



BOROUGH OF WATCHUNG

15 MOUNTAIN BOULEVARD
WATCHUNG, NEW JERSEY 07069

MAYOR & COUNCIL MEETING AGENDA

THURSDAY, JUNE 20, 2024

7:30 P.M.

MAYOR

Ronald Jubin, Ph.D.

COUNCIL

Christine B. Ead, President

Curt S. Dahl

Paul Fischer

Paolo Marano

Sonia Abi-Habib

Robert Gibbs

James J. Damato
Business Administrator

Edith G. Gil
Borough Clerk

Joseph Sordillo, Esq.
Borough Attorney

THIS MEETING AND ALL BUSINESS SHALL BE CONDUCTED IN-PERSON, INCLUDING THE ACCEPTANCE OF PUBLIC COMMENT. No public comment shall be allowed to be made virtually or accepted in writing and read into the record. All writings received shall be acknowledged and accepted by the Council as regular correspondence. The Borough may broadcast its meetings virtually for public viewing as a courtesy.

VIEWING INSTRUCTIONS: To listen to the meeting via phone, dial 1 (646) 558-8656. It will prompt you for a meeting ID. Type **99501390087#**. You do not need a participating ID, just press # | To view the meeting using a smart phone or computer, download the free **ZOOM** app. Type in the **meeting ID 99501390087** or click on <https://zoom.us/j/99501390087>. **Agenda items can also be requested by emailing egil@watchungnj.gov**

**BOROUGH OF WATCHUNG
MAYOR & COUNCIL MEETING AGENDA**

JUNE 20, 2024 - 7:30 P.M.

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

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

ROLL CALL

PROCLAMATION

❖ Alzheimer’s & Brain Awareness Month

PUBLIC PORTION / AGENDA ITEMS ONLY

A public portion is held prior to Council action for comments of agenda items only. Individuals commenting are limited to 3 minutes per person, and will not be permitted to speak again until everyone has had an opportunity to speak. If a group is represented by an attorney, the attorney will be given 5 minutes to make the presentation for the group.

DISCUSSIONS

UNFINISHED BUSINESS

ORDINANCE ON PUBLIC HEARING & FINAL ADOPTION

OR #24/11: Establishing a Minimum and Maximum Salary Ordinance

NEW BUSINESS

REPORTS & CORRESPONDENCE:

Acknowledging Receipt of the following Borough Reports:

Animal Control Solutions Monthly Report	May 2024
Annual Audit of the Borough	2023
Board of Adjustment Meeting Minutes	May 9, 2024
Mayor and Council Meeting Minutes	April 18, 2024
Municipal Court Audit	2023
Police Activity Report	May 2024

#11: Notice of Ordinance on PH and Final Adoption on July 18th, re: *Stormwater Management*, Township of Warren, received 6/14/24, cc: M&C, JD, CF,

**BOROUGH OF WATCHUNG
MAYOR & COUNCIL MEETING AGENDA**

JUNE 20, 2024 - 7:30 P.M.

#12: Notice of Ordinance on PH and Final Adoption on July 18th, re: *Private Storm Drain Inlet Retrofitting*, Township of Warren, received 6/14/24, cc: M&C, JD, CF,

CONSENT ITEMS

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

R1: Authorizing Renewal of Liquor Licenses for 2024 - 2025 Term

R2: Waiving Chapter 16-1.10 to Allow the Watchung Education Foundation to Operate Under a Raffle Permit at the Borough's Block Party Event on June 22, 2024

R3: Authorizing Purchases Over Allowed Threshold –
Finne Building & Investment (*1020 Johnston Dr. drainage*)
A. Pigna Mason Contractors (*Texier masonry work*)

R4: Authorizing Participation in the Federal Surplus Personal Property Donation Program

NON-CONSENT ITEMS

R5: Authorizing a Professional Services Agreement for Affordable Housing Administrative Agent to CGP&H, LLC

R6: Awarding Bid Contract for 2024 NJDOT Road Improvements to Reivax Contracting Corp.

PUBLIC PORTION - GENERAL DISCUSSION

Individuals commenting are limited to 3 minutes per person. An Attorney will be given 5 minutes to present on behalf of a group.

EXECUTIVE SESSION

R7: Authorizing Executive Session for Contract Negotiations on Proposed Fire House

The Borough Council may take official action on those items discussed in executive session upon return to open session

ADJOURNMENT

The next meeting of the Mayor and Council will be Thursday, July 18, 2024 at 7:30 P.M.

ORDINANCE #24/11

An Ordinance to amend the Code of The Borough of Watchung CH. 5-12.76 et seq., Thereof, and to fix and determine minimum and maximum salaries and compensation to be paid to certain employees.

BE IT RESOLVED, by the Mayor and Council of The Borough of Watchung, that CH. 5-12.76 et seq., the minimum and maximum base salaries and compensations to be paid to certain employees, be approved as follows:

<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Administrator	\$75,000.00	\$200,000.00
Borough Clerk	\$45,000.00	\$105,000.00
Deputy Clerk	\$40,000.00	\$70,000.00
Assistant Municipal Clerk	\$35,000.00	\$65,000.00
Mayor/Council Member	\$3,000.00	\$25,000.00
Chief Financial Officer / QPA / Technology Officer	\$40,000.00	\$140,000.00
Deputy Treasurer / Payroll & Benefits Manager	\$38,000.00	\$65,000.00
Administrative Assistant	\$34,500.00	\$65,000.00
Administrative Assistant / Finance	\$34,000.00	\$65,000.00
Administrative Assistant / Police Dept.	\$34,500.00	\$65,000.00
Administrative Assistant / TACO / Office Manager	\$35,000.00	\$80,000.00
Executive Assistant / IT Specialist	\$50,000.00	\$110,000.00
Registrar of Vital Statistics	\$400.00	\$1,200.00
Construction Code Official/ Building Subcode Official	\$25,000.00	\$55,000.00
Zoning Officer	\$10,000.00	\$25,000.00
Building Inspector	\$8,000.00	\$56,000.00
Fire Sub-Code Official	\$10,000.00	\$28,000.00
Plumbing Sub-Code Official	\$10,000.00	\$26,000.00
Electrical Sub-Code Official	\$10,000.00	\$30,000.00
Fire Official	Hourly Wage \$45.00	\$51.00
OEM Coordinator	\$1,000.00	\$8,000.00
Municipal Court Judge	\$32,000.00	\$95,000.00
Public Defender	\$6,000.00	\$25,000.00
Chief of Police	\$150,000.00	\$220,000.00
Police Captain	\$159,000.00	\$190,000.00
Secretary	\$30,000.00	\$65,000.00
Recreation Coordinator	\$6,000.00	\$20,000.00
Public Works Manager	\$60,000.00	\$137,000.00
Public Works Foreman	\$50,000.00	\$95,000.00
Public Works Driver / Operator Step 1	\$40,000.00	\$55,211.00
Public Works Driver / Operator Step 2	\$40,000.00	\$58,730.00
Public Works Driver / Operator Step 3	\$40,000.00	\$62,249.00
Public Works Driver / Operator Step 4	\$40,000.00	\$65,979.00
Public Works Driver / Operator Step 5	\$40,000.00	\$70,077.00
Public Works Driver / Operator Step 6	\$40,000.00	\$74,631.00

ORDINANCE #24/11

An Ordinance to amend the Code of The Borough of Watchung CH. 5-12.76 et seq., Thereof, and to fix and determine minimum and maximum salaries and compensation to be paid to certain employees.

BE IT RESOLVED, by the Mayor and Council of The Borough of Watchung, that CH. 5-12.76 et seq., the minimum and maximum base salaries and compensations to be paid to certain employees, be approved as follows:

<u>JOB TITLE</u>		<u>MINIMUM</u>	<u>MAXIMUM</u>
Public Works Driver / Operator Step 7		\$40,000.00	\$78,278.00
Public Works Driver / Operator Step 8		\$40,000.00	\$82,380.00
Public Works Laborer / Driver Probationary		\$35,000.00	\$43,563.00
Public Works Laborer / Driver Step 1		\$40,000.00	\$49,107.00
Public Works Laborer / Driver Step 2		\$40,000.00	\$50,856.00
Public Works Laborer / Driver Step 3		\$40,000.00	\$55,032.00
Public Works Laborer / Driver Step 4		\$40,000.00	\$58,567.00
Public Works Laborer / Driver Step 5		\$40,000.00	\$61,984.00
Public Works Laborer / Driver Step 6		\$40,000.00	\$6,477.00
Public Works Laborer / Driver Step 7		\$40,000.00	\$68,936.00
Public Works Laborer / Driver Step 8		\$40,000.00	\$72,580.00
Building Maintenance Worker		\$5,200.00	\$8,338.00
Tax Assessor		\$35,000.00	\$76,000.00
Tax Collector		\$10,000.00	\$50,000.00
Tax Clerk		\$25,000.00	\$65,000.00
Part Time Tax Assessor Assistant			\$27.32
Seasonal/Temporary/Part Time Hourly Rate	Hourly Wage	\$15.00	\$50.00
Board/Commission Clerk	Hourly Wage	\$20.00	\$40.00
Temporary Inspector / Sub-Code Official	Hourly Wage		\$50.00
Night Subcode Inspection			\$300.00
Recreation Camp Counselors		\$15.00	\$20.00
Recreation Camp Director		\$27.00	\$32.00
Recreation Camp Assistant Director		\$25.00	\$30.00
OPRA Coordinator			\$2,627.00

Edith G. Gil, Municipal Clerk

Ronald Jubin, Ph.D., Mayor

INTRODUCED BY: FISCHER

PASSED: JUNE 6, 2024

PUBLISHED: JUNE 13, 2024

ADOPTED:

**TOWNSHIP OF WARREN
ORDINANCE NO. 24-16**

**AN ORDINANCE REPEALING AND REPLACING SECTION §15-10B
“STORMWATER MANAGEMENT” OF CHAPTER 15 “LAND USE PROCEDURES
AND DEVELOPMENT” OF THE MUNICIPAL CODE OF THE TOWNSHIP OF
WARREN, SOMERSET COUNTY, NEW JERSEY**

WHEREAS, on July 17, 2023, the New Jersey Department of Environmental Protection (“NJDEP”) amended its Stormwater Management Regulations, N.J.A.C. 7:8-1.1 et seq.; and

WHEREAS, based on the amended regulations, the NJDEP modified its model stormwater management ordinance; and

WHEREAS, the Township now wishes to amend its Stormwater Management Ordinance to conform with the amended NJDEP Stormwater Management Regulations and model ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Warren, County of Somerset, State of New Jersey, as follows:

Section 1. Section §15-10B “Stormwater Management” of Chapter 15 “Land Use Procedures and Development” of the Municipal Code of the Township of Warren, County of Somerset, State of New Jersey, is hereby repealed and replaced as follows:

§15-10B STORMWATER MANAGEMENT

§15-10B.1 Scope and Purpose.

a. Policy Statement. Flood control, groundwater recharge, and pollutant reduction shall be achieved through the use of stormwater management measures, including green infrastructure Best Management Practices (GI BMPs) and nonstructural stormwater management strategies. GI BMPs should be utilized to meet the goal of maintaining natural hydrology to reduce stormwater runoff volume, reduce erosion, encourage infiltration and groundwater recharge, and reduce pollution. GI BMPs should be developed based upon physical site conditions and the origin, nature and the anticipated quantity, or amount, of potential pollutants. Multiple stormwater management BMPs may be necessary to achieve the established performance standards for green infrastructure, water quality, quantity, and groundwater recharge.

b. Purpose. The purpose of this section is to establish minimum stormwater management requirements and controls for “major development,” as defined herein and in the New Jersey Department of Environmental Protection (“NJDEP”) Stormwater Management Regulations, N.J.S.A. 7:8-1.2.

c. Applicability.

1. This section shall be applicable to the following major developments:

- (a)** Non-residential major developments and redevelopment projects; and
- (b)** Aspects of residential major developments and redevelopment projects that are not preempted by the Residential Site Improvement Standards at N.J.A.C. 5:21 et seq.

2. This section shall also be applicable to all major developments undertaken by the Township of Warren.

3. Applicability of this section to major developments shall comply with last amended N.J.A.C. 7:8-1.6, incorporated herein by reference.

d. **Compatibility with Other Permit and Ordinance Requirements.** Development approvals issued pursuant to this section are to be considered an integral part of development approvals and do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable code, rule, act, or ordinance. In their interpretation and application, the provisions of this section shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare.

This section is not intended to interfere with, abrogate, or annul any other ordinances, rule or regulation, statute, or other provision of law except that, where any provision of this section imposes restrictions different from those imposed by any other section, rule or regulation, or other provision of law, the more restrictive provisions or higher standards shall control.

§15-10B.2 Definitions.

For the purpose of this section, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this section clearly demonstrates a different meaning. When not inconsistent 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. The definitions used in this section shall be the same as the last amended Stormwater Management Rules at N.J.A.C. 7:8-1.2, incorporated herein by reference.

§15-10B.3 Design and Performance Standards for Stormwater Management Measures.

This section establishes design and performance standards for stormwater management measures for major development intended to minimize the adverse impact of stormwater runoff on water quality and water quantity and loss of groundwater recharge in receiving water bodies. Design and performance standards for stormwater management measures shall comply with last amended N.J.A.C. 7:8-5, incorporated herein by reference.

§15-10B.4 Solids and Floatable Materials Control Standards.

a. Site design features identified under section §15-10B.3 above, or alternative designs in accordance with §15-10B.3 above, to prevent discharge of trash and debris from drainage systems shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this paragraph, "solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see §15-10B.4a.2 below.

1. Design engineers shall use one of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

(a) The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines; or

(b) A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension. Note that the Residential Site Improvement Standards at N.J.A.C. 5:21 include requirements for bicycle safe grates.

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater system floors used to collect stormwater from the surface into a storm drain or surface water body.

(c) For curb-opening inlets, including curb-opening inlets in combination inlets, the clear space in that curb opening, or each individual clear space if the curb opening has two or more clear spaces, shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

2. The standard in §15-10B.4a.1 above does not apply:

(a) Where each individual clear space in the curb opening in existing curb-opening inlet does not have an area of more than nine (9.0) square inches;

(b) Where the municipality agrees that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;

(c) Where flows from the water quality design storm as specified in the last amended Stormwater Management rules at N.J.A.C. 7:8 et seq. are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

(i) A rectangular space four and five-eighths (4.625) inches long and one and one-half (1.5) inches wide (this option does not apply for outfall netting facilities); or

(ii) A bar screen having a bar spacing of 0.5 inches.

Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

(d) Where flows are conveyed through a trash rack that has parallel bars with one-inch (1 inch) spacing between the bars, to the elevation of the Water Quality Design Storm as specified in N.J.A.C. 7:8; or

(e) Where the New Jersey Department of Environmental Protection determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this

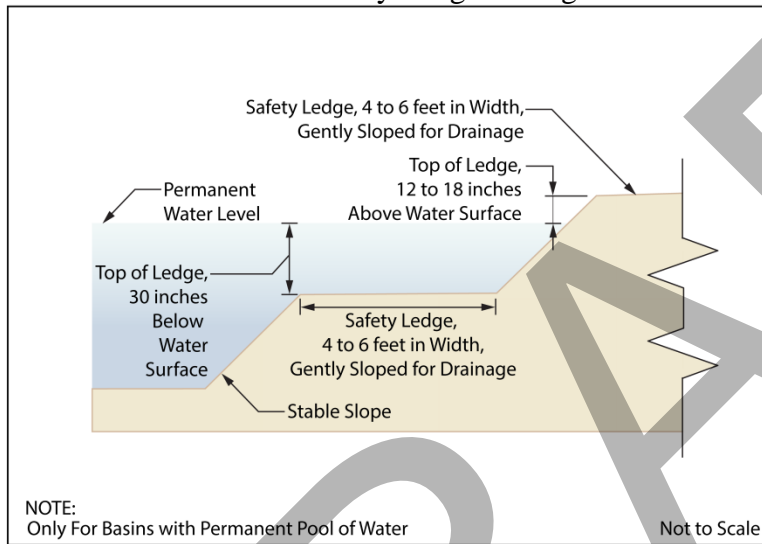
standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

§15-10B.5 Safety Standards for Stormwater Management Basins.

a. This section sets forth requirements to protect public safety through the proper design and operation of stormwater management basins. This section applies to any new stormwater management basin. Safety standards for stormwater management measures shall comply with last amended N.J.A.C. 7:8-6, incorporated herein by reference.

b. Safety Ledge Illustration.

Elevation View –Basin Safety Ledge Configuration



§15-10B.6 Requirements for a Site Development Stormwater Plan.

a. Submission of Site Development Stormwater Plan.

1. Whenever an applicant seeks municipal approval of a development subject to this section, the applicant shall submit all of the required components of the Checklist for the Site Development Stormwater Plan at §15-10B.6c below as part of the submission of the application for approval.
2. The applicant shall demonstrate that the project meets the standards set forth in this section.
3. The applicant shall submit two (2) copies of the materials listed in the checklist for site development stormwater plans in accordance with §15-10B.6c of this section.

b. Site Development Stormwater Plan Approval. The applicant's Site Development project shall be reviewed as a part of the review process by the municipal board or official from which municipal approval is sought. That municipal board or official shall consult the municipality's review engineer to determine if all of the checklist requirements have been satisfied and to determine if the project meets the standards set forth in this section.

c. Submission of Site Development Stormwater Plan. The following information shall be required:

1. Topographic Base Map. The reviewing engineer may require upstream tributary drainage system information as necessary. It is recommended that the topographic base map of the site be submitted which extends a minimum of 200 feet beyond the limits of the proposed development, at a scale of 1"=200' or greater, showing 2-foot contour intervals. The map as appropriate may indicate the following: existing surface water drainage, shorelines, steep slopes, soils, erodible soils, perennial or intermittent streams that drain into or upstream of the Category One waters, wetlands and flood plains along with their appropriate buffer strips, marshlands and other wetlands, pervious or vegetative surfaces, existing man-made structures, roads, bearing and distances of property lines, and significant natural and manmade features not otherwise shown.

2. Environmental Site Analysis. A written and graphic description of the natural and man-made features of the site and its surroundings should be submitted. This description should include a discussion of soil conditions, slopes, wetlands, waterways and vegetation on the site. Particular attention should be given to unique, unusual, or environmentally sensitive features and to those that provide particular opportunities or constraints for development.

3. Project Description and Site Plans. A map (or maps) at the scale of the topographical base map indicating the location of existing and proposed buildings roads, parking areas, utilities, structural facilities for stormwater management and sediment control, and other permanent structures. The map(s) shall also clearly show areas where alterations will occur in the natural terrain and cover, including lawns and other landscaping, and seasonal high groundwater elevations. A written description of the site plan and justification for proposed changes in natural conditions shall also be provided.

4. Land Use Planning and Source Control Plan. This plan shall provide a demonstration of how the goals and standards of §15-10B.3 is being met. The focus of this plan shall be to describe how the site is being developed to meet the objective of controlling groundwater recharge, stormwater quality and stormwater quantity problems at the source by land management and source controls whenever possible.

5. Stormwater Management Facilities Map. The following information, illustrated on a map of the same scale as the topographic base map, shall be included:

(a) Total area to be disturbed, paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon, and details of the proposed plan to control and dispose of stormwater.

(b) Details of all stormwater management facility designs, during and after construction, including discharge provisions, discharge capacity for each outlet at different levels of detention and emergency spillway provisions with maximum discharge capacity of each spillway.

6. Calculations.

(a) Comprehensive hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in §15-10B.3 of this section.

(b) When the proposed stormwater management control measures depend on the hydrologic properties of soils or require certain separation from the seasonal high water table, then a soils report shall be submitted. The soils report shall be based on onsite boring logs or soil pit profiles. The number and location of required soil borings or soil pits shall be determined based on what is needed to determine the suitability and distribution of soils present at the location of the control measure.

7. Maintenance and Repair Plan. The design and planning of the stormwater management facility shall meet the maintenance requirements of §15-10B.7.

8. Waiver from Submission Requirements. The municipal official or board reviewing an application under this section may, in consultation with the municipality's review engineer, waive submission of any of the requirements in §15-10B.6c.1 through §15-10B.6c.6 of this section when it can be demonstrated that the information requested is impossible to obtain or it would create a hardship on the applicant to obtain and its absence will not materially affect the review process.

§15-10B.7 Maintenance and Repair.

a. Applicability. Projects subject to review as in §15-10B.1c of this section shall comply with the requirements of §15-10B.7b and §15-10B.7c.

b. General Maintenance.

1. Maintenance for stormwater management measures shall comply with last amended N.J.A.C. 7:8-5.8, incorporated herein by reference.

2. The following requirements of N.J.A.C. 7:8-5.8 do not apply to stormwater management facilities that are dedicated to and accepted by the municipality or another governmental agency, subject to all applicable municipal stormwater general permit conditions, as issued by the Department:

(a) If the maintenance plan identifies a person other than the property owner (for example, a developer, a public agency or homeowners' association) as having the responsibility for maintenance, the plan shall include documentation of such person's or entity's agreement to assume this responsibility, or of the owner's obligation to dedicate a stormwater management facility to such person under an applicable ordinance or regulation; and

(b) Responsibility for maintenance shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project. The individual property owner may be assigned incidental tasks, such as weeding of a green infrastructure BMP, provided the individual agrees to assume these tasks; however, the individual cannot be legally responsible for all of the maintenance required.

https://www.njstormwater.org/maintenance_guidance.htm.

3. In the event that the stormwater management facility becomes a danger to public safety or public health, or if it is in need of maintenance or repair, the municipality shall so notify the responsible person in writing. Upon receipt of that notice, the responsible person shall have

fourteen (14) days to effect maintenance and repair of the facility in a manner that is approved by the municipal engineer or his designee. The municipality, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause. If the responsible person fails or refuses to perform such maintenance and repair, the municipality or County may immediately proceed to do so and shall bill the cost thereof to the responsible person. Nonpayment of such bill may result in a lien on the property.

c. Nothing in this section shall preclude the municipality in which the major development is located from requiring the posting of a performance or maintenance guarantee in accordance with N.J.S.A. 40:55D-53.

§15-10B.8 Penalties.

Any person(s) who erects, constructs, alters, repairs, converts, maintains, or uses any building, structure or land in violation of this section shall be subject to the penalties set forth in Chapter 3, General Police Regulations, §3-21 of the General Ordinances of the Township of Warren.

Section 2. This Ordinance shall be construed so as not to conflict with any provision of New Jersey or Federal law. The provisions of this Ordinance shall be cumulative with, and not in substitution for, all other applicable zoning, planning, land use and development regulations. In the event of any inconsistency or conflict between the provisions of this Ordinance or other local requirements, the provisions of this Ordinance shall apply.

Section 3. If any provisions of this Ordinance shall be adjudged invalid, such adjudication shall not affect the validity of the remaining provisions which shall be deemed severable therefrom.

Section 4. After introduction, the Township Clerk is hereby directed to provide a copy of the within Ordinance to the Planning Board for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A.40:55D-64. The Planning Board is directed to make and transmit to the Township Committee within 35 days after referral a report, including identification of any provisions in the proposed Ordinance which are inconsistent with the Master Plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 5. After introduction, the Township Clerk is hereby directed to provide by personal service, certified mail or email with confirmation that the email was delivered, at least 10 days prior to the scheduled hearing, a copy of this Ordinance and a Notice of Hearing in accordance with N.J.S.A. 40:55D-15 to: the clerk of any adjoining municipalities located within 200 feet of the boundaries of the affected properties; and the County Planning Board.

Section 6. After introduction, the Township Clerk, in accordance with N.J.S.A. 40:49-2 and N.J.S.A. 40:49-2.1, is hereby directed to publish this Ordinance in its entirety or by title and summary at least once in a newspaper published and circulated in the municipality, if there is one, and if not, in a newspaper printed in the county and circulating in the municipality, together with a notice of the introduction thereof, the time and place when and where it will be further considered for final passage. The publication shall include a clear and concise statement prepared by the Clerk setting forth the purpose of this Ordinance and a time and place when and where a copy of this Ordinance can be obtained without cost by any member of the general public. The publication shall be at least one week prior to the scheduled hearing.

Section 7. If adopted, the Township Clerk, in accordance with N.J.S.A. 40:49-2 and N.J.S.A. 40:49-2.1, is hereby directed to publish this Ordinance, in its entirety or by title and summary, together with a notice of the date of passage or approval, at least once in a newspaper published and circulated in the municipality, if there is one, and if not, in a newspaper printed in the county and circulating in the municipality.

Section 8. If adopted, the Township Clerk, in accordance with N.J.S.A. 40:55D-16, shall forward a copy of this Ordinance to the County Planning Board for filing.

Section 9. This Ordinance shall take effect immediately upon its adoption, passage and publication according to law.

ATTEST:

TOWNSHIP OF WARREN

Cathy Reese, RMC
Township Clerk

Victor J. Sordillo,

INTRODUCED: June 13, 2024

ADOPTED:

EFFECTIVE:

DRAFT

**TOWNSHIP OF WARREN
ORDINANCE NO. 24-18**

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE TOWNSHIP OF WARREN, COUNTY OF SOMERSET, STATE OF NEW JERSEY, TO ADD A NEW SECTION §15-10F “PRIVATE STORM DRAIN INLET RETROFITTING” TO CHAPTER 15 “LAND USE PROCEDURES AND DEVELOPMENT”

WHEREAS, on July 17, 2023, the New Jersey Department of Environmental Protection (“NJDEP”) amended its Stormwater Management Regulations, N.J.A.C. 7:8-1.1 et seq.; and

WHEREAS, the NJDEP has promulgated a model Private Storm Drain Inlet Retrofitting ordinance to establish requirements for the retrofitting of existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction, or resurfacing or alterations of facilities on private property to prevent the discharge of solids and floatables to the municipal storm sewer system; and

WHEREAS, the Township now wishes to adopt the within ordinance based on the NJDEP Private Storm Drain Inlet Retrofitting model ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Warren, County of Somerset, State of New Jersey, as follows:

Section 1. The Municipal Code of the Township of Warren, County of Somerset, State of New Jersey, is hereby amended to add a new Section §15-10F “Private Storm Drain Inlet Retrofitting” to Chapter 15 “Land Use Procedures and Development” as follows:

§15-10F PRIVATE STORM DRAIN INLET RETROFITTING

§15-10F.1 Purpose.

This section requires the retrofitting of existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction, or resurfacing or alterations of facilities on private property, to prevent the discharge of solids and floatables (such as plastic bottles, cans, food wrappers and other litter) to the municipal separate storm sewer system(s) operated by Warren Township so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

§15-10F.2 Definitions.

For the purpose of this section, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this section 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.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Shall mean a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by Warren Township or other public body, and is designed and used for collecting and conveying stormwater.

PERSON

Shall mean any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

STORM DRAIN INLET

Shall mean an opening in a storm drain used to collect stormwater runoff and includes, but is not limited to, a grate inlet, curb-opening inlet, slotted inlet, and combination inlet.

WATERS OF THE STATE

Shall mean the ocean and its estuaries, all springs, streams and bodies of surface or ground water, whether natural or artificial, within the boundaries of the State of New Jersey or subject to its jurisdiction.

§15-10F.3 Prohibited Conduct.

a. No person in control of private property (except a residential lot with one single family house) shall authorize the repaving, repairing (excluding the repair of individual potholes), resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen), reconstructing or altering any surface that is in direct contact with an existing storm drain inlet on that property unless the storm drain inlet either:

1. Already meets the design standard below to control passage of solid and floatable materials; or
2. Is retrofitted or replaced to meet the standard in §15-10F.4 below prior to the completion of the project.

§15-10F.4 Design Standard.

a. Storm drain inlets identified in §15-10F.3 above shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this paragraph, “solid and floatable materials” means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see §15-10F.4a.3 below.

1. Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

(a) The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996); or

(b) A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors.

2. Whenever design engineers use a curb-opening inlet, the clear space in that curb opening (or each individual clear space, if the curb opening has two or more clear spaces) shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

3. This standard does not apply:

(a) Where the municipal engineer agrees that this standard would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets that meet these standards;

(b) Where flows are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

(i) A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or

(ii) A bar screen having a bar spacing of 0.5 inches.

(c) Where flows are conveyed through a trash rack that has parallel bars with one-inch (1") spacing between the bars; or

(d) Where the New Jersey Department of Environmental Protection determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

§15-10F.5 Enforcement.

This section shall be enforced by the Warren Township Zoning Officer, or his/her designee.

§15-10F.6 Violations and Penalties.

Any person(s) who is found to be in violation of the provisions of this section ordinance shall be subject to the fines and penalties set forth in Chapter 3, General Police Regulations, §3-21 of the General Ordinances of the Township of Warren for each storm drain inlet that is not retrofitted to meet the design standard.

Section 2. This Ordinance shall be construed so as not to conflict with any provision of New Jersey or Federal law. The provisions of this Ordinance shall be cumulative with, and not in substitution for, all other applicable zoning, planning, land use and development regulations. In the event of any inconsistency or conflict between the provisions of this Ordinance or other local requirements, the provisions of this Ordinance shall apply.

Section 3. If any provisions of this Ordinance shall be adjudged invalid, such adjudication shall not affect the validity of the remaining provisions which shall be deemed severable therefrom.

Section 4. After introduction, the Township Clerk is hereby directed to provide a copy of the within Ordinance to the Planning Board for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A.40:55D-64. The Planning Board is directed to make and transmit to the Township

Committee within 35 days after referral a report, including identification of any provisions in the proposed Ordinance which are inconsistent with the Master Plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 5. After introduction, the Township Clerk is hereby directed to provide by personal service, certified mail or email with confirmation that the email was delivered, at least 10 days prior to the scheduled hearing, a copy of this Ordinance and a Notice of Hearing in accordance with N.J.S.A. 40:55D-15 to: the clerk of any adjoining municipalities located within 200 feet of the boundaries of the affected properties; and the County Planning Board.

Section 6. After introduction, the Township Clerk, in accordance with N.J.S.A. 40:49-2 and N.J.S.A. 40:49-2.1, is hereby directed to publish this Ordinance in its entirety or by title and summary at least once in a newspaper published and circulated in the municipality, if there is one, and if not, in a newspaper printed in the county and circulating in the municipality, together with a notice of the introduction thereof, the time and place when and where it will be further considered for final passage. The publication shall include a clear and concise statement prepared by the Clerk setting forth the purpose of this Ordinance and a time and place when and where a copy of this Ordinance can be obtained without cost by any member of the general public. The publication shall be at least one week prior to the scheduled hearing.

Section 7. If adopted, the Township Clerk, in accordance with N.J.S.A. 40:49-2 and N.J.S.A. 40:49-2.1, is hereby directed to publish this Ordinance, in its entirety or by title and summary, together with a notice of the date of passage or approval, at least once in a newspaper published and circulated in the municipality, if there is one, and if not, in a newspaper printed in the county and circulating in the municipality.

Section 8. If adopted, the Township Clerk, in accordance with N.J.S.A. 40:55D-16, shall forward a copy of this Ordinance to the County Planning Board for filing.

Section 9. This Ordinance shall take effect immediately upon its adoption, passage and publication according to law.

ATTEST:

TOWNSHIP OF WARREN

Cathy Reese, RMC
Township Clerk

Victor J. Sordillo, Mayor

INTRODUCED: June 13, 2024

ADOPTED:

EFFECTIVE:

**BOROUGH OF WATCHUNG
RESOLUTION: R1**

WHEREAS, applications have been received for the renewal of liquor licenses and the fees have been paid therefore, and

WHEREAS, the Police Department has approved the premises below for renewal.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Watchung, County of Somerset that the following renewal licenses be issued as follows:

PLENARY RETAIL CONSUMPTION LICENSE: Fee- \$2,500.00

- | | |
|-----------------|--|
| 1821-32-002-010 | SHIVPRIYA LLC, 1601 US Highway 22
dba The Wine Cellar of Watchung |
| 1821-33-006-006 | TGI FRIDAYS INC, 1701-100 Route 22 |
| 1821-33-007-001 | TWIN BROOKS LOUNGE, 600 Mountain Boulevard |
| 1821-33-001-007 | STIRLING HOSPITALITY GROUP LLC.,141 Stirling Road
dba Water & Wine Ristorante |
| 1821-33-004-004 | WATCHUNG BWW Limited Liability Company,
dba Buffalo Wild Wings Grill & Bar - 1599 Route 22 West |
| 1821-33-005-013 | MILLERS ALE HOUSE OF WATCHUNG LLC, 1664 US 22 East |

PLENARY RETAIL DISTRIBUTION LICENSE: Fee- \$2,500.00

- | | |
|-----------------|--|
| 1821-44-003-007 | VDK Ho Liquor Corp, 451 Watchung Avenue
dba Watchung Liquor Store |
|-----------------|--|

BE IT FURTHER RESOLVED that the licenses as listed above be issued for a renewal term starting on July 1, 2024 through June 30, 2025 and that the Borough Clerk is hereby authorized to deliver the aforementioned licenses, and that a certified copy of this resolution be sent to the State Commissioner of Alcoholic Beverage Control.

Christine Ead, Council President

Ronald Jubin, Ph. D., Mayor

ADOPTED: JUNE 20, 2024
INDEX: LICENSES
C: RA, NJ ABC

I, Edith G. Gil, Municipal Clerk of the Borough of Watchung in the State of New Jersey, do hereby certify the foregoing to be a true copy of a resolution adopted by the Mayor and Council at a meeting held on June 20, 2024.

Edith G. Gil, RMC

**BOROUGH OF WATCHUNG
RESOLUTION: R2**

WHEREAS, the Watchung Education Foundation will be partnering with the Borough of Watchung for a borough-sponsored event scheduled to be held on June 22, 2024, and permission has been requested to the NJ Legalized Games of Chance Control Commission for a Raffle Permit; and

WHEREAS, the Watchung Education Foundation (WEF) has asked that the Mayor and Council waive the section of the Borough Code restricting the use of certain games of chance at a public park, as set forth in Chapter 16-1.10 of the Code of the Borough of Watchung; and

WHEREAS, the WEF has filed a Raffle Permit Application with the NJ Legalized Games of Chance Control Commission and subject to their approval, the Mayor and Council hereby authorize the waiver of section 16-1.10 of the borough code.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung that restriction of games of chance in section 16-1.10 of the borough code is hereby waived for the Block Party celebration scheduled for June 22, 2024 at Mobus Field.

Christine B. Ead, Council President

Ronald Jubin, Ph.D., Mayor

ADOPTED: JUNE 20, 2024
INDEX: MISC./BOROUGH PROP.
C: POLICE, D. GRAY, OEM

**BOROUGH OF WATCHUNG
RESOLUTION: R3**

WHEREAS, Section 2-25.13 of the Code of the Borough of Watchung requires that contracts for purchases or services involving more than the authorized bid threshold be awarded by a resolution of the Mayor and Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey, that the Purchasing Agent be authorized to issue Purchase Orders as follows:

Vendor: Finne Building & Investment, 180 Oakwood Road West, Watchung, NJ 07069
Item: 1020 Johnston Drive drainage
Total Price: \$8,000.00
Charged to: 4-01-610-201

Vendor: A. Pigna Mason Contractors, 2552 Plainfield Avenue, Scotch Plains, NJ 07076
Item: Texier House Masonry Work
Total Price: \$11,690.00
Charged to: C-02-607-A15, C-02-244-A13

Christine B. Ead, Council President

Ronald Jubin, Ph.D., Mayor

ADOPTED: JUNE 20, 2024
INDEX: PURCHASING
C: B. HANCE

BOROUGH OF WATCHUNG
 15 Mountain Boulevard
 Watchung, NJ 07069
 TEL (908)756-0080 FAX (908)757-7027

PURCHASE ORDER	
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.	
NO.	24-00672

ORDER DATE: 06/13/24
 REQUISITION NO:
 DELIVERY DATE:
 STATE CONTRACT:
 ACCOUNT NUM:

PAYMENT RECORD	
CHECK NO.	
DATE PAID	

NOTICE: TAX ID #22-6002382 - TAX EXEMPT

SHIP TO	WATCHUNG MUNICIPAL BUILDING 15 MOUNTAIN BLVD. WATCHUNG, NJ 07069-6399
	VENDOR #: FINNE FINNE BUILDING & INVESTMENT 180 OAKWOOD ROAD WEST WATCHUNG, NJ 07069 Phone: (908)279-7451

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	1020 Johnston Dr drainage	4-01- -610-201	8,000.0000	8,000.00
			TOTAL	8,000.00

CLAIMANT'S CERTIFICATION & DECLARATION	OFFICER'S CERTIFICATION	APPROVAL TO PURCHASE
<p>I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.</p> <p>X</p> <p>_____ VENDOR SIGN HERE</p> <p>_____ OFFICIAL POSITION DATE</p> <p>_____ TAX ID NO. OR SOCIAL SECURITY NO.</p>	<p>I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.</p> <p>_____ DEPT. HEAD DATE</p> <p>VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER, MAIL VOUCHER & ITEMIZED BILLS TO: BOROUGH OF WATCHUNG 15 Mountain Boulevard Watchung, NJ 07069</p>	<p>DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW.</p> <p><i>William J. Amice</i> _____ CFO/QPA</p> <p>_____ COUNCIL APPROVAL CAN BE SEEN</p> <p>_____ ON BILL LIST RESOLUTION</p>

BOROUGH OF WATCHUNG
 15 Mountain Boulevard
 Watchung, NJ 07069
 TEL (908)756-0080 FAX (908)757-7027

PURCHASE ORDER	
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.	
NO.	24-00701


SHIP TO	WATCHUNG MUNICIPAL BUILDING 15 MOUNTAIN BLVD. WATCHUNG, NJ 07069-6399
	VENDOR # : APIGNA A. Pigna Mason Contractors 2552 Plainfield Avenue Scotch Plains, NJ 07076

ORDER DATE: 06/14/24
 REQUISITION NO:
 DELIVERY DATE:
 STATE CONTRACT:
 ACCOUNT NUM:

PAYMENT RECORD	
CHECK NO.	
DATE PAID	

NOTICE: TAX ID #22-6002382 - TAX EXEMPT

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Texier House Masonry work		11,690.0000	11,690.00
	34.97 %	C-02- -607-A15		
	65.03 %	C-02- -244-A13		
			TOTAL	11,690.00

CLAIMANT'S CERTIFICATION & DECLARATION	OFFICER'S CERTIFICATION	APPROVAL TO PURCHASE
I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one. X _____ VENDOR SIGN HERE _____ OFFICIAL POSITION DATE _____ TAX ID NO. OR SOCIAL SECURITY NO.	I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures. _____ DEPT. HEAD DATE VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER. MAIL VOUCHER & ITEMIZED BILLS TO: BOROUGH OF WATCHUNG 15 Mountain Boulevard Watchung, NJ 07069	DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW.  _____ CFO/QPA _____ COUNCIL APPROVAL CAN BE SEEN _____ ON BILL LIST RESOLUTION

**BOROUGH OF WATCHUNG
RESOLUTION: R4**

***AUTHORIZING MEMBER PARTICIPATION IN THE FEDERAL SURPLUS PERSONAL
PROPERTY DONATION PROGRAM***

WHEREAS, the Federal Surplus Personal Property Donation Program enables eligible non-federal organizations to obtain surplus personal property no longer required by the federal government; and

WHEREAS, the Borough wishes to join the Federal Surplus Personal Property Donation Program by becoming a donee and is required to submit an eligibility application.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council authorize the Borough Administrator and/or the Chief Financial Officer to submit the necessary application(s) in order to participate in the Federal Surplus Personal Property Donation Program authorized under Title 40 of the United States Code.

Christine B. Ead, Council President

Ronald Jubin, Ph.D., Mayor

ADOPTED: JUNE 20, 2024
INDEX: PURCHASING, MISC.,
C: B. HANCE,

**BOROUGH OF WATCHUNG
RESOLUTION: R5**

WHEREAS, it is necessary to retain the Professional Services of an **Affordable Housing Administrative Agent** as regulated by the NJ Department of Community Affairs; and

WHEREAS, the Borough solicited for a Proposal for Affordable Housing General Administrative Agent and received a written proposal which was reviewed by the Borough Administrator; and

WHEREAS, the Chief Financial Officer of the Borough of Watchung has certified that funds are available in the following account: Affordable Housing Trust Fund

William J. Hance, CFO

WHEREAS, it is the consensus of the Governing Body that it would be in the best interest of the Borough to authorize a Professional Service contract to CGP&H LLC, 1249 South River Road, Suite 301, Cranbury, New Jersey 08512.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that a contract be awarded to CGP&H, in an amount not to exceed \$30,000.00.

BE IT FURTHER RESOLVED that this contract is being awarded upon recommendation by the Administrator and based on the merits and abilities of the professionals to provide the goods or services as described herein.

BE IT FURTHER RESOLVED that this contract was not awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20.4 *et seq.* but has been awarded based on the merits and abilities of CGP&H to provide these professional services described herein.

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

Paul Fischer, Council Member

Ronald Jubin, Ph.D., Mayor

ADOPTED: JUNE 20, 2024
INDEX: AWARDS,
C: B. HANCE

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT by and between the Borough of Watchung (hereinafter referred to as "Borough"), a Municipal Corporation of the State of New Jersey and CGP&H LLC, 1249 South River Road, Suite 301, Cranbury, NJ 08512 (hereinafter referred to as "CGP&H"); and

WHEREAS, both the Borough and CGP&H desire to set forth the various duties, terms and responsibilities of the parties hereto;

WHEREAS, the Borough Council hereby desires to approve of this Contract that was presented for the provision of said services.

WITNESSETH, that the parties hereto, for and in consideration of the mutual agreements herein contained, promise and agree as follows:

1. The term of the Agreement shall become effective as of the 12th day of August, 2024 for a period of twelve (12) months terminating at the close of business on the 11th day of August, 2025. The Agreement may be terminated by either party, by giving one (1) month advanced written notice to the other.
2. CGP&H shall furnish all equipment and materials and shall perform the services set forth in Schedule A, Scope of Services and Compensation. Compensation will be provided as in this Agreement and as awarded in accordance with Compensation Schedule in strict accordance with the contract as the word "contract" is hereinafter defined and in accordance with all other terms and provisions.
3. The "contract" shall consist of the following:
 - a. This Agreement and all Schedules annexed thereto.
 - b. Resolution of appointment made by the Mayor and Borough Council.
 - c. All other terms required by law to be inserted in this contract, whether actually inserted or not.
 - d. The Affirmative Action Requirements annexed hereto, applicable to this

contract, as Schedule B.

4. CGP&H hereby represents to the Borough that CGP&H is qualified to fulfill the position set forth herein with applicable requirements. CGP&H further represents that CGP&H is familiar with all applicable statutes, laws, regulations, procedures and requirements in connection with this appointment.
5. CGP&H hereby agrees to perform the services set forth under the Scope of Services and Compensation, Schedule A, for the Borough of Watchung during the period set forth herein above.
6. CGP&H shall not assign this contract or any of its rights or monies due hereunder without the previous written consent of the Borough of Watchung as evidenced by a duly adopted Resolution.
7. CGP&H represents that they currently have professional liability insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, and that they shall supply a certificate to the Borough showing said coverage. CGP&H further covenants and agrees to protect, keep and hold the Borough of Watchung harmless against any and all actions, claims or demands for damages, which may be caused by the negligent error, act or omission of CGP&H or by the improper performance of the contract.
8. Payment to CGP&H shall be made in strict accordance with the terms of this contract. It is understood and agreed that in the event CGP&H is required to perform services that are not contemplated and are not within the subject matter of this contract and are extraordinary and are of a kind which would not ordinarily be performed in the normal course of providing services, that CGP&H shall be paid additional sums of money based upon change orders duly approved by Resolution of the Borough of Watchung Council.

AND IT IS FURTHER UNDERSTOOD AND AGREED that the covenants, conditions and agreements herein contained are binding of the parties hereto, their 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	\$10,300
AFFORDABILITY ASSISTANCE PROGRAM SERVICES	\$0
ACCESSORY APARTMENT PROGRAM SERVICES	\$0
HOUSING REHABILITATION PROGRAM SERVICES assuming no more than 1 cases are completed in the contract year.	\$13,200
TOTAL CONTRACT NOT-TO-EXCEED	\$23,500

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. Municipal Services	Not-to-exceed \$10,000 billed hourly at a rate of \$165 per hour for senior staff which include planners and department supervisors
2. Applicant Services	Monthly flat fee of \$0 per month for a total of \$0 per year. <i>This line item is not anticipated to be required and therefore will not be implemented without additional written authorization and change order.</i>
3. 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>
4. Subordination Requests	\$175 flat fee to process refinancing requests. This fee is paid by the homeowner.
5. Direct Costs	Reimbursement for expenses. Not to exceed \$300 per contract year.
TOTAL PAID BY MUNICIPALITY	Not-to-exceed \$10,300 including up to 0 units listed for sale.

1. Municipal Services: This may include, but is not limited to:

- 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
- 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.

2. **Applicant Services:** *This line item is not anticipated to be required and therefore will not be implemented without additional written authorization and change order.*

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

3. **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.

4. **Subordination Requests:** includes the cost of processing mortgage Subordination Requests during the affordability control period.

5. **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.

AFFORDABILITY ASSISTANCE PROGRAM SERVICES

Affordability Assistance Program Services	<p>CGP&H will charge a flat fee of \$425 for each first month's rent program application.</p> <p>CGP&H will charge a flat fee of \$525 for each down payment assistance program application.</p> <p>For all other services related to affordability assistance implementation, CGP&H will bill hourly at \$165 per hour for senior staff, and \$105 per hour.</p>
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Affordability Assistance Program Services: Once programs are selected and manuals written are and approved, administration of these affordability assistance programs includes, but is not limited to:

- Soliciting applications
- Distributing and processing applications
- Income certifying applicants, when required.
- Reviewing and approving applications.
- Tracking the disbursement of funds for required reporting.
- Keeping records of all affordability assistance provided.

ACCESSORY APARTMENT PROGRAM SERVICES

Accessory Apartment Program Implementation	<p>Billed hourly at \$165 per hour for President, Vice President and all senior staff, and \$105 per hour for all other staff.</p>
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Accessory Apartment Program Implementation: After the program manual is written and approved, this includes, but is not limited to:

- Ongoing marketing to existing residents
- Distributing marketing materials
- Answering homeowner inquiries
- Brining applications from initial submission through to case closing.
- The not-to-exceed for this line item may require revision based on local homeowner interest in the program, or if homeowners start the process but do not finish, etc.

The Municipality can decide whether it wants owners of future accessory rental units to pay CGP&H to market and fill their vacancies whenever that occurs, or whether the Municipality will cover those periodic expenses. Many of our clients decide to cover this expense, as turnover is generally slow, and it further encourages homeowner participation.

Housing Rehabilitation Program Administration Services

1. Ongoing Day-to-Day Program Administration	Monthly flat fee of \$500 per month for a total of \$6,000 per contract year.
2. Direct Costs	\$300 not to exceed per year.
Additional services as requested	Billed hourly at the blended rate of \$132 per hour. <i>Budget for these services will depend on scope of additional services requested by the municipality. CGP&H will not bill any time towards this line item without written authorization from the municipality.</i>

- 1. Ongoing Day-to-Day Program Administration:** includes but is not limited to contractor outreach, intake of new interested contractor applications, qualifying new contractors, maintaining contractor database and individual records, updates to rehab work specifications templates and compliance research, maintaining a waiting list of interested residents; ongoing owner outreach efforts, reviewing homeowner pre-applications to determine initial eligibility, reporting, doing minor updates to program manual and forms as needed and all other Housing Rehabilitation administrative tasks. The following services are not included within the retainer and will require additional authorization to proceed: preparation for and presentation to community as a whole or community sub-groups at request of municipality.
- 2. Direct Costs:** this includes, but is not limited to, reimbursement for direct costs for large scale printing jobs, postage, mailings, poster production, expedited mailings or messenger services, county filing/recording fees, etc. This does not include paid advertising.

Housing Rehabilitation Program Case Management

1. Milestone 1: Eligibility Determination	Flat fee of \$1,280 payable upon certification of applicant's eligibility. Discounted flat fee of \$850 for each additional unit within a multi-family dwelling.
2. Milestone 2: Loan Closing	Flat fee of \$3,400 payable upon execution of construction documents. Discounted flat fee of \$1,250 for each additional unit within a multi-family dwelling.
3. Milestone 3: Final Inspection	Flat fee of \$2,120 payable upon satisfactory final inspection. Discounted flat fee of \$900 for each additional unit within a multi-family dwelling.
4. Title Search Fee	\$100 per property
5. Subordination Requests	\$175 flat fee to process refinancing requests. This fee is paid by the homeowner.

1. **Milestone 1: Eligibility Determination:** this includes the introductory setup of a case through the processing of applications and determining the applicant's eligibility for the program.
2. **Milestone 2: Loan Closing:** this includes comprehensive inspection of home to determine code violations, repair needs; developing a detailed cost estimate and work specifications for review and approval by homeowner; preparing bid documents for contractors to bid; review of bids received, preparing contractor contracts and homeowner agreements with the Municipality, and preconstruction meeting/contract signing/loan closing.
3. **Milestone 3: Final Inspection:** this includes working with contractors and homeowners throughout construction to finalize the rehabilitation work, troubleshooting any difficulties that arise, progress inspections, and case closeout.
4. **Title Search Fee:** Per property title search fee to confirm ownership and property liens.
5. **Subordination Requests:** includes the cost of processing of subsequent Program Mortgage Subordination Requests during the affordability control period.

Lead Risk Assessment and Testing Services if requested by municipality	
1. Lead Risk Assessment and Report	Flat fee of \$600 per unit (includes dust wipes and soil sample as needed)
2. Lead Clearance Testing	Flat fee of \$330 per unit.
3. Direct Costs for Lead Clearance Lab Tests	Flat fee of \$15 per dust wipe and soil sample

- 1. Lead Risk Assessment and Report:** Only applicable to houses built prior to 1978.
- 2. Lead Clearance Testing:** Only necessary if lead risk assessment findings have actionable lead level.
- 3. Direct Costs for Lead Clearance Lab Tests:** Per each dust wipe and soil sampling needed for an applicable property lead clearance. Typically, no more than 12 samples per lead clearance. This price includes shipping from the lab.

Charges to be paid by the Housing Rehabilitation Contractor to CGP&H

CIRCUMSTANCE	CONTRACTOR PENALTY
1. Failed Final Inspection	\$375 per failed inspection paid by the contractor directly to CGP&H. \$300 for repeat lead clearance if needed.
2. Unjustified Construction Delays	\$50 per day paid by the contractor directly to CGP&H.

- 1. Failed Final Inspection:** If a contractor requests a final inspection, and fails to meet the specifications of the Work Write-Up, the contractor will be charged a flat fee to partially cover the cost of having to conduct a second inspection and preparing the accompanying inspection reports. Charges for each failed final inspection will be issued directly from the contractor to CGP&H, as specified in the construction agreement. CGP&H will notify the Municipality if this penalty is ever levied against a contractor.
- 2. Unjustified Construction Delays:** If the contractor delays construction without appropriate justification which requires CGP&H's additional follow-up with contractor, a weekly penalty will be charged to the contractor during the delay period. This will be specified in the construction agreement as a weekly penalty to the contractor paid directly to CGP&H if the penalty is imposed. CGP&H will notify the Municipality if this penalty is ever levied against a contractor.

The following fees may apply to the Municipality only if the need arises:

Additional Housing Rehabilitation Services, as Needed	Fee
Services related to any cases that are terminated due to circumstances outside the control of CGP&H, including determination of either participant or property ineligibility, voluntary withdrawal by the program participant, or a participant failure to follow other program rules, including violations of local ordinances, falsification of eligibility documents, etc.	\$850 flat fee per termination.
For services related to the program inspector's discovery during the initial property inspection of non-compliant occupancy or recently completed or ongoing home improvements without required municipal permits, the CGP&H will work to get the program participant to rectify the situation and become municipally compliant before the case can continue in the program with the standard case processing procedures. *Municipality has the option to pass on this additional cost to the owner.	\$400 flat fee per case for compliance items*
If the program participant delays the preconstruction process for any reason, including rectifying non-compliance discovery (see above section), which then makes the state mandated certificate of eligibility period expire prior to the signing of the construction agreement, CGP&H will be required to reverify household income. *Municipality has the option to pass on this additional cost to the owner.	\$750 per re-verification of income*
On occasion, there are secondary or supplemental funding sources available to assist a unit get fully up to code in cases where the program's funding limits and the program participant's ability to provide their own funding is insufficient. To avoid abandoning the case since it cannot be brought up to code with available funding, we can partner with other funding sources in some cases to make the project work. CGP&H will r initial research to determine if partnering source is an option for the particular case, and if so, then coordinate with secondary funding source.	\$400 flat fee per case for initial research and coordination of partnering funds
If during or after the completion of a housing rehabilitation case there are contract disputes, warranty claims or other kinds of disputes causing the Municipality to request mediation or intervention, CGP&H will only proceed upon written authorization from the municipality. When a program participant or contractor contacts CGP&H directly, CGP&H will attempt to resolve it expediently, prior to seeking written authorization from the municipality.	\$400 flat fee per case for warranty claims or \$750 flat fee per case for contract disputes.
Cases that require more than one bid opening (due to non-receipt of a qualified bid, contractor replacement or specialty contractor need on portion of rehab work) and/or more than one loan closing and related documents preparation; CGP&H will proceed with a re-bid process which includes re-sending updated bid notice and bid packages, additional bid opening, and review of bids received and/or each additional set of loan closing documents and/or additional loan closing	\$525 per case for re-bid process and \$525 per case for each additional needed loan closing and/or additional loan closing documents.

Exclusions:

The following services are specifically excluded from the scope of services to be provided under this agreement:

1. All engineering and architectural services related to the rehabilitation of residential structures, and the coordination thereof. In the rare cases where such funding is needed, the homeowner is responsible for those costs.
2. All legal services as may be required to administer the program or resolve a dispute between a program participant and a contractor.
3. Direct costs such as advertising, reproduction, and expedited mail or messenger services more than amount identified above in this proposal.
4. Relocation assistance, in the extremely rare event that a household must be relocated during the construction phase.
5. CGP&H is not responsible for serving as the property manager of any rental units.
6. Lead based paint testing services.

SCHEDULE B

N.J.S.A. 10-5-31 et seq., (N.J.A.C. 17-27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE
GOODS PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

- a. 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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- b. 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 or sex.
- c. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor or subcontractor, where applicable, agrees to comply with the 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 American with Disabilities Act.
- e. The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C 17:-5.2. or a binding determination of the applicable county employment goals determined by the Division pursuant to N.J.A.C.17:27-5.2.

- f. The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- g. 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.
- h. In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions
- i. 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
- j. The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

COMPANY CGP&H, LLC

SIGNATURE _____

TITLE CHIEF OPERATING OFFICER

DATE _____

Proposal for Professional Services

Proposal for Continuation of Administrative Agent and Housing Rehabilitation Services

Borough of Watchung New Jersey

*Proposal Date: June 6, 2024
Valid Through: October 6, 2024*



CGPH

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.

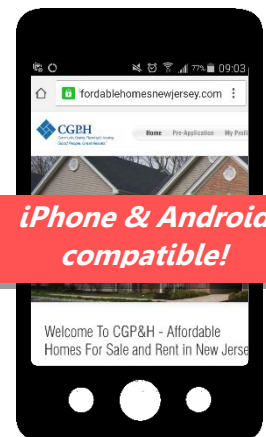
Administrative Agent Services

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.

Housing Rehabilitation Services

We have overseen the rehabilitation of more than 3,500 homes in municipalities through New Jersey and Pennsylvania, currently providing housing rehabilitation services to over 55 of our municipal clients and 2 county clients. CGP&H always ensures that every housing rehabilitation program is seamless and rooted in the principles of maximizing efficiencies while imparting a visible, long-term positive impact for communities. From program creation to full-case processing through completion of construction and issuance of warranties to homeowners, CGP&H offers a full-service housing rehabilitation solution second to none. Always compliant with regulatory requirements, our professionals ensure an optimal outcome every time.

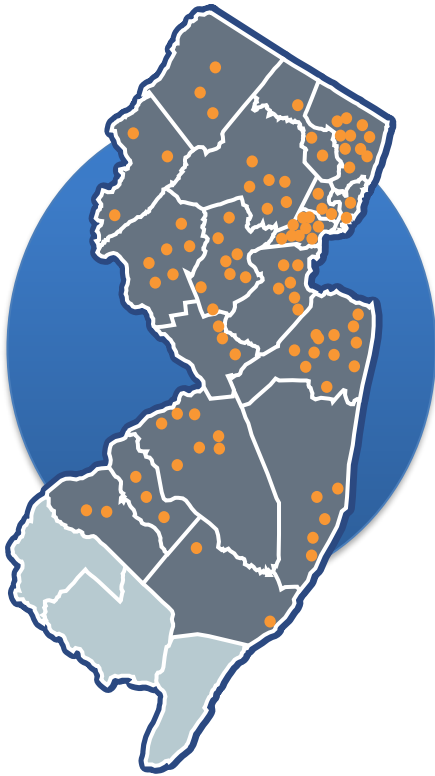
Our housing rehabilitation program website, www.hip.cgph.net provides useful information for both homeowners and contractors interested in participating in our clients' Home Improvement programs. It also makes it easy for homeowners to submit a one-page electronic preliminary application and for contractors to obtain a contractor application at their convenience. Please visit www.hip.cgph.net to see how our specialized website serves residents. Our municipal clients choose CGP&H, and fellow planners and attorneys consistently recommend us to their clients because our programs are carefully designed to comply with all state and federal regulations, produce the most units per dollar, and result in quality construction with satisfied homeowners and renters. Other areas where CGP&H continues to shine include:

- **Creation of new or updating existing Policies and Procedures Manuals to be thorough and in full compliance of applicable federal and/or state regulations**
- **Comprehensive and extensively documented case files which municipal clients; HUD consultants, and state and federal auditors consistently praise**
- **Detailed work write-up specifications and bid documents that are second to none**
- **Progress inspections during the construction phase that increase contractor compliance**
- **Innovative, customized multi-media marketing to homeowners and contractors alike**
- **Local contractor outreach, encouraging participation from the best local contractors**
- **Successfully manage difficult contractors that prove to be sub-standard**
- **Friendly, always accessible, and bilingual staff**
- **Extensive phone support, and in person assistance whenever required**

The satisfaction rate among our applicants and quality of our case files have set the benchmark on which other rehabilitation programs are judged. In fact, on many occasions, our firm has been brought in after municipal programs were severely mismanaged by either other consultants or in-house staff, such as Bound Brook, Freehold Borough, Fairfield (Salem), New Brunswick and the City of Passaic. In every case, CGP&H turned those programs into successes, lauded by the very state and federal agencies that previously had problems with those municipal programs. Whether working with a problem situation, or in a municipality that is brand new to housing rehabilitation, or even taking over administration of a currently successful program, our approach is consistent to achieve the desired results. These reasons, coupled with our highly-experienced management and case team members are the primary reasons for the successes for each of the housing rehabilitation programs we administer throughout New Jersey for our municipal clients, as well as the housing rehabilitation programs we administer in Pennsylvania.

AFFORDABLE HOUSING

Administrative Agent Locations



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

Burlington County

- Bordentown Township
- Burlington City
- Evesham
- Hainesport
- Moorestown
- Mount Holly
- Mount Laurel
- Springfield
- Westampton
- Metuchen
- Old Bridge
- Piscataway
- Sayreville
- Woodbridge

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

Camden County

- Berlin
- Cherry Hill
- Stratford
- Voorhees

Gloucester County

- Washington - Gloucester

Ocean County

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

Atlantic County

- Hammonton
- Northfield

Monmouth County

- Aberdeen
- Eatontown
- Freehold Township
- Hazlet
- Holmdel
- Howell
- Little Silver
- Manalapan
- Manasquan
- Marlboro
- Ocean
- Oceanport
- Rumson
- Sea Bright
- Wall
- West Long Branch

Mercer County

- East Windsor
- Hightstown
- Hopewell
- Pennington
- Princeton

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

HOME IMPROVEMENT PROGRAMS

Passaic County

- Bloomingdale
- Little Falls
- Totowa
- Woodland Park

Morris County

- Denville
- East Hanover
- Florham Park
- Lincoln Park
- Montville
- Morristown

Somerset County

- Bernardsville
- Bound Brook
- Raritan Boro

Burlington County

- Beverly
- Burlington Township
- Cinnaminson
- Florence
- Moorestown
- Mount Holly
- Mount Laurel
- Palmyra

Salem County

- Pittsgrove

Hudson County

- Hoboken
- Kearny

Bergen County

- Bergenfield
- Cresskill
- Edgewater
- Elmwood Park
- Emerson
- Glen Rock
- Hillsdale
- Mahwah
- Montvale
- New Milford
- Oakland
- Park Ridge
- Ridgefield
- River Edge
- Rutherford
- Waldwick Borough

Essex County

- Fairfield
- Glen Ridge
- Livingston
- Maplewood
- Millburn
- Montclair
- South Orange Village
- West Caldwell

Union County

- Clark
- Cranford
- Roselle Park
- Scotch Plains

Middlesex County

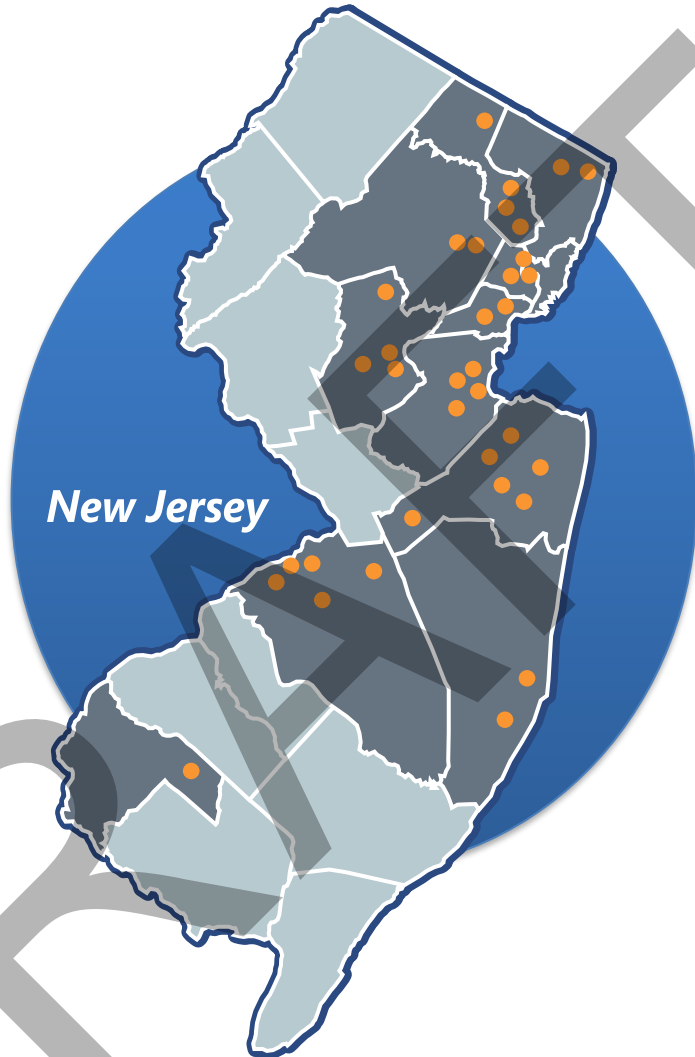
- Edison
- Middlesex County
- Milltown Borough
- New Brunswick
- Old Bridge
- Perth Amboy
- Sayreville
- Woodbridge

Monmouth County

- Asbury Park
- Eatontown
- Freehold Borough
- Holmdel
- Howell
- Marlboro
- Oceanport
- Rumson

Ocean County

- Manchester
- Stafford



Pennsylvania

Lehigh County
 ◆ 23 Municipalities

Montgomery County
 ◆ County Program
 ◆ Norristown Program
 ◆ Abington Program

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 → Municipalities

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.

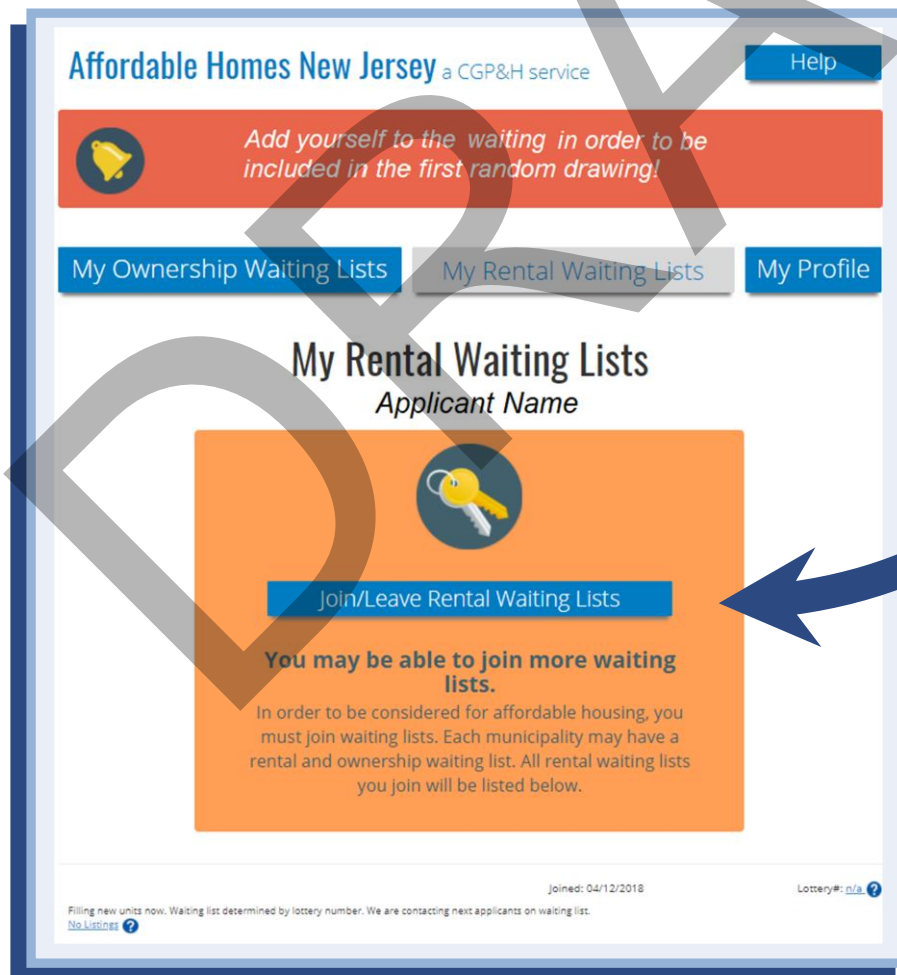
FOLLOW US

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.



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**

[map](#)

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 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.

DRAFT

THE CGP&H APPROACH - HOUSING REHABILITATION SERVICES

Program Design and Marketing:

In coordination with client municipality's staff, elected officials, its attorney and planner, CGP&H will create and/or update the municipality's Program Policies and Procedures manual and forms to ensure effective implementation of the program that meets all State and Superior Court requirements.

CGP&H will implement an Affirmative Marketing Plan to recruit interested homeowners to the program. In consultation with the municipality, CGP&H will employ a variety of proven free and low-cost strategies to advertise the program within the municipality which will likely include, but not be limited to advertising on the municipal website, appending announcements and/or flyers to appropriate municipal mailings, creating 11" by 17" laminated posters and complementary flyers and more detailed brochures for display and distribution at key high visibility locations. We also utilize free local cable TV advertising, if available, to establish the program's applicant pool/waiting list and expand contractor interest as well. We also use email blasts, twitter, and Facebook in cases where the municipality already provides such services to its residents. If future program marketing is needed, CGP&H will also periodically prepare press releases for a series of free advertising opportunities. We will offer to make group presentations to community organizations or to the public at large at the client's municipal building, and even to local contractors to explain the program and its benefits to them. Paid newspaper advertisements will be utilized as a last resort, when deemed necessary and appropriate and is almost never necessary. The methods to be used and the order of their deployment will be analyzed to implement the most effective combination of strategies at the right time. Extensive marketing efforts are essential for all successful housing rehabilitation programs to meet their productivity objectives. Our tried and true approach to marketing is one of the many phases of a strong rehabilitation program that differentiates us from any other provider. Outreach marketing samples are available upon request.

WANTED GENERAL CONTRACTORS

EARN MONEY

THROUGH GOVERNMENT-FUNDED HOME IMPROVEMENT PROJECTS

- ✓ Program-guaranteed payment for compliant work
- ✓ Fully-funded projects are ready to bid
- ✓ Bids are sent directly to you at no cost
- ✓ Detailed list of work items provided to you
- ✓ Expand your client base

Apply Online hip.cgph.net

CGP&H LLC manages home improvement programs throughout New Jersey and Pennsylvania. Our company awards over one-million dollars in home improvement projects each year. Each construction project generally ranges in value between \$10,000 and \$60,000+.

Minority, women-owned and HUD Section 8 businesses are strongly encouraged to participate.

DOES YOUR HOME NEED REPAIRS?
The Mayor and Municipal Council invite you to apply to the **NEW HOME IMPROVEMENT PROGRAM**

You can receive up to \$22,000 in repairs!

If you live in the Municipality, own your home, and your total gross annual household income falls below the income limit for your household size, you may qualify to participate in the program.

- ☑ You'll be able to apply and it does not affect your credit score.
- ☑ Funds are provided as a no interest 120% low rate, forgivable loan.
- ☑ A professional Inspector services the program.
- ☑ The 12% fee is made by payments.

ELIGIBLE USES OF FUNDS INCLUDE:

- Basins
- Bathrooms
- Decking
- Electrical
- Windows
- Siding
- Roofing
- Drywall
- Hot Water

Household Size	1	2	3	4
Annual Income	\$18,750	\$24,000	\$29,250	\$34,500
Household Size	5	6	7	8
Annual Income	\$39,750	\$45,000	\$50,250	\$55,500

FIRST COME, FIRST SERVED TAKE THE FIRST STEP!

This program is sponsored by the Participating Municipality. www.hip.cgph.net

daily submit your preliminary application online!

If you have additional questions, or if you don't have internet access, call the Township for more details at (609) 664-2751. Funding is on a first-come, first-served basis. Funds are not available for the rest of the year.

Each of our municipal Housing Rehabilitation Programs are also featured on our website, www.hip.cgph.net. This easy to navigate website allows interested homeowners and contractors to review program requirements, to learn more about the program and even to apply. It will make it easy for applicants to quickly submit a one-page electronic preliminary application and for contractors to obtain a contractor application at their convenience. Additionally, the website provides an overview of the housing rehabilitation process via a *Frequently Asked Questions* page, as well as *before and after photos* of housing rehabilitation projects and homeowner testimonials to help potential applicants visualize the program benefits. A *Resources* page provides other possible funding sources and related services, as well as house maintenance, fire safety and lead hazards information. The *Resources* page also provides links to the state Division of Consumers Affairs codes and standards, as well as home improvement contractors. Please visit www.hip.cgph.net to get a graphic view of how our specialized website would serve the municipality's residents.



Reporting and Required Meetings (On-Going):

CGP&H will provide the housing rehabilitation data required for annual State or Court reporting, as well as provide periodic reporting to suit the municipality's needs. Samples of program reports can be provided upon request.

Case Management:

CGP&H will administer the applicant case processing and rehabilitation of eligible program participants within the municipality. The following items are included within the scope of services that will be provided by CGP&H during the daily administration of the municipality's Housing Rehabilitation Program.

For accuracy and efficiency purposes, most of our documents are in either Microsoft Excel or Access, and our standard bid, closing, and all other program forms will be designed to cost-effectively merge with the applicant's information, so that more of our professional time can be spent on higher level matters with applicants, homeowners, and contractors, another difference between our company and others.

Application Processing:

CGP&H will process potential program participant applications to ensure that their dwellings are occupied by income eligible households at the time of application. This is accomplished by verifying applicants' income and assets and finalizing the eligibility determination of each applicant.

This process starts with an applicant either submitting an easy online preliminary application to CGP&H or CGP&H pre-qualifying interested households by phone, whichever is the applicant's preference, and then placing them in the program's waiting list/applicant pool. The preliminary application process serves a dual benefit of not wasting the applicants' nor the program's time if the household does not meet several basic eligibility criteria. Once a household is prequalified, formal application invitations will be mailed or emailed per the applicant's preference, while program openings are currently available. Upon receipt of a completed application, we assign a case number to protect the applicant's confidentiality, set up a case file, and assign a case manager to guide the applicant through the process. All case files are kept securely in locked file cabinets.

Since applications are rarely complete at the initial application submission, we work with each household as applications are received to help them through the eligibility certification process. We have three bilingual staff members to assist those in need of either Spanish translation or Hindi language services. For communities that have a significant Spanish-speaking population, our promotional materials will also be made available in Spanish as part of our basic services.

To ensure the utmost accuracy of an applicant's income qualification, our case managers are trained in DCA (COAH) and HUD income determination methods. Our proven HUD- and DCA/Court-compliant systems for verifying income includes an additional step we call "peer review" where a second case manager reviews the income calculation methodology and all the supporting documents before the case is sent over to our program manager for formal review and approval of the case findings. Once a qualified applicant is approved in writing for program participation via a certificate of eligibility, the case manager then coordinates the comprehensive property inspection with the program participant and our licensed CGP&H program inspector.

Initial Inspections & Bid Specifications:

Once an applicant is approved for program participation, the Program coordinates for the approved homeowner to complete a pre-inspection questionnaire. The questionnaire prepares the homeowner as well as assists the inspector identify any reasons, such as hoarding or active private repairs, which would postpone or prevent a successful inspection. Upon receipt and review of the completed questionnaire with no indicators to prevent the inspection, the Program Inspector will schedule the house inspection. The CGP&H inspector will then conduct a comprehensive property inspection to identify building, electrical, and plumbing code violations, and health and safety conditions requiring repair or replacement. To expedite

our inspection services during our highly productive periods, CGP&H may subcontract with a qualified licensed home inspector to assist with inspection services under the guidance of our Chief Inspector.

Our inspector will become familiar with municipality's local ordinances, to ensure that each dwelling unit will have specifications prepared to bring each unit up to state code and/or local ordinance, whichever is stricter. Upon arrival at the residence, the assigned CGP&H inspector will reinforce previous communications with the owner that the intent of the program is to bring units into compliance with local and state building code standards. At this meeting with the program participant(s), our inspector will also discuss eligible and ineligible improvements indicated in the initial inspection.

The CGP&H program inspector will prepare the detailed work write-up specifications and cost estimates for each property that specify each work task line item by line item. CGP&H will then incorporate that into a bid package for each project which includes other critical program specific documentation designed to protect the municipality and to fully explain the program's requirements and expectations to all prospective contractors. Bid packages circulated to bidding contractors do not include any cost estimates. Upon request, we would be happy and proud to provide sample cost estimates and a complete bid package, including a work write-up of an actual case file that would be within the price range of the Program's anticipated per-property rehabilitation cost.

CGP&H inspectors take an extensive number of property photos throughout the entire case process including before and after photos, and progress inspection photos. The photos not only serve to document case progress but are a wonderful tool to assist in preventing and/or resolving any contractual disputes. At the completion of every case, these photos are compiled onto a CD and placed in the permanent case file for the municipality's future reference as well.

Though most programs are not expected to have a specific lead paint component, our lead licensed inspectors are well qualified to ensure the contractors comply with the Environmental Protection Agency Renovation, Repair and Painting Rules (40 CFR Part 745) for houses built prior to 1978 with lead paint hazard reduction work. Our inspectors clearly identify the applicable work item(s) marked with the EPA-RRP Rule in the work specifications, as well as spell out the EPA requirements in the General Conditions of the work specifications.

Bidding:

Prior to bid solicitation, the owner is required to review the work write-up that was created for their unit(s) by the CGP&H Inspector who performed that work. The purpose of this review process is to provide owners with a thorough understanding of the proposed/recommended scope of work, to address any questions they may have and to obtain their written approval of the work write-up to avoid future participant-initiated change order requests. Additionally, during this phase the owner also reviews the list of contractors and can add or delete any contractor from this list prior to sending out bid notices to contractors. This step serves two important purposes. First, reviewing potential contractors with the owner and inviting them to add or delete to the contractor list makes the owner an integral part of the contractor selection process. Secondly, it often helps us build up our list of local contractors that can be added to the program's ongoing contractor list (once they become pre-qualified).

CGP&H's staff will notify contractors of the municipality's program requirements, including procedures that impact bidding, contract award, preconstruction, work write-ups and contractor payments. CGP&H inspectors are also available via telephone over an extended day (earlier and later than normal business hours, to be convenient to both owners and contractors), to answer the many questions that arise. Currently, many participating contractors already receive their bid documents via email, which is both convenient and effective for the contractor.

CGP&H staff always conducts a thorough contractor vetting process, reviewing and confirming each contractor's qualifications prior to awarding a job to ensure the contractor meets all the program contractor requirements including but not limited to proper licenses, certifications, insurance and reference checks. The contractor list is updated regularly to ensure these documents are kept current. We also have probation and termination procedures for those occasions when warranted. This vetting process is just another reason why our company can boast such a small number of contractor disputes occurring during the construction period.

Construction Phase:

CGP&H coordinates the selection of the contractor with the owner. CGP&H will then prepare all necessary agreements and loan documents related to the Housing Rehabilitation Program which will be executed at a Pre-Construction Conference to be attended by the CGP&H inspector (to preside over the closing and perform notary functions), the contractor and the owner. CGP&H case managers are responsible for creating all lien documents and facilitating the recording of mortgages and modifications to mortgages.

The Municipal Construction Office will receive a copy of the work write up from the case manager following the Pre-Construction Conference. Construction officials can then reference the work write-up when the contractor applies for building permits. This gives the municipality's construction inspection department full insight and a cross reference to help determine which permits are required.

CGP&H inspectors will usually perform at least one interim payment inspection and one final payment inspection during the construction phase to monitor compliance with program requirements, and to control and carefully document contract change orders, progress inspections and payments, scheduling and completion of the final inspection and case record completion.

CGP&H will generate progress inspection reports for contractor payments. Typically, CGP&H will prepare progress (50%), completion (40%), and retention (10%) payment documents supported by applicable inspections and warranties, as required. Tracking contractor payments is a critical element of a successful housing rehabilitation program. The customized Progress Inspection Report that CGP&H has created for these programs clearly indicates the line items that are included in a particular contractor payment. In the case of a partial payment, the percentage of completion is also included. We have noticed that the Progress Inspection Report form we have been using since 2001 has successfully eliminated any confusion of the value of the work that is eligible for payment following a partial payment inspection.

CGP&H is very proud to report that we help to keep owner and contractor disputes to a minimum. We accomplish the prevention of typical owner/contractor disputes by the quality and clarity of our work specifications, combined with our processes that include a detailed Pre-Construction meeting with the

owner and contractor both present, with our inspector reviewing all work items line by line, clarifying any owner or contractor questions, and reviewing program rules and responsibilities of both parties to one another. In addition, prevention of disputes is facilitated by tight construction controls and the inspector's monitoring throughout the entire rehabilitation process, addressing potential problems before they escalate. However, there will still be occasional disputes with the contractor that is selected by the owner and then approved by us. Sometimes it is the owner that is not satisfied with certain aspects of the contractor's job performance, cleanliness, timeliness, manners, work product, etc., and sometimes it is CGP&H's inspectors who are not satisfied with the actual quality of the contractor's work. If the contractor ever initiates a dispute, it is generally due to either refusal by the owner or inspector to make payment, or very occasionally due to lack of access or poor treatment of workers by a program participant. In any circumstance, our highly trained, patient, and skilled inspectors and management team will intervene when required to quickly resolve the matter in a way that is fair to all parties, respectful, and fact based. In addition, there has never been a finding against either CGP&H or against one of our municipal clients throughout all these years and cases. CGP&H always maintains our high standards, even during delicate and difficult occasions when disputes arise.

Case Close-Out:

The case close-out phase begins with the contractor providing a signed Release of Liens to the owner as well as all applicable material and equipment warranties. That is followed by the filing of the approved municipal permits, receipt of all certificates of approval(s) and the approval of the final payment, all to be placed in the case file. The case manager then sends the owner a case closeout letter explaining the warranty period, importance of program documents for personal record keeping, explaining the homeowner's responsibility to continue to maintain the home, providing the homeowner with a home maintenance checklist as guidance, thanking the owner for program participation, encouraging him/her to recommend the program to other households in the community, and when applicable reminding homeowner of the affordable housing rental requirements listed in the program lien documents and deed restriction.

CGP&H establishes and maintains complete files on each assisted property/unit to verify eligibility and to document the bidding, legal documents and completion of rehabilitation activities. Completed case files are transferred to the municipality and organized in a user-friendly manner for the municipality's permanent records and future reference if ever needed. We are also very proud that CGP&H has consistently received accolades from our municipal clients, state and federal representatives alike for our detailed, complete and well-organized case files. Upon request, we are happy to provide sample case files for review.

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, and Corinne Markulin who oversee the day-to-day operations of the administrative agent activities and the housing rehabilitation program respectively, 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 rerental 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.

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	\$10,300
AFFORDABILITY ASSISTANCE PROGRAM SERVICES	\$0
ACCESSORY APARTMENT PROGRAM SERVICES	\$0
HOUSING REHABILITATION PROGRAM SERVICES assuming no more than 1 cases are completed in the contract year.	\$13,200
TOTAL CONTRACT NOT-TO-EXCEED	\$23,500

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. Municipal Services	Not-to-exceed \$10,000 billed hourly at a rate of \$165 per hour for senior staff which include planners and department supervisors
2. Applicant Services	Monthly flat fee of \$0 per month for a total of \$0 per year. <i>This line item is not anticipated to be required and therefore will not be implemented without additional written authorization and change order.</i>
3. 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>
4. Subordination Requests	\$175 flat fee to process refinancing requests. This fee is paid by the homeowner.
5. Direct Costs	Reimbursement for expenses. Not to exceed \$300 per contract year.
TOTAL PAID BY MUNICIPALITY	Not-to-exceed \$10,300 including up to 0 units listed for sale.

- 1. Municipal Services:** This may include, but is not limited to:
- 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
 - 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.

2. **Applicant Services:** *This line item is not anticipated to be required and therefore will not be implemented without additional written authorization and change order.*

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

3. **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.

4. **Subordination Requests:** includes the cost of processing mortgage Subordination Requests during the affordability control period.

5. **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.

AFFORDABILITY ASSISTANCE PROGRAM SERVICES

Affordability Assistance Program Services	CGP&H will charge a flat fee of \$425 for each first month's rent program application. CGP&H will charge a flat fee of \$525 for each down payment assistance program application. For all other services related to affordability assistance implementation, CGP&H will bill hourly at \$165 per hour for senior staff, and \$105 per hour.
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Affordability Assistance Program Services: Once programs are selected and manuals written are and approved, administration of these affordability assistance programs includes, but is not limited to:

- Soliciting applications
- Distributing and processing applications
- Income certifying applicants, when required.
- Reviewing and approving applications.
- Tracking the disbursement of funds for required reporting.
- Keeping records of all affordability assistance provided.

ACCESSORY APARTMENT PROGRAM SERVICES

Accessory Apartment Program Implementation	Billed hourly at \$165 per hour for President, Vice President and all senior staff, and \$105 per hour for all other staff.
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Accessory Apartment Program Implementation: After the program manual is written and approved, this includes, but is not limited to:

- Ongoing marketing to existing residents
- Distributing marketing materials
- Answering homeowner inquiries
- Brining applications from initial submission through to case closing.
- The not-to-exceed for this line item may require revision based on local homeowner interest in the program, or if homeowners start the process but do not finish, etc.

The Municipality can decide whether it wants owners of future accessory rental units to pay CGP&H to market and fill their vacancies whenever that occurs, or whether the Municipality will cover those periodic expenses. Many of our clients decide to cover this expense, as turnover is generally slow, and it further encourages homeowner participation.

Housing Rehabilitation Program Administration Services	
1. Ongoing Day-to-Day Program Administration	Monthly flat fee of \$500 per month for a total of \$6,000 per contract year.
2. Direct Costs	\$300 not to exceed per year.
Additional services as requested	Billed hourly at the blended rate of \$132 per hour. <i>Budget for these services will depend on scope of additional services requested by the municipality. CGP&H will not bill any time towards this line item without written authorization from the municipality.</i>

- 1. Ongoing Day-to-Day Program Administration:** includes but is not limited to contractor outreach, intake of new interested contractor applications, qualifying new contractors, maintaining contractor database and individual records, updates to rehab work specifications templates and compliance research, maintaining a waiting list of interested residents; ongoing owner outreach efforts, reviewing homeowner pre-applications to determine initial eligibility, reporting, doing minor updates to program manual and forms as needed and all other Housing Rehabilitation administrative tasks. The following services are not included within the retainer and will require additional authorization to proceed: preparation for and presentation to community as a whole or community sub-groups at request of municipality.
- 2. Direct Costs:** this includes, but is not limited to, reimbursement for direct costs for large scale printing jobs, postage, mailings, poster production, expedited mailings or messenger services, county filing/recording fees, etc. This does not include paid advertising.

Housing Rehabilitation Program Case Management	
1. Milestone 1: Eligibility Determination	<p>Flat fee of \$1,280 payable upon certification of applicant's eligibility.</p> <p>Discounted flat fee of \$850 for each additional unit within a multi-family dwelling.</p>
2. Milestone 2: Loan Closing	<p>Flat fee of \$3,400 payable upon execution of construction documents.</p> <p>Discounted flat fee of \$1,250 for each additional unit within a multi-family dwelling.</p>
3. Milestone 3: Final Inspection	<p>Flat fee of \$2,120 payable upon satisfactory final inspection.</p> <p>Discounted flat fee of \$900 for each additional unit within a multi-family dwelling.</p>
4. Title Search Fee	\$100 per property
5. Subordination Requests	<p>\$175 flat fee to process refinancing requests.</p> <p>This fee is paid by the homeowner.</p>

- 1. Milestone 1: Eligibility Determination:** this includes the introductory setup of a case through the processing of applications and determining the applicant's eligibility for the program.
- 2. Milestone 2: Loan Closing:** this includes comprehensive inspection of home to determine code violations, repair needs; developing a detailed cost estimate and work specifications for review and approval by homeowner; preparing bid documents for contractors to bid; review of bids received, preparing contractor contracts and homeowner agreements with the Municipality, and preconstruction meeting/contract signing/loan closing.
- 3. Milestone 3: Final Inspection:** this includes working with contractors and homeowners throughout construction to finalize the rehabilitation work, troubleshooting any difficulties that arise, progress inspections, and case closeout.
- 4. Title Search Fee:** Per property title search fee to confirm ownership and property liens.
- 5. Subordination Requests:** includes the cost of processing of subsequent Program Mortgage Subordination Requests during the affordability control period.

Lead Risk Assessment and Testing Services if requested by municipality	
1. Lead Risk Assessment and Report	Flat fee of \$600 per unit (includes dust wipes and soil sample as needed)
2. Lead Clearance Testing	Flat fee of \$330 per unit.
3. Direct Costs for Lead Clearance Lab Tests	Flat fee of \$15 per dust wipe and soil sample

- 1. Lead Risk Assessment and Report:** Only applicable to houses built prior to 1978.
- 2. Lead Clearance Testing:** Only necessary if lead risk assessment findings have actionable lead level.
- 3. Direct Costs for Lead Clearance Lab Tests:** Per each dust wipe and soil sampling needed for an applicable property lead clearance. Typically, no more than 12 samples per lead clearance. This price includes shipping from the lab.

Charges to be paid by the Housing Rehabilitation Contractor to CGP&H

CIRCUMSTANCE	CONTRACTOR PENALTY
1. Failed Final Inspection	\$375 per failed inspection paid by the contractor directly to CGP&H. \$300 for repeat lead clearance if needed.
2. Unjustified Construction Delays	\$50 per day paid by the contractor directly to CGP&H.

- 1. Failed Final Inspection:** If a contractor requests a final inspection, and fails to meet the specifications of the Work Write-Up, the contractor will be charged a flat fee to partially cover the cost of having to conduct a second inspection and preparing the accompanying inspection reports. Charges for each failed final inspection will be issued directly from the contractor to CGP&H, as specified in the construction agreement. CGP&H will notify the Municipality if this penalty is ever levied against a contractor.
- 2. Unjustified Construction Delays:** If the contractor delays construction without appropriate justification which requires CGP&H's additional follow-up with contractor, a weekly penalty will be charged to the contractor during the delay period. This will be specified in the construction agreement as a weekly penalty to the contractor paid directly to CGP&H if the penalty is imposed. CGP&H will notify the Municipality if this penalty is ever levied against a contractor.

The following fees may apply to the Municipality only if the need arises:

Additional Housing Rehabilitation Services, as Needed	Fee
<p>Services related to any cases that are terminated due to circumstances outside the control of CGP&H, including determination of either participant or property ineligibility, voluntary withdrawal by the program participant, or a participant failure to follow other program rules, including violations of local ordinances, falsification of eligibility documents, etc.</p>	<p>\$850 flat fee per termination.</p>
<p>For services related to the program inspector’s discovery during the initial property inspection of non-compliant occupancy or recently completed or ongoing home improvements without required municipal permits, the CGP&H will work to get the program participant to rectify the situation and become municipally compliant before the case can continue in the program with the standard case processing procedures.</p> <p>*Municipality has the option to pass on this additional cost to the owner.</p>	<p>\$400 flat fee per case for compliance items*</p>
<p>If the program participant delays the preconstruction process for any reason, including rectifying non-compliance discovery (see above section), which then makes the state mandated certificate of eligibility period expire prior to the signing of the construction agreement, CGP&H will be required to reverify household income.</p> <p>*Municipality has the option to pass on this additional cost to the owner.</p>	<p>\$750 per re-verification of income*</p>
<p>On occasion, there are secondary or supplemental funding sources available to assist a unit get fully up to code in cases where the program’s funding limits and the program participant’s ability to provide their own funding is insufficient. To avoid abandoning the case since it cannot be brought up to code with available funding, we can partner with other funding sources in some cases to make the project work. CGP&H will r initial research to determine if partnering source is an option for the particular case, and if so, then coordinate with secondary funding source.</p>	<p>\$400 flat fee per case for initial research and coordination of partnering funds</p>
<p>If during or after the completion of a housing rehabilitation case there are contract disputes, warranty claims or other kinds of disputes causing the Municipality to request mediation or intervention, CGP&H will only proceed upon written authorization from the municipality. When a program participant or contractor contacts CGP&H directly, CGP&H will attempt to resolve it expediently, prior to seeking written authorization from the municipality.</p>	<p>\$400 flat fee per case for warranty claims or \$750 flat fee per case for contract disputes.</p>
<p>Cases that require more than one bid opening (due to non-receipt of a qualified bid, contractor replacement or specialty contractor need on portion of rehab work) and/or more than one loan closing and related documents preparation; CGP&H will proceed with a re-bid process which includes re-sending updated bid notice and bid packages, additional bid opening, and review of bids received and/or each additional set of loan closing documents and/or additional loan closing</p>	<p>\$525 per case for re-bid process and \$525 per case for each additional needed loan closing and/or additional loan closing documents.</p>

Exclusions:

The following services are specifically excluded from the scope of services to be provided under this agreement:

1. All engineering and architectural services related to the rehabilitation of residential structures, and the coordination thereof. In the rare cases where such funding is needed, the homeowner is responsible for those costs.
2. All legal services as may be required to administer the program or resolve a dispute between a program participant and a contractor.
3. Direct costs such as advertising, reproduction, and expedited mail or messenger services more than amount identified above in this proposal.
4. Relocation assistance, in the extremely rare event that a household must be relocated during the construction phase.
5. CGP&H is not responsible for serving as the property manager of any rental units.
6. Lead based paint testing services.

DRAFT

**BOROUGH OF WATCHUNG
RESOLUTION: R6**

**AUTHORIZING THE AWARD OF CONTRACT TO REIVAX CONTRACTING CORP
FOR THE 2024 ROAD IMPROVEMENTS PROJECT**

WHEREAS, on June 18, 2024, sealed bids were opened on behalf of the Borough of Watchung for the 2024 Road Improvements; and

WHEREAS, the Borough opened six (6) bids in the following amounts:

Bidder	Base Bid	Total Bid
Reivax Contracting Corp	\$243,835.75	\$243,835.75
JA Alexander Inc.	\$269,880.27	\$269,880.27
Black Rock Enterprises, LLC	\$ 299,606.72	\$ 299,606.72
Top Line Construction, Corp.	\$ 309,573.96	\$ 309,573.96
AJM Contractors, Inc.	\$ 326,602.50	\$ 326,602.50
DLS Contracting, Inc.	\$ 358,552.50	\$ 358,552.50

WHEREAS, Remington & Vernick Engineers, the Borough's consulting Engineer, reviewed all of the bid proposals and found that the lowest numerical bid submitted by Reivax Contracting Corp, and was recommended for award by Remington & Vernick Engineers; and

WHEREAS, the Chief Financial Officer certifies the sufficiency of funds for the award of contract for the 2024 Road Improvements Project in account # 4-01-610-201, subject to the approval of the New Jersey Department of Transportation; and

William J. Hance, CFO / QPA

WHEREAS, Council of the Borough of Watchung has determined pursuant to *N.J.S.A. 40A:11-1, et seq.*, Reivax Contracting Corp is the lowest responsive responsible bidder for the 2024 Road Improvements Project with a total bid in the amount of \$243,835.75, subject to the approval of the New Jersey Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by Council of the Borough of Watchung, County of Somerset, State of New Jersey that pursuant to *N.J.S.A. 40A:11-1, et seq.*, Reivax Contracting Corp, is the lowest responsive responsible bidder for the 2024 Road Improvements Project with a total bid in the amount of \$243,835.75; and

**BOROUGH OF WATCHUNG
RESOLUTION: R6**

BE IT FURTHER RESOLVED by the Council that it hereby awards a contract for the 2024 Road Improvements Project to Reivax Contracting Corp, 165 River Road, Flemington, NJ 08822 in the total amount not to exceed \$243,835.75 subject to the approval of the New Jersey Department of Transportation; and

BE IT FURTHER RESOLVED by the Council that it hereby authorizes the Mayor and all Borough Officials and employees, to take all necessary action to effectuate the within Resolution, including but not limited to the Mayor and Borough Clerk's execution of the contract awarded herein and the implementation thereof consistent with the terms of this Resolution and executed contract; and

BE IT FURTHER RESOLVED, that upon receipt of a fully executed contract, the Borough Clerk is hereby authorized and directed to return the bid bonds of all unsuccessful bidders.

Christine B. Ead, Council President

Ronald Jubin, Ph.D., Mayor

ADOPTED: JUNE 20, 2024
INDEX: ROADS, AWARDS
C: B. HANCE, ENG.



June 18, 2024

Mr. James Damato, Borough Administrator
Borough of Watchung
15 Mountain Boulevard
Watchung, NJ 07069

**Re: Borough of Watchung
2024 NJDOT Road Improvements
Recommendation of Award
Our File: 1821-T-011**

Dear Mr. Damato:

On June 18, 2024, the Borough of Watchung received bids for the referenced above project. A bid tabulation is enclosed for your review. The following bids were reviewed by our office.

1.	Reivax Contracting Corp. 165 River Road Flemington, NJ 08822	Base Bid:	\$ 243,835.75
		Total:	\$ 243,835.75
2.	J.A. Alexander, Inc. 130-158 John F. Kennedy Drive North Bloomfield, NJ 07003	Base Bid:	\$ 269,880.27
		Total:	\$ 269,880.27
3.	Black Rock Enterprises, LLC 1316 Englishtown Road Old Bridge, NJ 08857	Base Bid:	\$ 299,606.72
		Total:	\$ 299,606.72
4.	Top Line Construction, Corp. 22 Fifth Street Somerville, NJ 08876	Base Bid:	\$ 309,573.96
		Total:	\$ 309,573.96
5.	AJM Contractors, Inc. 300 Kuller Road Clifton, NJ 07011	Base Bid:	\$ 326,602.50
		Total:	\$ 326,602.50
6.	DLS Contracting, Inc. 36 Montesano Rd Fairfield, NJ 07004	Base Bid:	\$ 358,552.50
		Total:	\$ 358,552.50

Our review of the above referenced bids indicates that all totals are mathematically correct. The bids appear to contain all the required documentation and, we believe, were properly executed in accordance with the requirements of the bid specifications.

Borough of Watchung
2024 NJDOT Road Improvements
Recommendation of Award
Our File: 1821-T-011
Page 2

Assuming there are sufficient funds to cover the Base Bid, we recommend that the contract for the Base Bid be awarded to Reivax Contracting Corp., as low responsive bidder, in the amount of \$243,835.75. Our recommendation is contingent upon the Borough's Solicitor's review and monies available.

We are familiar with the work of the apparent low bidder Reivax Contracting Corp. and find them to be qualified.

Under a separate cover, copies of the bid documents will be forwarded to the Solicitor for review and comment.

Should you have any questions regarding these bid results, please contact our Morganville office at (732) 955-8000.

Sincerely,
REMINGTON & VERNICK ENGINEERS



Terence M. Vogt, PE, PP, CME
Principal, Regional Manager

TMV/pv

cc : Mayor Ronald Jubin, Ph.D.
Joseph V. Sordillo, Esq., Borough Solicitor
Bill Hance, CFO
Edith Gil, Municipal Clerk
Colleen Lange, Administrative Assistant
Tremaine Ward, NJDOT
Christopher Barretts, NJDOT
Deval Desai, NJDOT
Jason Cline, PE,
George Allan, Chief Inspector



BID TABULATION

PROJECT NAME:
 NJDOT Road Improvements FY24 - Vail Ln, Wolford Ct, Drift Rd
PROJECT NUMBER:
 1821-T-011
CLIENT:
 Borough of Watchung

Reivax Contracting Corp.
 165 River Road
 Flemington, NJ 08822
 Ph: 908-772-9292

J.A. Alexander, Inc.
 130-158 John F. Kennedy Drive North
 Bloomfield, NJ 07003
 Ph: 973-680-0220

Black Rock Enterprises LLC
 1316 Englishtown Road
 Old Bridge, NJ 08857
 Ph: 732-967-6400

Top Line Construction, Corp.
 22 Fifth Street
 Somerville, NJ 08876
 Ph: 908-231-7570

BASE BID

#	DESCRIPTION	QUANTITY & UNITS		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Inlet Filter, Type 2, 4' x 4'	18	UN	\$10.00	\$180.00	\$0.01	\$0.18	\$500.00	\$9,000.00	\$0.01	\$0.18
2	Silt Fence	6500	LF	\$0.33	\$2,145.00	\$0.01	\$65.00	\$0.01	\$65.00	\$0.01	\$65.00
3	Traffic Cones	80	UN	\$2.00	\$160.00	\$0.01	\$0.80	\$25.00	\$2,000.00	\$0.01	\$0.80
4	Drums	80	UN	\$2.00	\$160.00	\$0.01	\$0.80	\$1.00	\$80.00	\$0.01	\$0.80
5	Construction Signs	48	SF	\$1.00	\$48.00	\$0.01	\$0.48	\$20.00	\$960.00	\$0.01	\$0.48
6	Traffic Directors, Flaggers	128	HR	\$10.00	\$1,280.00	\$0.01	\$1.28	\$1.00	\$128.00	\$0.01	\$1.28
7	Police Officers and Vehicles	32000	Allowance	\$1.00	\$32,000.00	\$1.00	\$32,000.00	\$1.00	\$32,000.00	\$1.00	\$32,000.00
8	Asphalt Adjustment	6500	Dollar	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00
9	Fuel Adjustment	6500	Dollar	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00
10	Clearing Site	1	LS	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$24,000.00	\$24,000.00
11	HMA Milling, 2" Average Depth	8150	SY	\$3.95	\$32,192.50	\$5.10	\$41,565.00	\$5.00	\$40,750.00	\$4.86	\$39,609.00
12	Roadway Excavation, Unclassified	33	CY	\$10.00	\$330.00	\$0.01	\$0.33	\$50.00	\$1,650.00	\$92.12	\$3,039.96
13	Hot Mix Asphalt, Mix 9.5M64 Surface Course, 2" Thick	972	TNS	\$88.00	\$85,536.00	\$110.00	\$106,920.00	\$108.00	\$104,976.00	\$109.92	\$106,842.24
14	Hot Mix Asphalt, Mix 19M64 Base Course, 4" Thick	24	TNS	\$100.00	\$2,400.00	\$0.01	\$0.24	\$105.00	\$2,520.00	\$149.18	\$3,580.32
15	Dense Graded Aggregate, 6" Thick	100	SY	\$5.00	\$500.00	\$0.01	\$1.00	\$25.00	\$2,500.00	\$24.16	\$2,416.00
16	Base Repair (As Directed)	1315	SY	\$5.00	\$6,575.00	\$0.01	\$13.15	\$0.01	\$13.15	\$15.00	\$19,725.00
17	Tack Coat	835	GAL	\$1.25	\$1,043.75	\$0.01	\$8.35	\$5.00	\$4,175.00	\$0.01	\$8.35
18	Polymerized Joint Adhesive	157	LF	\$1.00	\$157.00	\$0.01	\$1.57	\$0.01	\$1.57	\$1.26	\$197.82
19	Belgian Block Curb complete with all items per plan detail	175	LF	\$30.00	\$5,250.00	\$80.00	\$14,000.00	\$60.00	\$10,500.00	\$64.01	\$11,201.75
20	Driveway Repair (As Directed)	96	SY	\$25.00	\$2,400.00	\$60.00	\$5,760.00	\$45.00	\$4,320.00	\$72.22	\$6,933.12
21	Replace Existing inlet grates with Bicycle Safe Grates	16	UN	\$750.00	\$12,000.00	\$325.00	\$5,200.00	\$400.00	\$6,400.00	\$413.24	\$6,611.84
22	Replace Existing Type 'B' inlet head piece with Type 'N' Eco headpiece	12	UN	\$750.00	\$9,000.00	\$400.00	\$4,800.00	\$400.00	\$4,800.00	\$469.42	\$5,633.04
23	Reconstruct Existing Inlet (As Directed)	3	UN	\$2,500.00	\$7,500.00	\$750.00	\$2,250.00	\$2,000.00	\$6,000.00	\$939.96	\$2,819.88
24	Clean Existing Pipe	280	LF	\$5.00	\$1,400.00	\$20.00	\$5,600.00	\$15.00	\$4,200.00	\$18.01	\$5,042.80
25	Rip-Rap Stone Channel Protection, 12" Thick (D50 = 6")	115	SY	\$25.00	\$2,875.00	\$65.00	\$7,475.00	\$75.00	\$8,625.00	\$82.08	\$9,439.20
26	Extension Ring for Existing Manhole, 4' Diameter	12	UN	\$250.00	\$3,000.00	\$225.00	\$2,700.00	\$300.00	\$3,600.00	\$204.02	\$2,448.24
27	Reset Water Valve Box	9	UN	\$50.00	\$450.00	\$0.01	\$0.09	\$35.00	\$315.00	\$18.00	\$162.00
28	Traffic Markings, Thermoplastic	54	SF	\$10.25	\$553.50	\$5.50	\$297.00	\$11.00	\$594.00	\$5.25	\$283.50
29	Traffic Stripes 4" Wide, Reflective Epoxy	200	LF	\$5.25	\$1,050.00	\$6.60	\$1,320.00	\$5.50	\$1,100.00	\$6.30	\$1,260.00
30	Regulatory Warning Signs	32	SF	\$75.00	\$2,400.00	\$50.00	\$1,600.00	\$49.50	\$1,584.00	\$47.25	\$1,512.00
31	Remove and Replace Beam Guiderail complete with all items per NJDOT plan detail	75	LF	\$30.00	\$2,250.00	\$44.00	\$3,300.00	\$50.00	\$3,750.00	\$18.48	\$1,386.00
32	Tangent Guiderail Terminal complete with all items per NJDOT plan detail	2	UN	\$5,500.00	\$11,000.00	\$6,000.00	\$12,000.00	\$5,000.00	\$10,000.00	\$5,176.68	\$10,353.36
BASE BID SUBTOTAL:					\$243,835.75		\$269,880.27		\$299,606.72		\$309,573.96



BID TABULATION

PROJECT NAME:
 NJDOT Road Improvements FY24 - Vail Ln, Wolford Ct, Drift Rd
PROJECT NUMBER:
 1821-T-011
CLIENT:
 Borough of Watchung

AJM Contractors, Inc.
 300 Kuller Road
 Clifton, NJ 07011
 Ph: 973-772-9292

DLS Contracting, Inc.
 36 Montesano Rd
 Fairfield, NJ 07004
 Ph: 973-661-4188

ConstructConnect, Inc.
 3825 Edwards Rd Suite 800
 Cincinnati, OH 45209
 Ph: 800-364-2059

BASE BID

#	DESCRIPTION	QUANTITY & UNITS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Inlet Filter, Type 2, 4' x 4'	18 UN	\$10.00	\$180.00	\$1.00	\$18.00	\$0.00	\$0.00
2	Silt Fence	6500 LF	\$4.00	\$26,000.00	\$3.00	\$19,500.00	\$0.00	\$0.00
3	Traffic Cones	80 UN	\$8.00	\$640.00	\$1.00	\$80.00	\$0.00	\$0.00
4	Drums	80 UN	\$12.00	\$960.00	\$1.00	\$80.00	\$0.00	\$0.00
5	Construction Signs	48 SF	\$6.00	\$288.00	\$1.00	\$48.00	\$0.00	\$0.00
6	Traffic Directors, Flaggers	128 HR	\$87.00	\$11,136.00	\$88.00	\$11,264.00	\$0.00	\$0.00
7	Police Officers and Vehicles	32000 Allowance	\$1.00	\$32,000.00	\$1.00	\$32,000.00	\$0.00	\$0.00
8	Asphalt Adjustment	6500 Dollar	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$0.00	\$0.00
9	Fuel Adjustment	6500 Dollar	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$0.00	\$0.00
10	Clearing Site	1 LS	\$13,000.00	\$13,000.00	\$19,420.00	\$19,420.00	\$0.00	\$0.00
11	HMA Milling, 2" Average Depth	8150 SY	\$4.50	\$36,675.00	\$4.95	\$40,342.50	\$0.00	\$0.00
12	Roadway Excavation, Unclassified	33 CY	\$60.00	\$1,980.00	\$45.00	\$1,485.00	\$0.00	\$0.00
13	Hot Mix Asphalt, Mix 9.5M64 Surface Course, 2" Thick	972 TNS	\$88.00	\$85,536.00	\$95.00	\$92,340.00	\$0.00	\$0.00
14	Hot Mix Asphalt, Mix 19M64 Base Course, 4" Thick	24 TNS	\$80.00	\$1,920.00	\$90.00	\$2,160.00	\$0.00	\$0.00
15	Dense Graded Aggregate, 6" Thick	100 SY	\$12.00	\$1,200.00	\$15.00	\$1,500.00	\$0.00	\$0.00
16	Base Repair (As Directed)	1315 SY	\$26.00	\$34,190.00	\$50.00	\$65,750.00	\$0.00	\$0.00
17	Tack Coat	835 GAL	\$4.00	\$3,340.00	\$3.00	\$2,505.00	\$0.00	\$0.00
18	Polymerized Joint Adhesive	157 LF	\$2.50	\$392.50	\$1.00	\$157.00	\$0.00	\$0.00
19	Belgian Block Curb complete with all items per plan detail	175 LF	\$48.00	\$8,400.00	\$45.00	\$7,875.00	\$0.00	\$0.00
20	Driveway Repair (As Directed)	96 SY	\$46.00	\$4,416.00	\$45.00	\$4,320.00	\$0.00	\$0.00
21	Replace Existing inlet grates with Bicycle Safe Grates	16 UN	\$400.00	\$6,400.00	\$350.00	\$5,600.00	\$0.00	\$0.00
22	Replace Existing Type 'B' inlet head piece with Type 'N' Eco headpiece	12 UN	\$370.00	\$4,440.00	\$350.00	\$4,200.00	\$0.00	\$0.00
23	Reconstruct Existing Inlet (As Directed)	3 UN	\$600.00	\$1,800.00	\$500.00	\$1,500.00	\$0.00	\$0.00
24	Clean Existing Pipe	280 LF	\$40.00	\$11,200.00	\$24.00	\$6,720.00	\$0.00	\$0.00
25	Rip-Rap Stone Channel Protection, 12" Thick (D50 = 6")	115 SY	\$40.00	\$4,600.00	\$60.00	\$6,900.00	\$0.00	\$0.00
26	Extension Ring for Existing Manhole, 4' Diameter	12 UN	\$275.00	\$3,300.00	\$300.00	\$3,600.00	\$0.00	\$0.00
27	Reset Water Valve Box	9 UN	\$40.00	\$360.00	\$10.00	\$90.00	\$0.00	\$0.00
28	Traffic Markings, Thermoplastic	54 SF	\$11.00	\$594.00	\$12.00	\$648.00	\$0.00	\$0.00
29	Traffic Stripes 4" Wide, Reflective Epoxy	200 LF	\$6.00	\$1,200.00	\$6.00	\$1,200.00	\$0.00	\$0.00
30	Regulatory Warning Signs	32 SF	\$65.00	\$2,080.00	\$50.00	\$1,600.00	\$0.00	\$0.00
31	Remove and Replace Beam Guiderail complete with all items per NJDOT plan detail	75 LF	\$45.00	\$3,375.00	\$22.00	\$1,650.00	\$0.00	\$0.00
32	Tangent Guiderail Terminal complete with all items per NJDOT plan detail	2 UN	\$6,000.00	\$12,000.00	\$5,500.00	\$11,000.00	\$0.00	\$0.00
BASE BID SUBTOTAL:				\$326,602.50		\$358,552.50		No Bid Submitted

**BOROUGH OF WATCHUNG
RESOLUTION: R7**

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12(b)(1-9) permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Governing Body is of the opinion that such circumstances presently exist.

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

1. The public shall be excluded from discussion of the closed session of June 20, 2024.
2. The general nature of the subject matter to be discussed:
 - a. Contract negotiations regarding proposed fire house
3. Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.
4. The Borough Council may take official action on those items discussed in executive session upon completion of the executive session.

Christine B. Ead, Council President

Ronald Jubin, Ph.D., Mayor

ADOPTED: JUNE 20, 2024
INDEX: MISC.
C: