Hodulik & Morrison, P.A., a division of PKF O'Connor Davies, as a alternative to the "fair and open" procurement process, the Purchasing Agent received on December 15, 2019 a completed Business Entity Disclosure Certification which certifies the firm has not made any reportable contributions to a political or candidate committee within the Township of North Brunswick in the previous one year, and that the contract will prohibit the firm from making any reportable contributions through the term of the contract; and

**NOW THEREFORE, BE IT RESOLVED**, on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick, in the County of Middlesex, and the State of New Jersey, does hereby authorize and confirm the following:

1. The Mayor, or his designee, is hereby authorized to execute a contract and any other necessary documents with Hodulik & Morrison, P.A., a division of PKF O'Connor Davies, in the amount of \$75,000.00 for preparation of the FY2020 Municipal Audit plus additional assistance as requested by the Chief Financial Officer, which shall be invoiced in accordance with the agreed hourly rate schedule outlined within the proposal, with a one-year contract term beginning January 1, 2020,

2. This contract is awarded without competitive bidding pursuant to Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) and Elections Law commonly known as Pay-to-Play N.J.S.A. 19:44A-20.5 et seq. as described herein above,
3. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution,
4. Pursuant to N.J.S.A. 19:44A-20.26 et seq. Hodulik & Morrison, P.A., a division of PKF O'Connor Davies submitted a Chapter 271 Political Contribution Statement at least ten days prior to the passage of this resolution, and
5. Notice of this action shall be published by the Municipal Clerk in the Home News and Tribune, as the official newspaper for this municipality, as required by law within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$55,000.00 for the FY2019 audit is available in budget account 0-01-20-135-000-130, \$10,000.00 for the FY2019 audit is available in water account 0-05-55-502-000-130 and \$10,000.00 for the FY2019 audit is available in sewer account 0-07-55-502-000-130, and all other requested services shall be billed at an hourly rate and/or charged to the related improvement authorizations and/or the Finance-OE Financial Services budget account as certified. Contract PRO20010

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**TOWNSHIP OF NORTH BRUNSWICK**

**Part I – Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Hodulik & Morrison, P.A., A division of PKF O'Connor Davies has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding December 1, 2019 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Township of North Brunswick** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Francis Womack, III – Mayor, Term 12/31/2023	Carlo Socio – Councilmember, Term 12/31/2021
	William Lopez – Councilmember, Term 12/31/2021
Bob Davis – Councilmember, Term 12/31/2020	Ralph Andrews – Councilmember, Term 12/31/22
Bob Corbin – Councilmember, Term 12/31/2020	Amanda Guadagnino–Councilmember, Term 12/31/22

**Part II – Ownership Disclosure Certification**

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

Check the box that represents the type of business entity:

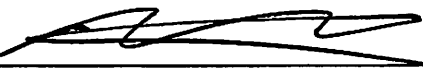
☐ Partnership      ☐ Corporation      ☐ Sole Proprietorship      ☐ Subchapter S Corporation  
☐ Limited Partnership      ☐ Limited Liability Corporation      ☒ Limited Liability Partnership

Name of Stock or Shareholder	Home Address

**Part III – Signature and Attestation**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

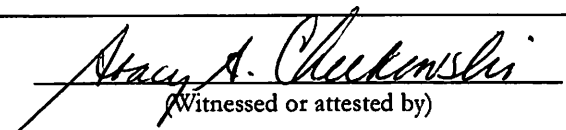
Name of Business Entity: Hodulik & Morrison, P.A., A division of PKF O'Connor Davies

Signature of Affiant:  Title: Partner

Printed Name of Affiant : Andrew G. Hodulik Date: December 10, 2019

Subscribed and sworn before me this 10<sup>th</sup> day of  
December, 2019.

My Commission expires: STACY A. CHELKOWSKI  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires 3/21/2020

  
(Witnessed or attested by)

(Seal)

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - i.**

**Authorizing a PSA with CME Associates to serve as Municipal Consulting Engineer**

**Resolution Number:** 10-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
CME ASSOCIATES TO SERVE AS  
MUNICIPAL CONSULTING ENGINEER**

**WHEREAS**, the Township of North Brunswick has a need to acquire Municipal Consulting Engineering Services for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO20009; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) to provide Municipal Consulting Engineering Services for calendar year 2020; and

**WHEREAS**, proposals have been reviewed and the response submitted by CME Associates has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with CME Associates to provide Municipal Consulting Engineering Services for calendar year 2020; and

**WHEREAS**, CME Associates shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$80,000.00 for general engineering services, excluding developer and applicant billing, \$10,000.00 for water related matters, and \$10,000.00 for wastewater related matters; and

**WHEREAS**, the Chief Financial Officer has certified that \$50,000.00 is available for general engineering matters in account 0-01-21-165-000-200, \$5,000.00 is available for water related matters in account 0-05-55-502-000-200, and \$5,000.00 is available for wastewater related matters in account 0-07-55-502-000-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with CME Associates to provide Municipal Consulting Engineering Services, with a contract authorization not-to-exceed \$100,000.00, exclusive of developer and applicant billing, for calendar year 2020 in accordance with RFP PRO20009.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$50,000.00 is available for general engineering matters in account 0-01-21-165-000-200, \$5,000.00 is available for water related matters in account 0-05-55-502-000-200, and \$5,000.00 is available for wastewater related matters in account 0-07-55-502-000-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021. Contract PRO20009.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:      Justine Progebin, Purchasing Agent  
                 Samantha Sickles, Purchasing Assistant  
                 Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20009 – Municipal Engineer</b>	<b>No Bond required</b>	
<b>Center State Engineering 481 Spotswood Englishtown Road Monroe Township, NJ 08831</b>		<b>Set Fees</b>
<b>CME Associates 3141 Bordentown Ave. Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>Suburban Consulting Engineers Inc. 96 US Highway 206 Suite 101 Flanders, NJ 07836</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - j.**

**Authorizing a PSA with Harry Haushalter, Esq. to serve as Tax Appeal Counsel**

**Resolution Number:** 11-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
HARRY HAUSHALTER, ESQ. TO SERVE AS  
TAX APPEAL COUNSEL**

**WHEREAS**, the Township of North Brunswick has a need to acquire professional services for Tax Appeal Counsel for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of seven proposals in response to PRO20012; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with Harry Haushalter, Esq. (Lexington Square Commons, 2119 Route 33, Suite A, Hamilton Square, NJ 08690) to serve as Tax Appeal Counsel for calendar year 2020; and

**WHEREAS**, proposals have been reviewed and the response submitted by Harry Haushalter, Esq. has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Harry Haushalter, Esq. to serve as of Tax Appeal Counsel for calendar year 2020; and

**WHEREAS**, Harry Haushalter, Esq. shall be compensated for these services at a blended hourly rate of \$120.00 for partners and associates, a blended hourly rate of \$75.00 for law clerks and paralegals, and reimbursable expenses in an amount not-to-exceed \$75,000.00; and

**WHEREAS**, the Chief Financial Officer has certified that \$50,000.00 is available for this purpose in account 0-01-20-150-000-181 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Harry Haushalter, Esq. to serve as Tax Appeal Counsel, with an authorization not-to-exceed 75,000.00 for calendar year 2020, in accordance with RFP PRO20012.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$50,000.00 is available for this purpose in account 0-01-20-150-000-181 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021. Contract PRO20012

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk





TOWNSHIP OF NORTH BRUNSWICK  
710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902  
Tel.: (732) 247-0922 ext. 435  
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report  
Tax Appeal Counsel - Request for Proposal PRO20012  
December 23, 2019

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appeal Counsel Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a “weighted” criterion established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator  
Cavel Gallimore, Chief Financial Officer  
Alaina Wysocke, Deputy Assessor

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: 30 points
- Prior Experience of Individual/Team on similar projects: 20 points
- Overall Company History with Similar Services: 30 points
- Agreement to Pricing Model: 20 points
- Total: 100 possible points

Competitive contracting proposals were solicited. Seven (7) proposals were received by the submission deadline.

The seven (7) vendors who submitted were as follows:

Potential Vendors:

Eric Bernstein & Associates  
34 Mountain Blvd. Building A  
Warren NJ 07059

Grace Marmero & Associates LLP  
44 Euclid Street  
Woodbury NJ 08096

Harry Haushalter, Esq.  
2119 Highway 33 Suite A  
Hamilton Square NJ 08690

Hoagland, Longo, Moran, Dunst, & Doukas LLP  
40 Paterson Street  
New Brunswick NJ 08901

Rainone Coughlin Minchello LLC  
555 US Highway One S. Suite 440  
Iselin NJ 08830

Shamy, Shippers & Lonski PC  
911 Livingston Avenue  
North Brunswick NJ 08902

Wisniewski & Associates LLC  
17 Main Street  
Sayerville NJ 08872

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

Harry Haushalter, Esq. placed at the top, scoring maximum points in each category. Shamy, Shippers, & Lonski PC came in second, scoring maximum points in Understanding scope, Experience & Qualifications, and agreeing to the pricing model. Wisniewski & Associates LLC, Rainone Coughlin Minchello LLC, and Hoagland, Longo, Moran, Dunst, & Doukas LLP all scored well in Understanding scope and Overall history however came in lower for Experience & Qualifications. Coming in at the two lowest was Grace Marmero & Associates LLP and Eric Bernstein & Associates, scoring better in Understanding scope; they however came in lowest in all other categories.

When the scoring was added for all vendors, the firms were ranked as follows:

Harry Haushalter, Esq.	300
Shamy, Shippers & Lonski PC	275
Wisniewski & Associates LLC	260
Rainone Coughlin Minchello LLC	255
Hoagland, Longo, Moran, Dunst, & Doukas LLP	245
Eric Bernstein & Associates	240
Grace Marmero & Associates LLP	210

The proposals submitted by Harry Haushalter, Esq. and Shamy, Shipper, & Lonski PC ranked the highest when all scores were tabulated. They have demonstrated a better understanding of the needs of North Brunswick Township's properties with their past experiences and knowledge.

Therefore, the committee recommends the award of contract Harry Haushalter, Esq. as lead firm and Shamy, Shipper, & Lonski PC as conflict counsel.

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20012 – Tax Appeal Counsel</b>	<b>No Bond required</b>	
<b>Eric Bernstein &amp; Associates 34 Mountain Blvd Building A Warren, NJ 07059</b>		<b>Set Fees</b>
<b>Grace Marmero &amp; Associates LLP 44 Euclid Street Woodbury, NJ 08096</b>		<b>Set Fees</b>
<b>Harry Haushalter, Esq. 2119 Highway 33 Suite A Hamilton Square, NJ 08690</b>		<b>Set Fees</b>
<b>Hoagland, Longo, Moran, Dunst &amp; Doukas LLP 40 Paterson Street New Brunswick, NJ 08901</b>		<b>Set Fees</b>
<b>Rainone Coughlin Minchello, LLC 555 US Highway One South Suite 440 Iselin, NJ 08830</b>		<b>Set Fees</b>
<b>Shamy, Shipers &amp; Lonski PC 911 Livingston Ave North Brunswick, NJ 08902</b>		<b>Set Fees</b>
<b>Wisniewski &amp; Associates LLC 17 Main Street Sayreville, NJ 08872</b>		

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - k.**

**Authorizing a PSA with Arcari and Iovino Architects, LLC to provide Architectural Services**

**Resolution Number:** 12-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
ARCARI AND IOVINO ARCHITECTS, LLC  
TO PROVIDE ARCHITECTURAL SERVICES**

**WHEREAS**, the Department of Public Works is responsible for providing maintenance and upgrades to municipal buildings; and

**WHEREAS**, it has been determined there is a need to solicit proposals for Architectural Services for potential general and specialized projects; and

**WHEREAS**, municipal structures within the scope of this contract include the following: parks facilities, the Senior Center, the Municipal Complex, the Public Library, and Public Works facilities; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of two proposals in response to PRO20017; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with the firm Arcari and Iovino, P.C. (1 Katherine Street, Little Ferry, New Jersey 07643) to provide Architectural Services for calendar year 2020; and

**WHEREAS**, proposals have been reviewed and the response submitted by Arcari and Iovino, P.C. has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Arcari and Iovino, P.C. to provide Architectural Services for calendar year 2020; and

**WHEREAS**, Arcari and Iovino, P.C., shall be compensated for these services as outlined within the rate schedule within the contract, with an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects; and

**WHEREAS**, the Chief Financial Officer has certified that \$10,000.00 is available for general matters in account 0-01-26-310-000-200 for services ending June 30, 2020 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness and agreement with Arcari and Iovino, P.C. to provide Architectural Services, with an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects, for calendar year 2020 with an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects, in accordance with RFP PRO20017.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### **CERTIFICATION**

I, Cavel Gallimore, the Chief Financial Officer of the Township of North Brunswick certify that \$10,000.00 is available for general matters in account 0-01-26-310-000-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021. PRO20018

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:       Justine Progebin, Purchasing Agent  
                  Samantha Sickles, Purchasing Assistant  
                  Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20017 – Municipal Architect</b>	<b>No Bond required</b>	
<b>Arcari &amp; Iovino Architects 1 Katherine Street Little Ferry, N.J. 07643</b>		<b>Set Fees</b>
<b>Netta Architects, LLC. 1084 Route 22 West Mountainside, N.J. 07092</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - I.**

**Authorizing a PSA with CME Associates to provide Mechanical Engineering Services**

**Resolution Number:** 13-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
CME ASSOCIATES TO PROVIDE  
MECHANICAL ENGINEERING SERVICES**

**WHEREAS**, the Department of Public Works is responsible for providing maintenance and upgrades to municipal buildings; and

**WHEREAS**, it has been determined there is a need to solicit proposals for Mechanical Engineering Services for potential general and specialized projects; and

**WHEREAS**, municipal structures within the scope of this contract include the following: parks facilities, the Senior Center, the Municipal Complex, the Public Library, and Public Works facilities; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO20018; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) to provide Mechanical Engineer Services; and

**WHEREAS**, proposals have been reviewed and the response submitted by CME Associates has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with CME Associates to provide Mechanical Engineer Services for calendar year 2020; and

**WHEREAS**, CME Associates shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects; and

**WHEREAS**, the Chief Financial Officer has certified that \$10,000.00 is available for general matters in account 0-01-26-310-000-200 for services ending June 30, 2020 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with CME to provide Mechanical Engineer Services, with an authorization not-to-exceed \$10,000.00 for general matters, exclusive of special projects, for calendar year 2020, in accordance with RFP PRO20018.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### **CERTIFICATION**

I, Cavel Gallimore, the Chief Financial Officer of the Township of North Brunswick certify that \$10,000.00 is available for general matters in account 0-01-26-310-000-200 for services ending June 30, 2020 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2021. PRO20018

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:      Justine Progebin, Purchasing Agent  
                 Samantha Sickles, Purchasing Assistant  
                 Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20018 – Mechanical Engineer</b>	<b>No Bond required</b>	
<b>CME Associates 3141 Bordentown Ave. Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>Keystone Engineering Group 3836 Quakerbridge Road Hamilton, NJ 08619</b>		<b>Set Fees</b>
<b>Remington, Vernick &amp; Vena 3 Jocama Blvd., Ste. 2 Old Bridge, N.J. 08857</b>		

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - m.**

**Authorizing an agreement with Arthur J. Gallagher Risk Management Services, Inc. to provide Risk Management Consulting Services**

**Resolution Number:** 14-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING AN AGREEMENT WITH  
ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.  
TO PROVIDE RISK MANAGEMENT CONSULTING SERVICES**

**WHEREAS**, North Brunswick Township is a member of a Municipal Joint Insurance Fund which provides insurance coverage for Workers Compensation and Employers Liability, General Liability Coverage, Motor Vehicle and Equipment Liability, and Property Damage; and

**WHEREAS**, in December 2019, pursuant to Resolution 328-12.19, the Township of North Brunswick renewed their membership in the Garden State Municipal Joint Insurance Fund with a three-year term commencing January 1, 2020 and ending December 31, 2022; and

**WHEREAS**, the Mayor and Council are authorized to designate a firm to provide Risk Management Consulting Services as authorized in the bylaws of the contract; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of two proposals in response to PRO20015; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with Arthur J. Gallagher Risk Management Consulting Services, Inc. (707 State Road, Suite 101, Princeton, New Jersey 08540) to provide Risk Management Consulting; and

**WHEREAS**, proposals have been reviewed and the response submitted by Arthur J. Gallagher Risk Management Consulting Services, Inc. has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Arthur J. Gallagher Risk Management Consulting Services, Inc. to provide Risk Management Consulting Services for calendar year 2020; and

**WHEREAS**, any commission or fees payable to Arthur J. Gallagher Risk Management Consulting Services, Inc. shall be paid by the Garden State Municipal Joint Insurance Fund pursuant to the terms and conditions of the contract.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Arthur J. Gallagher Risk Management Consulting Services, Inc. to provide Risk Management Consulting Services for calendar year 2020 and shall be compensated pursuant to the current agreement with the Garden State Municipal Joint Insurance Fund in accordance with RFP PRO20015.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:      Justine Progebin, Purchasing Agent  
                 Samantha Sickles, Purchasing Assistant  
                 Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20015 – Risk Management Services</b>	<b>No Bond required</b>	
<b>Acrisure, LLC 1460 Route 9 North Suite 310 Woodbridge, NJ 07095</b>		<b>Set Fees</b>
<b>Arthur J. Gallagher Risk Management Services Inc. 707 State Road Suite 101 Princeton, NJ 08540</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - n.**

**Authorizing an agreement with BRB Valuation and Consulting Services and Sockler Realty Services Group Inc. for Appraisal Services**

**Resolution Number:** 15-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING AGREEMENTS WITH  
BRB VALUATION AND CONSULTING SERVICES AND  
SOCKLER REALTY SERVICES GROUP INC. FOR APPRAISAL SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Appraisal Services for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of two proposals in response to PRO20013; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing contracts with the following two firms: BRB Valuation and Consulting Services (22 Windham Drive, Eastampton, New Jersey 08536) and Sockler Realty Services Group, Inc. (299 Ward Street, Suite C Hightstown, New Jersey 08520); and

**WHEREAS**, proposals have been reviewed and the responses submitted by BRB Valuation and Sockler Realty Services Group, Inc. have been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreements with BRB Valuation and Consulting Services, and Sockler Realty Services Group, Inc.; and

**WHEREAS**, BRB Valuation and Consulting Services, serving as the lead, shall be compensated at an hourly rate of \$110.00 for principal appraisal services, at an hourly rate of \$85.00 for senior appraisal consultant services, and reimbursable expenses in an amount not-to-exceed \$25,000.00 for services rendered; and

**WHEREAS**, the Chief Financial Officer has certified that \$15,000.00 is available for this purpose in account 0-01-20-150-000-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021.

**WHEREAS**, Sockler Realty Services Group, Inc., serving as the conflict appraisal firm, shall be compensated for these services as outlined within their contract; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by Sockler Realty Services Group, Inc.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness agreements with BRB Valuation and Consulting Services and Sockler Realty Services Group, Inc. to provide Appraisal Services for calendar year 2020 in accordance with RFP PRO20013.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### **CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$15,000.00 is available for this purpose in account 9-01-20-150-000-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2020. Contract PRO20013

In addition, I shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by Sockler Realty Services Group, Inc.. Contract PRO20033

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**RECEIPT OF PROPOSALS****November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:       Justine Progebin, Purchasing Agent  
                  Samantha Sickles, Purchasing Assistant  
                  Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	
<b>PRO20013 – Tax Appraisal Services</b>	<b>No Bond required</b>	<b>Total</b>
<b>BRB Valuation &amp; Consulting Services 22 Windham Drive Easthampton, NJ 08060</b>		<b>Set Fees</b>
<b>Sockler Realty Services Group, Inc. 299 Ward Street Suite C Hightstown NJ 08520</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - o.**

**Authorizing a PSA with Stantec Consulting Services, Inc. to provide Wastewater Collection System Oversight Services for the North Brunswick Wastewater System**

**Resolution Number:** 16-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
STANTEC CONSULTING SERVICES, INC. TO PROVIDE  
WASTEWATER COLLECTION SYSTEM OVERSIGHT SERVICES  
FOR THE NORTH BRUNSWICK WASTEWATER SYSTEM**

**WHEREAS**, the Township of North Brunswick has a need to acquire Wastewater Collection System Oversight services for the municipally owned and operated wastewater system for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO20019; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with Stantec Consulting Services, Inc. (1971 Route 34, Wall Township, New Jersey 07719) to provide for Wastewater Collection System Oversight Services; and

**WHEREAS**, proposals have been reviewed and the response submitted by Stantec Consulting Services, Inc. has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Stantec Consulting Services, Inc., for Wastewater Collection System Oversight services for calendar year 2020; and

**WHEREAS**, Stantec Consulting Services, Inc. shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$20,000.00 for general services, exclusive of special projects that may be requested by the Director of Public Works; and

**WHEREAS**, the Chief Financial Officer has certified that \$10,000.00 is available for this purpose in account 0-07-55-502-000-200 for general services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Stantec Consulting Services, Inc. to provide for Wastewater Collection System Oversight services, with an authorization not-to-exceed \$20,000.00, exclusive of special projects, for calendar year 2020, in accordance with RFP PRO20019.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$10,000.00 is available for this purpose in account 0-07-55-502-000-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021. Contract PRO20019

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:      Justine Progebin, Purchasing Agent  
                 Samantha Sickles, Purchasing Assistant  
                 Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

<b>PRO20019 – Wastewater Collection Oversight</b>	<b>Bond No Bond required</b>	<b>Total</b>
<b>CME Associates 3141 Bordentown Ave. Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>Stantec Consulting Services Inc. 1971 Route 34 Wall Township. NJ 07719</b>		<b>Set Fees</b>
<b>Water Resource Management 232 Kings Highway Haddonfield, NJ 08033</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - p.**

**Authorizing an agreement with T&M Associates to provide Water and Wastewater Consulting Services**

**Resolution Number:** 17-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING AN AGREEMENT WITH T&M ASSOCIATES  
TO PROVIDE WATER AND WASTEWATER CONSULTING SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Water and Wastewater Consulting Services for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of four proposals in response to PRO20014; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS** the Evaluation Committee recommends authorizing a contract with T&M Associates (Eleven Tindall Road, Middletown, New Jersey 07748) to provide Water and Wastewater Consulting Services; and

**WHEREAS**, proposals have been reviewed and the response submitted by T&M Associates has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with T&M Associates to provide Water and Wastewater Consulting Services for calendar year 2020; and

**WHEREAS**, compensation for these services shall be billed at an hourly rate of \$165.00 for partners and associates, a blended hourly rate of \$75.00 for clerks and paralegals, travel, and reimbursable expenses as described within the contract for a total authorization not-to-exceed \$60,000.00 for calendar year 2020; and

**WHEREAS**, the Chief Financial Officer has certified that \$20,000.00 is available for this purpose in the Water Utility account 0-05-55-502-000-200 and \$20,000.00 is available for this purpose in the Wastewater Utility account 0-07-55-502-000-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with T&M Associates to provide Water and Wastewater Consulting Services, with an authorization not-to-exceed \$60,000.00 for calendar year 2020, in accordance with RFP PRO20014.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$20,000.00 is available for this purpose in the Water Utility account 0-05-55-502-000-200 and \$20,000.00 is available for this purpose in the Wastewater Utility account 0-07-55-502-000-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021. Contract PRO20014

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

<b>PRO20014 – Water/Wastewater Consulting Services</b>	<b>Bond No Bond required</b>	<b>Total</b>
<b>CME Associates 3141 Bordentown Ave Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>Suburban Consulting Engineers Inc. 96 US Highway 206 Suite 101 Flanders NJ 07836</b>		<b>Set Fees</b>
<b>T&amp;M Associates Eleven Tindall Road Middletown, NJ 07748</b>		<b>Set Fees</b>
<b>Water Resources Management Inc. 232 Kings Highway East Haddonfield, NJ 08033</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - q.**

**Authorizing an agreement with the Rodgers Group, LLC to assist the Police Department in maintaining Accreditation from the New Jersey State of Association of Chiefs of Police**

**Resolution Number:** 18-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING AN AGREEMENT WITH THE RODGERS GROUP, LLC  
TO ASSIST THE POLICE DEPARTMENT IN MAINTAINING ACCREDITATION  
FROM THE NEW JERSEY STATE OF ASSOCIATION OF CHIEFS OF POLICE**

**WHEREAS**, Accredited status represents a significant professional achievement for law enforcement agencies and acknowledges the implementation of policies and procedures that are conceptually sound and operationally effective; and

**WHEREAS**, the foundation of Accreditation lies in the adoption of standards containing a clear statement of professional objectives and is an opportunity for the Police Department to conduct a thorough self-analysis to determine how existing operations can be adapted to meet these standards and objectives; and

**WHEREAS**, in September 2016 the Police Director made a recommendation to solicit proposals from qualified consultants to assist the North Brunswick Police Department in obtaining accreditation from the New Jersey State Association of Chiefs of Police, and became an accredited agency in 2018.

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) services necessary for the Police Department to maintain their accreditation; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of one proposal in response to PRO20023; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with The Rodgers Group, LLC (53 D Street Seaside Park, New Jersey 08752); and

**WHEREAS**, the proposal submitted by The Rodgers Group, LLC has been reviewed determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with The Rodgers Group, LLC to assist the North Brunswick Police Department in maintaining accreditation from the New Jersey State Association of Chiefs of Police for 2020; and

**WHEREAS,** The Rodgers Group, LLC shall be compensated for these services as outlined within their contract for an authorization not-to-exceed \$20,000.00; and

**WHEREAS,** the Chief Financial Officer has certified that \$20,000.00 is available for general matters in account 0-01-25-240-999-200 for services ending June 30, 2020 and the balance of authorized funds shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with The Rodgers Group, LLC to assist the North Brunswick Police Department in maintaining accreditation from the New Jersey State Association of Chiefs of Police in 2020.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$20,000.00 is available for general matters in account 0-01-25-240-999-200 for services ending June 30, 2020 and the balance of funds shall be certified upon the appropriation of funds in FY2021. PRO20023

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



## **TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268  
Website: [WWW.NORTHBRUNSWICKONLINE.COM](http://WWW.NORTHBRUNSWICKONLINE.COM)

### Evaluation Report Police Accreditation Consulting Services - Request for Proposal December 30<sup>th</sup> 2019

As part of its annual award of professional service agreements in accordance with “Fair and Open” procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for police Accreditation Consulting Services for calendar year 2020.

On October 7<sup>th</sup>, 2019 the Township Council passed resolution #267-10.19 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Joe Battaglia, Deputy Police Chief

Ken McCormick, Director of Public Safety

Joseph Battaglia, Deputy Chief of Police

Prior to the committee’s first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with potential vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.



The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Respondent's understanding and prior experience with Township – 30 points
2. Experience and Qualifications of Individuals or Team – 20 points
3. Respondents overall company history and experience – 30 points
4. Pricing Model – 20 points

The following proposal was received by the submission deadline of November 13<sup>th</sup>, 2019:

The Rodgers Group LLC  
PO Box 831  
Island Heights, NJ 08723

The committee members individually reviewed the proposal. The committee then met to discuss the proposal experience, proposed methodology and other factors.

The Rodgers Group received a total score of 295 out of a possible 300.

While no other proposals were received and coupled with the fact that The Rodgers Group has been consulting through 2017 for Police Accreditation Service and has worked well with the Township resulting in higher scores.

The committee recommends the award of contract PRO20023 to The Rodgers Group for submitting a proposal that is responsive to the Township's needs.

**RECEIPT OF PROPOSALS****November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present:       Justine Progebin, Purchasing Agent  
                  Samantha Sickles, Purchasing Assistant  
                  Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

<b>PRO20023 – Police Accreditation</b>	<b>Bond</b>	
<b>Consulting Services</b>	<b>No Bond required</b>	<b>Total</b>
<b>The Rodgers Group LLC</b>		
<b>PO Box 831</b>		<b>Set Fees</b>
<b>Island Heights, NJ 08732</b>		

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - r.**

**Authorizing agreements with Acacia Financial Group Inc. and Phoenix Advisors to provide Financial Advisory Services**

**Resolution Number:** 19-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING AGREEMENTS WITH ACACIA FINANCIAL GROUP INC. AND  
PHOENIX ADVISORS  
TO PROVIDE FINANCIAL ADVISORY SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Financial Advisory Services for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO20011; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing contracts with the following two firms: ACACIA Financial Group, Inc. (601 Route 73 North, Suite 206, Marlton, New Jersey 08053) to serve as the lead financial advisor, and Phoenix Advisors LLC (4 West Park Street, Bordentown, New Jersey 08505) to provide financial advisory services as requested for calendar year 2020; and

**WHEREAS**, proposals have been reviewed and the responses submitted by ACACIA Financial Group, Inc. and Phoenix Advisors LLC have been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into agreements with ACACIA Financial Group, Inc. and Phoenix Advisors LLC to provide financial advisory services for 2020; and

**WHEREAS**, services to the extent needed will be determined and requested by the Township's Chief Financial Officer prior to commencing any work by either firm; and

**WHEREAS**, certification of funds for said services will be made by the Chief Financial Officer from the proceeds of improvement authorizations and/or appropriations as assigned by the Chief Financial Officer; and

**WHEREAS**, both firms shall be compensated said services as outlined within the terms of their contract under RFP PRO20011.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness agreements with ACACIA Financial Group, Inc. and Phoenix Advisors LLC to provide financial advisory services for calendar year 2020 in accordance with RFP PRO20011.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### **CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, hereby certify that funds will be made available from the proceeds of various improvement authorizations and/or as assigned from relating account(s) for services rendered. Contract PRO20011

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



## **Financial Advisor PRO20011**

### **Evaluation Report – December 24, 2019**

#### **Evaluation:**

The Township Council passed a resolution authorizing the solicitation of proposals for Financial Advisor Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Cavel Gallimore, Chief Financial Officer  
Marrissa Tacinelli, Supervising Account Clerk  
Joseph Maimone, Account Clerk

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: **30 points**
- Prior Experience of Individual/Team Identified: **20 points**
- Overall Company History with Similar Services: **30 points**
- Agreement to Pricing Model: **20 points**
- Total: **100 possible points**

Competitive contracting proposals were solicited. Three (3) proposals were received by the submission deadline.

The three (3) vendors who submitted were as follows:

**Potential Vendors:**

Acacia Financial Group, Inc.  
607 Route 703  
Marlton, N.J. 08053

NW Financial Group  
2 Hudson Place  
Hoboken, NJ 07030

Phoenix Advisors LLC  
4 West Park Street  
Bordentown, NJ 08505

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

When the scoring was added for all vendors, the firms were ranked as follows:

Acacia Financial Group, Inc	295
Phoenix Advisors LLC	275
NW Financial Group	255

The committee therefore recommends the award of contract to Acacia Financial Group, Inc. and Phoenix Advisors, LLC to serve as Financial Advisors.

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20011 – Financial Advisor</b>	<b>No Bond required</b>	
<b>Acacia Financial Group Inc 607 Route 703 Marlton, NJ 08053</b>		<b>Set Fees</b>
<b>NW Financial Group LLC 2 Hudson Place Hoboken, NJ 07030</b>		<b>Set Fees</b>
<b>Phoenix Advisors LLC 4 West Park Street Bordentown, NJ 08505</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - s.**

**Authorizing a Professional Service Agreement with CME Associates and Maser Consulting PA to provide Traffic Engineering Services**

**Resolution Number:** 20-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
CME ASSOCIATES AND MASER CONSULTING PA TO PROVIDE  
TRAFFIC ENGINEERING SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Traffic Engineering Services for 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO20024; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with the following two firms: CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959 and Maser Consulting PA (331 Newman Springs Road Suite 203 Red Bank, NJ 07701) to provide Traffic Engineering Services for calendar year 2020; and

**WHEREAS**, proposals have been reviewed and the responses submitted by CME Associates and Maser Consulting PA have been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into agreements with CME Associates and Maser Consulting PA to provide Traffic Engineering Services for calendar year 2020; and

**WHEREAS**, CME Associates and Maser Consulting PA shall be compensated for said services as outlined within the contract rate schedule; and

**WHEREAS**, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness agreements with CME Associates and Maser Consulting PA to provide Traffic Engineering Services, as requested by the Township, for calendar year 2020.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### **CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered. Contracts PRO20024 – CME Associates / PRO20034 – Maser Consulting PA.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



## **TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x268

Fax: (732) 289-3822

[WWW.NORTHBRUNSWICKNJ.GOV](http://WWW.NORTHBRUNSWICKNJ.GOV)

### **EVALUATION REPORT**

#### **2020 TRAFFIC ENGINEERING SERVICES - REQUEST FOR PROPOSAL**

**DECEMBER 23, 2019**

The Township of North Brunswick seeks a qualified vendor to provide Traffic Engineering Services for the municipality for 2019. Three (3) proposals were received, demonstrating general experience and meeting the fundamental qualifications of the services required. A three (3) person committee evaluated the proposals comprised of the following individuals:

Kathryn Monzo, Business Administrator

Michael C. Hritz, Director of Community Development

Michael Proietti, Zoning Officer

Each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors that provide engineering services. Each member signed a statement attesting to the fact that there was no conflict of interest. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion on a 100 point scale was as follows:

1. Understanding and Prior Experience with the township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Agreement to the Pricing Model – 20 points

The following three (3) proposals were received by the submission deadline:

Bright View Engineering  
5 Pitcairn Drive  
Roseland, NJ 07068

CME Associates  
3141 Bordentown Ave.  
Parlin, NJ 08859

Maser Consulting, P.A.  
331 Newman Springs Road Suite 203  
Red Bank, N.J. 07701

The following summarizes the evaluation process undertaken by the Evaluation Committee for "Bright View," "CME," and "Maser."

#### **Familiarity with North Brunswick and Specific Experience in North Brunswick Township**

The maximum number of points that could be accumulated for this category is 90, as each member on the evaluation committee could assign up to 30 points for this category. Bright View earned 55 points, and both CME and Maser scored 80 points, reflective of their respective familiarity with the township.

#### **Prior Experience of the Individual/Team Assigned to the Project**

The maximum number of points that could be accumulated for this category is 60, as each member on the evaluation committee could assign up to 20 points for this category. Although individual tallies differed, all three proposals scored 55 points in this category.

#### **Respondent's Overall Company History and Experience with Similar Services**

The maximum number of points that could be accumulated for this category is 90, as each member on the evaluation committee could assign up to 30 points for this category. Bright View scored 70 points, with little or no recent work in the region. They are a new engineering firm and cited staff experience by employees from their previous employers. CME and Maser both received a score of 80 points.

### **Agreement to the Pricing Model**

The maximum number of points that could be accumulated for this category is 60, as each member on the evaluation committee could assign up to 20 points for this category. Both Bright View and Maser received a perfect score of 60 for this category and CME took pricing exceptions resulting in a score of 50 points.

### **Evaluation Report Summary/Recommendation for Hiring**

Bright View received a score of 240 out of a possible total of 300. CME scored a total of 270 points and Maser scored a total of 280 points. Accordingly, the Evaluation Committee recommends that both CME Associates and Maser Engineering be retained to provide Traffic Engineering Services in 2020.

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO20024 – Traffic Engineer</b>	<b>No Bond required</b>	
<b>Bright View Engineering 5 Pitcaim Drive Roseland, NJ 07068</b>		<b>Set Fees</b>
<b>CME Associates 3141 Bordentown Ave. Parlin, NJ 08859</b>		<b>Set Fees</b>
<b>Maser Consulting PA 331 Newman Springs Road Suite 203 Red Bank, NJ 07701</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - t.**

**Authorizing a PSA with DeCotiis, Fitzpatrick, Cole & Giblin, LLP to serve as Municipal Labor Counsel**

**Resolution Number:** 21-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo



**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
\_\_\_\_\_ OF THE FIRM  
DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP  
TO SERVE AS MUNICIPAL LABOR COUNSEL**

**WHEREAS**, the Township of North Brunswick has a need for a professional to perform the duties as Municipal Labor Counsel for calendar year 2020; and

**WHEREAS**, on October 7, 2019, the Township Council approved Resolution 267-10.19, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 13, 2019, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of five proposals in response to PRO20007; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with \_\_\_\_\_ of the firm DeCotiis, Fitzpatrick, Cole & Giblin, LLP (Glenpointe Centre West, 500 Frank W. Burr Blvd., Teaneck, NJ 07666) and determined them responsive in all respects and qualified for the position; and

**WHEREAS**, proposals have been reviewed and the response submitted by DeCotiis, Fitzpatrick, Cole & Giblin, LLP has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, compensation for these services shall be billed at an hourly rate of \$175.00 for partners and associates, a blended hourly rate of \$95.00 for clerks and paralegals, travel, and reimbursable expenses as described within the contract for a total authorization not-to-exceed \$60,000.00 for calendar year 2020; and

**WHEREAS**, the Chief Financial Officer has certified that \$40,000.00 is available for this purpose in FY2020 budget account 0-01-20-155-000-983 for services ending June 30, 2020 and the balance shall be certified upon the appropriation of funds in FY2021.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with \_\_\_\_\_ of the firm DeCotiis, Fitzpatrick, Cole & Giblin, LLP to serve as Labor Counsel, with a contract authorization not-to-exceed \$60,000.00 for calendar year 2020, in accordance with RFP PRO20007.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

### **CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, certify that \$40,000.00 is available for this purpose in FY2020 budget account 0-01-20-155-000-983 for services ending June 30, 2020 and the balance of funds authorized shall be certified upon the appropriation of funds in FY2021. Contract PRO20007

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## **RECEIPT OF PROPOSALS**

**November 13, 2019**

**Results from the receipt of Requests for Proposals on Wednesday, November 13, 2019 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Purchasing Agent  
Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #267-10.19 was adopted on October 7, 2019 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional proposals. Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	
<b>PRO20007 – Labor Counsel</b>	<b>No Bond required</b>	<b>Total</b>
<b>DeCotiis, Fitzpatrick, Cole &amp; Giblin LLP 500 Frank W. Burr Teaneck, NJ 07666</b>		<b>Set Fees</b>
<b>Grace Marmero &amp; Associates LLP 44 Euclid Street Woodbury, NJ 08096</b>		<b>Set Fees</b>
<b>Jalloh &amp; Jalloh LLC 21 West Blancke Street Linden, NJ 07036</b>		<b>Set Fees</b>
<b>Rainone Coughlin Minchello, LLC 555 US Highway One South Suite 440 Iselin, NJ 08830</b>		<b>Set Fees</b>
<b>Trimboli &amp; Prusinowski LLC 268 South Street Morristown, NJ 07960</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the January 1, 2020 Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - u.**

**Confirming the Mayor's appointment of Kathryn W. Monzo to the position of Business Administrator**

**Resolution Number:** 22-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
CONFIRMING THE MAYOR'S APPOINTMENT OF KATHRYN W. MONZO  
TO THE POSITION OF BUSINESS ADMINISTRATOR**

**WHEREAS**, in April of 2016, pursuant to Resolution 133-4.16, Kathryn W. Monzo was first appointed to the position of Business Administrator, filling a four-year term after the retirement of Robert Lombard in May of 2016 (January 1, 2016 to December 31, 2019); and

**WHEREAS**, the Mayor of the Township of North Brunswick has re-appointed Kathryn W. Monzo to the position of Business Administrator with a term beginning January 1, 2020 through December 31, 2023; and

**WHEREAS**, the Township Council of the Township of North Brunswick does hereby consent to said appointment pursuant to New Jersey Statutes and Rules N.J.S.A. 40:69A-149.9.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby confirm the Mayor's appointment of Kathryn W. Monzo to the position of Business Administrator for the Township of North Brunswick with a term beginning January 1, 2020 through December 31, 2023.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - v.**

**Appointing Louise Ann Benson Director of Parks, Recreation and Community Services**

**Resolution Number:** 23-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
APPOINTING LOUISE ANN BENSON  
DIRECTOR FOR THE DEPARTMENT OF  
PARKS, RECREATION AND COMMUNITY SERVICES**

**WHEREAS**, the Mayor of the Township of North Brunswick has appointed Louise Ann Benson to the position of Director of the Department of Parks, Recreation and Community Services with a term beginning January 1, 2020 through December 31, 2023; and

**WHEREAS**, the Township Council of the Township of North Brunswick does hereby consent to said appointment pursuant to New Jersey Statutes and Rules N.J.S.A. 40:69A-149.8b.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby confirm the appointment of Louise Ann Benson to the position of Director of the Department of Parks, Recreation and Community Services for the Township of North Brunswick with a term beginning January 1, 2020 through December 31, 2023.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - w.**

**Appointing Eric S. Chaszar Director of the Department of Public Works**

**Resolution Number:** 24-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo



**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
APPOINTING ERIC S. CHASZAR  
DIRECTOR OF THE DEPARTMENT OF DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, the Mayor of the Township of North Brunswick has appointed Eric S. Chaszar to the position of Director of the Department of Public Works for a term beginning January 1, 2020 through December 31, 2023; and

**WHEREAS**, the Township Council of the Township of North Brunswick does hereby consent to said appointment pursuant to New Jersey Statues and Rules N.J.S.A. 40:69A-149.8b.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby confirm the appointment of Eric S. Chaszar to the position of Director of the Department of Public Works for the Township of North Brunswick with a term beginning January 1, 2020 through December 31, 2023.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - x.**

**Appointing Kenneth McCormick to the position Director of Public Safety**

**Resolution Number:** 25-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
APPOINTING KENNETH MCCORMICK TO THE POSITION  
DIRECTOR OF THE DEPARTMENT OF PUBLIC SAFETY**

**WHEREAS**, the Mayor of the Township of North Brunswick has appointed Kenneth McCormick to the position of Director of the Department of Public Safety with a term beginning January 1, 2020 through December 31, 2023; and

**WHEREAS**, the Township Council of the Township of North Brunswick does hereby consent to said appointment pursuant to New Jersey Statutes and Rules N.J.S.A. 40:69A-149.8b.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby confirm the appointment of Kenneth McCormick to the position of Director of the Department of Public Safety for the Township of North Brunswick with a term beginning January 1, 2020 through December 31, 2023.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - y.**

**Appointing Michael C. Hritz Director of Department of Community Development**

**Resolution Number:** 26-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
APPOINTING MICHAEL C. HRITZ  
DIRECTOR OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT**

**WHEREAS**, the Mayor of the Township of North Brunswick has appointed Michael C. Hritz to the position of Director of the Department of Community Development with a term beginning January 1, 2020 through December 31, 2023; and

**WHEREAS**, the Township Council of the Township of North Brunswick does hereby consent to said appointment pursuant to New Jersey Statutes and Rules N.J.S.A. 40:69A-149.8b.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, that the Township Council of the Township of North Brunswick does hereby confirm the appointment of Michael C. Hritz to the position of Director of the Department of Community Development for the Township of North Brunswick with a term beginning January 1, 2020 through December 31, 2023.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - z.**

**Authorizing the appointment of Cavel S. Gallimore as Chief Financial Officer for the Township of North Brunswick**

**Resolution Number:** 27-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF  
CAVEL S. GALLIMORE AS CHIEF FINANCIAL OFFICER FOR  
THE TOWNSHIP OF NORTH BRUNSWICK**

**WHEREAS**, New Jersey Statutes and Rules N.J.S.A. 40A:9-140.10 et seq. requires that every municipality have a Chief Financial Officer, who shall be appointed by the municipality's governing body; and

**WHEREAS**, Kalamani Sriranganathan, CMFO, was first appointed Chief Financial Officer for the Township of North Brunswick on January 1, 2009, completing a one-year unexpired term of the previous Chief Financial Officer, and subsequently was re-appointed two additional four-year terms and granted tenure to serve in that capacity until her appointment to the position of Director of Finance which she held until her retirement in early 2019; and

**WHEREAS**, pursuant to N.J.S.A. 40A:9-140.13 et seq. when a vacancy occurs in the office of chief financial officer following the appointment of a certified municipal finance officer to that office, a person who does not hold a municipal finance officer certificate can be appointed a one-year term, with a re-appointment of no more than two years, to serve as a temporary chief financial officer; and

**WHEREAS**, on January 1, 2019, pursuant to Resolution 56-1.19, the Council consented to the Mayor's appointment of Cavel S. Gallimore, to serve in the temporary appointment as Chief Financial Officer of the Township of North Brunswick with a one-year term January 1, 2019 through December 31, 2019; and

**WHEREAS**, the Mayor of the Township of North Brunswick wishes to re-appoint Cavel S. Gallimore to serve in the temporary appointment as Chief Financial Officer of the Township of North Brunswick for a second one-year term January 1, 2020 through December 31, 2020; and

**WHEREAS**, the Township Council of the Township of North Brunswick does hereby consent to said appointment.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> of January, 2020, by the Township Council of the Township of North Brunswick, County of Middlesex, and State of New Jersey, that the Township Council does hereby grant its advice and consent to the second one-year temporary appointment of Cavel S. Gallimore serve in the temporary appointment as Chief Financial Officer of the Township of North Brunswick.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

Resolution# \_\_\_\_\_

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - aa.**

**Appointing Bill Nelson representative to the Middlesex County Housing and Development Committee**

**Resolution Number:** 28-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**RESOLUTION APPOINTING BILL NELSON  
REPRESENTATIVE TO THE MIDDLESEX COUNTY HOUSING  
AND DEVELOPMENT COMMITTEE**

**WHEREAS**, the Township Council of the Township of North Brunswick has appointed Bill Nelson to the position of Representative to the Middlesex County Housing & Community Development Committee for the term beginning January 1, 2020 and to expire December 31, 2020;

**NOW, THEREFORE, BE IT RESOLVED** on this 1st day of January, 2020 that Bill Nelson be appointed to the position of Representative to the Middlesex County Housing and Community Development Committee for a one year term to expire to on December 31, 2020.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
certified as to form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 1st day of January, 2020.

\_\_\_\_\_  
Lisa Russo  
Municipal Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ab.**

**Appointing Fran Cipot Tax Search Officer**

**Resolution Number:** 29-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**RESOLUTION OF THE TOWNSHIP COUNCIL OF  
NORTH BRUNSWICK APPOINTING  
TAX SEARCH OFFICER**

**WHEREAS**, N.J.S.A. 54:5-11 requires the Governing Body  
designate the bonded official of the municipality to make examinations  
of its records as to unpaid municipal liens and to certify the results; and

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council  
of the Township of North Brunswick does hereby appoint Fran Cipot  
Tax Search Officer for a term beginning January 1, 2020 through  
December 31, 2020.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 1st day of January, 2020.

\_\_\_\_\_  
Lisa Russo  
Municipal Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ac.**

**Appointing Justine Progebin Public Agency Compliance Officer**

**Resolution Number:** 30-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

# **RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER IN THE TOWNSHIP OF NORTH BRUNSWICK, COUNTY OF MIDDLESEX**

**WHEREAS**, N.J.S.A. 10:5-36(f) empowers the State Treasurer to require State and Local agencies awarding public contracts to designate appropriate officers or employees to maintain liaison with and assist the State Treasurer in the implementation of Affirmative Action programs; and

**WHEREAS**, in furtherance of the aforesaid statutory mandate, the State of New Jersey has enacted regulations requiring each public agency annually to designate an officer or employee to serve as its Public Agency Compliance Officer and to notify the Department of Treasury, State Affirmative Action Office, 33 West State Street, 8<sup>th</sup> floor, Trenton, NJ 08625 of its designation by January 10<sup>th</sup>; and

**WHEREAS**, the Township Council of the Township of North Brunswick desires to so designate a Public Agency Compliance Officer;

**NOW, THEREFORE, BE IT RESOLVED** on this 1st day of January, 2020, by the Township Council of the Township of North Brunswick, County of Middlesex, and State of New Jersey, that Justine Progebin be and is hereby designated as the Public Agency Compliance Officer; and be it

**FURTHER RESOLVED**, that the Township Clerk be and is hereby directed to file a certified copy of this Resolution with the Department of Treasury, State Affirmative Action Office, on or before January 10, 2020.

---

Kathryn Monzo  
Business Administrator

---

Township Attorney  
certified as to form

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ad.**

**Designating a Senior Citizen & Disabled Protected Tenancy Officer**

**Resolution Number:** 31-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**RESOLUTION DESIGNATING A SENIOR CITIZEN &  
DISABLED PROTECTED TENANCY OFFICER IN THE TOWNSHIP OF  
NORTH BRUNSWICK, COUNTY OF MIDDLESEX**

**WHEREAS**, the State of New Jersey has enacted a law entitled "Senior Citizens & Disabled Protected Tenancy Act"; and

**WHEREAS**, the purpose of this Act is to avoid the forced eviction and relocation of senior citizen tenants and the forced eviction and displacement of the handicapped whenever possible; and

**WHEREAS**, the Act grants to each eligible senior citizen tenant or Disabled tenant a protected tenancy status with respect to his or her dwelling unit whenever the building or structure in which that unit is located is converted from residential rental use to condominium, cooperative, planned residential Development, or separable fee simple ownership; and

**WHEREAS**, the Act provides that the governing body of a municipality may authorize a municipal officer to act as its Administrative Agency for the purpose of the act;

**NOW, THEREFORE, BE IT RESOLVED** on this 1st day of January, 2020 by the Township Council of the Township of North Brunswick, County of Middlesex, and the State of New Jersey, that the Township Council does hereby appoint Michael Proietti as the officer to act as the Administrative Agency for the purposes of the aforesaid Act.

---

Kathryn Monzo  
Business Administrator

---

Township Attorney  
Certified as to form



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ae.**

**Twp. Fire Chief / 1st and 2nd Asst. Chiefs / Chief: Bureau of Fire Prevention**

**Resolution Number:** 32-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

## RESOLUTION APPOINTING NORTH BRUNSWICK FIRE DEPARTMENT MEMBERS

**WHEREAS**, the members of the North Brunswick Volunteer Fire Departments No. 1, No. 2 and No. 3 have elected and recommended the appointments of:

**Kenneth Graulich**

**Fire Chief**

**Jeffrey Dunham**

**First Assistant Chief**

**Dave Klisch**

**Second Assistant Chief**

**Thomas Lettieri**

**Chief: Bureau of Fire Prevention**

**WHEREAS**, the Township Council has determined that said persons are eligible to serve in the offices named;

**NOW, THEREFORE BE IT RESOLVED**, ON THIS 1st day of January, 2020, that the election and recommendation of the members of North Brunswick Volunteer Fire Departments as aforesaid be and are hereby approved.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
certified as to form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 1st day of January, 2020.

\_\_\_\_\_  
Lisa Russo  
Municipal Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - af.**

**Appointing Ralph Andrews Council Representative to the North Brunswick Planning Board**

**Resolution Number:** 33-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**RESOLUTION APPOINTING RALPH ANDREWS  
COUNCIL REPRESENTATIVE TO THE  
NORTH BRUNSWICK PLANNING BOARD**

**WHEREAS**, the Township Council of the Township of North Brunswick  
has appointed Ralph Andrews to the position of Council Representative  
to the North Brunswick Planning Board for a term beginning January 1, 2020  
through December 31, 2020; and

**NOW, THEREFORE BE IT RESOLVED**, on this 2nd day of January,  
2017, that Ralph Andrews has been appointed to the position of Council  
Representative to the North Brunswick Planning Board for a one year  
term beginning January 1, 2020 through December 31, 2020.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
certified as to form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby  
certify that the foregoing is a true copy of a Resolution passed by the  
TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a  
meeting held on the 1st day of January, 2020.

\_\_\_\_\_  
Lisa Russo  
Municipal Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ag.**

**Appointments to the Zoning Board of Adjustment**

**Resolution Number:** 34-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**RESOLUTION** \_\_\_\_\_

**RESOLUTION OF APPOINTMENTS TO THE  
ZONING BOARD OF ADJUSTMENT  
OF THE TOWNSHIP OF NORTH BRUNSWICK**

**BE IT RESOLVED** on this 1st day of January, 2020, by the Township Council of the Township of North Brunswick, that the following appointments are made to the Zoning Board of Adjustment for the member terms specified below:

<u><b>NAME</b></u>		<u><b>MEMBER TERM</b></u>
Thomas Abode	Member	1/1/2020 ó 12/31/2023
Joe Policastro	Member	1/1/2020 ó 12/31/2023
Stafford Baddley	Alternate #1	1/1/2020 ó 12/31/2021

\_\_\_\_\_  
Michael C. Hritz  
Director of Community Development

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
(Approved as to legal form)

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the Township Council of the Township of North Brunswick at a meeting held on the 1<sup>st</sup> day of January, 2020.

\_\_\_\_\_  
Lisa Russo, Municipal Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ah.**

**Authorizing fee for returned checks**

**Resolution Number:** 35-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

## RESOLUTION AUTHORIZING FEE FOR RETURNED CHECKS

**WHEREAS,** The Township of North Brunswick is charged by its depositories for checks issued to the municipality which are returned to the municipality for insufficient funds, refer to maker, stop payment or account closed; and

**WHEREAS,** The Township of North Brunswick has incurred increased administrative costs for the handling of said returned checks;

**NOW, THEREFORE, BE IT RESOLVED** that Director of Finance / Chief Financial Officer is hereby authorized to impose a Twenty Dollar (\$20.00) handling fee for any check payable to Township of North Brunswick which has been returned unpaid.

---

Kathryn Monzo  
Business Administrator

---

Township Attorney  
certified as to form

---

Kala Sriranganathan  
CFO

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 1st day of January, 2020.

---

Lisa Russo  
Municipal Clerk



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ai.**

**Cancel property Tax Refund or Delinquency less than \$10.00**

**Resolution Number:** 36-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**RESOLUTION AUTHORIZING AND EMPOWERING  
THE TAX COLLECTOR OF THE TOWNSHIP OF NORTH  
BRUNSWICK TO CANCEL PROPERTY TAX REFUND OR  
DELINQUENCY LESS THAN TEN (\$10.00) DOLLARS**

WHEREAS, N.J.S.A. 40A:517.1 empowers the governing body of any municipality by resolution to authorize a municipal employee chosen by the Governing Body to process, without further action on the part of the Governing Body, the cancellation of any property tax refund or delinquency of less than Ten (\$10.00) Dollars; and

WHEREAS, the Township Council of the Township of North Brunswick is desirous of utilizing the provisions of N.J.S.A. 40A:5-17.1(b) to authorize the Tax Collector of the Township of North Brunswick to so cancel any property tax refund or delinquency of less than Ten (\$10.00) Dollars;

NOW, THEREFORE, BE IT RESOLVED on this 1<sup>st</sup> day of January, 2019, by the Township Council of the Township of North Brunswick, County of Middlesex and State of New Jersey, that the Tax Collector of the Township of North Brunswick be and is hereby authorized and directed and empowered to cancel any property tax refund or delinquency of less than Ten (\$10.00) Dollars without further action on the part of the Governing Body.

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Kathryn Monzo  
Business Administrator

---

Township Attorney  
certified as to form

---

Laurie Hammarstrom  
Tax Collector

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - aj.**

**Mayor / Council to hold Executive Session**

**Resolution Number:** 37-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

# RESOLUTION AUTHORIZING MAYOR AND COUNCIL TO ENTER INTO EXECUTIVE SESSION

**WHEREAS**, the Mayor and Council are mindful of the right of the public to attend and witness meetings of Governmental Bodies at which public business is discussed, and to be involved in all phases of governmental action; and

**WHEREAS**, the Open Public Meetings Act nonetheless recognizes the authority of a public body to exclude the public from meetings in certain enumerated instances in which disclosure of matters discussed could endanger public safety, property or other public interest, or invade individual privacy; and

**WHEREAS**, as authorized by the Open Public Meetings Act, N.J.S.A 10:4-12(b), the Mayor and Council have a need to meet in private session to discuss:

- \_\_\_\_\_ (1) Matters expressly rendered confidential by law;
- \_\_\_\_\_ (2) Matters, the disclosure of which would jeopardize the receipt of federal funds;
- \_\_\_\_\_ (3) Matters threatening unwarranted invasion of individual privacy;
- \_\_\_\_\_ (4) Matters affecting collective bargaining of public employees
- \_\_\_\_\_ (5) Matters involving acquisition of real property with public funds, or investment of public funds, where disclosures would jeopardize such acquisition or investments;
- \_\_\_\_\_ (6) Tactics and techniques utilizing in protection of public safety or property; matters concerning investigations of violations or possible violations of the law;
- \_\_\_\_\_ (7) Matters affecting pending or anticipated litigation to which the public body may be party; matters within the attorney-client privilege;
- \_\_\_\_\_ (8) Personnel matters concerning the employment, appointment evaluation, promotion or termination of a public officer or employee;
- \_\_\_\_\_ (9) Deliberations which may result in the imposition of civil penalty or the Suspension or loss of license or permit.

**BE IT RESOLVED** that the Mayor and Council will meet in private session at \_\_\_\_\_ P.M. on \_\_\_\_\_, to discuss the following specific items: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BE IT FURTHER RESOLVED** that the matters so discussed will be disclosed to the public \_\_\_\_\_

\_\_\_\_\_

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ak.**

**Collecting of interest for delinquent payment of utility charges**

**Resolution Number:** 38-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

## **RESOLUTION AUTHORIZING COLLECTION OF INTEREST FOR DELINQUENT PAYMENT OF UTILITY CHARGES**

WHEREAS, New Jersey Statutes Annotated provides for collection of interest for delinquent payment of taxes, rentals, connections and other charges as set forth below;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of North Brunswick in the County of Middlesex, State of New Jersey, that the Utility Collector be and hereby is authorized, in the course of collecting delinquent principal payments for utilities, to charge the current rate of interest utilized for collection of delinquent taxes; i.e. that the interest on delinquent utilities during the year 2020 be charged at the rate of eight (8) percent on the first \$1,500.00 of the delinquency, and at the rate of eighteen (18) percent on any amount in excess of \$1,500.00, the same calculated from the date the utility charge was payable until the date of the actual payment, provided however, that no interest be charged if payment of any utility charge installment is made within 30 days after the date of billing;

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A 54:4-67 delinquencies in excess of \$10,000.00 at the end of the Fiscal Year 2020, be charged an additional six (6) percent end of the year penalty.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
certified as to form

\_\_\_\_\_  
Laurie Hammarstrom  
Tax Collector

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - al.**

**Fixing interest rate on delinquent taxes**

**Resolution Number:** 39-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**RESOLUTION FIXING THE INTEREST RATE ON  
DELINQUENT TAXES**

**WHEREAS**, the New Jersey Statutes Annotated 54:4-67 provides for collection of interest for delinquent payment of taxes and assessments as set forth below;

**BE IT FURTHER RESOLVED**, by the Township Council of the Township of North Brunswick in the County of Middlesex, State of New Jersey, that the interest on delinquent taxes during the year 2019 be charged at the rate of eight (8) percent of the first \$1,500.00 of the delinquency on any lot, and at the rate of eighteen (18) percent on any amount in excess of \$1,500.00, the same calculated from the date the tax was payable until the date of the actual payment, provided however, that no interest be charged if payment of taxes is made within 10 days after the date upon which the same became payable.

**BE IT FURTHER RESOLVED**, that pursuant to N.J.S.A 54:4-67 delinquencies in excess of \$10,000.00 at the end of the Fiscal Year 2020, be charged an additional six (6) percent end of year penalty.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
certified as to form

\_\_\_\_\_  
Laurie Hammarstrom  
Tax Collector

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 1st day of January, 2020.

\_\_\_\_\_  
Lisa Russo  
Municipal Clerk



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - am.**

**Tax Assessor to file tax appeals on behalf of Twp.**

**Resolution Number:** 40-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

**RESOLUTION AUTHORIZING THE TAX ASSESSOR TO FILE TAX APPEALS  
ON BEHALF OF THE TOWNSHIP OF NORTH BRUNSWICK**

**BE IT RESOLVED**, by the Township Council of the Township of North Brunswick that the Tax Assessor is authorized and directed to file tax appeals on behalf of the Township of North Brunswick and to correct any and all errors or omissions with regard to assessed values;

**BE IT FURTHER RESOLVED**, that the Tax Assessor is hereby authorized to execute Stipulations and Settlement on behalf of the municipality;

**BE IT FURTHER RESOLVED**, that the Tax Assessor is hereby authorized to file complaints on behalf of the Township of North Brunswick based upon farmland rollback procedures.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
certified as to form

\_\_\_\_\_  
Dianne Walker  
Tax Assessor

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 1st day of January, 2020.

\_\_\_\_\_  
Lisa Russo  
Municipal Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - an.**

**Special Rules of Order**

**Resolution Number:** 41-1.20

**ATTACHMENTS:**

Description

Reso

Type

Cover Memo

## **RESOLUTION ADOPTING SPECIAL RULES OF ORDER FOR MEETINGS OF COUNCIL**

**WHEREAS**, it is necessary to conduct the public meeting of the municipality in a method to ensure the legality of the business transacted and to carry on debate in a smooth and order manner; and

**WHEREAS**, Section 3-10 of the Code of the Township of North Brunswick authorizes the Council, by Resolution, to adopt procedural rules; and

**WHEREAS**, the Township Council has determined that it is appropriate to adopt Robert's Rules of Order as the procedural rules governing all meetings of the Township Council except as otherwise modified herein;

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January, 2020, by the Township Council of the Township Council of the Township of North Brunswick, County of Middlesex, and the State of New Jersey, that Robert's of Order be, and hereby are, adopted except as noted hereinbelow; and be it

**FURTHER RESOLVED**, that the following Standing Rules be and the same are hereby adopted:

1. During any portion of a meeting at which public comment is permitted or invited, each speaker from the public shall be recognized by the presiding officer. Upon such recognition, the speaker shall approach the podium, sign his or her name upon the sign-in sheet located thereon, and shall be permitted to speak for a total of (5) minutes. After all members of the public who desire to make comment have been initially recognized then any member of the public who has previously spoken may speak again upon being recognized by the presiding officer subject to such time limitations as may be deemed appropriate by the presiding officer.

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Kathryn Monzo  
Business Administrator

---

Township Attorney  
Certified as to form

### **CERTIFICATION**

I do hereby certify the foregoing is a true copy of a Resolution passed by the Township Council of the Township of North Brunswick at a meeting duly held on the 1st day of January, 2020.

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Lisa Russo  
Municipal Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ao.**

**Establishing a cash management plan and naming official cash depositories**

**Resolution Number:** 42-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**RESOLUTION ESTABLISHING A CASH  
MANAGEMENT PLAN AND NAMING OFFICIAL  
CASH DEPOSITORIES**

**WHEREAS**, N.J.S.A. 40A: 5-14 mandates that a Governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state; and

**WHEREAS**, N.J.S.A. 40A: 5-15.1 amended by Chapter 148, P.L. 1997 established new requirements for the investment of public funds and adoption of a cash management plan for counties, municipalities and authorities; and

**WHEREAS**, the Township Council of the Township of North Brunswick, County of Middlesex, hereby complies with the above statutes; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Council of the Township of North Brunswick, County of Middlesex adopts the following cash management plan, including the official depositories for the Township of North Brunswick, County of Middlesex, for the period January 1, 2020 through December 31, 2020.

**CASH MANAGEMENT PLAN OF THE  
TOWNSHIP OF NORTH BRUNSWICK,  
COUNTY OF MIDDLESEX**

**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 ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township of North Brunswick, 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 with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure 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 all deposits and/or all investments of the funds of the Township of North Brunswick including but not limited to:

General Operating Checking Account  
Payroll Trust Fund (Gross Pay Impress Account)  
Recreation Trust Fund (Credit Card Clearing Account)  
Water & Sewer Utility Revenue Account  
Community Development (Credit Card Clearing Account)  
Clerk's Account (Credit Card Clearing Account)  
Developers' Escrow Trust Funds  
Municipal Court General Account  
Municipal Court Bail Account  
Growth Share Account  
Soil Remediation  
Soil Remediation Settlement  
Lien Redemption Account  
Belcourt  
Money Market Account

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

The Chief Financial Officer (the "Designated Official") 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 Township of North Brunswick 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 acknowledgement kept on file with such official.

The Chief Financial Officer is further authorized to make interfund transfers between the Township Funds as may be necessary from time to time. The Chief Financial Officer is authorized to make such transfers and/or any and all payments by wire transfer as necessary.

**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:

Provident:

General Operating Checking Account  
Payroll Trust Fund  
Recreation Trust Fund  
Water & Sewer Utility Revenue Account  
Municipal Court General Account

Clerk's Clearing Account  
Community Development Clearing Account  
Municipal Court Bail Account  
Lien Redemption Account  
Growth Share Account  
Soil Remediation  
Belcourt  
Developers' Escrow Trust Funds

Money Market Investment Accounts and/or Certificates of Deposit

TD Bank  
Wells Fargo  
Bank of America  
Hudson City Savings Bank  
Magyar Savings Bank  
Capital One Bank  
Provident Bank  
PNC Bank  
Sun National Bank  
Valley National Bank

**All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.**

**V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township of North Brunswick referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

Commerce Capital  
Bank of America  
Wells Fargo  
RBC Dain Rauscher Inc.  
Provident  
TD Wealth- Corporate Trust



**VI. AUTHORIZED INVESTMENTS**

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;
- (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 the 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, ch. 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: 19-41); and
  - (e) A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “governmental money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund

An investment company or investment trust:

- (a) Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 USC sec. 80a-1 et seq., and operated in accordance with 17 CFR 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:
  - (1) Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (2) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience 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:

- (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;
- (c) 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 such U.S. Government securities;
- (d) 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 investment;
- (e) 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 net asset value; and

- (f) 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 (C49: 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 the 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.

## **VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT 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 Township of North Brunswick, 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 Township of North Brunswick 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 insure that such Permitted Investments are either received by the Township of North Brunswick or by a third party custodian prior to or upon the release of the Township of North Brunswick's funds.

To assure that all parties with whom the Township of North Brunswick deals either by way of Deposits or Permitted Investments are aware of the authority and the limits sets forth in the Plan, all such parties shall be 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 be on file with the Designated Official(s)

## **VIII. REPORTING REQUIREMENTS**

At the public meeting of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township of North Brunswick a written report of any Deposits or 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 Township of North Brunswick as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.

- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or permitted Investments. 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 Deposits or Permitted Investments.
- G. The market value of all Deposits or 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 Township of North Brunswick.

**IX. TERM OF THE PLAN**

This amended plan shall be effective January 1, 2020 through December 31, 2020. The Plan may be amended from time to time as necessary.

To the extent that any amendment is adopted by the Township Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

\_\_\_\_\_  
Cavel S. Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1st 2019.

\_\_\_\_\_  
 Lisa Russo,  
 Township Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ap.**

**Authorizing the purchase of goods and services from vendors approved under Cooperative Purchasing Agreements**

**Resolution Number:** 43-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION AUTHORIZING THE PURCHASE OF GOODS AND SERVICES  
FROM VENDORS APPROVED UNDER COOPERATIVE PURCHASING AGREEMENTS**

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements with other contracting units as defined under N.J.S.A. 40A:11-2(1) for its procurement of goods and services; and

**WHEREAS**, the Township of North Brunswick, as a local government contracting unit, has previously entered into Cooperative Pricing Agreements with the following contracting units:

Cranford Township  
City of New Brunswick  
East Brunswick  
Educational Services Commission of New Jersey  
Hunterdon County  
North Brunswick Board of Education  
North Brunswick Library  
Piscataway Township  
Passaic County  
Somerset County

**WHEREAS**, the Township may without advertising for bids, purchase any materials, supplies, services or equipment under an approved cooperative contract, for the purchase of such items, whereby the contracting unit serving as the lead agent has complied with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, the Township Council hereby authorizes an open-ended agreement with the attached list (Schedule A) of vendors approved under Cooperative Pricing Agreements through this resolution, and properly executed purchase orders, which agreements shall be subject to all conditions applicable under the Cooperative Pricing Agreement for said goods and services; and

**WHEREAS**, the Township Council desires to authorize the purchase of certain items from approved Cooperative Pricing Agreement vendors.

**NOW THEREFORE BE IT RESOLVED**, Township Council of the Township of North Brunswick does hereby authorize of North Brunswick Township, Middlesex County, New Jersey hereby authorize the following:

1. That this Resolution shall constitute an agreement between the Township of North Brunswick and Cooperative Pricing Agreement vendors, as set forth on the attached Schedule A, subject to all terms and conditions applicable to their respective current Cooperative Pricing Agreement.
2. That the Council hereby authorizes the Purchasing Agent to purchase the items set forth on Schedule A from approved Cooperative Pricing Agreement vendors, pursuant to the respective current contracts listed in said schedule.
3. That pursuant to the rules of the Local Finance Board of the State of New Jersey, that no amount of said contracts shall be chargeable or certified until such time as goods are acknowledged with a certified Purchase Order.
4. That this agreement shall expire December 31, 2020 or upon expiration of the respective vendors State Contract, whichever occurs earlier.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



## Schedule A

<u>Vendor</u>	<u>Title</u>	<u>Contract Number</u>	<u>Expires</u>
A&K Equipment Co.	Snow Plow Parts	CC-0043-18	
Ackerson Drapery & Decorator Services Inc.	Stage Curtains - Purchase/Install/Repair	ESCNJ 18/19-51	3/21/2021
Alarm & Communications Technologies Inc.	Fire Alarm Systems	ESCNJ 17/18-59	6/25/2020
AllRisk, Inc.	Disaster Recovery	ESCNJ 17/18-34	11/15/2020
Always Safe Sidewalks, LLC	Trip Hazard Removal Services	ESCNJ 17/18-22	10/23/2020
Atlantic Envelope Co.	Printing Services	ESCNJ 18/19-10	8/31/2020
Atlantic Salt.	Rock Salt-Somerset	CC-0054-18	
Atlantic Tactical, Inc.	Uniforms	CC-0004-18	
Ben Shaffer Recreation, Inc.	Athletic Equipment & Supplies	ESCNJ 17/18-31	5/8/2021
Ben Shaffer Recreation, Inc.	Playground Equipment	ESCNJ 17/18-20	6/30/2020
Beyer Bros. Corp.	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Beyer Ford	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Beyer Ford	Pick-up Trucks, Vans and SUVs	ESCNJ 17/18-21	9/14/2020
Beyer Ford/ Beyer Fleet	Trucks 26,000 lbs. GVW or Greater	ESCNJ17/18-30	3/22/2020
Beyer of Morristown	Pick-up Trucks, Vans and SUVs	ESCNJ 17/18-21	9/14/2020
Bio-Shine, Inc.	Custodial Supplies	ESCNJ 17/18-47	1/21/2021
Bob's Uniform Shop Inc.	Uniforms	CC-0004-18	
Brighton USA, Ltd	Custodial Supplies	ESCNJ 17/18-47	1/21/2021
Cablevision Lightpath	ACT Hosted Phone Services	ESCNJ 15/16-36	11/12/2020
Campbell Freightliner, LLC	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
CDWG	Technology Supplies & Services	ESCNJ 18/19-03	6/30/2020
Central Turf & Irrigation Supply, Inc.	Lawn Care Products and Services	ESCNJ 17/18-43	1/21/2021
Chemical Equipment Lab	Rock Salt-Somerset	CC-0054-18	
Cherry Valley Tractor	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Cherry Valley Tractor	Snow Vehicle Attachments	ESCNJ 18/19-22	12/17/2020

Clean Earth Brands Inc.	Custodial Supplies	ESCNJ 17/18-47	1/21/2021
Cliffside Body Corp.	Snow Vehicle Attachments	ESCNJ 18/19-22	12/17/2020
Cliffside Body Corp.	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Cliffside Body Corp.	Snow Plow Parts	CC-0043-18	
Commercial Interior Direct	Ceiling Tiles	ESCNJ 18/19-33	12/15/2020
David Weber Oil Co.	Automotive & Diesel Lubricants	ESCNJ 18/19-19	9/3/2020
Deer Carcass Removal Services LLC	Deer Carcass Removal	CC-0058-18	
Dejana Truck & Utility Equip.	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Dejana Truck & Utility Equip.	Snow Plow Parts	CC-0043-18	
Detcon	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Envirosight	Equipment and Tool Rental	CC-0028-18	
EquipTech	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Field Turf	Tracks and Courts	ESCNJ/AEPA 16-H	6/1/2020
Field Turf	Synthtic Turf - Maintenance/Repair/Replace	ESCNJ 18/19-55	3/21/2021
Foley, Inc.	Generator Equip. and Maintenance	ESCNJ 18/19-09	6/29/2020
Foley, Inc.	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Foveonics	Document Management	ESCNJ 16/17-48	6/30/2020
Gabrielli Kenworth of NJ, LLC	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Gamka Sales Co. Inc.	Antifreeze and Coolant	CC-0025-17R	
Garden State Highway Products	Traffic Control Signs	CC-0099-17	
Garden State Highway Products	Safety Equipment	CC-0107-18	
Generations Services Inc. (formerly Tatbit)	Electrical Services	HCESC-SER12B	11/1/2020
Harter Equipment, Inc.	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Hellas Construction, Inc.	Synthtic Turf - Maintenance/Repair/Replace	ESCNJ 18/19-55	3/21/2021
Hellas Construction, Inc.	Tracks and Courts	ESCNJ/AEPA 16-H	6/1/2020
Henderson Products, Inc.	Snow Plow Parts	CC-0043-18	
Here Rentals, Inc.	Equipment and Tool Rental	CC-0028-18	

Hudson County Motors, Inc.	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
IDS Auto Shred	Shredding & Disposal of Records	ESCNJ 18/19-23	5/8/2021
Jacobs Telecommunication	Data Cable Installation Services	CC-0056-18	
Jesco	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Jet Vac Equipment, LLC	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Ken's Body Works, Inc.	Truck Maintenance and Repair	ESCNJ 16/17-59	6/30/2020
Laurel Lawn Mower, Inc.	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Marturano Recreation Co.	Playground Equipment	ESCNJ 17/18-20	6/30/2020
Metuchen Center/Garden State	Uniforms	CC-0004-18	
Mid-Atlantic Truck Centre, Inc	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Morton Salt	Rock and Treated Salt	B-18-560	11/30/2020
Multitemp	Boiler, Maintenance & Repair	MRESC 15/16-52	1/17/2020
Natural Green Lawn Care	Landscaping Services	ESCNJ 19/20-10	7/31/2021
Natural Green Lawn Care	Lawn Care Products and Services	ESCNJ 17/18-43	1/21/2021
Nickerson Corporation	Bleacher (Exterior) Systems	MRESC 15/16-60	3/17/2020
North Jersey Bobcat, Inc.	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Northeast Janitorial Supply, Inc.	Custodial Supplies	ESCNJ 17/18-47	1/21/2021
Power Place	Snow Vehicle Attachments	ESCNJ 18/19-22	12/17/2020
Power Place, Inc.	Lawn, Park Parts and Repair	CC-0100-18	
Power Place, Inc.	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Premier Safety	Safety Equipment	CC-0107-18	
Pumping Services, Inc.	Equipment and Tool Rental	CC-0028-18	
R&H Truck Parts & Service	Antifreeze and Coolant	CC-0025-17R	
Riddell	Athletic Equipment & Supplies	ESCNJ 17/18-31	5/8/2021
Rubberecycle, LLC	Playground Surfacing	ESCNJ 17/18-18	6/30/2020
Sanitation Equipment Corp.	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Sherwin-Williams Co.	Paint & Supplies	ESCNJ 16/17-56	2/23/2020

Steelcase, Inc	Furniture & Accessories	ESCNJ 17/18-16	7/1/2020
Storr Tractor	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
T.M. Fitzgerald & Associates	Recycling Containers	ESCNJ 17/18-50	7/31/2020
Tanner	Furniture & Accessories	ESCNJ 17/18-16	7/1/2020
The Gillespie Group	Carpeting and Floorine	ESCNJ 19/20-05	8/31/2021
The Glove and Safety People	Uniforms	CC-0004-18	
Tremco	Roofing & Building Services	ESCNJ/AEPA 17-F	2/28/2020
Trius, Inc.	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Trius, Inc.	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Trius, Inc.	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
Turf Equipment & Supply Co	Grounds Equipment	ESCNJ 18/19-25	2/21/2021
V.E. Ralph & Sons	Medical Supplies	ESCNJ 17/18-40	1/15/2021
Vacuum Sales, Inc.	Trucks 26,000 lbs. GVW or Greater	ESCNJ 17/18-30	3/22/2020
Vacuum Sales, Inc.	Equipment and Tool Rental	CC-0028-18	
W.B. Mason Co. Inc.	Office Supplies	ESCNJ 18/19-02	6/30/2020
W.B. Mason Co. Inc.	Furniture & Accessories	ESCNJ 17/18-16	7/1/2020
W.E. Timmerman Co. Inc.	Trucks 26,000 lbs. GVW or Greater	ESCNJ17/18-30	3/22/2020
WB Mason	Custodial Supplies	ESCNJ 17/18-47	1/21/2021
Whirl Corporation, Inc.	Playground Surfacing	ESCNJ 17/18-18	6/30/2020
Wilfred MacDonald	Lawn, Park Parts and Repair	CC-0100-18	
Wilfred MacDonald	Grounds Equipment	ESCNJ 18/19-25	2/21/2021

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - aq.**

**Authorizing purchases from vendors approved under the State Contract**

**Resolution Number:** 44-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION AUTHORIZING PURCHASES  
FROM VENDORS APPROVED UNDER STATE CONTRACT**

**WHEREAS**, the Township of North Brunswick, as a local government contracting unit, may without advertising for bids, purchase any materials, supplies, services or equipment under any contract, for the purchase of such items, entered into on behalf of the State of New Jersey by the New Jersey Department of the Treasury, Division of Purchase and Property, pursuant to N.J.S.A. 40A:11-12; and

**WHEREAS**, the Township Council hereby authorizes an open-ended agreement with the attached list (Schedule A) of State Contract vendors through this resolution, and properly executed purchase orders, which agreements shall be subject to all conditions applicable under the current State contracts for said items; and

**WHEREAS**, the Township Council desires to authorize the purchase of certain items from approved State Contract vendors.

**NOW THEREFORE BE IT RESOLVED**, Township Council of the Township of North Brunswick does hereby authorize of North Brunswick Township, Middlesex County, New Jersey hereby authorize the following:

1. That this Resolution shall constitute an agreement between the Township of North Brunswick and State Contract vendors, as set forth on the attached Schedule A, subject to all terms and conditions applicable to their respective current State Contracts.
2. That the Council hereby authorizes the Purchasing Agent to purchase the items set forth on Schedule A from approved New Jersey State Contract vendors, pursuant to the respective current State Contracts listed in said schedule.
3. That pursuant to the rules of the Local Finance Board of the State of New Jersey, that no amount of said contracts shall be chargeable or certified until such time as goods are acknowledged with a certified Purchase Order.
4. That this agreement shall expire December 31, 2020 or upon expiration of the respective vendors State Contract, whichever occurs earlier.

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Kathryn Monzo  
Business Administrator

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Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## Schedule A

Vendor	Contract #	T-Number	Title	Term Expiration
A&K Equipments Co. Inc.	88273	T-0085	Snow Plow Parts, Grader and Loader Blades	1/19/2020
Atlantic Communications	83917	T-0109	Radio Communication Equipment and Accessories	4/30/2020
Air Brake & Equipment	40830	T-0126	OEM/Non-OEM Maintenance and Repair – Light/Medium Duty	3/17/2020
Air Brake & Equipment	89279	T-2108	Maintenance and Repair for Heavy Duty Vehicles (Class 5 or Higher)	7/20/2020
Air Brake & Equipment	42086	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Alliance Bus Group	89259	T-2108	Maintenance and Repair for Heavy Duty Vehicles (Class 5 or Higher)	7/20/2020
Allied Oil/Griffith-Allied Trucking LLC	19-FLEET-00978	T-0083	Unleaded Automotive Gasoline	10/31/2024
Atlantic Salt Inc.	40199	T-0213	Rock Salt and Treated Salt for Roadways STATEWIDE	4/30/2020
Atlantic Tactical Inc.	17-FLEET-00732	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Ben Shaffer Recreation Inc.	16-FLEET-00135	T-0103	Park and Playground Equipment	5/30/2020
Beyer Bros Corp	42069	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Beyer Bros Corp	40801	T-0126	OEM/Non-OEM Maintenance and Repair – Light/Medium Duty	3/17/2020
Beyer Fleet	17-FLEET-00728	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Beyer Ford LLC	88730	T-02776	Police Vehicles – Sedans, SUVs and Trucks	3/15/2020
Beyer Ford LLC	89263	T-2108	Maintenance and Repair for Heavy Duty Vehicles (Class 5 or Higher)	7/20/2020
Beyer Ford LLC	40813	T-0126	OEM/Non-OEM Maintenance and Repair – Light/Medium Duty	3/17/2020
Beyer of Morristown	88731	T-2776	Police Vehicles – Sedans, SUVs and Trucks	3/15/2020
Bobcat Company	40361	T-3006	Compact Track Loader, Diesel Engine with Optional Attachments	12/20/2020
BSN Sports LLC	16-FLEET-00138	T-0103	Park and Playground Equipment	5/30/2020
Campbell Freightliner LLC	40814	T-0126	OEM/Non-OEM Maintenance and Repair – Light/Medium Duty	3/17/2020
Campbell Freightliner LLC	42074	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Campbell Foundry Companies	19-FLEET-00979	T-0148	Catch Basin Castings, Inlets, Manholes	9/30/2022
CDW Government LLC	89849	M-0003	Software License & Related Service	6/30/2020



CDW Government (Cisco Systems Inc.)	87720	M-7000	Data Communications Equipment	5/31/2020
CDW Government (Extreme Networks)	87722	M-7000	Data Communications Equipment	5/31/2020
CDW Government (Hewlett Packard)	88130	M-7000	Data Communications Equipment	5/31/2020
Central Jersey Starter and Alternator	42112	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Chas S. Winner Inc.	88728	T-2776	Police Vehicles – Sedans, SUVs and Trucks	3/15/2020
Cherry Valley Tractor Sales	43022	T-2187	Parts and Repairs for Lawn and Grounds Equipment	2/16/2020
Cliffside Body Corp.	40822	T-0126	OEM/Non-OEM Maintenance and Repair – Light/Medium Duty	3/17/2020
Cliffside Body Corp.	88268	T-0085	Snow Plow Parts, Graders, Blades	1/19/2020
Custom Bandag (Bridgestone Americas, Inc.)	19-FLEET-00708	M-8000	Tires, Tubes and Services	3/31/2024
David Weber Oil Co.	81519	T-0097	Automotive Lubricant	1/29/2020
Day Chevrolet	89938	T-2776	Police Vehicles – Sedans, SUVs and Trucks	3/15/2020
Delaware Valley Truck Services	89289	T-2108	Maintenance and Repair for Heavy Duty Vehicles (Class 5 or Higher)	7/20/2020
Draeger Inc.	17-FLEET-00784	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
East Coast Emergency Lighting (Pro Guard)	17-FLEET-00768	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
East Coast Emergency Lighting (Havis Inc.)	17-FLEET-00719	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
EMR Power Systems, LLC	81474	T-2848	Preventative Maintenance and Testing of Generators	3/31/2020
Extel Communications	80807	T-1316	Telecommunications Equipment and Services	1/31/2020
Eventide Inc.	83891	T-0109	Radio Communication Equipment and Accessories	4/30/2020
Everbridge Inc. – Under SHI	89851	M-0003	Software License and Related Services	8/5/2020
Firefighter One LLC	17-FLEET-00734	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Foley, Inc.	41507	T-3039	Off-Road Diesel Retrofit Device and Installation	5/31/2020
Foley, Inc.	85846	T-2188	Parts and Repairs for Road Maintenance Equipment	1/29/2020
Garden State Highway Products	86462	T-0136	Signs / Blank - Aluminum	6/30/2020
General Sales Admin (Havis Inc.)	17-FLEET-00719	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
General Sales Admin/Major Police Supply	17-FLEET-00760	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023

Genuine Parts Company dba NAPA	42093	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Gold Type Business Machines / GTBM	83904	T-0109	Radio Communication Equipment and Accessories	4/30/2020
Gold Type Business Machines / GTBM	17-FLEET-00716	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Grainger	19-FLEET-00566	M-0002	Facilities Maintenance and Repair and Operations (MRO) Industrial Supplies	6/30/2023
H A Dehart & Son Inc.	40816	T-0126	OEM/Non-OEM Maintenance and Repair – Light/Medium Duty	3/17/2020
H A Dehart & Son Inc.	88264	T-0085	Snow Plow Parts, Grader, Blades	1/19/2020
Hach Company	80591	T-0983	Environmental Testing Instruments	5/31/2020
Hertrich Fleet Services	88729	T-2776	Police Vehicles – Sedans, SUVs and Trucks	3/15/2020
Hewlett Packard	88130	M-7000	Data Communications Equipment	5/31/2020
Hewlett Packard	40116	M-0483	Computer Equipment, Peripherals, and Related Services	3/31/2020
Home Depot	18-FLEET-00234	M-8001	Walk-in Building Supplies	12/31/2021
Integrated Turf Management	89406	T-0170	Fertilizer: Farm / Lawn / Garden Use	7/31/2020
Kaldor Emergency Lights	42123	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Kenwood USA Corp.	83927	T-0109	Radio Communication Equipment and Accessories	4/30/2020
Kyocera Document Solutions America Inc.	53090	T-2075	GSA Reprographics	12/31/2020
Lanigan Associates Inc.	17-FLEET-00733	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Laser Technology Inc.	17-FLEET-00725	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Lawmen Supply Co.	17-FLEET-00740	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Lowes Home Center LLC	18-FLEET-00235	M-8001	Walk-in Building Supplies	7/31/2022
Malouf Ford Lincoln LLC	40808	T-0126	OEM/Non-OEM Maintenance and Repair – Light/Medium Duty	3/17/2020
Microsoft Corporation	40166	M-0483	Computer Equipment, Peripherals, and Related Services	3/31/2020
Morton Salt Inc.	40201	T-0213	Rock Salt and Treated Salt for Roadways STATEWIDE	4/30/2020
Motorola Solutions	83909	T-0109	Radio Communication Equipment and Accessories	4/30/2020
MPH Industries Inc.	17-FLEET-00740	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Municibid	19-GNSV1-00696	T-2581	Auctioneering Services: Internet Auctions to Sell Property	4/30/2022

National Fuel Oil Inc.	82768	T-1845	Ultra Low Sulfur Diesel and Biodiesel Fuel	3/31/2020
National Parts Supply Co. / Parts Authority	85993	T-2761	Non OEM Automotive Parts and Accessories – Light Duty	2/25/2020
Norcia Corp	89298	T-2108	Maintenance and Repair for Heavy Duty Vehicles (Class 5 or Higher)	7/20/2020
Norica Corp	42083	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Norcia Corp	85864	T-2188	Parts and Repairs for Road Maintenance Equipment	1/29/2020
Northeast Communications Inc.	83898	T-0109	Radio Communication Equipment and Accessories	4/30/2020
Northeast Technical	85090	T-0983	Environmental Testing Instruments	5/31/2020
Panasonic	89980	M-0483	Computer Equipment, Peripherals, and Related Services	3/31/2020
Perth Amboy System Brake	89276	T-2108	Maintenance and Repair for Heavy Duty Vehicles (Class 5 or Higher)	7/20/2020
Pinnacle Wireless	83918	T-0109	Radio Communication Equipment and Accessories	4/30/2020
Plant Food Company Inc.	89405	T-0170	Fertilizer: Farm / Lawn / Garden Use	7/31/2020
Procomm Systems Inc.	83931	T-0109	Radio Communication Equipment and Accessories	4/30/2020
Queues Enforth Development Inc. (QED)	83889	T-0109	Radio Communication Equipment and Accessories	4/30/2020
Raphael Bus Sales, LLC	40818	T-0126	OEM/Non-OEM Maintenance and Repair – Light/Medium Duty	3/17/2020
Raphael Bus Sales, LLC	89265	T-2108	Maintenance and Repair for Heavy Duty Vehicles (Class 5 or Higher)	7/20/2020
Raritan Group Inc.	89801	T-3027	Plumbing and Heating Supplies	10/30/2020
Rich Tree Service	18-DPP-00645	T-0465	Tree Trimming, Pruning and Removal Services	12/31/2021
Rubbercycle LLC	16-FLEET-00131	T-0103	Park and Playground Equipment	5/30/2020
Samzies Uniforms	16-FOOD-00111	T-0046	Protective Clothing and Footwear	4/20/2020
Sanitation Truck Repairs	89290	T-2108	Maintenance and Repair for Heavy Duty Vehicles (Class 5 or Higher)	7/20/2020
Sanitation Truck Repairs	42105	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Software House International (SHI)	89851	M-0003	Software License & Related Equipment	6/30/2020
Software House International (Everbridge)	89851	M-0003	Software License & Related Equipment	6/30/2020
SHI International (Palo Alto Networks)	41210	M-7000	Data Communications Equipment	5/31/2020
SHI International (Brocade Communications)	87718	M-7000	Data Communications Equipment	5/31/2020

SHI International (Cisco Systems Inc.)	87720	M-7000	Data Communications Equipment	5/31/2020
SHI International (Extreme Networks)	87722	M-7000	Data Communications Equipment	5/31/2020
SHI International (Hewlett Packard)	88130	M-7000	Data Communications Equipment	5/31/2020
SHI International (F5 Networks)	88536	M-7000	Data Communications Equipment	5/31/2020
SHI International (Barracuda Networks Inc.)	88792	M-7000	Data Communications Equipment	5/31/2020
Storr Tractor Company	43038	T-2187	Parts & Repairs for Lawn/Grounds Equipment	2/16/2020
Tilcon New York	87740	T-0142	Road and Highway Building Materials: Crushed Stone, Sand and Gravel	6/30/2020
Tilcon New York	18-FLEET-00639	T-0155	Hot Mix Asphalt	1/31/2022
Trap Rock Industries Inc.	18-FLEET-00639	T-0155	Hot Mix Asphalt	1/31/2022
Trius Inc.	42108	T-2085	Automotive Parts for Heavy Duty Vehicles (Class 5 of Higher)	8/9/2020
Trius Inc.	85856	T-2188	Parts and Repairs for Road Maintenance Equipment	1/29/2020
Verizon Business Network	85943	T-1776	Data Communication Services	2/10/2020
Verizon Wireless	82583	T-216A	Wireless Devices and Services	2/29/2020
WatchGuard Video	17-FLEET-00793	T-0106	Law Enforcement Firearms Equipment and Supplies	5/14/2023
Whirl Corporation Inc.	16-FLEET-00124	T-0103	Park and Playground Equipment	5/30/2020
W.E. Timmerman Co Inc.	85857	T-2188	Parts and Repairs for Road Maintenance Equipment	1/29/2020
Zetron	83924	T-0109	Radio Communication Equipment and Accessories	4/30/2020

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - ar.**

**Authorizing the purchase of admission tickets and services for Recreation Programs under the Department of Parks, Recreation and Community Services**

**Resolution Number:** 45-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK  
AUTHORIZING THE PURCHASE OF ADMISSION TICKETS AND SERVICES  
FOR RECREATION PROGRAMS UNDER  
THE DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to purchase admission tickets and procure services for various recreation programs offered under the Department of Parks, Recreation and Community Services; and

**WHEREAS**, the Township of North Brunswick, as a local government contracting unit, may purchase goods or services that are original and creative in character as a professional service pursuant to N.J.S.A.40A:11-5 et seq.; and

**WHEREAS**, the Township of North Brunswick, as a local government contracting unit, may also award contracts, under an alternative process to the Fair and Open process pursuant to N.J.S.A. 19:44A-20.4 et seq., that are proprietary and of a specialized nature; and

**WHEREAS**, the Township Council hereby authorizes the purchase of admission tickets and procurement of services for various recreation programs offered under the Department of Parks, Recreation and Community Services outlined on the attached list (Schedule A) through this resolution, and properly executed purchase orders, which agreements shall be subject to all conditions applicable to their respective agreement.

**NOW THEREFORE BE IT RESOLVED**, the Council of North Brunswick Township, Middlesex County, New Jersey hereby authorizes the following:

1. That this Resolution shall constitute an agreement between the Township of North Brunswick and vendors, as set forth on the attached Schedule A, subject to all terms and conditions applicable to their respective agreement.
2. That the Council hereby authorizes the Purchasing Agent to facilitate the purchase of items from vendors set forth on Schedule A.
3. That pursuant to the rules of the Local Finance Board of the State of New Jersey, that no amount of said contracts shall be chargeable or certified until such time as goods are acknowledged with a certified Purchase Order.
4. That this agreement shall expire December 31, 2020 or upon expiration of the respective vendors terms, whichever occurs earlier.

Resolution # \_\_\_\_\_

\_\_\_\_\_  
Kala Sriranganathan  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
DAVIS				
SOCIO				
ANDREWS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 1, 2020.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## Schedule A

Amy Schindler - Music	Make a Scene
Big Mark's Inc. – Amusement	Medieval Times
Blackbeard Cave	Mindful in Nature – Horticultural Therapy
Bowcraft Amusement Park	Mountain Creek Water Park
BOWLERO - Carolier Lanes	Mountainside Stables
Branchburg Sports Complex	NJRPA (consignment tickets)
Bridgewater Sports Arena	Philadelphia Zoo
Bucks County River Country Inc.	Phil Forti - DJ Services
Bunny's Bounce Houses	Quarry Swimming Club
Burch, Monica - Robotics	Regal CineMedia
Camelbeach Waterpark Corp.	Rich Pederson – Sound System / Lighting
Casino Pier Breakwater Beach	Robbinsville Lacrosse
Clementon Amusement Park	Rockville Climbing Center
Dutch Springs	Skillpath Seminars
Engineering for Kids	Somerset Patriots
Fireball Mountain	Soulmates Dance School
Franklin Institute Science	The Funplex
Freedom Fest State Fair	Tomahawk Lake Inc.
Gametruck Entertainment	Township of East Brunswick - Crystal Springs
Hartman, Daria - Yoga	Tracy Brown – Rock, Read and Eat Program
Hazlet Wrestling Club	Trenton Thunder
I Play America	Turtle Back Zoo
Island Beach State Park	Urban Air Milltown
Jenkinsons Group Sales	US Sports Institute Inc.
Jerilyn Shepard-Marrero – Art Instruction	Viragomusic
Keansburg Amusement Park	Wild West City
Lakewood Blueclaws	William Ojeda - Martial Arts Instruction
Liberty Science Center	Woodbridge Twp. Arenas of Woodbridge (Ice Skating)
Lifeforce USA Inc. - Training	Young Rembrandts - Drawing Instruction
Mad Science of West New Jersey	Zumba Kids
Madison Square Garden	



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - as.**

**Date, Place and Time of Township Council Meetings**

**Resolution Number:** 46-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

## **RESOLUTION FOR DATE, PLACE AND TIME OF TOWNSHIP COUNCIL MEETINGS**

**BE IT RESOLVED** on this 1st day of January, 2020, by the Township Council of the Township of North Brunswick that during calendar year 2020 the regular meetings of the Township Council shall be held on the first and third Monday nights of each month at seven o'clock P.M. (Eastern Standard Time) except in the event of the adoption of Daylight Savings Time, the latter shall be followed when said Daylight Savings Time is in effect at 710 Hermann Road, North Brunswick; and

**BE IT FURTHER RESOLVED** that in the event a regular meeting falls on a legal holiday, the meeting shall be held on Tuesday night after said holiday at the same place and hour; and

**BE IT FURTHER RESOLVED** that the workshop meetings of the Township Council of the Township of North Brunswick shall be held on Monday preceding the first and third Monday nights in each month at seven o'clock (Eastern Standard Time) except in the event of the adoption of Daylight Savings Time, the latter shall be followed when said Daylight Savings Time is in effect at 710 Hermann Road, North Brunswick, New Jersey.

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Kathryn Monzo  
Business Administrator

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Township Attorney  
certified as to form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 1st day of January, 2020.

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Lisa Russo  
Municipal Clerk

## SCHEDULE OF COUNCIL MEETINGS 2020

Jan. 1 (Wednesday)	Re-Organization	Noon
Jan. 6	Workshop	
Jan. 13	Council	
Jan. 27	Workshop	
Feb. 3	Council	
Feb. 10	Workshop	
Feb. 18 (Tuesday)	Council (President's Day)	
Feb. 24	Workshop	
March 2	Council	
March 9	Workshop	
March 16	Council	
March 30	Workshop	
April 6	Council	
April 20	Workshop 6:00 pm Council 7:00 pm	
April 27	Workshop	
May 4	Council	
May 11	Workshop	
May 18	Council	
May 26 (Tuesday)	Workshop (Memorial Day)	
June 1	Council	
June 29	Workshop	
July 6	Council	
July 27	Workshop	
August 3	Council	
August 31	Workshop	
Sept. 8 (Tuesday)	Council (Labor Day)	
Sept. 14	Workshop	
Sept. 21	Council	
Oct. 5	Workshop / Council	
Oct. 13 (Tuesday)	Workshop (Columbus Day)	
Oct. 19	Council	
Oct. 26	Workshop	
Nov. 2	Council	
Nov. 9	Workshop	
Nov. 16	Council	
Nov. 30	Workshop	
Dec. 7	Winterfest / Council	
Dec. 14	Workshop / Council	

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - at.**

**Designating official newspapers for Calendar Year 2020**

**Resolution Number:** 47-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

## RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR THE CALENDAR YEAR 2020

**WHEREAS**, it is necessary for the Township Council to designate the following official newspapers as follows:

THE HOME NEWS & TRIBUNE

NORTH BRUNSWICK SENTINEL

**BE IT RESOLVED** on this 1st day of January, 2020, by the Township Council of the Township of North Brunswick that the above are hereby designated as the official newspapers for the calendar year 2020, in which the Township Council may direct and publish the such Township Ordinances, Notices or any other matter or business by law to be published or advertised or such matters or business as the Township Council may determine.

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Kathryn Monzo  
Business Administrator

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Township Attorney  
certified as to form

### RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - au.**

**Providing for an "Annual Notice of Meetings" pursuant to Open Public Meetings Law**

**Resolution Number:** 48-1.20

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

## **RESOLUTION PROVIDING FOR AN “ANNUAL NOTICE OF MEETINGS” PURSUANT TO OPEN PUBLIC MEETINGS LAW**

**WHEREAS**, it is necessary for the Township of North Brunswick to provide for an annual notice of meetings to be held by the Municipal bodies during the year;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of North Brunswick on this 1st day of January, 2020 that the attached annual notice of dates, times and places of the various municipal bodies of the Township of North Brunswick be:

1. Posted in the Municipal Complex
2. Transmitted to the Home News & Tribune and/or North Brunswick Sentinel.
3. Filed with the Township Clerk; and
4. Mailed to any person who requires it and has paid the fee hereby established at \$3.00.

**BE IT FURTHER RESOLVED** that the Municipal Clerk perform the necessary action to carry out the intent of this Resolution within seven (7) days hereof.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Township Attorney  
certified as to form

### **RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
GUADAGNINO				
CORBIN				
SOCIO				
DAVIS				
ANDREWS				
MAYOR WOMACK				



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - av.**

**Authorizing a PSA with DeCotiis, Fitzpatrick, Cole & Giblin, LLP to serve as Litigation and Special and Special Projects Counsel**

**Resolution Number: 49-1.20**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 11.b.**

**Director, Department of Parks, Recreation and Community Services - Louise Ann Benson**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 11.d.**

**Director, Department of Public Safety - Kenneth McCormick**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 11.e.**

**Director, Department of Community Services - Michael C. Hritz**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 11.g.**

**Fire Chief - Kenneth Graulich**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 11.h.**

**First Assistant Chief - Jeffrey Dunham**