

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
SHAIN SCHAFFER PC 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 2024; and

**WHEREAS**, the Purchasing Agent has determined and certified that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is one year, January 1, 2024 – December 31, 2024; and

**WHEREAS**, the Purchasing Agent and Legal Counsel have reviewed the prior contract history provided by Shain Schaffer PC and determined the firm qualified for the position; and

**HEREAS**, such services shall be provided by Shain Schaffer PC (150 Morristown Road, Suite 105 Bernardsville, NJ 07924), to serve as of Tax Appeal Counsel for calendar year 2024; and,

**WHEREAS**, the Qualified Purchasing Agent has determined and certified that the contract value shall exceed the statutory Pay-to-Play threshold of \$17,500.00 and shall be awarded under a non-fair and open process in compliance with said laws; and,

**WHEREAS**, Shain Schaffer PC 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 \$25,000.00; and

**WHEREAS**, Shain Schaffer PC has completed and submitted a Business Entity Disclosure Certification which certifies that Shain Schaffer PC has not made any reportable contributions to a candidate committee in the Township of North Brunswick in the previous one year period, and that Shain Schaffer PC shall be prohibited from making any reportable political contributions during the term of the contract outlined under N.J.S.A. 19:44A-20.8 et seq.

**WHEREAS**, certification of the availability of funds has been provided herein by the Chief Financial Officer in accordance with New Jersey Administrative Code, Title 5-Community Affairs under N.J.A.C. 5:30-5.5; and,

**WHEREAS**, the Chief Financial Officer has certified that \$10,000.00 is available for this purpose in account 4-01-20-150-000-181 for services ending June 30, 2024 and the balance of funds shall be certified upon the appropriation of funds in FY2025.

**NOW, THEREFORE, BE IT RESOLVED** on this 16<sup>th</sup> day of January 2024 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 Shain Schaffer PC to serve as Tax

Appeal Counsel, with an authorization not-to-exceed \$25,000.00 for calendar year 2024, in accordance with RFP PRO24012.

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and,

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 20 calendar days after its passage.

**CERTIFICATION**

I, Cavell Gallimore, Chief Financial Officer, hereby certify that \$10,000.00 is available for this purpose in account 4-01-20-150-000-181 for services ending June 30, 2024 and the balance of funds shall be certified upon the appropriation of funds in FY2025. Contract PRO24012

\_\_\_\_\_  
Cavell Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Justine Progebin  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
MEHTA				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
HUTCHINSON				
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 16, 2024.

\_\_\_\_\_  
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 – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Shain Schaffer PC 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 the contract award date 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 12/31/2026	
Rajesh Mehta – Councilmember, Term 12/31/2026	Carlo Socio – Councilmember, Term 12/31/2024
Bob Davis – Councilmember, Term 12/31/2026	Ralph Andrews – Councilmember, Term 12/31/2025
Amanda Guadagnino – Councilmember, Term 12/31/2025	Mary Hutchinson – Councilmember, Term 12/31/2024

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

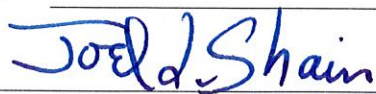
- Partnership     
  Corporation     
  Sole Proprietorship     
  Subchapter S Corporation  
 Limited Partnership     
  Limited Liability Corporation     
  Limited Liability Partnership

Name of Stock or Shareholder	Address
Marguerite M. Schaffer	25 Ashley Court, Bedminster, NJ 07921
Joel L. Shain	67 Childs Road, Bernardsville, NJ 07924

**Part 3 – 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: Shain Schaffer PC

Signature of Affiant:  Title: Secretary

Printed Name of Affiant: Joel L. Shain Date: January 9, 2024

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

## Part I - Vendor Information

Vendor Name:	Shain Schaffer PC		
Address:	150 Morristown Road, Suite 105		
City:	Bernardsville	State:	NJ
		Zip:	07924

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.



Joel L. Shain

Secretary

Signature

Printed Name

Title

## Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
	NONE		\$

Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name:** Middlesex  
**State:** Governor, and Legislative Leadership Committees  
**Legislative Districts #s:** 12, 14, 16, 17, 18, 19, & 22  
 State Senator and two members of the General Assembly per district.

County: Freeholders                      County Clerk                      Sheriff                      Surrogate

Municipalities: (Mayor and members of governing body, regardless of title):

Carteret Borough	Middlesex Borough	Sayreville Borough
Cranbury Township	Milltown Borough	South Amboy City
Dunellen Borough	Monroe Township	South Brunswick Township
East Brunswick Township	New Brunswick City	South Plainfield Borough
Edison Township	North Brunswick Township	South River Borough
Helmetta Borough	Old Bridge Township	Spotswood Borough
Highland Park Borough	Perth Amboy City	Woodbridge Township
Jamesburg Borough	Piscataway Township	
Metuchen Borough	Plainsboro Township	

Boards of Education (Members of the Board):

Carteret Borough	Metuchen Borough	Sayreville Borough
Cranbury Township	Middlesex Borough	South Amboy City
Dunellen Borough	Milltown Borough	South Brunswick Township
East Brunswick Township	Monroe Township	South Plainfield Borough
Edison Township	North Brunswick Township	South River Borough
Helmetta Borough	Old Bridge Township	Spotswood Borough
Highland Park Borough	Perth Amboy City	West Windsor-Plainsboro Regional
Jamesburg Borough	Piscataway Township	Woodbridge Township

Fire Districts (Board of Fire Commissioners):

East Brunswick Township Fire District No. 1	Plainsboro Township Fire District No. 1
East Brunswick Township Fire District No. 2	South Brunswick Township Fire District No. 1
East Brunswick Township Fire District No. 3	South Brunswick Township Fire District No. 2
Jamesburg Borough Fire District No. 1	South Brunswick Township Fire District No. 3
Monroe Township Fire District No. 1	Woodbridge Township Fire District No. 1
Monroe Township Fire District No. 2	Woodbridge Township Fire District No. 2
Monroe Township Fire District No. 3	Woodbridge Township Fire District No. 4
Old Bridge Township Fire District No. 1	Woodbridge Township Fire District No. 5
Old Bridge Township Fire District No. 2	Woodbridge Township Fire District No. 7
Old Bridge Township Fire District No. 3	Woodbridge Township Fire District No. 8
Old Bridge Township Fire District No. 4	Woodbridge Township Fire District No. 9
Piscataway Township Fire District No. 1	Woodbridge Township Fire District No. 10
Piscataway Township Fire District No. 2	Woodbridge Township Fire District No. 11
Piscataway Township Fire District No. 3	Woodbridge Township Fire District No. 12
Piscataway Township Fire District No. 4	

# STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for the automatic rejection of the bid or proposal.**

Name of Organization Shain Schaffer PC  
Organization Address 150 Morristown Road, Suite 105, Bernardsville, NJ 07924

## **Part I: CHECK THE BOX THAT REPRESENTS THE TYPE OF BUSINESS ORGANIZATION:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)  
 Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)  
 For-Profit Corporation (any type)       Limited Liability Company (LLC)  
 Partnership                       Limited Partnership               Limited Liability Partnership  
 Other (be specific): \_\_\_\_\_

## **Part II**



The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR



No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed)

*Name of Individual or Business Entity*

*Address*

Marguerite M. Schaffer

25 Ashley Court, Bedminster, NJ 07921

Joel L. Shain

67 Childs Road, Bernardsville, NJ 07924

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**Part III – DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded part entity as of the last annual federal Security and Exchange Commission (SEC) or the foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

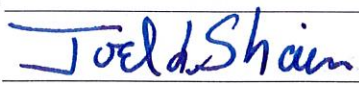
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page Numbers
_____	_____
_____	_____
_____	_____
_____	_____

Please list the names and addresses of each stockholder, partner or member owning 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address
_____	_____
_____	_____
_____	_____
_____	_____

**Part IV – CERTIFICATION**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Township of North Brunswick is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with local government contracting units to notify the local agency in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in the certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Township to declare any contract(s) resulting from this certification, void and unenforceable.

Full Name: Joel L. Shain Title: Secretary  
 Signature:  Date: January 9, 2024