



BOROUGH OF HADDON HEIGHTS
COUNCIL WORK SESSION AGENDA
Tuesday, May 7, 2024 at 7:00 pm

1. "In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, notice of this meeting was posted on the bulletin board designed for that purpose and notice was transmitted to the official newspapers provided by Resolution adopted January 6, 2024. Meeting notice has also been continually posted on the Borough website."
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT ON AGENDA ITEMS ONLY
5. CAUCUS WORK SESSION:
 - a) Elected Officials Risk Management Seminar – *May 21, 2024, 6:15 pm – Clerk Santosusso*
 - b) Senior Citizen Commission – *Councilman Tom Ottoson*

6. APPROVAL OF MINUTES of the April 16, 2024 Business Meeting

7. BOROUGH ENGINEER'S REPORT:

8. UNFINISHED BUSINESS:

PUBLIC HEARING AND FINAL ADOPTION of Ordinance 2024:1545 – An Ordinance Amending Chapter 100 of the Code of the Borough of Haddon Heights Entitled "Vehicles and Traffic" – *One-Way Conversion on Garden Street from First Avenue to Crest Avenue*

PUBLIC HEARING AND FINAL ADOPTION of Ordinance 2024:1546 – Ordinance Amending the Code of the Borough of Haddon Heights, County of Camden and State of New Jersey to Include New Chapter 353, Entitled, "Privately-Owned Salt Storage"

9. NEW BUSINESS:

INTRODUCTION of Ordinance 2024:1547 – ORDINANCE TO EXCEED THE MUNICIPAL BUDGET COST OF LIVING ALLOWANCE AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)

Public Hearing and Final Adoption of Ordinance 2024:1547 is scheduled for Tuesday, May 21, 2024 at approximately 7:00 pm in the Municipal Building located at 625 Station Avenue, Haddon Heights, New Jersey.

Resolution 2024:99 – RESOLUTION CERTIFYING COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance on the Consideration of Arrest Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"

Resolution 2024:100 – RESOLUTION FOR LOCAL EXAMINATION OF THE 2024 MUNICIPAL BUDGET

Resolution 2024:101 – RESOLUTION APPROVING INTRODUCTION AND PROVIDING NOTICE FOR PUBLIC HEARING AND PUBLIC INSPECTION OF THE 2024 MUNICIPAL BUDGET

Public Hearing and Final Adoption of Resolution 2024:101 is scheduled for **Wednesday, June 5, 2024** at approximately 7:00 pm in the Municipal Building located at 625 Station Avenue, Haddon Heights, New Jersey.

Resolution 2024:102 – Resolution Amending Resolution 2024:39 Resolution Designating Depositories of Funds for Various Accounts for 2024

Resolution 2024:103 – Resolution Authorizing the Mayor to Execute A Shared Services Agreement Between the County of Camden and the Borough of Haddon Heights for the Purpose of Street Sweeping on County Roadways

Resolution 2024:104 – Resolution Appointing Community Grants, Planning and Housing for the Purpose of Providing Affordable Housing Administrative Agent Services for 2024

Resolution 2024:105 – Resolution Authorizing a Refund of Summer Recreation Fees

Resolution 2024:106 – Resolution Calling for the Modernization of the Open Public Records Act (OPRA) and the Swift Passage of S-2930/A-4045

Resolution 2024:107 – Resolution Authorizing Payment of Bills and Claims for the First Half of May

Resolution 2024:108 – A Resolution Providing For A Meeting Not Open to the Public In Accordance With The Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. ***1.) Contract Matter related to Administrative Agent Services for Affordable Housing Matters. 2.) Matter related to Redevelopment – Broken Ground Properties, 501-503 Station Avenue. Discussions are expected to be ½ hr. in duration. Formal action may be taken on the foregoing items following Executive Session.***

10. PUBLIC COMMENT

11. ADJOURNMENT



**ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2024**

FY 2024 Haddon Heights Road Program

Update:

- It is anticipated that the Reconstruction of Garden Street will be publicly advertised and bid opening held in May and contract can be awarded at the June Work Session meeting contingent upon receipt of favorably bids.

Previously Reported:

- Our office has submitted to the Engineering Committee estimated costs for Garden Street from 1st Avenue to 2nd Avenue, East High Street from 2nd Avenue to 3rd Avenue, East High Street from 3rd Avenue to 4th Avenue, and Maple Avenue from Glenview Avenue to Devon Avenue.
- Our office will coordinate scope of each roadway with the Engineering Committee once base survey plans are completed.
- Our office will then proceed with completing the preparation of bid documents, plans, and specifications for public bidding of this project in summer / fall 2024 with Garden Street being priority for bidding early summer 2024.

**Camden County CDBG Program Yr 2024 – Architectural Barrier Removal & Access
(Borough Wide - Various Intersections)**

Previously Reported:

- CDBG indicated the Program will continue grouping the funding allotments to 5 to 7 larger public infrastructure projects (\$150,000 - \$250,000) throughout the County for Program Year 2024 consistent with recent years.
- The Community Development Block Grant (CDBG) program notified the Borough that applications for Year 2024 are due March 4, 2024.
- The Borough of Haddon Heights does not have any Qualified Census Tracts; therefore, eligible projects are very limited.

ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2024

- Our office recommended submitting an FY2024 application for architectural barrier removal & access which consists of handicap ramps at roadway intersections in close proximity to Borough schools and parks.
- This application was submitted prior to the March 4, 2024, with the approved resolution submitted under separate cover.

FY 2024 NJDCA Local Recreation Improvement Grant

Previously Reported:

- NJDCA has announced the department would be accepting applications for the NJDCA Local Recreation Improvement Grant Application with an extended deadline of April 16, 2024. This competitive grant program can be utilized to cover costs associated with updating recreation centers, playgrounds, pools, fields, walking or bicycle trails, rail trails, multi-sport courts, and recreational facilities.
- As coordinated with the Mayor and Council, our office prepared one (1) LRIG application for paving of existing parking lot and playground equipment at Barr Recreation Complex.

FY 2024 NJDOT Municipal Aid Funding Application

Previously Reported:

- NJDOT has announced the department would be accepting applications for the NJDOT FY 2024 Municipal Aid program with a deadline of July 1, 2023. A resolution for authorizing our office to submit the application is required for the June Council Meeting.
- Our office coordinated with Borough Public Works Superintendent and based on roadway condition and NJDOT scoring criteria, recommend including the remainder of St. Martins Avenue as well as Wynnefield Avenue and New Jersey Avenue.
- Our office submitted an application for this project before the July 1st deadline.
- The Borough has been informed that it will be receiving an NJDOT Municipal Aid grant of \$268,146 towards the construction, inspection, and limited design of this project. Our office will prepare a scope of work proposal and submit same to the Borough Administrator.
- Our office has prepared a scope of work proposal and have submitted same to the Borough Clerk. If the Borough selects Option #1 to utilize five percent (5%) of the final construction cost for design services, a resolution is required to submit NJDOT.

ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2024

Camden County Open Space 2023

Update:

- This project is complete and our office is processing closeout documents with the contractor.

Previously Reported:

- Camden County Open Space Preservation Trust Fund Advisory Committee has announced that 2023 application packets are due May 1, 2023. Grants are awarded on a competitive basis up to \$25,000. The Borough, in previous years, could submit up to two (2) applications; however, the County has limited the number of applications to one (1).
- As coordinated with the Mayor and Borough Recreation Committee, our office will prepare one (1) Camden County Open Space Preservation Trust Fund Advisory Committee application for infield improvements to the Girls Major and Minor Softball Fields at the Fitzgerald Memorial Fields.
- The Camden County Open Space Preservation Trust Fund Advisory Committee has announced the grant award recipients. The Borough of Haddon Heights will be receiving a Grant in the amount of \$25,000 towards infield improvements to the Girls Major and Minor Softball Fields at the Fitzgerald Memorial Fields.
- Our office finalized project plans and cost estimates for infield improvements to the Girls Major and Minor Softball Fields at the Fitzgerald Memorial Fields and publicly bid. The bid opening for this project was held on March 5th.
- The contract was awarded at the March 11th special meeting to the lowest bidder, which was Vulcan Construction, LLC, in the amount of \$57,255.00 for the Base Bid. Contracts have been executed by the contractor and Borough.

FY 2023 NJDCA Local Recreation Improvement Grant

Previously Reported:

- NJDCA has announced the department would be accepting applications for the NJDCA Local Recreation Improvement Grant Application with a deadline of January 20, 2023. This competitive grant program can be utilized to cover costs associated with updating recreation centers, playgrounds, pools, fields, walking or bicycle trails, rail trails, multi-sport courts, and recreational facilities.
- Our office recommended submitting an application installing all-accessible playground equipment at Hoff's Park.
- A resolution for Borough Council approval was approved at the January 17th Council meeting.

ENGINEER'S STATUS REPORT

Borough of Haddon Heights

May 2024

- This application was submitted prior to the January 20th deadline.
- The NJDCA has announced the grant award recipients. The Borough of Haddon Heights will be receiving a NJDCA Local Recreation Improvement Grant in the amount \$76,000 towards improvements to Hoff's Park including all-accessible playground equipment.
- Our office is coordinating with state contract equipment vendor for materials ordering information, equipment options, and cost estimates. Once equipment options and layouts are provided our office will coordinate with the Recreation Committee for review and comment.

Improvements along Kings Highway (CR 551) from Market Street in Mt. Ephraim to Hopkins Road in Haddon Heights and Audubon

Update:

- Our office issued review comments to the County on April 25th.

Previously Reported:

- Camden County through a shared services agreement with CCMUA, Audubon, Haddon Heights, and Mount Ephraim will complete roadway improvements along Kings Highway. Improvements will include roadway resurfacing/reconstruction, handicap ramp replacement, and sanitary and stormwater sewer video inspection / improvements.
- A kickoff meeting was held on May 26, 2022, with representatives from Camden County, CCMUA, Haddon Heights, Audubon, Mount Ephraim, and the design engineers of T & M Associates.
- The anticipated design schedule in 7 months.
- T & M Associates and Camden County held Stakeholder Meeting #1 on August 22nd to discuss concept plans. Each municipality was provided a set of concept plans to review and provide comments by September 23rd for consideration.
- Regarding the latest concept plans provided at the August 22nd stakeholders Meeting; comments were submitted by the Haddon Heights Shade Tree Commission and the Engineering Committee (effort lead by Councilwoman Russo) to the County for consideration. The County has acknowledged receipt.
- Our office has received and responded to preliminary schematic plans prepared by T & M Associates in regards to the proposed slip lining of the Borough's sanitary sewer mains located along Kings Highway.

ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2024

- Our office attended a meeting with T & M Associates and the County Engineer on Wednesday, December 21st to discuss the preliminary schematic plans and our office's response.
- The County is currently coordinating with other utility providers.
- Our office attended a preconstruction meeting on June 28th regarding New Jersey American Water main / service replacements for this project area. Both Haddon Heights and Audubon Police Departments were present at the meeting. NJAW indicated onsite mobilization will commence July 5th with pipe installation beginning on July 11th. NJAW will notify local residents of construction schedule and Camden County will provide the Borough with the website notification.
- Camden County held a Project Meeting on March 22nd, inviting the Municipal Mayors, Council & Commissioners, Police Chiefs, Schools, Borough Engineers and the Business Association's along Kings Highway in Mt. Ephraim, Audubon, and Haddon Heights. Camden County is estimating to award a contract in May of 2024 with construction anticipated to start August 2024 and take approximately 18 months.
- Our office has received the PS&E review package including the project Plans and Specifications from T & M Associates for review and comment.

FY 2023 NJDOT Municipal Aid Funding – St. Martins Avenue – Phase III, Wynnefield Avenue & New Jersey Avenue

Update:

- Our office has finalized the bid documents, plans, and specifications for NJDOT PS&E review. This project will be publicly advertised once NJDOT review comments are received and addressed.

Previously Reported:

- NJDOT has announced the department would be accepting applications for the NJDOT FY 2023 Municipal Aid program with a deadline of July 1, 2022. A resolution for authorizing our office to submit the application was approved at the June Work Session meeting.
- Our office coordinated with Borough Public Works Superintendent and based on roadway condition and NJDOT scoring criteria, recommend including portions of St. Martins Avenue that will not be completed under FY 2022 NJDOT grant funding as well as Wynnefield Avenue and New Jersey Avenue (see attached Location Map).
- Our office submitted an application for this project before the July 1st deadline.

ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2024

- The Borough has been informed that it will be receiving an NJDOT Municipal Aid grant of \$260,930 towards the construction, inspection, and limited design of this project. Our office will prepare a scope of work proposal and submit same to the Borough Administrator.
- Our office prepared a scope of work proposal and submitted same to the Borough Administrator. The Borough selected Option #1 to utilize five percent (5%) of the final construction cost for design services, via resolution.
- Our office has submitted for NJDOT concurrence regarding our proposal and the Borough resolution.
- Our office has completed the existing base survey and is proceeding with preparation of bid documents, plans, and specifications for public bidding of this project in spring 2024.

FY 2022 NJDOT Municipal Aid Funding – St. Martins Avenue – Phase II, Wynnefield Avenue & New Jersey Avenue

Previously Reported:

- NJDOT has announced the department would be accepting applications for the NJDOT FY 2022 Municipal Aid program with a deadline of July 1, 2021. A resolution for authorizing our office to submit the application was approved at the June Council Meeting.
- Our office submitted an application for this project on July 1st.
- The Borough has been informed that it will be receiving an NJDOT Municipal Aid grant of \$250,000 towards construction, inspection, and limited design of this project.
- Our office has prepared a scope of work proposal and have submitted same to the Borough Administrator. It is our understanding the Borough is selecting Option #1 to utilize five percent (5%) of the final construction cost for design services, therefore a resolution is required to submit NJDOT.
- Our office has submitted for NJDOT concurrence regarding our proposal and the Borough resolution.
- Our office has completed the existing base survey and is proceeding with preparation of bid documents, plans, and specifications for public bidding of this project in spring 2022. As coordinated with Dave Taraschi, the scope of the project will be end of Phase I (generally between New Jersey and Wayne Avenue) to between South Park and Prospect Ridge.
- NJDOT concurrence has been received regarding our proposal and the Borough resolution.

ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2024

- Our office is finalizing the bid documents, plans, and specifications for NJDOT PS&E review and public bidding. This project can be publicly advertised once NJDOT review comments are received and addressed.
- The Bid Opening for this project was held on June 16, 2022. The apparent low bid exceeded the project funding; therefore, all bids were rejected. The project scope has been reduced in the Base Bid for re-advertisement.
- This project was publicly re-advertised July 8th and the bid opening was July 28th.
- The contract was awarded at the August 2nd work session meeting to the lowest bidder, which was Charles Marandino, LLC, in the amount of \$231,628.60 for the Base Bid. Contracts have been executed by the contractor and Borough.
- A preconstruction meeting was held on Wednesday, September 21st.
- The Notice to Proceed was issued for Monday, September 26, 2022.
- Construction has commenced with the completion of concrete work throughout the project.
- Construction is substantially complete. Our office will generate a punchlist and coordinate with the contractor for project final completion.
- Contractor has completed punchlist items. Our office is processing closeout documents including final payment and final change order.
- Our office has processed payment application #2 and Change Order #1 (Final) and submitted to the Borough for approval. Once Change Order #1 (Final) is approved by NJDOT, retainage can be released and this project will be closed out.

FY 2019 Camden County Open Space – Multi-Use Trail Grant

Previously Reported:

- Camden County Open Space Preservation Trust Fund Advisory Committee had announced applications for grant funding were available for constructing recreational trails in Camden County municipalities. Our office submitted an application in September 2019 for constructing a recreational trail in phases from the Norcross-McLaughlin Memorial Dell at Haddon Lake Park to the Devon Avenue recreation facilities. This application was submitted for Phase 1 beginning at the Norcross-McLaughlin Memorial Dell.
- The Borough has been notified that the Borough has been successful in the award of grant funding of \$100,000 for design, construction, and inspection/construction management for Phase 1 of this project.

ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2024

- Our office has finalized the bid documents, plans, and specifications for NJDOT PS&E review. This project will be publicly advertised once NJDOT review comments are received and addressed.
- This project was publicly advertised on September 10th and the bid opening was held on October 3rd.
- The contract was awarded at the October 3rd work session meeting to Landberg Construction for the Base Bid in the amount of \$218,487.50.
- The preconstruction meeting was held on October 24th and the contractor has indicated construction will commence the week of November 13th.
- Payment Application #1 has been processed by our office and submitted to the Borough for payment.
- Construction is substantially complete. Our office has generated a punchlist and is coordinating with the contractor for completion.

FY 2021 NJDOT Municipal Aid Funding – Devon Avenue Phase III & St. Martins Avenue

Previously Reported:

- NJDOT has announced the department would be accepting applications for the NJDOT FY 2021 Municipal Aid program with a deadline of July 1, 2020. A resolution for authorizing our office to submit the application is required for the June Council Meeting.
- Our office coordinated with Borough Public Works Superintendent and based on roadway condition and NJDOT scoring criteria, recommend including the remainder of Devon Road and St. Martins Avenue starting at Kings Highway.
- The application for this project has been submitted via SAGE on June 30, 2020.
- The Borough has been informed that it will be receiving an NJDOT Municipal Aid grant of \$285,000 towards construction, inspection, and limited design of this project.
- Our office has forwarded a proposal to the Borough for the necessary survey, design, and construction administration associated with the NJDOT Municipal Aid project.
- The NJDOT has issued their approval of the Borough chosen funding option outlined in our submitted proposal and the Borough's associated authorizing Resolution.
- Our office coordinated with the Engineering Committee regarding incorporating additional crosswalks at all cross streets along Devon Avenue to allow for pedestrian traffic from the recreation facilities at Devon Avenue to Haddon Lake Park.

ENGINEER'S STATUS REPORT
Borough of Haddon Heights
May 2024

- As determined by the Borough Engineering Committee, our office will bid this project under the same contract as the FY 2020 NJDOT Municipal Aid Funding – Devon Avenue project as both projects are in close proximity of each other and may be more cost efficient to maximize the grant awards.
- Our office has completed the existing base survey and is proceeding with preparation of bid documents, plans, and specifications for public bidding of this project in spring 2020.
- Our office attended an onsite meeting on June 24th with representatives of Camden County Engineering Department, Camden County Department of Parks, and Councilman Morgan and Councilman Mrozinski to discuss the scope of this project as well as additional potential pedestrian improvements in the vicinity of Haddon Lake Park. Our office is preparing an overall concept of all pedestrian improvements discussed for review by the Engineering Committee. Upon approval by the Engineering Committee, the overall concept will be submitted to Camden County for review and continued discussion.
- Our office has submitted plans for review by the Camden County Engineer. This project can be publicly advertised once Camden County Engineer review comments are received and addressed.

Lake Street Pump Station Emergency Standby Pumping Equipment

Previously Reported:

- Four (4) bids were received on June 1, 2023, for the above-reference project. Our office reviewed the apparent low bid documents and found the apparent low bidder to be C. Stevenson & Son, Inc., 950 Mt. Holly Road, Edgewater Park, New Jersey, in the amount of \$289,980.50, representing Items 1 through 11 of the Base Bid. Our office issued a recommendation letter to the Borough for review by the Borough Solicitor and certification of funds by the Borough CFO.
- A favorable review has been issued by the Borough Solicitor.
- Contracts have been executed by the contractor as well as performance and payment bond and certificates of insurance have been provided by the contractor. Our office has provided the contracts to the Borough for signature as well as provide the bonds and insurance to the Solicitor for review.
- The preconstruction meeting for this project was held on August 11th at 10am.

ORDINANCE 2024:1545

AN ORDINANCE AMENDING CHAPTER 100 OF THE CODE OF THE BOROUGH OF HADDON HEIGHTS ENTITLED "VEHICLES AND TRAFFIC"

WHEREAS, the Chapter 100, entitled "Vehicle and Traffic", was created to address certain motor issues not covered by N.J.S.A. 19:1-1 et seq.; and

WHEREAS, the Mayor and Borough Council of the Borough of Haddon Height believe it to be in the best interest of the public's health, safety and welfare to amend Section 100-18, One-way Streets as set forth herein in a manner consistent with State Law; and

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Heights, County of Camden and State of New Jersey as follows:

Section 1: §100-18, One-way Streets, is amended to add the following:

<u>Name of Street</u>	<u>Direction</u>	<u>Location</u>	<u>Parking Permitted</u>
Garden Street	North	From First Avenue to Crest Avenue	___

SECTION 2: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3: If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

SECTION 4: This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

Introduced: APRIL 16, 2024

Public Hearing: _____

Adopted: _____

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

ORDINANCE 2024:1546

**ORDINANCE AMENDING THE CODE OF THE BOROUGH OF HADDON HEIGHTS,
COUNTY OF CAMDEN AND STATE OF NEW JERSEY TO INCLUDE NEW CHAPTER 353,
ENTITLED, "PRIVATELY-OWNED SALT STORAGE"**

WHEREAS the Borough of Haddon Heights (the "Borough") is a municipal corporation organized and operating under the laws of the State of New Jersey; and

WHEREAS the Borough adopted new stormwater control regulations through Ordinance; and

WHEREAS the revised regulations require the Borough adopt regulations on privately-owned salt storage; and

WHEREAS pursuant to N.J.S.A. 40:48-2, the Borough Council is authorized to enact and amend ordinances as deemed necessary for the preservation of the public health, safety and welfare and as may be necessary to carry into effect the powers and duties conferred and imposed upon the Borough by law.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Borough Council of the Borough of Haddon Heights that the Code of the Borough of Haddon Heights is hereby amended, revised and/or supplemented as follows:

SECTION 1. The Code of the Borough of Haddon Heights is hereby amended, revised, and supplemented by adding new Chapter 353, entitled "Privately-Owned Salt Storage" as follows:

§ 353-1 Purpose.

The purpose of this ordinance is to prevent stored salt and other solid de-icing materials from being exposed to stormwater. This ordinance establishes requirements for the storage of salt and other solid de-icing materials on properties not owned or operated by the municipality (privately-owned)* in the Borough of Haddon Heights to protect the environment, public health, safety and welfare, and to prescribe penalties for failure to comply.

§ 353-2 Definitions:

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- A. "De-icing materials" means any granular or solid material such as melting salt or any other granular solid that assists in the melting of snow.

- B. "Impervious surface" means a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water.
- C. "Storm drain inlet" means the point of entry into the storm sewer system.
- D. "Permanent structure" means a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled (new structures require a door or other means of sealing the access way from wind driven rainfall).

A fabric frame structure is a permanent structure if it meets the following specifications:

- 1. Concrete blocks, jersey barriers or other similar material shall be placed around the interior of the structure to protect the side walls during loading and unloading of de-icing materials;
- 2. The design shall prevent stormwater run-on and run through, and the fabric cannot leak;
- 3. The structure shall be erected on an impermeable slab;
- 4. The structure cannot be open sided; and
- 5. The structure shall have a roll up door or other means of sealing the access way from wind driven rainfall.

- E. "Person" means any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

§ 353-3. De-icing Material Storage Requirements:

- A. Temporary outdoor storage of de-icing materials in accordance with the requirements below is allowed between October 15th and April 15th, but no longer than 30 days without prior written approval from the Department:
 - 1. Materials shall be placed on a flat, impervious surface in a manner that prevents stormwater run-through;
 - 2. Materials shall be placed at least 50 feet from surface water bodies, storm drain inlets, and/or ditches or other stormwater conveyance channels;
 - 3. Materials shall be formed in a cone-shaped storage pile;
 - 4. All storage piles shall be covered as follows:
 - a. The cover shall be waterproof, impermeable, and flexible;
 - b. The cover shall extend to the base of the pile(s);
 - c. The cover shall be free from holes or tears;

- d. The cover shall be secured and weighed down around the perimeter to prevent removal by wind;
 - e. Weight shall be placed on the cover(s) in such a way that minimizes the potential of exposure as materials shift and runoff flows down to the base of the pile.
 - (1) Sandbags lashed together with rope or cable and placed uniformly over the flexible cover, or poly-cord nets provide a suitable method. Items that can potentially hold water (e.g., old tires) shall not be used.
5. The site shall be free of all de-icing materials between April 16th and October 14th.
- B. De-icing materials should be stored in a permanent structure if a suitable storage structure is available. For storage of solid deicing materials in a permanent structure, such storage may be permanent, and thus not restricted to October 15th - April 15th.
- C. The property owner shall designate a person(s) responsible for operations at the site where these materials are stored, and who shall document that weekly inspections are conducted to ensure that the conditions of this ordinance are met.

§ 353-4. Exemptions:

This ordinance does not apply to facilities where the stormwater discharges from salt storage activities are regulated under another NJPDES permit.

§ 353-5. Enforcement:

This ordinance shall be enforced by the Borough of Haddon Heights Police Department or its designee during the course of ordinary enforcement duties.

§ 353-6. Violations and Penalties:

Any person(s) who is found to be in violation of the provisions of this ordinance shall have 72 hours to complete corrective action. Repeat violations and/or failure to complete corrective action shall be subject to penalties. Any person violating any of the provisions of this Chapter shall, upon conviction thereof, be punished by a fine not to exceed \$500 or by imprisonment not to exceed 90 days, or both.

SECTION 2:

All other Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3:

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

SECTION 4:

This Ordinance shall take effect immediately upon final passage and publication as required by law.

Introduced: APRIL 16, 2024

Public Hearing: _____

Adopted: _____

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

ORDINANCE 2024:1547

ORDINANCE TO EXCEED THE MUNICIPAL BUDGET COST OF LIVING ALLOWANCE AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Borough Council of the Borough of Haddon Heights in the County of Camden finds it advisable and necessary to increase its CY 2024 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Borough Council hereby determines that a 1.0% increase in the budget for said year, amounting to \$66,017.91 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Haddon Heights, in the County of Camden, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2024 budget year, the final appropriations of the Borough of Haddon Heights shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$ 231,062.67 and that the CY 2024 municipal budget for the Borough of Haddon Heights be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

INTRODUCED: March 7, 2024

RECORDED VOTE:

	YES	NO	ABSTAIN	ABSENT
MORGAN				
OTTOSON				
PHILIPPS				
RUSSO				
PAGAN				
HARRON				

Mayor Zachary Houck

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2024:99

RESOLUTION CERTIFYING COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of Haddon Heights, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION:

I, Kelly Santosusso, Clerk of the Borough of Haddon Heights do hereby certify that the foregoing Resolution is a true and correct copy of a Resolution adopted by the Governing Body at a public meeting held on May 7, 2024.

Kelly Santosusso, RMC, Borough Clerk

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE
WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY
COUNTY OF *(County of Camden)*

We, members of the governing body of the Borough of Haddon Heights being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the governing body in the (Borough of Haddon Heights) and in the County of Camden;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

Sworn to and subscribed before me this
_____ day of _____
Notary Public of New Jersey

Kelly Santosusso, RMC, Borough Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

RESOLUTION 2024:100

RESOLUTION FOR LOCAL EXAMINATION OF THE 2024 MUNICIPAL BUDGET

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 thru 7.5 the Borough of Haddon Heights has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the local government meets the necessary conditions to participate in the program for the 2024 budget year, so now therefore

BE IT RESOLVED, by the governing body of the Borough of Haddon Heights that in accordance with N.J.A.C. 5:30-7.6a & b and based upon the Chief Financial Officers certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve of uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met (Complies with the "CAP" law.)
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate, and correctly stated,
 - b. Items of appropriation are properly set forth,
 - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced, publicly advertised, and in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED, THAT A COPY OF THIS RESOLUTION BE FORWARDED TO THE Director of the Division of Local Government Services.

Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION

I, Kelly Santosusso, RMC, Clerk of the Borough of Haddon Heights do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly adopted at public meeting of the Borough Council held on May 7, 2024.

Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2024:101

RESOLUTION APPROVING INTRODUCTION AND PROVIDING NOTICE FOR PUBLIC HEARING AND PUBLIC INSPECTION OF THE 2024 MUNICIPAL BUDGET

BE IT RESOLVED, by the Governing Body of the Borough of Haddon Heights, that the following statements of revenues and appropriations shall constitute the Haddon Heights Municipal Budget for the year 2023; and

BE IT FURTHER RESOLVED that a summary of said Municipal Budget shall be published in *The Retrospect* on May 17, 2023; and

BE IT FURTHER RESOLVED that full copies of said Municipal Budget shall be available for public inspection, beginning May 8, 2024 on the Borough of Haddon Heights website at www.haddonhts.com; and

BE IT FURTHER RESOLVED that a Public Hearing and Final Adoption of the 2023 Municipal Budget will be held in the Municipal Building at 625 Station Avenue at 7:00 p.m. on Wednesday, June 5, 2024, at which time and place inquiries and objections to said Municipal Budget may be presented by taxpayers and other interested persons.

Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RECORDED VOTE:

	YES	NO	ABSTAIN	ABSENT
MORGAN				
OTTOSON				
PHILIPPS				
RUSSO				
PAGAN				
HARRON				

RESOLUTION 2024:102

RESOLUTION AMENDING RESOLUTION 2024:39 DESIGNATING DEPOSITORIES OF FUNDS FOR VARIOUS ACCOUNTS FOR 2024

RESOLVED, by the Governing Body of the Borough of Haddon Heights, that the following depositories of funds are hereby authorized:

PAYROLL ACCOUNT – Fulton Bank, Haddonfield, NJ; Authorized signer is the CFO/Treasurer, with the Borough Clerk or the Mayor as a backup.

MUNICIPAL COURT ACCOUNT – 1st Colonial Community Bank, Collingswood, NJ; Authorized signer is the Municipal Court Administrator and/or the Deputy Court Administrator.

MUNICIPAL COURT BAIL ACCOUNT – 1st Colonial Community Bank, Collingswood, NJ. Authorized signers are the Municipal Court Administrator and/or the Deputy Court Administrator.

TAX TITLE LIEN REDEMPTION ACCOUNT – Fulton Bank, Haddonfield, NJ; Authorized signer is the Borough Tax Collector, with the CFO/Treasurer or Borough Clerk as backup.

The following accounts are with Fulton Bank, Haddonfield, New Jersey. The authorized signers are the Mayor, Council President, Borough Clerk, and the CFO/Treasurer, with three signatures required:

- CURRENT FUND
- GENERAL CAPITAL FUND
- TRUST ACCOUNT FUND
- ANIMAL LICENSE FUND
- POLICE FORFEITURE

BE IT FURTHER RESOLVED, that the above stated individuals are, on behalf of the Borough, authorized to sign, endorse, make, execute, and deliver all checks, drafts, notes, acceptances, and electronic transfers from designated banks for the payment of money or other evidences of indebtedness due to any person, firm or corporation until notified otherwise in writing by an official of this Borough.

Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2024:103

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT, BY AND BETWEEN THE COUNTY OF CAMDEN (DEPARTMENT OF PUBLIC WORKS) AND THE BOROUGH OF HADDON HEIGHTS FOR STREET SWEEPING ON COUNTY ROADWAYS

WHEREAS, the County of Camden has determined that it requires street sweeping the County roadways in the Borough of Haddon Heights in order to meet the NJPDES requirements of Camden County Highway Agency Stormwater General Permit NJ0141887, PI ID #:50577 (the project); and

WHEREAS, the Borough can assist Camden County with street sweeping on County Roads to meet the NJPDES requirements of Camden County Highway Agency Stormwater General Permit NJ0141887, PI ID #50577; and

WHEREAS, there is a need to authorize and enter into a Shared Services Agreement with the County of Camden for the above purpose; and

WHEREAS, the County shall reimburse the Borough the amount of costs incurred for the provision of street sweeping services, but in no event shall the cost for said street sweeping services exceed the rate of Fifty dollars (\$50.00) per hour. The County shall reimburse the Borough upon completion of providing street sweeping documentation in accordance with Camden County Highway Agency Stormwater General Permit NJ0141887, PI ID #:50577; and

WHEREAS, the term of this agreement shall be for a period of one year commencing May 1, 2024 through April 30, 2025. This agreement shall be binding upon the parties, their heirs, successors, and assigns; and

WHEREAS, this Shared Services Agreement is authorized pursuant to N.J.S.A. 40A:65-1 et seq. ("Uniform Shared Services and Consolidation Act") which permits two local units to enter into a contract for any service which any party to the agreement is empowered to render within its jurisdiction; and

WHEREAS, all additional terms and conditions of the Shared Services Agreement shall be subject to the review and approval of the Borough Solicitor.

NOW, THEREFORE BE IT RESOLVED, that Borough Council of the Borough of Haddon Heights as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Mayor and/or Council President to take any and all actions necessary to execute a Shared Services Agreement by and between the County of Camden and the Borough of Haddon Heights for the provision of street sweeping services, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.
3. The final executed Shared Services Agreement between the parties shall be attached to this Resolution upon execution and kept on file in the Office of the Borough Clerk of the Borough of Haddon Heights.
4. The subject Shared Services Agreement shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs, pursuant to rules and regulations promulgated by the Director.

Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION

I, Kelly Santosusso, Borough Clerk for the Borough of Haddon Heights do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution adopted at a public meeting of the Governing Body held on May 7, 2024.

Kelly Santosusso, RMC, Borough Clerk

**SHARED SERVICES AGREEMENT
BY AND BETWEEN
THE COUNTY OF CAMDEN
AND
BOROUGH OF HADDON HEIGHTS**

THIS DOCUMENT constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1 et seq. entered into by and between the County of Camden (Department of Public Works), a body politic and corporate of the State of New Jersey with offices located at 520 Market Street, 6th Floor, Camden, New Jersey 08102, (the "County"), and the Borough of Haddon Heights, a municipal corporation of the State of New Jersey with offices located at 625 Station Avenue, Haddon Heights, NJ 08035 (the "Borough"). The date of execution of this agreement is the _____ day of _____, 2024.

WITNESSETH

WHEREAS, the County of Camden has determined that it requires street sweeping on the County roadways in the Borough of Haddon Heights in order to meet the NJPDES requirements of Camden County Highway Agency Stormwater General Permit NJ0141887, PI ID #: 50577 (the project); and

WHEREAS, the Borough of Haddon Heights can assist Camden County with street sweeping on County Roads listed in ATTACHMENT A to meet the NJPDES requirements of Camden County Highway Agency Stormwater General Permit NJ0141887, PI ID #: 50577; and

WHEREAS, there is a need to authorize and enter into a Shared Services Agreement with the Borough of Haddon Heights for this purpose as pursuant to N.J.S.A. 40A:65-1, *et seq*, and

WHEREAS, N.J.S.A. 40A:65-1, *et seq* (“Uniform Shared Services and Consolidation Act”) permits two local units to enter into a contract for any service which any party to the agreement is empowered to render within its jurisdiction; and

WHEREAS, the County and the Borough agree that their mutual public purposes and their best interest will be promoted by the execution and delivery of this Shared Services Agreement pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act; now therefore,

IN CONSIDERATION of the mutual covenants and promises herein contained, it is agreed by and between the parties as follows:

1. PURPOSE AND SCOPE

The purpose of the agreement is for the Borough of Haddon Heights to provide street sweeping on the County Roads listed in ATTACHMENT A per the NJPDES requirements of Camden County Highway Agency Stormwater General Permit NJ0141887, PI ID #: 50577. The Borough shall perform street sweeping services on County Roads only at the request of the Camden County Department of Public Works. Notwithstanding the foregoing, if the Borough determines that street sweeping is needed on a County Road, the

Borough shall provide notice to the Camden County Department of Public Works at least five (5) days prior to commencing street sweeping services. Street sweeping shall specifically meet the requirements of Section B.5.b.ii and Section B.5.b.iii as follows:

B.5.b.ii: Triannual Street Sweeping: The permittee shall sweep, at a minimum of once every four months, or more frequently as necessary to eliminate recurring problems, all segments of streets, ramps, and parking areas that are owned or operated by the permittee and have storm drain inlets or discharge directly to surface water but are not limited access highways,

B.5.b.iii: Annual Street Sweeping: The permittee shall sweep, at a minimum of once per year, or more frequently as necessary to eliminate recurring problems, all segments of streets, ramps, and parking areas that are owned or operated by the permittee but do not have storm drain inlets or discharge directly to surface water.

2. FUNDING

The County shall reimburse the Borough the amount of costs incurred to the Borough for the provision of street sweeping services, but in no event shall the cost for said street sweeping services exceed the rate of Fifty dollars (\$50.00) per hour.

The County shall reimburse the Borough upon completion of providing street

sweeping documentation in accordance with Camden County Highway Agency Stormwater General Permit NJ0141887, PI ID #: 50577; and

3. CONFLICT OF INTEREST

The Borough agrees that in connection with this agreement it will comply with all appropriate standards of conduct and will avoid any real conflict of interest or any appearance of a conflict if interested related to this Project.

4. TERM AND TERMINATION

The term of this agreement shall be for a period of one year commencing May 1, 2024 through April 30, 2025. This agreement shall be binding upon the parties, their heirs, successors, and assigns.

5. NOTICES

All notices regarding the need for street sweeping services on County Roads shall be directed by phone or email to:

Camden County Public Works Department
Attn: Director, Robert Harris (or his successor)
Charles J. DePalma Complex,
2311 Egg Harbor Road,
Lindenwold, New Jersey 08021
Phone: 856-566-2980
Email: Robert.Harris@camdencounty.com

All other notices hereunder shall be in writing and mailed postage prepaid, certified mail, return receipt requested to the parties at the addresses listed herein above.

6. MISCELLANEOUS PROVISIONS

The following miscellaneous provisions shall apply to this agreement:

a. Construction of this Agreement

The parties acknowledge that this agreement was prepared under New Jersey law and shall therefore be interpreted under the laws of the State of New Jersey.

b. Waiver

Failure to enforce any provisions of this agreement by any of the parties shall not be construed as a waiver of the provisions.

c. Amendment for Modification

This Agreement may not be modified, altered, or amended in any manner, except in writing, signed by the parties hereto.

d. Heading

This section and any other headings contained in this agreement are for reference purposes only and shall not affect meaning or interpretation of this agreement.

e. Invalid Clause

The invalidity of any clause contained herein shall not render any other provision invalid and the balance of this agreement shall be binding upon all parties hereto.

f. Entire Agreement

This agreement shall consist of the entire agreement of the parties and it is acknowledged that there is no side or oral agreements related to the understandings setforth herein.

g. Assignability

This agreement and all rights, duties and obligations contained herein may not be assigned without prior written consent from the County.

h. Affirmative Action

The parties hereby agree to incorporate the affirmative action language attached hereto.

i. Americans with Disabilities

The partied hereby agree to incorporate the Americans with Disabilities Act language attached hereto.

j. Audit

The Borough shall permit the County and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with the following audit requirements as applicable:

Type of Contractor**Audit Requirements**

Non-Profits and Institutions
of Higher Education

State Funds -
N.J.O.M.B. Circular
Letter 15-08

Federal Funds -
OMB's Uniform
Administrative Requirements
Cost Principles, and Audit
Requirements for
Federal Awards

State and Local Governments

State Funds -
N.J.O.M.B. Circular
Letter 15-08

Federal Funds
OMB's Uniform
Administrative Requirements
Cost Principles, and Audit
Requirements for
Federal Awards

For-Profit

County's requirement of
access as detailed above.

Copies of the above-referenced circulars are available upon request from the Camden County Internal Auditor. All non-profits, institutions of higher education, and state and local government contractors shall, annually, forward a copy of their Single Audit Report to the Camden County Internal Auditor, 9th Floor - Court House, 520 Market Street, Camden, New Jersey 08102-1375. Failure to comply with this procedure will result in the withholding of payment pursuant to this contract.

k. Funding

Where applicable, pursuant to N.J.S.A. 40A:11-15, this agreement is subject to the availability and appropriation of sufficient funds in each year in which it is in effect

l. Governing Law

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of New Jersey.

m. Binding Agreement

This contract shall be binding upon the parties hereto and their respective heirs, executors, administrators, successors or assigns.

SIGNATURE PAGE ATTACHED HERETO

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed on the day and year aforesaid.

WITNESS:

BOROUGH OF HADDON HEIGHTS:

Name:

Title:

ATTEST:

COUNTY OF CAMDEN:

**Karyn Gilmore, Clerk of the Board
of Commissioners**

**Ross G. Angilella
County Administrator**

MW:hs

4076-257

SSA with Boro of Haddon Heights for Street Sweeping 4076-257 - 4.24.24

RESOLUTION 2024:104

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR ADMINISTRATIVE AGENT SERVICES FOR AFFORDING
HOUSING MATTERS**

WHEREAS, the Borough of Haddon Heights is in need of administrative agent services related to implementation of and compliance with the Borough's affordable housing settlement and plan; and

WHEREAS, the Borough has received a proposal of services, essential to implementation of the Borough's Court approved affordable housing plan, from Community Grants, Planning and Housing, dated April 19, 2024 attached hereto and made a part hereof as Exhibit "A" ("Proposal"); and

WHEREAS, Community Grants, Planning and Housing, hereinafter referred to as CGP&H provides professional administrative agent services related to implementation and compliance with affordable housing settlements and plans on a professional basis; and

WHEREAS, the Borough has the need to acquire the professional services of CGP&H to be provided hereunder as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 and 20.5; and

WHEREAS, it is expected that the value of the services will not exceed \$17,500 in one (1) year; and

WHEREAS, CGP&H has or will certify that it did not make a reportable campaign contribution during the one-year preceding the award of the Contract pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, CGP&H has or will complete a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate

committee in the Borough of Haddon Heights in the previous one (1) year and CGP&H shall be prohibited from making any reportable contributions through the term of the contract.

NOW, THEREFORE BE IT RESOLVED that the Borough hereby approves the Proposal with CGP&H, Inc., dated April 19, 2024 to provide professional administrative agent services related to the Borough's implementation and compliance with affordable housing settlement and plans for the reasons set forth above; and

BE IT FURTHER RESOLVED that the Proposal and Business Entity Certification be placed on file with the Resolution; and

BE IT FURTHER RESOLVED that the Clerk shall publish such notice, if any, as required under the law.

Dated: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION:

I, Kelly Santosusso do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution duly adopted by the Council of the Borough of Haddon Heights at a regularly scheduled Council meeting held May 7, 2024.

Kelly Santosusso, RMC, Borough Clerk

EXHIBIT "A"
CGP&H, INC. PROPOSAL

Proposal for Professional Services

Proposal for Affordable Housing Administrative Agent Services

Haddon Heights, New Jersey

Proposal Date: April 19, 2024

Valid Through: August 19, 2024



CGP&H

Community Grants, Planning & Housing

Good People. Great Results. Since 1993.

1249 South River Road, Suite 301

Cranbury, NJ 08512

(609) 642-4855 (direct line)

randy@cgph.net

Proposal for Professional Services

EXECUTIVE SUMMARY

CGP&H is a New Jersey Department of Community Affairs approved Affordable Housing Administrative Agent and we are currently providing Administrative Agent and Housing Rehabilitation Services in more than 100 municipalities throughout the State of New Jersey.

CGP&H specializes in all aspects of affordable housing, planning, affordable housing compliance, and the procurement of grants and loans for our clients. Founded in 1993, our involvement in affordable housing projects grows every year. CGP&H serves as the Administrative Agent for more than 7,000 affordable homes and has also managed the rehabilitation of more than 3,500 owner and renter occupied units. Currently, two-thirds of all the professional services that our 40-person firm provides are related to affordable housing. Please visit our company website, CGPH.net for additional information about our company.

Some examples of the affordable housing-related work that our team has designed and implemented include:

- Administering Owner-Occupied and Renter-Occupied Housing Rehabilitation Programs;
- Designing and Implementing Innovative and Successful Market to Affordable Programs;
- Providing state of the art Administrative Agent Services in compliance with Uniform Housing Affordability Controls (UHAC);
- Expertise with Foreclosure and Enforcement Issues;
- Creating and Implementing Creative Affordability Assistance Programs that work;
- Preparing Income Eligibility Determinations;
- Implementing Accessory Apartment Programs;
- Developing fully compliant and user-friendly Affirmative Marketing Plans; and;
- Planning Services to create or amend existing Housing Element & Fair Share Plans.

CGP&H can quickly create customized policy and procedure manuals for Affordable Housing administration and Housing Rehabilitation programs that are proven, comprehensive and are often disseminated by the New Jersey Department of Community Affairs or Court Masters as model manuals.

Administrative Agent Services

CGP&H is currently responsible for thousands of affordable housing units throughout dozens of New Jersey municipalities. Our staff are experts with state affordable housing regulations in the areas of income qualifications, affordable rents and sales prices, affirmative marketing plans, and much more to comply with the State's Uniform Housing Affordability Controls (UHAC). Over the past three decades, CGP&H has designed and successfully implemented every allowable approach to affordable housing in New Jersey and our staff of licensed planners has an excellent understanding of all State affordable housing rules and regulations. We ensure that each affordable housing project complies with State rules as well as each municipality's Housing Element and Fair Share Plan.

CGP&H is an industry leader in technological innovation to better serve our applicants and our clients. CGP&H's Affordable Homes New Jersey website and profile is now so widely recognized that we receive inquiries from affordable homeowners in municipalities not administered by CGP&H requesting that we list their home and administer the sale!

Applicants are able to log onto their own **Affordable Homes New Jersey Profile** to update their contact information and see exactly where they are on our affordable housing waiting lists. No other firm in the state has capabilities that even begin to approach the efficacy, speed, responsiveness to applicant inquiries, and user-friendliness. AffordableHomesNewJersey.com has transformed the way we provide Administrative Agent services and improved the applicant experience tremendously. This is why our firm has nearly doubled its affordable housing admin portfolio in a very short time. Furthermore, these online tools and database enable us to administer affordable units in small inclusionary developments effectively and efficiently as well as large projects.

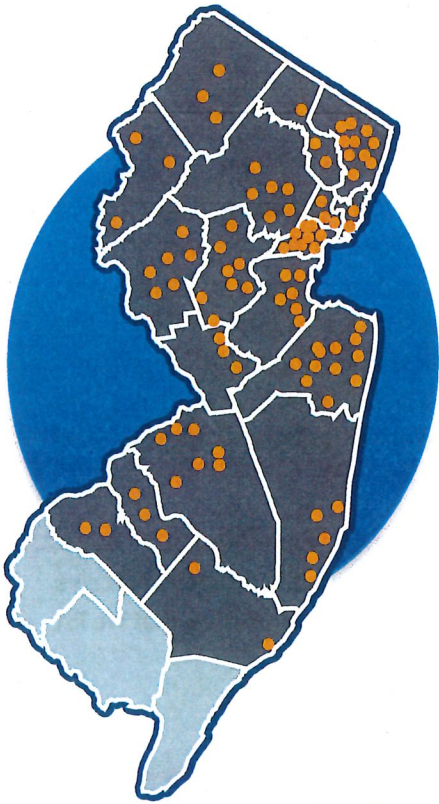
Detailed applicant information is stored in our secure database on the Salesforce platform enabling us to monitor the program and provide valuable insights into our client municipality's portfolio and its applicants. For example, we can report on how long it takes to sell a unit, how long it takes to rent a unit, how many are currently for rent, how many applicants have special needs, and so much more. No other firm has these reporting and analytic capabilities that we include in our portfolio of services.



We are also leaders in implementing Affordability Assistance Programs and Accessory Apartment Programs that work. From the challenges of rehabilitating an owner-occupied home to acquiring market rate homes and reselling them under a Market to Affordable Program, CGP&H is the most comprehensive, experienced and capable affordable housing implementation team operating in New Jersey today.

AFFORDABLE HOUSING

Administrative Agent Locations



Sussex County

- Hardyston
- Newton
- Sparta

Warren County

- Allamuchy
- Greenwich
- Independence
- Lopatcong

Hunterdon County

- Delaware
- Flemington
- Frenchtown
- High Bridge
- Lebanon
- Raritan Twp
- Tewksbury

Somerset County

- Bedminster
- Bernardsville
- Franklin Township - Somerset
- Hillsborough
- Montgomery
- Raritan Boro
- Warren
- Watchung

Burlington County

- Bordentown Township
- Burlington City
- Evesham
- Hainesport
- Moorestown
- Mount Holly
- Mount Laurel
- Springfield
- Westampton

Camden County

- Berlin
- Cherry Hill
- Stratford
- Voorhees

Gloucester County

- Washington - Gloucester

Ocean County

- Barnegat
- Berkeley
- Lacey
- Manchester
- Ocean
- Stafford

Atlantic County

- Hammonton
- Northfield

Passaic County

- Bloomingdale
- Hawthorne
- Little Falls
- Totowa
- Wanaque
- Woodland Park

Morris County

- Boonton
- Chester Borough
- Denville
- Florham Park
- Hanover
- Montville
- Morristown
- Netcong
- Parsippany-Troy Hills
- Roxbury
- Washington - Morris

Middlesex County

- Dunellen
- East Brunswick
- Edison
- Highland Park
- Metuchen
- Old Bridge
- Piscataway
- Sayreville
- Woodbridge

Monmouth County

- Aberdeen
- Eatontown
- Freehold Township
- Hazlet
- Holmdel
- Howell
- Little Silver
- Manalapan
- Manasquan
- Marlboro
- Ocean

Bergen County

- Bergenfield
- Cresskill
- Edgewater
- Elmwood Park
- Emerson
- Englewood
- Franklin Lakes
- Glen Rock
- Lyndhurst
- Mahwah
- New Milford
- Oakland
- Old Tappan
- River Vale
- Rutherford
- Saddle Brook
- Wood-Ridge
- Wyckoff

Essex County

- Cedar Grove
- Livingston
- Maplewood
- Millburn
- Montclair
- South Orange Village
- West Orange

Hudson County

- Bayonne
- Hoboken

Union County

- Berkeley Heights
- Clark
- Cranford
- Garwood
- Mountainside
- Roselle Park
- Scotch Plains
- Springfield
- Union Township
- Westfield

THE CGP&H APPROACH - ADMINISTRATIVE AGENT SERVICES

The CGP&H approach is ideally suited to administer any New Jersey municipality's existing and planned portfolios of affordable homes. CGP&H's proprietary **Affordable Homes New Jersey** website, database, and applicant profile system allows us to keep the applicant waiting lists for current, find prequalified applicants quickly when needed; track compliance; and, ensure regular affirmative marketing is undertaken. The key aspects of our approach that sets us apart from other Administrative Agents is described below:

Affirmative Marketing

CGP&H will affirmatively market the affordable units to maintain a list of interested applicants. Information will be posted on AffordableHomeNewJersey.com. We will send out mailings quarterly to our existing distribution list of approximately 250 community groups, major employers, and social service providers in the client's region. We will share our list with municipal staff to see if the municipality would like to add any community groups, major employers or social service providers to our comprehensive list. All units will also be posted on NJHRC.gov as well as Twitter, Instagram and Facebook where CGP&H has over 3,600 followers.

Household Certification

CGP&H will maintain a waiting list of households interested in purchasing or renting affordable units in the client municipality.

CGP&H ensures that our waiting lists are filled with applicants that are still interested in affordable housing so that when specific opportunities arise, less time will be spent inviting dozens on the waiting list who have moved on to other housing options. CGP&H's online system requires that our applicants re-affirm their interest in remaining on the waiting list. The positive impact on how quickly this approach can fill vacant units is nothing short of remarkable. CGP&H will complete income certifications for all households that submit full applications.

There is no other firm in the entire state that provides such a robust and user-friendly online database, with so much transparency for applicants. Through our online profile system, applicants can add or remove themselves from the municipality's waitlist, update personal information (such as income, children born, marriage/divorce etc.), and much more. This 24-7 access is available right on their computer, smart phone, or any other device with an internet connection. CGP&H's system has earned accolades from applicants, landlords and sellers of affordable housing as these technological advances have brought the modern-day convenience and access of the latest mobile and web technologies to the processes of renting, leasing, selling and purchasing of affordable homes with exemplary results.

Affordable Homes New Jersey Website

CGP&H will set-up a dedicated webpage, like the one shown below, for each affordable housing development or sale unit in each client municipality. This website, AffordableHomesNewJersey.com, provides excellent exposure for the affordable units with current web activity at approximately 40 new preliminary applications submitted daily online (almost 15,000 new households added annually).

Affordable Homes New Jersey
a CGP&H service

HOME AFFORDABLE OPPORTUNITIES APPLY NOW FAQ

SAMPLE TOWNSHIP

Home → All Opportunities → Sample Township

HOW TO APPLY

If you want to join the waiting list, click to submit a Preliminary Application online. Make sure to visit your Affordable Homes New Jersey Profile to join waiting lists.

Submit a Preliminary Application

AVAILABILITY

You may join the Evesham rental and ownership waiting lists. Units become available for rent and sale monthly.

CURRENT LISTINGS

Click below for additional information on current affordable opportunities in this municipality. Join waiting lists to be considered.

- Whitebridge Village Condominiums**
Sale
401 Quail Rd
\$75,299 | 2 bed | 1 bath | Low
- Whitebridge Village Condominiums**
Sale
2201 Rabbit Run Rd
\$112,302 | 2 bed | 1 bath | Moderate
- Whitebridge Village Condominiums**
Sale
801 Quail Rd
\$79,292 | 2 bed | 1 bath | Low
- Whitebridge Village Condominiums**
Sale
1201 Squirrel Rd
\$114,900 | 2 bed | 1 bath | Moderate

LOCATIONS

Click below for additional information on locations in this municipality. Join waiting lists to be considered.

- Berkshire Woods**
Sale
2 Bed · 3 Bed | Low · Moderate | 6 Townhome(s)

BURLINGTON COUNTY EVESHAM

HAVE A QUESTION?

For immediate responses, visit our searchable **FAQ** for answers to questions like:

- What are the steps involved in the affordable housing process?
- What is considered income?
- What documents will I be required to submit?
- Do I need an attorney to buy or sell an affordable home?

INTERESTED IN OTHER LOCATIONS?

Visit our **Current Listings** page to view available properties in all locations.

FOLLOW US

Online Preliminary Application

When an applicant is interested in being added to the municipality's waiting list for affordable housing, they will be able to submit a pre-application online directly from the AffordableHomesNewJersey.com website. This short Pre-Application will ask basic information about the applicant's household size and income to determine whether the household may qualify for affordable housing. If an applicant does not have access to a computer or phone, they will be mailed a preliminary application, or we will assist them over the phone.

Online Affordable Homes New Jersey Profile

Every applicant who applies to rent or purchase a home in the municipality will be able to access their own **Affordable Homes New Jersey Profile** page like the one shown in the following figure. On that page, they will be able to see the information we have on file for them such as annual income and household size. If the applicant needs to update their income or phone number for example, they can click the "Update My Profile Information" button. The personalized profile enables applicants to verify that we always have their most current information on file and to quickly update their information themselves. The profile page also will also show that they are on the waiting list to purchase or rent a home in the municipality and shows available homes that they may qualify for.

The screenshot shows the user interface of the Affordable Homes New Jersey website. At the top, it says "Affordable Homes New Jersey a CGP&H service" with a "Help" button. Below this is a red banner with a bell icon and the text "Add yourself to the waiting in order to be included in the first random drawing!". There are three navigation buttons: "My Ownership Waiting Lists", "My Rental Waiting Lists", and "My Profile". The main heading is "My Rental Waiting Lists" with a sub-heading "Applicant Name". Below this is a large orange box containing a key icon and a blue button labeled "Join/Leave Rental Waiting Lists". Underneath the button, it says "You may be able to join more waiting lists." followed by explanatory text: "In order to be considered for affordable housing, you must join waiting lists. Each municipality may have a rental and ownership waiting list. All rental waiting lists you join will be listed below." At the bottom of the page, there is a footer with the text "Joined: 04/12/2018" and "Lottery #: n/a".

Applicants can add themselves to the municipality's waiting list right from their own profile page!

Streamlined Digital Communication with Applicants

When applicants submit their online preliminary application, we use an email verification tool to make sure that the email address the applicant provided is correct and our email is not blocked by spam blocker. Our ability to communicate with applicants is critical because we email applicants notifications when we get to their name on the waiting list for an available unit. These emails provide applicants more information about the available home and applicants can "Request to Visit" the home or "Skip This Unit" by clicking a button directly from the email.

Applicants receive emails where with one click they can "Request to Visit" or "Skip This Unit"

Affordable Homes New Jersey a CGP&H service

An affordable home has become available and your name is in the next group of potential applicants. To confirm your interest, please review the listing below (which includes all the information we have at this time)

• PLEASE NOTE THE DEADLINE TO RESPOND. If you do not take action by this deadline, we will assume you are not interested in this home and we will move to the next person on the waiting list. You will not be contacted about this home again.

Please respond by: 07/26/2018



600 Harrison, unit ##, Hoboken, Hudson County



1 bed 1 bath

\$ 750

[Request to Visit](#)

[Skip This Unit](#)

We typically need to contact at least ten applicants for every applicant that rents a unit. During this outreach we screen for eligibility (such as income and household size) and provide additional information about the units and landlord policies. Though an applicant may be next on the waiting list for an affordable unit, there are numerous reasons why that applicant may choose not to proceed with that particular unit. For example, they may have moved on to another housing option or are currently in the middle of a lease they cannot break. Our streamlined communication system allows us to learn quickly if an applicant is not interested in a unit, so we can move on to the next applicant on the list as soon as possible. CGP&H strives to make this component of the process as efficient as possible so applicants can get much needed affordable housing quickly and landlords can rent units in a timely fashion. When an applicant is interested in a unit and clicks "Request to Visit", they will be asked additional questions to confirm they qualify for the specific unit, and if so they will be referred to the landlord.

Applicants will be notified immediately via email if they are not eligible because, for example, they are over the income limit or their household size is too large for the available unit. This immediate processing allows us to move onto the next preliminary applicant to fill the affordable units as quickly as possible. Our automated email communications provide detailed information to applicants on the waiting list 24/7, so they know their change in status, without any delays. Due to the advanced interactive nature of our database, applicants being notified that they are ineligible can immediately request a review online via a link from their email and update their information if applicable.

Online Full Application

Before an applicant can rent or purchase an affordable home, they will be sent a link to an online application form to start the full income certification process. We have received positive feedback from applicants who prefer to complete the form online rather than a hard copy application. The online form is user friendly and applicants can save their progress while they input bank account and other income-related information requested in the application.

Online Annual Renewal

Applicants can update their contact information, income, household size and other qualifying information any time from their **Affordable Homes New Jersey Profile**. If applicants have not updated in the last year, we will email them a series of emails notifying them that their profile will expire and they will be removed from the waiting list if they do not submit an update via the link provided in the email. If they fail to respond to multiple email requests to update, they will be sent a final email notifying them that they have been removed from the waiting list.

Applicants without email addresses will be mailed annual renewal requests.

KNOWLEDGE OF AFFORDABLE HOUSING REGULATIONS

There is no Administrative Agent in the state of New Jersey with more knowledge of New Jersey Affordable Housing regulations than CGP&H. Our president, Randall Gottesman, has been practicing both before and during COAH's coming into existence in the mid-1980s, and ever since, has dedicated much of his career towards being expert in all the requirements, its implications to municipalities, and how to most cost effectively help our clients comply with all of the rules and regulations. In fact, in 2006, CGP&H was so highly recognized for its expertise in this area, that it was awarded a competitive contract to make a companion guide to the *Uniform Housing Affordability Controls (UHAC)*, which CGP&H prepared for the state, and was ultimately entitled, "Understanding UHAC." Thirteen years later, "Understanding UHAC" is still considered a valuable reference tool for those in the industry. In addition, to stay current, CGP&H regularly attends training and educational workshops, and Randall Gottesman, is a founding member of a professional association called, "Affordable Housing Professionals of New Jersey", and has served on its Board since its inception in 2006, having served three of those years as its President. As the current co-chair of that organization's Policy Committee, Mr. Gottesman continues to remain on the cutting edge of knowledge with regard to COAH compliance matters, legislative and legal matters and current events and issues. CGP&H remains committed to continuing its pursuit of full knowledge in this arena to always represent our clients to the best of our abilities.

Randy Gottesman has been on the AHPNJ Education Committee for many years, and has helped conceptualize, review and edit virtually all the curriculum created for AHPNJ's certification program over the years

Our staff has completed the following affordable housing training programs offered by the state of New Jersey:

- Module I
- Module II – Records Management
- Module III – Ethics
- Module IV – Qualifying Households
- CTM Project/Unit Monitoring
- CTM Affordable Housing Trust Fund Monitoring

Our staff has also completed all of the training programs offered to date by the Affordable Housing Professionals of New Jersey (AHPNJ):

- Introduction to Affordable Housing for NJ Municipalities
- Fair Housing
- Qualifying for Affordable Housing: Program Distinctions
- Ethics for Affordable Housing for Affordable Housing
- Community Placement of Affordable Housing Units
- Records Management

Among many others in the company, Vice Presidents Megan York Ximena Calle who oversee the day-to-day operations of the administrative agent activities, have completed the Affordable Housing Professionals of New Jersey Certification program.



Randall Gottesman, PP
President of CGP&H

41 years of experience in:

- *Affordable Housing Planning & Administration*
- *Housing Rehabilitation Administration*
- *Grant Writing*
- *HOME, CDBG, NSP, and various other HUD Grant Management & Reporting*
- *Master Planning, Redevelopment Planning and Re-Examination Reports*

Education:

- *MCRP Rutgers University 1981*
- *BA Psychology and Social Welfare, Ohio Wesleyan University*

Associations & Licenses:

- *Affordable Housing Professionals of NJ (AHPNJ), 2006 Founding Member and President 2010-2012*
- *American Planning Association, New Jersey Chapter since 1981*
- *Licensed New Jersey Professional Planner since 1983*

Randall Gottesman, President of CGP&H is recognized throughout the state for his professional accomplishments. Mr. Gottesman's skills and track record in Affordable Housing administration, planning and implementation of municipally based programs are among the best in the industry. He has written many Operating Manuals and Affirmative Marketing Plans for his clients, and is experienced in every aspect of affordable housing administration. Mr. Gottesman co-authored a supplementary manual to the State's Uniform Housing Affordability Controls, called "Understanding UHAC." That manual is still a major reference document for many Municipal Housing Liaisons, Administrative Agents and others throughout the state.

During his career, Mr. Gottesman has also been involved in the development of numerous affordable housing projects, the securing of more than \$270 million in state and federal grant funding, and the writing and implementation of more than 200 professional planning documents. Prior to forming CGP&H in 1993, he spent 10 years with a central New Jersey consulting firm where he was responsible for supervising all planning, grant and affordable housing operations. His first three years of experiences after graduate school included Senior Planner positions in Newark and Hoboken, New Jersey.

Mr. Gottesman received his Master's Degree in City and Regional Planning in 1981. He is also a licensed Professional Planner since 1984 (License # 3016). A hallmark of CGP&H's commitment to quality is Mr. Gottesman's involvement in all projects from conception to completion. He cost-effectively provides the benefits of his experience and a team approach to all assignments.

Mr. Gottesman has served on a local community bank's Community Reinvestment Advisory Board. Mr. Gottesman is a member of the American Planning Association, its New Jersey Chapter, and has been a highly active member on its Affordable Housing Committee. He is also a member of the National Low Income Housing Coalition, New Jersey Planning Officials, and the Housing and Community Development Network of New Jersey. In addition, in 2006, Mr. Gottesman worked with other affordable housing professionals to form the Affordable Housing Professionals of New Jersey. This non-profit organization is dedicated to improving statewide the education, ethics, and efficiencies of affordable housing professionals. Mr. Gottesman recently completed three one-year terms as its President and currently remains an active member of the Board. He is also regularly asked to speak at seminars concerning his specialties in affordable housing and grant writing. During his children's formative years, Mr. Gottesman completed three terms on the East Windsor Regional School District, having served two terms as its president.



Megan York, PP, AICP
Vice President of CGP&H

23 years of experience in:

- *Affordable Housing Planning and Administration*
- *Community Planning*
- *Grant Writing*
- *HOME, CDBG, NSP and various other HUD Grant Management & Reporting*

Education:

- *MS Geography, University of Tennessee – Knoxville - 1997*
- *BA Geography and History, Macalester College - 1993*

Associations & Licenses:

- *Affordable Housing Professionals of NJ (AHPNJ) Certification since 2018*
- *American Planning Association, NJ Chapter*
- *Licensed New Jersey Professional Planner since 2006*
- *American Institute of Certified Planners (AICP) since 2006*
- *AHPNJ Policy Committee Co-Chair*

Megan York, Vice President of CGP&H has more than 20 years of experience in affordable housing, planning, grant writing, and community development. She currently leads the municipal services division within the Administrative Agent team at CGP&H.

Ms. York's passion is the implementation of the Mount Laurel doctrine. She has spent the majority of her professional career compiling best practices for the administration of affordable housing programs. This includes preparing planning documents such as housing elements and fair share plans, affordability assistance manuals, spending plans, monitoring reports, extension of expiring control programs and much more for municipalities throughout New Jersey.

While at CGP&H Ms. York has grown CGP&H's Administrative Agent client list from under 10 clients to over 90. It is her years of hands-on experience with Mount Laurel programs throughout New Jersey that enable her to design effective programs to meet municipal affordable housing obligations.

Ms. York is dedicated to improving the administration of affordable housing in New Jersey using technology and web-based services to innovate how services are provided. She has overseen the creation of the Affordable Homes New Jersey database, website, and personalized profile services which has transformed how CGP&H manages affordable housing programs.

Prior to joining CGP&H, Ms. York was a Senior Planner with Group 70 International, a Honolulu based planning firm specializing in community planning. She began her career at Gregory House Programs, an HIV/AIDS housing provider in Honolulu where she managed all aspects of their affordable housing programs.

Ms. York received her Master's Degree in Urban Geography in 1997 from the University of Tennessee and her Bachelor's Degree in Geography and History from Macalester College in 1994. She is a licensed New Jersey Professional Planner and a certified planner with the American Institute of Certified Planners. She is currently the co-chair of the AHPNJ Policy Committee and she regularly participates in national studies and panels conducted by Grounded Solutions and the Center for Housing Policy on best practices in affordable housing and the administration of inclusionary housing.



David Gerkens, PP, AICP
Vice President of CGP&H

25 years of experience in:

- *Grant Writing and Administration*
- *Site Plan Reviews*
- *Coordinated Downtown Revitalization Activities*
- *Writing Professional Planning Documents*
- *Securing over \$60 million in funding*

Education:

- *BS Environmental Science, Stockton University*

Associations & Licenses:

- *American Planning Association, NJ Chapter*
- *Licensed New Jersey Professional Planner*
- *American Institute of Certified Planners (AICP)*
- *Certified in Fundraising through the University of Indiana's Center on Philanthropy*

David Gerkens, Vice President of CGP&H has personally secured more than \$80 million in funding, and written and implemented numerous professional planning documents. Prior to his position with CGP&H in 2000, he was with a southern New Jersey engineering firm where he was responsible for all planning and grant operations. He has also been involved in land use planning activities for more than 20 years in the states of New Jersey and Maine. Most relevant to this proposal, Mr. Gerkens has extensive experience with virtually every type of federal and state grant program including Green Acres, county parks and open space, as well as private foundation programs that might be of interest to the Essex County Department of Parks.

As head of the CGP&H Grants department, Mr. Gerkens recognizes the importance of funding research and the necessity to prioritize opportunities for our clients. His grant opportunity analyses are designed to help clients make sound grant application decisions and how best to direct their limited resources. Recognizing that funding availability alone should never guide or influence organizational planning, he always strives to match funding sources to each organization's plan, whether written or envisioned. Mr. Gerkens has successfully secured funding from all of the various sources of giving and grant making, including foundations and corporations, as well as governmental entities. He is also certified in fund-raising through the University of Indiana's Center on Philanthropy.

Mr. Gerkens received his Bachelor's Degree in Environmental Science in 1991. As a New Jersey-licensed (# LI05614) and nationally-certified Professional Planner he has provided expert testimony on planning and zoning cases throughout the state.

Mr. Gerkens has experience in preparing Master Plan reexaminations and updates, Fair Share Plans, Open Space and Recreation Plans, ordinance revisions, Unified Development Ordinance preparation, redevelopment planning, and site plan review.

Mr. Gerkens is a member of the American Planning Association and its New Jersey Chapter. He has lead seminars and workshops at the national, state and local level on a variety of grant-related issues. He also serves on the Board of the Burlington County Library System Foundation.



Corinne Markulin,
Vice President

25 years of experience in:

- *Housing Rehabilitation Program administration and management*
- *CDBG, HOME, COAH Regional Contribution Agreement fund programs*
- *Federal Home Loan Bank's Affordable Housing Program*

Education:

- *Mercer County Community College Associates Degree in General Business*

Certifications & Training:

- *Affordable Housing Professionals of NJ (AHPNJ) Certification*
- *HUD Workshops & Online Webinars*
- *Lead Compliance workshops*
- *Certified EPA Lead Renovator*
- *Certified Dust Wipe Sampling*

Corinne Markulin, Vice President for all CGP&H housing rehabilitation programs. Besides her college education, she has over thirty years of administrative and management experience including over twenty years specifically dedicated in housing program administration and management. Ms. Markulin has completed training in a variety of housing rehabilitation, affordable housing and lead compliance activities including being certified as both an EPA Lead Renovator and Dust Wipe Lead Sampling Technician.

Ms. Markulin has been with CGP&H since 1997 and has provided supervision, technical assistance and hands-on administrative services for over 35 housing programs including complex programs which have multiple funding sources, including CDBG, HOME Investment Partnership Program, Federal Home Loan Bank's Affordable Housing Program, COAH Regional Contribution Agreement funds and locally funded government programs. Many of the programs are repeat clients that we have served in multi-year and even decade long program renewals. Ms. Markulin's attention to detail, commitment to all affordable housing issues, and professional experience has led her to become an expert in providing administrative agent services, as well as administering all COAH-related programs and projects.

From Ms. Markulin's extensive background in housing administration, she has written programs' policies and procedure manuals. Among her other duties and responsibilities, she has created and presented affordable housing and home improvement presentations to homeowners; created and conducted contractor orientations; and has vast experience in the marketing of housing programs. In the past, Ms. Markulin has developed and implemented accessory housing programs, write down buy down programs as well as also developed procedures for implementing cost-certifications of sale, rental, resale and rental projects, affirmative marketing plans and supervised the implementation of those projects. She is certified by the Affordable Housing Professionals of New Jersey.



Ximena Calle,
Applicant Services Vice President

17 years of experience in:

- *Housing Rehabilitation Administration*
- *Affordable Housing Administration*

Education:

- *Universidad del Azuay, Business Administration (Cuenca-Ecuador)*
- *Mercer County Community College Associates Degree in Business Administration*
- *Nyack College, Bachelor's degree in Organizational Management (Expected May 2023)*

Certifications & Training:

- *Affordable Housing Professionals of NJ (AHPNJ) Certification since 2016*
- *New Jersey Real Estate License since 2018*

Ximena Calle, Applicant Services Vice President

oversees the applicant services division within CGP&H's Administrative Agent team. In her over 17 years at CGP&H, she has established herself as a statewide leader in administering affordable housing programs in New Jersey.

Ms. Calle combines her encyclopedic knowledge of New Jersey's Uniform Housing and Affordability Controls (UHAC) regulations with her many years of experience to provide exceptional service to affordable housing applicants, landlords, homeowners, and municipalities.

In addition, Ms. Calle is an innovator in the field and constantly working on ways to use technology to improve the delivery of affordable housing services including waiting list management and processing income certifications. Ms. Calle's vision is that improving the affordable housing process benefits all stakeholders and is key to successful implementation of Mount Laurel Policy in New Jersey.

Ms. Calle has an Associate's Degree from Mercer Community College in Business Administration and is currently studying for her bachelor's degree in Organizational Management at Nyack College. She also serves on the Education Committee of Affordable Housing Professionals of New Jersey and was part of the first official class that graduated from the Rutgers University Affordable Housing Professional Certificate Program in 2016.



John Burton, MPA
*Chief Operating Officer, Vice
President of CGP&H*

9 years of experience in:

- Business Management
- Technical Innovation
- NJ Affordable Housing

Education:

- Master of Public Administration, Penn State
- B.A. English, U.C. Berkeley

Certifications & Training:

- Public Budgeting and Financial Management
- Public Sector Human Resources Management
- NJ Notary Public

John Burton, Chief Operating Officer, Vice President of CGP&H

overseeing the Special Programs division within CGP&H's Administrative Agent team. Special Programs is engaged in successfully implementing unique affordable housing initiatives such as a wide variety of Affordability Assistance programs, as well as Market to Affordable programs, Extension of Control programs and so much more. Mr. Burton and his team of experienced implementation specialists are dedicated to providing effective and efficient solutions to complex affordable housing programs. With a strong focus on innovative technical solutions that improve service delivery, he has designed and overseen the implementation of online application platforms for housing rehabilitation program applicants and Coronavirus Aid applicants. A mission-driven professional with over 6 years of experience at CGP&H and more years of experience in the non-profit sector, Mr. Burton's contributions to the landscape of affordable housing in New Jersey include calculating the annual income limits and updating the affordable pricing calculators on behalf of the Affordable Housing Professionals of New Jersey which are used by scores of municipalities and affordable housing providers throughout the state.

In addition to his leadership of Special Programs, as the company's Chief Operating Officer Mr. Burton is also responsible for overseeing vital business functions for CGP&H including administrative support, human resources, technology and innovation, and program development. Leading a team of ten professionals, he is focused on creating efficient business-focused teams that prioritize client service, innovation, and mission-driven results.

Mr. Burton holds a bachelor's degree in English from the University of California at Berkeley and a Master of Public Administration degree from Penn State with graduate certificates in Public Budgeting & Financial Management and in Public Sector Human Resources Management. Before joining CGP&H, Mr. Burton facilitated scholarship disbursements through the NJ Foster Care Scholars Program with Embrella (formerly Foster and Adoptive Family Services). Prior non-profit experience includes work with various educational and arts organizations. Interestingly, Mr. Burton began his career as a professional opera singer, performing around the country at a variety of venues including San Francisco Opera and the Metropolitan Opera.



Heather Mahaley, PP, AICP
Senior Planner / Project Manager

22 years of experience in:

- *Affordable Housing Regulations, Planning and Policy*
- *Community Development*
- *HUD Grant Management*
- *Municipal Planning*

Education:

- *MCRP from Rutgers University 2000*
- *B.A. in Fine Art from the College of William and Mary*

Associations & Licenses:

- *American Institute of Certified Planners (AICP)*
- *New Jersey Professional Planner*
- *American Planning Association*
- *Affordable Housing Professionals of NJ (AHPNJ), Founding Member*

Heather Mahaley, Senior Planner / Project Manager

has 20 years of experience in affordable housing, planning and community development. She has worked with New Jersey's unique and effective affordable housing regulations for well over a decade and has assisted municipalities across the state in meeting their affordable housing obligations. At CGP&H, she has a number of varying duties including working with the affordable housing department to help our municipal and private clients remain compliant with all relevant affordable housing obligations. Heather also works with municipalities on their trust fund monitoring, creating affirmative marketing plans and affordability assistance programs that work. She is also responsible for setting up new affordable housing developments and helping our municipal clients meet their settlement agreement obligations, including but not limited to creating new affordability assistance programs, accessory apartment programs and market to affordable programs. Relying on her many years of experience, whenever requested, Heather will use her years of running municipal and county CDBG programs to help our municipalities administer their CDBG allocations, including required planning and reporting obligations. Last, but certainly not least, as a highly experienced member of our team, Heather will often be called upon to provide expert consulting services to address some of our clients' most challenging issues.

Prior to re-joining CGP&H, Ms. Mahaley was the Director of the Housing Affordability Service at the NJ Housing and Mortgage Finance Agency, and was the Director of Plan Administration at the Council on Affordable Housing (COAH) where she oversaw the tracking and crediting of municipal affordable housing obligations and the training of Administrative Agents. Long a proponent of affordable housing, Heather is pleased to once again be focusing most of her time on a wide variety of affordable housing matters throughout New Jersey.

Ms. Mahaley has recently worked with the Community Development Block Grant program and HUD regulations. She believes in the intersection of affordable housing and community development activities and looks to combine resources to achieve resilient communities and opportunities for families to thrive.

Ms. Mahaley received her Masters Degree in City and Regional Planning from Rutgers University in 2000 and her Bachelors Degree in Fine Art from the College of William and Mary in 1994. She was a founding member of the Affordable Housing Professionals of New Jersey, and is a licensed New Jersey planner.



Michelle Lamar, Esq., PP
*Senior Planner, Corporate
Counsel*

44 years of experience in:

- Grant Writing
- Municipal Land Use Law
- Housing and Community Development Planning
- Representing clients Before Zoning and Planning Boards

Education:

- BA Political Science, Williams College
- MA Political Science, MCRP, and Juris Doctorate, Rutgers University

Associations & Licenses:

- American Planning Association, NJ Chapter
- Licensed New Jersey Professional Planner
- Licensed Attorney in New Jersey and Pennsylvania
- Member, Board of Directors of the Land Use Section of the NJ State Bar Association
- NJ Supreme Court Committee on Women in the Courts

Michelle Lamar, Senior Planner, Corporate Counsel

has more than 41 years' experience in grant-writing, planning and law with expertise in municipal land use law, housing, and community development planning. At CGP&H, she specializes in assisting our municipal and county clients with preparing grants applications encompassing a wide range of federal and state grant funding programs.

Ms. Lamar began her career in New Jersey as an Assistant Planner with the Middlesex County Planning Board, working on funding issues through the County Community Development Block Grant program. She then served as City Planner for the City of Woonsocket, Rhode Island, and subsequently as Planner with the Providence Foundation in Providence, Rhode Island (a joint funding effort of the City of Providence Chamber of Commerce and the Rhode Island Historical Society to secure funds to facilitate the transformation of the downtown area). Returning to New Jersey, Ms. Lamar was Assistant Director of the Targeted Jobs Demonstration Program Evaluation (a review of a nationwide demonstration grant program seeking to coordinate employment programs with economic development efforts), undertaken by the Eagleton Institute at Rutgers University.

Upon attending law school, Ms. Lamar was employed by McCarter & English as a litigation associate, worked as an attorney with the New Jersey Housing and Mortgage Finance Agency (NJHMFA), which included administration of the agency's various grant and loan programs, and eventually became a partner practicing land use law with Sterns & Weinroth in Trenton, New Jersey. As a land use attorney, Ms. Lamar represented applicants and objectors before planning and zoning boards, as well as the Washington (now Robbinsville) Township Housing Board and the Hamilton Township (Mercer County) Zoning Board.

Ms. Lamar received her Bachelor's degree in Political Science with a concentration in Environmental Studies from Williams College, Williamstown, Massachusetts, and her Masters in City and Regional Planning, Masters of Arts in Political Science and Juris Doctorate at Rutgers University, where she was an Eagleton Fellow at the Eagleton Institute of Politics.

Ms. Lamar is a New Jersey-licensed Professional Planner and licensed as an attorney in New Jersey and Pennsylvania. She is a member of the Board of Directors of the Land Use Section of the New Jersey State Bar Association and serves on the New Jersey Supreme Court Committee on Women in the Courts.

EXPERIENCE AND REPUTATION IN FIELD OF AFFORDABLE HOUSING ADMINISTRATION

CGP&H provides Administrative Agent services statewide dating back to 1995. We provide Administrative Agent services for over 6,000 affordable housing units in over 100 municipalities statewide and housing rehabilitation services for over 3,500 units in dozens of municipalities throughout New Jersey and Pennsylvania. Below are references for three typical municipalities where we currently provide affordable housing and housing rehabilitation services.

Tara Buss, Personnel & Strategic Operations Director Holmdel Township

Township of Holmdel

4 Crawfords Corner Road

Holmdel, NJ 08724

Telephone: (732) 946-2820 ext.1208

Services: Administrative Agent for 150 ownership homes and administering the Township's Home Improvement (housing rehabilitation) Program.

Duration: Since 2005

Gary McLean, Esq., Attorney for Township of Freehold

Lomurro, Davison, Eastman & Munoz, P.A.

100 Willow Brook Road

Freehold, NJ 07728

Telephone: (732) 62-7170

Services: Worked alongside Mr. McLean on several foreclosure issues in Freehold Township. In addition to 244 owner occupied units, Freehold Administrative Agent duties also includes 30 rental units in Freehold.

Duration: Since 2005

Jonathan Capp, Business Administrator

Township of Marlboro

1979 Township Drive

Marlboro, NJ 07102-5408

Telephone: (732) 536-0200 x1207

Services: Administrative agent for 209 ownership units and administer the Township's Home Improvement (housing rehabilitation) Program

Duration: Since 2014

CONFLICT OF INTEREST

CGP&H is unaware of any potential conflicts of interest that our firm may have in performing these services for the Borough Haddon Heights.

COMPENSATION PROPOSAL

CGP&H will provide municipality with professional services for the purposes described in this proposal. CGP&H will only bill for services performed, and therefore, the actual amount billed may be considerably less than the budgets presented below depending on the breadth of services requested by municipality.

SUMMARY OF ALL FEES	
ADMINISTRATIVE AGENT GENERAL SERVICES	\$16,500
TOTAL CONTRACT NOT-TO-EXCEED	\$16,500

The fee tables on the following pages delineate the fee structure for each fee category above. CGP&H may invoice above an individual fee category budget amount or individual fee line item budget amount without additional authorization, however CGP&H will not perform professional services or bill for services that would exceed the total contract not-to-exceed amount without prior authorization from the municipality.

See the following pages for a detailed breakdown of all fees.

ADMINISTRATIVE AGENT GENERAL SERVICES paid by Municipality	
1. First Year Initial Setup	Flat fee of \$2,500 for importing existing waiting list to our system, payable upon completion of waiting list import.
2. Municipal Services	Not-to-exceed \$15,000 billed hourly at a rate of \$165 per hour for senior staff which include planners and department supervisors
3. Applicant Services	Monthly flat fee of \$100 per month for a total of \$1,200 per year.
4. Administrative Agent Resale Fee	\$2,000 flat fee payable by Municipality for each sale unit when home gets listed for sale. <i>A fee of 3% of the resale price will be paid from the seller at the closing to CGP&H.</i>
5. Subordination Requests	\$175 flat fee to process refinancing requests. This fee is paid by the homeowner.
6. Direct Costs	Reimbursement for expenses. Not to exceed \$300 per contract year.
TOTAL PAID BY MUNICIPALITY	Not-to-exceed \$16,500 not including units listed for sale.

1. **First Year Initial Setup:** This may include, but is not limited to:
 - Importing of pre-existing waiting list

2. **Municipal Services:** This may include, but is not limited to:
 - Creating/developing a unit database
 - Developing and/or transferring the applicant waiting list. This often includes notifying applicants of new Administrative Agent. When no email is available, we will notify by phone or via mail.
 - Physical transition of files for each applicant and unit, and when applicable, the accompanying development master deed, and all other relevant documents.
 - CGP&H can take over any units currently in midst of sale process, however if a current Administrative Agent has been handling the sale, they may complete that sale.
 - Implementing Affirmative Marketing Plan postings and other compliance requirements
 - Creation/Updates to the Administrative Agent Operating Manual and Affirmative Marketing Plan, when required
 - Distressed Properties follow up activities
 - Responding to initial private developer inquiries
 - Advising Municipality on affordable housing requirements for new developments

Proposal for Affordable Housing Administrative Agent Services

- Foreclosure prevention activities
- CTM entry of trust fund or unit information
- Enforcing affordability controls, including annual mailings to homeowners
- Program setup for Accessory Apartment program
- Program setup for Affordability Assistance Programs
- Trust Fund Monitoring and Unit Monitoring
- Assisting with Spending Plan revisions
- Extension of Controls
- Releasing controls at end of control period
- Calculating annual tax assessments for affordable homeowners
- Midpoint Review
- Group home research to document creditworthiness

If the municipality requires additional services above this line item's budgetary cap, CGP&H will request permission to proceed before invoicing further.

CGP&H will strive to comply with all aspects of S2527 affirmative marketing legislation. However, CGP&H cannot ensure that other administrative agents administering affordable housing units in the Municipality are meeting the regulations until further direction is provided by the State of New Jersey.

- 3. Applicant Services:** This may include, but is not limited to:
 - Affordable Housing Waitlist Management for existing Sales and Rental units
 - Responding to general affordable housing inquiries from pre-applicants, applicants, and existing affordable housing owners
 - Unit Administration
 - Management of general inquiries
 - Responding to existing homeowners' inquiries (intent to sell requests, etc.)
 - Processing requests for loan subordinations/approval of equity loans and refinancing
 - Answering Affordability Assistance Questions
 - Advising on annual increases for Market to Affordable, Accessory Apartment, and other units
- 4. Administrative Agent Resale Fee:** This includes but is not limited to:
 - Facilitation of the resale of any affordable sales unit that is put up for sale by current owner
 - Certifying a buying household(s) as eligible
 - Sending potential purchasers to the unit
 - Facilitating an agreement between buyer and seller
 - Preparing and filing closing documents.

The flat fee that is paid by the Municipality will be billed once a notice of intent to sell is signed by the seller. In the event that the seller cancels the sale during the sale process, and the unit does not go to closing, this flat fee is still applicable and will not be returned or cancelled.

Proposal for Affordable Housing Administrative Agent Services

5. **Subordination Requests:** includes the cost of processing mortgage Subordination Requests during the affordability control period.
6. **Direct Costs:** this includes, but is not limited to:
 - Reimbursement for direct costs for large scale printing jobs; postage; affirmative marketing mailing, mailings to affordable housing homeowners; poster production; expedited mailings or messenger services, etc.

PAY TO PLAY DOCUMENT CHECKLIST

Required by Owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Affirmative Action Regulations	D
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	D
<input checked="" type="checkbox"/>	Political Contribution Disclosure Form	D
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	D
<input checked="" type="checkbox"/>	Business Entity Disclosure Certification	D
<input checked="" type="checkbox"/>	Disclosure of Investment Activities In Iran	D
<input checked="" type="checkbox"/>	Proof of New Jersey Business Registration	D

(REVISED 4/10)
EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A.10:S-31et seq., N.J.A.C.17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

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

**REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
N.J.A.C. 10:5-31 and N.J.A.C.17:27.1-et seq.**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, C127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally- approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).

OR

2. A photocopy of approved Certificate of Employee Information Report.

OR

3. An Employee information Report (Form AA302).
4. All successful construction contractors must submit within three (3) days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE
AFFIRMATIVE ACTION REGULATIONS OF N.J.A.C. 10:5-31 and N.J.A.C. 17:27.1 et seq.**

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO X

If yes, please submit a copy of such approval

2. Do you have a Certificate of Employee Information Report Approval?

YES X NO _____

If yes, please submit a copy of such certificate

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 within the time frame.

SIGNATURE:  COMPANY: CGP&H, LLC

TITLE: C.O.O.

Note: A contractor's bid must be rejected as non-responsive if a contractor fails to comply with requirements of N.J.A.C. 10:5-31 and N.J.A.C. 17:27.1 et seq., within the time frame.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Middlesex

SS: _____

I, John Burton of the Township of South Brunswick in the County of Middlesex and the State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

I am Chief Operating Officer of the firm of CGP&H, LLC, the consulting firm making the contract for the above named project, and I executed the said contract with full authority to do so; said consulting firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action to restraint of free, competitive bidding in connection with the above named project; and all statements contained in said contract and in this affidavit are true and accurate, and made with full knowledge that the Borough of Haddon Heights and the State of New Jersey relies upon the truth of the statements contained in said contract and in this affidavit in awarding the contract for the said project.

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

CGP&H, LLC (N.J.S.A.52:34-15)
(Name of Consultant)



4/16/2024


Signature

Date

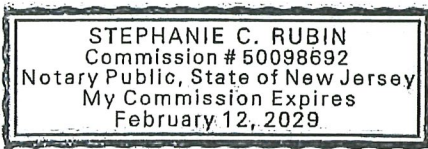
John Burton

Type or print name of affiant.

Subscribed and sworn to before me, this 16th day of April 2024



Notary (Affix Seal and Stamp)



C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfnslfnmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

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:	CGP&H, LLC		
Address:	1249 South River Road, Suite 301		
City:	Cranbury	State:	NJ
		Zip:	08512

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.

 _____
Signature

John Burton
Printed Name

C.O.O.
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:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

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

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM
WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED, CUSTOMIZABLE FORM.**

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

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

OR

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

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability ^{Company} Corporation

Limited Liability Partnership

Subchapter S Corporation

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

Stockholders:

Name:	Randall Gottesman	Name:	
Home Address:	11 Inverness Lane East Windsor, NJ 08520	Home Address:	
Name:		Name:	
Home Address:		Home Address:	

Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 16th day of April, 2024

Stephanie C. Rubin
(Notary Public)

My Commission expires:

[Signature]
(Affiant)

John Burton, C.O.O.
(Print name & title of affiant)

(Corporate Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
BOROUGH OF HADDON HEIGHTS

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that (*VENDOR NAME*) 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 this contract to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *Borough of Haddon Heights* as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Zachary Houck, Mayor	Council Member Kate Russo
Council Member Christopher Morgan	Council Member Matthew Pagan
Council Member Tom Ottoson	Council Member Kate Harron
Council Member Regina Philipps	

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 ^{Company} ~~Corporation~~ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Randall Gottesman	11 Inverness Lane, East Windsor, NJ 08520

Part 3 – Signature and Attestation:

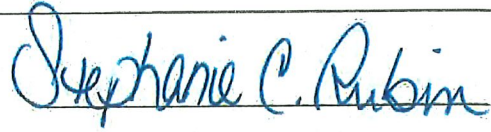
The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: CGP&H, LLC

Signed:  Title: C.O.O.

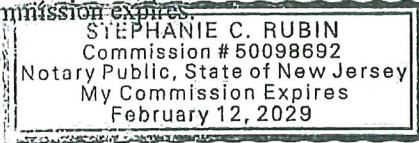
Print Name: John Burton Date: 4/16/2024

Subscribed and sworn before me this 16th day of
April, 2024



(Affiant)

My Commission Expires



Stephanie C. Rubin, Office Operations Coordinator

(Print name & title of affiant) (Corporate Seal)

**PAGE 2 OF BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
BOROUGH OF HADDON HEIGHTS**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act: “business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; “interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. *For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.*

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____ **Bidder/Offeror:** CGP&H, LLC

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

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

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

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

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS.
PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE
ADDITIONAL ENTRIES, ATTACH ADDITIONAL SHEETS.**

Name _____	Relationship to Bidder/Offeror _____
Description of Activities: _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

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

CONTINUED
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: _____ **Bidder/Offeror:** CGP&H, LLC

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

Full Name (Print) : John Burton **Signature:** _____



Title: C.O.O. **Date:** 4/16/2024



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: CGP&H, LLC
Trade Name:
Address: 1249 S RIVER RD STE 301
CRANBURY, NJ 08512-3633
Certificate Number: 1363338
Effective Date: September 27, 2007
Date of Issuance: December 05, 2019

For Office Use Only:
20191205132437426

Certification 41169

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-Dec-2021 to 15-Dec-2028**

CGP&H, LLC

1249 SOUTH RIVER ROAD

CRANBURY

NJ 08512



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

ELIZABETH MAHER MUOIO

State Treasurer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/6/2023

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

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

PRODUCER Allen & Stults Co, Inc. 106 N. Main St, P.O. Box 110 Hightstown NJ 08520	CONTACT NAME: Gail Lanza, AAI PHONE (A/C, No, Ext): (609) 448-0110 E-MAIL ADDRESS: glanza@allenstults.com	FAX (A/C, No): (609) 448-8063
	INSURER(S) AFFORDING COVERAGE	
INSURED Community Grants & Planning Inc., DBA: CGP & H LLC 1249 South River Road Suite 301 Cranbury NJ 08512	INSURER A: Continental Casualty Co NAIC # 20443	
	INSURER B: National Fire Ins Co of Hartford 20478	
	INSURER C: Hartford Underwriters Ins Co 30104	
	INSURER D: Lloyd's, London	
	INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2312506862 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			1062045283	12/20/2023	12/20/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			6045357169	12/20/2023	12/20/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ e \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2095617327	12/20/2023	12/20/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	13WECBJ4919	12/18/2023	12/18/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liability			CSIE00176-01	4/27/2023	4/27/2024	Claim 1,000,000 Aggregate 2,000,000

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

EVIDENCE OF INSURANCE

CERTIFICATE HOLDER Community Grants & Planning DBA: CGP & H LLC 1249 S. River Rd. Suite 301 Cranbury, NJ 08512	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Gail Lanza, AAI/GAL <i>Gail A. Lanza</i>

RESOLUTION 2024:105

RESOLUTION AUTHORIZING REFUND OF SUMMER RECREATION FEES

WHEREAS, the Borough of Haddon Heights offers a Summer Recreation Program for residents and non-residents; and

WHEREAS, refunds are necessary for varied reasons and are as follows:

<u>Registrant</u>	<u>Class</u>	<u>Amount</u>
Lauren Fritsky	Summer Recreation Program	\$175.00

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Haddon Heights that the above refunds are hereby approved.

Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2024:106

CALLING FOR THE MODERNAZATION OF THE OPEN PUBLIC RECORDS ACT (OPRA) AND THE SWIFT PASSAGE OF S-2930/A-4045

WHEREAS, in the 2002 “lame duck” session the Open Public Records Act (OPRA) was approved to make government records, “readily accessible for inspection, copying, or examination by the citizens of this State, with certain exceptions, for the protection of the public interest” while protecting “a citizen’s right to a reasonable expectation of privacy”; and

WHEREAS, as local leaders we reaffirm our support and commitment to open and transparent government and public access to records, at the same time, we strongly support necessary reforms; and

WHEREAS, in the twenty years since the enactment of OPRA and with the advent of new technologies, we have witnessed unintended consequences and, in some cases, abuses of OPRA that place an unfair burden on local governments and taxpayers; and

WHEREAS, municipal staff and budgets are increasingly utilized to accommodate the requestors and commercial entities who inundate municipalities with public records requests to the extent that in some instances, additional personnel are hired primarily to handle such requests; and

WHEREAS, OPRA has become broadly construed in favor of access and the requestor who prevails in any proceeding in appealing a denial of access of records is permitted to collect exorbitant attorney’s fees, which impacts the taxpayers and municipalities who must pay these fees; and

WHEREAS, municipalities have seen outside businesses and interests who abuse OPRA for marketing and commercial gains while utilizing municipal employees paid by the taxpayers for this benefit; and

WHEREAS, due to court decisions over the years, reasonable expectations of privacy have been diminished when it comes to the balance of transparency and OPRA perpetuates for-profit data-mining, unsolicited marketing, and uncontrolled publications of records on internet search engines specifically designed to circumvent and bypass what few protective measures currently exist under OPRA, all while allowing the requestor to remain cloaked in anonymity, should they choose to exercise that option; and

WHEREAS, when commercial entities are constantly emailing OPRA requests looking for the latest lists of dogs licensed that month, inground pool permits issued, solar roof permits issued, etc., it causes our residents to not want to license their dogs, comply with permits, or interact with the municipality because they don’t want to lose their privacy and/or have their information tracked and monetized for commercial purposes; and

WHEREAS, reforms to modernize OPRA are long overdue, among them: the need to address requests by commercial entities that utilize public records and the services of local government

employees to generate profits, mandatory prevailing attorney fees, which created a cottage industry, and to add language so that such fees are based on facts and circumstances and not an automatic granting; and

WHEREAS, Senators Sarlo and Bucco and Assemblyman Danielsen and Assemblywoman Flynn have introduced S-2930/A-4045, which makes commonsense reforms that do not hinder residents or journalists from using OPRA to access public records, but will protect citizens' personal information from disclosure, addresses the burdensome commercial requests and provide discretion when awarding prevailing attorney fees;

NOW, THEREFORE, BE IT RESOLVED, the governing body of the Borough of Haddon Heights in the County of Camden respectfully request the adoption of much-needed reforms to modernize and strengthen the legislative intent of the Open Public Records Act (OPRA) and urges the swift passage of S-2930/A-4045; and

BE IT FURTHER RESOLVED, as local leaders, we reaffirm our support and commitment to open and transparent government and public access to records but at the same time, we strongly support necessary reforms; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Senate President Scutari, Assembly Speaker Coughlin, State Senator Nilsa Cruz-Perez, Assemblyman Bill Moen and Assemblyman William Spearman, Governor Murphy, and the New Jersey League of Municipalities.

Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION:

I, Kelly Santosusso, Clerk of the Borough of Haddon Heights do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution adopted at a public meeting of the Council held on May 7, 2024.

Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2024:107
RESOLUTION AUTHORIZING PAYMENT OF BILLS & CLAIMS
FOR THE FIRST HALF OF MAY

May 7, 2024

Per Attached:

<i>Current Fund</i>	1,858,186.46
School Taxes	1,252,458.00
Appropriated Reserves	1,975.00
Escrow Fund	2,248.50
Grant Fund	1,250.00
Capital Fund	40,973.57
Trust – Dog	83.40
<i>Trust Fund</i>	2,009.75
Total Per Attached	3,159,184.68

<i>Payroll</i>	
Current Fund	103,388.37
Grant Fund	3,876.80
Total Payroll	107,265.17

Total	3,266,449.85
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Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

P.O. Type: All
 Range: First to Last
 Format: Detail without Line Item Notes
 Vendors: All
 Rcvd Batch Id Range: First to Last
 Include Project Line Items: Yes
 First Enc Date Range: First to 12/31/24
 Include Non-Budgeted: Y
 Open: N
 Rcvd: Y
 Held: N
 Bid: Y
 State: Y
 Other: Y
 Void: N
 Apprv: N
 Exempt: Y

Vendor #	Name	PO #	PO Date	Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	Excl
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ARTP ART PRESS

24-00455	05/02/24	SEWER LETTERS	1,074.00	4-01-26-290-254	B	Public Works - Sewer Maint/Repairs	R	05/02/24	05/02/24	9875	N	1099	
Vendor Total: 1,074.00													

AUDUB BOROUGH OF AUDUBON

24-00392	04/19/24	SSA DPW AND COURT MAY 2024	85,026.95	4-01-42-465-202	B	Audubon - Public Works	R	04/19/24	05/02/24		N		
1	SSA DPW MAY 2024	12,628.50	4-01-43-490-201	B	Court - Shared Service	R	04/19/24	05/02/24			N		
2	SSA COURT MAY 2024	97,655.45											
Vendor Total: 97,655.45													

BACHA BACH ASSOC PC

23-00731	08/17/23	Escrow:Engineering Sept 2022	450.00	PB22-9-2P	P	BENIGNO - 1115 HIGH ST.	R	08/17/23	05/01/24	25619	N		
Vendor Total: 450.00													

BARRB BARRINGTON BORO

24-00395	04/19/24	BARRINGTON AMB ASSOC MAY 2024	10,042.00	4-01-42-455-284	B	BARRINGTON - EMS	R	04/19/24	05/02/24		N		
1	BARRINGTON AMB ASSOC MAY 2024	10,042.00											
Vendor Total: 10,042.00													

BELPD BELLMAWR POLICE DEPARTMENT

24-00417	04/23/24	Annual records maintenance fee	1,100.00	4-01-25-240-256	B	Police - Service Contracts	R	04/23/24	04/23/24	2194	N		
1	Annual maint fee	1,100.00											
Vendor Total: 1,100.00													

Vendor # Name	PO # PO Date Description	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	1099
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CMUA REGIONAL SEWER SERVICE

24-00397	04/19/24 2ND QTR CCMUA - 5 BLDGS									
	1 2ND QTR CCMUA - 5 BLDGS		440.00	4-01-26-310-287	R		04/19/24	05/02/24		N
	Vendor Total:		440.00							

CTR CAMDEN COUNTY TREASURER

24-00424	04/24/24 COUNTY TAXES 2ND QTR 2024									
	1 COUNTY TAXES 2ND QTR 2024		1,511,559.14	4-01-55-001-002	R		04/24/24	05/02/24	37461	N
	2 OPEN SPACE TAXES 2ND QTR 2024		45,952.87	4-01-55-001-004	R		04/24/24	05/02/24	37461	N
	Vendor Total:		1,557,512.01							

Vendor Total: 1,557,512.01

CONC CONCAST

24-00435	04/25/24 INTERNET APRIL 2024									
	1 MUNI BLDG INTERNET APRIL 2024		282.89	4-01-31-440-216	R		04/25/24	05/02/24		N
	2 SOF BLDG INTERNET APRIL 2024		164.85	4-01-31-440-216	R		04/25/24	05/02/24		N
	Vendor Total:		447.74							

Vendor Total: 447.74

CONC COUNTY CONSERVATION CO LLC

24-00423	04/24/24 YARD TRIMMINGS 4/10 - 4/18									
	1 YARD TRIMMINGS 4/10 - 4/11		750.00	4-01-32-465-218	R		04/24/24	05/02/24	330735	N
	2 YARD TRIMMINGS 4/17 - 4/18		610.00	4-01-32-465-218	R		04/24/24	05/02/24	330919	N
	Vendor Total:		1,360.00							

Vendor Total: 1,360.00

24-00456 05/02/24 YARD TRIMMINGS 4/24 - 4/25

	1 YARD TRIMMINGS 4/24 - 4/25		540.00	4-01-32-465-218	R		05/02/24	05/02/24	331078	N
	Vendor Total:		1,900.00							

Vendor Total: 1,900.00

CHIEAP COOPER UNIV HOSPITAL

24-00380	04/12/24 EMPL ASSIST PROG - Q2 2024									
	1 EMPL ASSIST PROG - Q2 2024		980.00	4-01-25-240-281	R		04/12/24	05/02/24		N
	Vendor Total:		980.00							

Vendor Total: 980.00

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Date Invoice	1099 Excl
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DISPS DISPLAY SALES

24-00316 03/27/24 14" BOWS AND SHIPPING										
	1 14" BOWS		1,365.24	4-01-20-100-411	R	03/27/24	05/02/24		2691	N
	2 SHIPPING		186.40	4-01-20-100-411	R	03/27/24	05/02/24		2691	N
			<u>1,551.64</u>							
	Vendor Total:		1,551.64							

GANNETT NEW YORK/NEW JERSEY

24-00429 04/24/24 BOND ORDINANCE LEGAL AD 3/10										
	1 BOND ORDINANCE LEGAL AD 3/10		213.60	4-01-20-120-217	R	04/24/24	05/02/24		6303477	N
	Vendor Total:		213.60							

GREATMEX GREATMEXICA FINANCIAL SVCS

24-00398 04/19/24 POSTBASE MAILING MAY 2024										
	1 POSTBASE MAILING MAY 2024		195.00	4-01-20-100-516	R	04/19/24	05/02/24		36374894	N
	Vendor Total:		195.00							

HASSETT THOMAS E. HASSETT

24-00396 04/19/24 QPA 2ND QTR 2024										
	1 QPA 2ND QTR 2024		375.00	4-01-20-130-205	R	04/19/24	05/02/24			N
	Vendor Total:		375.00							

HEI HAINESPORT ENTERPRISES, INC

24-00443 05/01/24 Tires&brakes-13 International										
	1 Tires&brakes-13 International		5,201.84	4-01-26-315-202	R	05/01/24	05/01/24		404070	N
	Vendor Total:		5,201.84							

HHBOR HADDON HEIGHTS BOROUGH

24-00418 04/23/24 TRAFFIC CONTROL -W/E 4/14/2024										
	1 TRAFFIC CONTROL -W/E 4/14/2024		1,445.00	PD23-005	R	04/14/24	04/23/24			N
	2 ADMIN - W/E 4/14/2024		216.75	PD23-005	R	04/14/24	04/23/24			N
	Vendor Total:		1,661.75							

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	First Rcvd	Enc Date	Chk/Void	Invoice	1099
Item Description	PO Date	Description	Amount	Charge Account	Acct Type Description		Date	Date	Date		Excl

HEDU HADDON HEIGHTS BD OF EDUCATION											
24-00393 04/19/24 TAXES MAY 2024											
1	TAXES MAY 2024		1,252,458.00	4-01-55-001-001	B Local School Taxes Payable	R	04/19/24	05/02/24			N
Vendor Total:			1,252,458.00								

HEDU HADDON HEIGHTS BD OF EDUCATION											
24-00418 04/23/24 TRAFFIC CONTROL -W/E 4/14/2024											
3	VEHICLE - W/E 4/14/2024		255.00	PD23-005	P Pioneer Pipe	R	04/14/24	04/23/24			N
Vendor Total:			1,916.75								

HHLIB HADDON HEIGHTS LIBRARY											
24-00394 04/19/24 LIBRARY MAY 2024											
1	LIBRARY MAY 2024		25,305.08	4-01-29-390-288	B Maint Free Public Library	R	04/19/24	05/02/24			N
Vendor Total:			25,305.08								

JHSER J. H. SERVICES INCORPORATED											
24-00426 04/24/24 ANNUAL FILE MAINTENANCE - 2024											
1	ANNUAL FILE MAINTENANCE - 2024		1,580.00	4-01-20-150-256	B Assessor - Equipment Service Contract	R	04/24/24	05/02/24			N
Vendor Total:			1,580.00								

KDI KDI, INC.											
24-00401 04/19/24 CONTRACT BASE/OVERAGE CHARGES											
1	CONTRACT BASE 4/11/24-7/10/24		257.73	4-01-20-100-516	B Service Contracts	R	04/19/24	05/02/24		1326705	N
2	OVERAGE 1/11/24 - 4/10/24		380.86	4-01-20-100-516	B Service Contracts	R	04/19/24	05/02/24		1326705	N
Vendor Total:			638.59								

LAWNS LAWREN SUPPLY CO OF NJ											
22-01055 12/21/22 POINT BLANK VEST AND HELMETS											
1	POINT BLANK VEST		1,603.94	4-01-55-009-003	B Accounts Payable	R	12/21/22	04/29/24		INI896776	N

Vendor Total:			638.59								
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May 2, 2024
04:05 PM

HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

Vendor #	Name	Contract	PO Type	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
Item Description	PO #	PO Date	Description	Amount	Charge Account	Enc Date	Date	Date		Excl

MIDAFIA DIVAL SAFETY EQUIPMENT, INC

24-00430	04/24/24	COMPRESSOR SERVICE 4/11		1,184.35	4-01-25-265-235	R	04/24/24	05/02/24	3467338	N
1		COMPRESSOR SERVICE 4/11		1,184.35						
Vendor Total:				1,184.35						

NETS NETWORKS PLUS, LLC

24-00421	04/23/24	Surface Pro 9		1,975.00	3-01-25-265-256	R	04/23/24	04/23/24	12114	N
1		Surface Pro 9		1,975.00						
24-00452	05/02/24	MAY 2024 CONTRACT		1,812.00	4-01-20-100-515	R	05/02/24	05/02/24	13153	N
1		MAY 2024 CONTRACT		1,812.00						
Vendor Total:				3,787.00						

NJHSS NJ DEPT. HEALTH & SENIOR SVCS.

24-00449	05/02/24	DOG LICENSES APRIL 2024		83.40	T-12-56-850-821	R	05/02/24	05/02/24		N
1		DOG LICENSES APRIL 2024		83.40						
Vendor Total:				83.40						

NJBRE SOUTH NJ REGIONAL BENEFITS

24-00432	04/24/24	MAY 2024 BENEFITS		60,167.00	4-01-23-220-234	R	04/24/24	05/02/24		N
1		RETIREE HEALTH MAY 2024		29,695.00	4-01-23-220-242	R	04/24/24	05/02/24		N
2		ACTIVE EML HEALTH MAY 2024		20,008.00	4-01-23-220-246	R	04/24/24	05/02/24		N
3		PRESCRIPTION MAY 2024		109,870.00						
Vendor Total:				109,870.00						

NJMW NJ OFFICE WEIGHTS & MEASURE

24-00144	02/15/24	TUNING FORKS (10)		100.00	4-01-25-240-233	R	02/15/24	05/02/24		N
1		TUNING FORKS (10)		100.00						
Vendor Total:				100.00						

Vendor # Name	PO # PO Date Description	Amount	Contract	PO Type	Charge Account	Acct Type Description	Stat/CHK	First Rcvd	Enc Date Date	Chk/Void	Date	Invoice	1099
VER33 VERIZON													
	24-00436 04/25/24 APRIL 2024 PHONES (2)												
	1 856-546-5750	72.03	4-01-31-440-216	B	Regular Telephones	R		04/25/24	05/02/24				N
	24-00448 05/02/24 APRIL 2024 PHONES (3)												
	1 856-546-1025	76.93	4-01-31-440-216	B	Regular Telephones	R		05/02/24	05/02/24				N
	Vendor Total:	148.96											
VER1W VERIZON WIRELESS													
	24-00437 04/25/24 CELL PHONES APRIL 2024												
	1 920242421-00001	114.03	4-01-31-440-216	B	Regular Telephones	R		04/25/24	05/02/24				N
	2 821617043-00001	152.04	4-01-31-440-216	B	Regular Telephones	R		04/25/24	05/02/24				N
		266.07											
	24-00447 05/02/24 CELL PHONES APRIL 2024												
	1 CELL PHONES APRIL 2024	563.11	4-01-31-440-216	B	Regular Telephones	R		05/02/24	05/02/24				N
	Vendor Total:	829.18											
VOORA VOORHEES ANIMAL ORHPANAGE													
	24-00451 05/02/24 STRAY ANIMAL HOLDING MAY 2024												
	1 STRAY ANIMAL HOLDING MAY 2024	417.00	4-01-27-340-205	B	Animal	R		05/02/24	05/02/24			93452	N
	Vendor Total:	417.00											
Total Purchase Orders:		65	Total P.O. Line Items:		86	Total List Amount:		3,159,184.68	Total Void Amount:		0.00		

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	g/L Total	Project Total	Total
CURRENT FUND	3-01	1,975.00	0.00	0.00	0.00	1,975.00
CURRENT FUND	4-01	3,110,644.46	0.00	0.00	0.00	3,110,644.46
	4-13	0.00	0.00	0.00	1,916.75	1,916.75
ESCROW FUND-PLANNING BOARD	4-17	0.00	0.00	0.00	2,248.50	2,248.50
Year Total:		3,110,644.46	0.00	0.00	4,165.25	3,114,809.71
GENERAL CAPITAL FUND	C-04	40,973.57	0.00	0.00	0.00	40,973.57
GRANT FUND	G-02	1,250.00	0.00	0.00	0.00	1,250.00
DOG TRUST (ANIMAL)	T-12	83.40	0.00	0.00	0.00	83.40
TRUST - OTHER TRUST	T-13	93.00	0.00	0.00	0.00	93.00
Year Total:		176.40	0.00	0.00	0.00	176.40
Total of All Funds:		3,155,019.43	0.00	0.00	4,165.25	3,159,184.68

Project Description	Project No.	Project Total
BENIGNO - 1115 HIGH ST.	PB22-9-2P	594.00
ABNEY, 1734 PROSPECT RIDGE	PB23-5-1P	487.50
TANNER BREWING, 222 W. ATLANTI	PB23-7-1P	409.50
Casey & Daniel Huse	PB24-3-1P	39.00
SEAN CARNEY	PB24-3-2P	58.50
CRESCENDO VENTURES, LLC	PB24-3-3P	78.00
Michael Carty	PB24-3-4P	78.00
Pioneer Pipe	PD23-005	1,916.75
18 WHP REDEVELOP-HH SENIOR	RD22-9-1R	504.00
Total of All Projects:		<u><u>4,165.25</u></u>

RESOLUTION 2024:108

A RESOLUTION PROVIDING FOR A MEETING
NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH
THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT,
N.J.S.A. 10:4-12

WHEREAS, the Governing Body of the Borough of Haddon Heights is subject to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-6* et seq., and

WHEREAS, the *Open Public Meetings Act, N.J.S.A. 10:4-12*, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

WHEREAS, it is necessary for the Governing Body of the Borough of Haddon Heights to discuss in a session not open to the public certain matters relating to the item or items authorized by *N.J.S.A. 10:4-12b* and designated below:

- _____ (1) ***Matters required by Law to be Confidential:*** Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- _____ (2) ***Matters Where the Release of Information Would Impair the Right to Receive Funds:*** Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- _____ (3) ***Matters Involving Individual Privacy:*** Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance, and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- _____ (4) ***Matters Relating to Collective Bargaining Agreements:*** Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body
- _____ (5) ***Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds:*** Any matter involving the purchase, lease, or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

_____ (6) **Matters Relating to Public Safety and Property:** Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of possible violations of the law.

 X (7) **Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege:** Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. **1.) Contract Matter related to Administrative Agent Services for Affordable Housing Matters. 2.) Matter related to Redevelopment – Broken Ground Properties, 501-503 Station Avenue. Discussions are expected to be ½ hr. in duration. Formal action may be taken on the foregoing items following Executive Session.**

_____ (8) **Matters Relating to the Employment Relationship:** Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

_____ (9) **Matters Relating to the Potential Imposition of a Penalty:** Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Haddon Heights, assembled in public session on May 7, 2024 that an Executive Session closed to the public shall be held on May 7, 2024 at approximately 7:30 pm for the discussion of matters relating to the specified item(s) designated above.

It is anticipated that the deliberations conducted in Closed Session may be disclosed to the public upon the determination of the Governing Body that public interest will no longer be served by such confidentiality.

The foregoing resolution was duly adopted by the Governing Body of the Borough of Haddon Heights at a public meeting held on May 7, 2024.

Date: May 7, 2024

Council President Christopher Morgan

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk