



**AGENDA**  
**TOWNSHIP OF MAPLEWOOD**  
**Monday, January 1, 2024**  
**Online Meeting Link: [Maplewoodnj.gov/Zoom](https://maplewoodnj.gov/Zoom)**

- A. Conference - 1:30 P.M.  
Bruno Lee on Trumpet - Musical Prelude
- B. Meeting Called To Order  
By Township Clerk - 2:00 P.M.
- C. Presentation of Colors (DE)  
Troop 60 Boy Scouts of America
- D. Salute To American Flag (DD)  
Led By Assemblywoman - Elect Garnet Hall, 27th Legislative District
- E. Roll Call
- F. Singing of Patriotic Anthem (DD)  
"National Anthem" Kari Capone, Soloist, Maplewood resident  
Bill Tally, Pianist, Maplewood resident
- G. Invocation  
By Jamaine Cripe, Maplewood Township Committee Member and Religious Educator, Beacon Unitarian Universalist Congregation, Summit
- H. Proclamations
  - H.1 Roger Desiderio (VD)  
[Desiderio.docx](#)
  - H.2 Mila Jasey (NA)  
[Mila Jasey.docx](#)
- I. Dedication of the Meeting
  - I.1 Maplewood Memorial Park Conservancy  
[Maplewood Memorial Park Conservancy \(Final\).docx](#)

- J. Memorial Tribute  
Bruno Lee on Trumpet, Maplewood Resident
- K. Memorial List & Moment of Silence (EF)  
Citizens deceased in 2023 who were active in community life - Read by Township Committee Members
- L. Lift Every Voice and Sing  
Kari Capone, Maplewood Resident  
Bill Tally, Maplewood Resident
- M. Oath of Office  
Mr. Dean Dafis by the Township Clerk
- N. Remarks By Mr. Dafis
- O. Oath of Office  
Mr. Victor De Luca by the Township Clerk
- P. Remarks By Mr. De Luca
- Q. Election of Chair for 2024  
By The Township Clerk
- R. State of the Township Message  
By Mayor
- S. Election of Deputy Chair for 2024  
By Mayor
- T. VD/JC | Resolutions (Read by Title) (Res. No. 1-24) Re: Adopting the By-Laws of the Township of Maplewood
  - T.1 RESOLUTION NUMBER 01-24  
BY-LAWS OF THE MAPLEWOOD TOWNSHIP COMMITTEE  
[1-24; BY-LAWS OF THE MAPLEWOOD TOWNSHIP COMMITTEE.docx](#)
- U. NA/DE | 2024 Staff Appointments
  - U.1 2024 Staff Appointments  
[2024 APPOINTMENTS.pdf](#)
- V. JC/VD | Resolution (Read by title) (Res. No. 2-24) Appointing Municipal Prosecutor (Annette DePalma) and Assistant Municipal Prosecutor (Gracia Montilus)
  - V.1 RESOLUTION NO. 2 - 24 APPOINTING MUNICIPAL PROSECUTOR AND ASSISTANT MUNICIPAL PROSECUTOR 2024 (Annette DePalma and Gracia Montilus)  
[Appoint Prosecutor Assistant Resolution.docx](#)
- W. DE/DD | Resolution - (Read by Title) (Res No. 3-24) Adding TAPinto SOMA and Village Green

as Electronic News Sources to which Notices and other matters are to be provided under the Open Public Meeting Act

W.1 RESOLUTION NO. 03 - 24

RESOLUTION ADDING TAPINTO SOMA AND VILLAGE GREEN AS ELECTRONIC NEWS SOURCES TO WHICH NOTICES AND OTHER MATTERS ARE TO BE PROVIDED UNDER THE OPEN PUBLIC MEETINGS ACT

[TAPinto Soma 2024 Resolution.docx](#)

X. JC/DD | Resolution - (Read by title) (Res. No. 4-24) Appointing Municipal Deputy Emergency Management Coordinators

X.1 Maplewood Office of Emergency Management Coordinator and Deputy Coordinator Appointments for 2024

[Appoint Municipal Deputy 2024 Resolution.docx](#)

Y. Election of: Representative to the Joint Meeting of Essex and Union Counties  
By the Township Clerk

Nancy Adams

Z. Election of: Board of School Estimate  
By Mayor

Mayor Nancy Adams and Committee Members Deborah Engel, Jamaine Cripe and Dean Dafis (Alternate)

Nominations made and seconded.  
Motion to close nominations. Second

AA. VD/DE | Consent Agenda

AA.1 RESOLUTION 5-2024

IN SUPPORT OF THE APPLICATION FOR A 2024 NEW JERSEY HISTORIC PRESERVATION FUND CERTIFIED LOCAL GOVERNMENT GRANT

[2024.HPG.Resolution.docx](#)

AA.2 RESOLUTION NO. 06 - 24

RESOLUTION APPOINTING McMANIMON SCOTLAND & BAUMANN, LLC BOND COUNSEL FOR 2024

[Appoint Bond Counsel 2024 Resolution.docx](#)

AA.3 RESOLUTION NO. 07 - 24

RESOLUTION APPOINTING McMANIMON SCOTLAND & BAUMANN, LLC SPECIAL LEGAL COUNSEL FOR REDEVELOPMENT FOR 2024

[Appoint Special Counsel Resolution.docx](#)

AA.4 RESOLUTION NO. 08 - 24

RESOLUTION APPOINTING SURENIAN, EDWARDS AND NOLAN, LLC SPECIAL

LEGAL COUNSEL FOR AFFORDABLE HOUSING FOR 2024

[Appoint Surenian Resolution.docx](#)  
[Agreement](#)

AA.5 RESOLUTION NO. 10 - 24

RESOLUTION APPOINTING IAN GRODMAN AS COUNSEL TO THE MAPLEWOOD COMMUNITY BOARD ON POLICE

[Appoint Grodman 2024 Resolution.docx](#)

AA.6 RESOLUTION NO. 11 - 24

RESOLUTION APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC TO ADMINISTER THE MAPLEWOOD HOUSING REHABILITATION PROGRAM 2024

[Appoint Community Grants 2024 Resolution.docx](#)  
[Agreement](#)

AA.7 RESOLUTION NO. 12 - 24

RESOLUTION APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC TO PROVIDE PROFESSIONAL PLANNING SERVICES IN THE AREA OF AFFORDABLE HOUSING TO THE TOWNSHIP OF MAPLEWOOD FOR 2024

[Appoint Community Grants Housing 2024 Resolution.docx](#)  
[Proposal for Professional Services](#)

AA.8 RESOLUTION NO. 13 - 24

RESOLUTION APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC TO ADMINISTER THE MAPLEWOOD HOUSING REHABILITATION PROGRAM AND TO APPOINT THE ADMINISTRATIVE AGENT FOR AFFORDABLE HOUSING SERVICES FOR 2024

[Appoint Community Grants Adm 2024 Resolution.docx](#)  
[Agreement](#)

AA.9 RESOLUTION NO. 14 - 24

RESOLUTION APPOINTING LABOR COUNSEL FOR 2024 (Cleary, Giacobbe, Alfieri, Jacobs)

[Appoint Labor Counsel 2024 Resolution.docx](#)  
[Agreement](#)

AA.10 RESOLUTION NO. 15 - 24

RESOLUTION APPOINTING McMANIMON SCOTLAND & BAUMANN, LLC AS SUBSTITUTE TOWNSHIP ATTORNEY FOR 2024 IN THE ABSENCE OF TOWNSHIP ATTORNEY, JENNIFER CREDIDIO AND PROVIDING FOR A RATE OF COMPENSATION FOR LEGAL SERVICES

[Appoint Substitute Counsel Resolution.docx](#)

AA.11 RESOLUTION NUMBER 16-2024

ADOPTION OF CASH MANAGEMENT PLAN

[Resolution 16-2024 Adopt 2023 Cash Management Plan.doc](#)

AA.12 2024 Township Committee Liaison and Committee Assignments

[2024 Township Committee Liaison and Committee Assignments.pdf](#)

AB. Invitation to Address the Committee

AC. Closing Song

"God Bless America" - Kari Capone, Soloist, Maplewood Resident  
Bill Tally, Pianist, Maplewood Resident

AD. Post Colors

Troop 60 Boy Scouts of America

AE. Adjournment

Township Committee to meet again Tuesday, January 16, 2024 at 7:30 PM

# *Proclamation*

## **Mila Jasey**

**WHEREAS**, when it comes to local icons, one of the first names you must mention is Mila Jasey. For over 20 years, whether working on behalf of SOMA parents as a member of the school board, including president, or representing South Orange and Maplewood in Trenton, Mila has been not only a neighbor and friend but an advocate; and,

**WHEREAS**, for many icons, their tireless work leads them to be away from friends and family as they focus on the greater community, and while their sacrifices are acknowledged, they miss out on so much in the process; and

**WHEREAS**, while in many ways Mila Jasey has shown, with hard work, you can have a fulfilling career and personal life, eventually, all heroes deserve to hang up their capes and enjoy spending time with the people whose futures they fought to be better than their past; and,

**WHEREAS**, with a mother who is nearly 99, a husband whom Mila has been with for 50 years, three children of her own, and grandchildren, while we might be saddened by Mila's retirement from the State assembly this January, if we want more like her, she has to spend time with her loved ones and imprint her personality, her infectious joy, and her sense of community into the next generation; and,

**WHEREAS**, as shown by her daughter, Rhena Jasey-Goodman, who works in teacher retention at Montclair State University, to her son Kyle, who is running for the United States Senate, and Neil, who is a medical director at the Kesler Institute's West Orange campus, Mila has already got one generation down, and the world should consider itself privileged that she has already begun the joyous task of working on the next.

**IN RECOGNITION THEREFORE, I**, Mayor of the Township of Maplewood, on this 19th day of December 2023, am honored to present this proclamation in recognition of Mila Jasey. You've taken your lessons in life and pushed the world to recognize things have to change, and whether on the picket line, in the State Assembly house, or here in SOMA, you have set precedents I and my fellow committee members can only hope to follow from governance to being the type of person who has earned every kind word ever said with ease.

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Maplewood Clerk

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Mayor of Maplewood

# *Proclamation*

## **Maplewood Memorial Park Conservancy**

**WHEREAS**, each year, the Maplewood Township Committee, during our reorganization meeting, wishes to dedicate the meeting to a person, a cause, or an organization; and,

**WHEREAS**, for our 2024 meeting, we wish to highlight the work and goals of the Maplewood Memorial Park Conservancy; and,

**WHEREAS**, designed over 100 years ago by the renowned landscape architecture firms of Brinley and Holbrook and the Olmsted Brothers and has been recognized as a beautiful and historic park, beloved by residents and widely admired; and,

**WHEREAS**, Memorial Park is listed in the National and New Jersey Registers of Historic Places and was designated one of New Jersey's Great Public Places by the American Planning Association; and,

**WHEREAS**, parks and green spaces are not only valuable to a community regarding its aesthetic and property values but also provide space for recreation and physical activity, improve mental health, and create a sense of community; and,

**WHEREAS**, from having the privilege to take a walk in nature during lunch, we can not be more lucky to have the Maplewood Memorial Park Conservancy board and volunteers as partners in not only maintaining but improving Maplewood Memorial Park and providing educational programs about history and nature and engaging residents with events such as Painters in the Park; and,

**WHEREAS**, the public-private partnership between Maplewood Township and the Maplewood Memorial Park Conservancy began in 2017, and since then, together, through grants and donations, has raised almost \$50,000, which has resulted in over 650 shrubs and perennial plants and 200 trees added to the park; and,

**WHEREAS**, the Conservancy has undertaken many restoration and enhancement projects to restore the park to its former glory and beauty with thoughtful respect to the historical design and plantings. These projects, designed by Conservancy landscape designer Jennifer C. Ryan, include the multi-phase Flagpole Hill restoration along Dunnell, the Vietnam Memorial redesign, the dedication plaque at the entrance to the park, and multiple restorations along the river and park borders; and,

**WHEREAS**, without the fundraising, talent, and devoted volunteer labor, the Township would never have been able to restore the park to the extent the Conservancy has in this brief time; and,

**WHEREAS**, the Conservancy has dedicated countless hours of volunteer time planning projects and

installing plantings, and has developed a comprehensive master plan to guide the replacement of shrubs and trees.

**NOW THEREFORE BE IT PROCLAIMED I**, on behalf of the Township Committee of Maplewood, do hereby proclaim 2024 as the year of the Maplewood Memorial Park Conservancy. Together, for seven years this November, the Township and Conservancy have done great things, and as the park approaches its 93<sup>rd</sup> year, we look forward to working with them as we approach its 100<sup>th</sup> anniversary.

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Maplewood Clerk

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Mayor of Maplewood



# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NUMBER 01-24**

### **BY-LAWS OF THE MAPLEWOOD TOWNSHIP COMMITTEE**

**BE IT RESOLVED** by the Township Committee of the Township of Maplewood, in Essex County, that the By-Laws and Regulations for the government of the Township Committee and other designated Administrative Officials, as adopted be amended and supplemented in the following respects:

#### **1. ORGANIZATION OF TOWNSHIP COMMITTEE**

The Township Committee shall consist of five members who shall choose from their own number a Chair, Vice Chair and seven (7) Standing Committees, each to consist of up to three members of the Township Committee, the member first designated to be the Chair of the respective Standing Committee and at the member designated second to be the Vice Chair thereof. The Township Committee may also appoint Special Committees to consist of one or more members of the Township Committee or one or more other persons as occasion may require, for any specific purposes not especially covered in the duties of the Standing Committees hereinafter defined.

##### **A. Chair of the Township Committee**

The duties of the Chair of the Township Committee shall be to preside at all meetings, to act as Chief Executive Officer of the Municipality, to act as the General Administrative Officer and to exercise all powers as provided in NJSA 40A:63-5. The Chair of the Township Committee shall be known as Mayor (NJSA 40A:63-3(f)).

The Chair shall serve for one (1) year and not more than three (3) consecutive years.

##### **B. Vice Chair of the Township Committee**

The duties of the Vice Chair of the Township Committee shall be to perform, in the absence of the Chair of the Township Committee or his/her inability to serve, all of the duties and functions of the Chair of the Township Committee which are imposed upon him/her by statute, ordinance or resolution. The Vice Chair of the Township Committee shall be known as Deputy Mayor.

The Vice Chair shall serve for one (1) year and not more than three (3) consecutive years.

C. **Standing Committees of the Township Committee**

The Township Committee, as promptly after organization as possible, shall appoint the following Standing Committees:

i. **Public Safety Committee**

The Public Safety Committee shall exercise supervision over the Police Department, Emergency Management Services and monitor activities of the South Essex Fire Department.

ii. **Engineering Public Works and Planning Committee**

The Engineering Public Works and Planning Committee shall exercise supervision over the Engineering and Public Works Departments. This Standing Committee shall also address issues related to the Joint Meeting of Essex and Union Counties, the Township's Planning Board and Historic Preservation Commission.

iii. **Health and Community Services Committee**

The Health and Community Services Committee shall exercise supervision over all matters relating to the providing of health, social and recreational services to the residents of the Township.

This Standing Committee shall exercise supervision over the Department of Health and Department of Community Services. Further, this Standing Committee shall address issues related to the pool, library, Affordable Housing, YouthNet and the Community Coalition on Race.

iv. **The Finance Committee**

The Finance Committee shall exercise supervision over all matters of the Finance Department including budgeting, auditing and the management, custody and control of the funds of the Township and the collection of taxes. This Standing Committee shall also monitor the Office of the Tax Assessor.

v. **Committee on Entrepreneurship and Economic Development**

The Committee on Entrepreneurship and Economic Development (CEED) addresses all matters related to economic development, redevelopment projects and retail recruitment. CEED shall deal with issues related to the Maplewood Village Alliance, Springfield Avenue Partnership and Maplewood Chamber of Commerce.

vi. **Code Committee**

The Code Committee shall exercise supervision over the Department of Community Development=s Code Enforcement Division and Construction Division and shall coordinate activities with the Fire Department=s Inspection Officials.

vii. **Communications Committee**

The Communications Committee shall exercise supervision over

matters related to communicating Township information to the general public through cable television, the Internet and other media outlets.

**D. Liaison Assignments to Advisory Committees**

From time to time a member or members of the Township Committee may be assigned to a Citizen Advisory Committee. In those instances, the following Rules shall govern:

- (a) Except for corporate nonprofit boards where Township Committee members are members of those boards, or where a State statute or Township Ordinance requires otherwise, Township Committee members are not to be regarded as members of Citizen Advisory Committees. Township Committee members are to act as liaisons and to provide information and advice. Township Committee members are not required nor expected to attend each meeting of the Citizen Advisory Committee.
- (b) Township Committee members will not vote on any issues coming before the Citizen Advisory Committee to which they are assigned as liaison.
- (c) Township Committee members will not present the position of the Citizen Advisory Committee to the Township Committee. This is the responsibility of the Citizen Advisory Committee Chair or appointed representative.
- (d) Township Committee members acting as liaison to Citizen Advisory Committees are not expected to perform the duties of the Citizen Advisory Committee. However, the Township Committee member assigned as a liaison may instruct municipal departments to follow through on Citizen Advisory Committee recommendations and will work with the Citizen Advisory Committee Chair and Township Department personnel as the need arises.

**2. THE ORDER OF MEETING**

The order of the regular session meetings of the Maplewood Township Committee shall be as follows:

Salute to Flag

Statement Open Public Meetings Act

Roll Call

Mayor's Introduction (Brief description of Agenda content)

Special Presentations and Proclamations

Board and Committee Appointments

Board of Health or other Department Head Reports

Public Comments - 3 minutes per person maximum

(on Agenda items only, excluding ordinances scheduled for public hearing)

Public Hearing on Ordinances (passage of ordinances establishes local laws)

Introduction of New Ordinances (first reading of an ordinance and setting of date and time for public hearing)

Reports from Departments (acknowledges receipt of written reports from departments)

Administrative Reports (staff reports)

Reports of Elected Officials (Board & Committee liaison reports, reports of outside meetings)

Non-Consent Agenda Resolutions (resolutions considered separate from Consent Agenda)

Discussion Items (on potential legislative actions)

Consent Agenda (resolution of administrative nature, approval of minutes And minor approvals)

Public Comments - 3 minutes per person maximum (comments welcome on Agenda items or other topics)

Adjournment

### **3. CONDUCT OF MEETING**

All meetings are to be held pursuant to the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq. Ordinary Parliamentary Rules of Order shall govern the conduct of meetings, in the case of disputes, Robert's Rules of Order, 10<sup>th</sup> Edition shall govern.

### **4. CONDUCT OF THE MEMBERS OF THE TOWNSHIP COMMITTEE**

A. Members of the Township Committee shall conduct themselves in conformance with the provisions of Resolution number 135-08 entitled "Code of Ethics and Conduct for the members of the Maplewood Township Committee" which provides in part:

i. **Act in Public**

Members will work for the common good of the people of the Township and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Township Committee or the Township Boards, Commissions and Committees (collectively the "Committees");

ii. **Comply with Law**

Members shall comply with the laws of the United States, the State of New Jersey and the Township of Maplewood in performance of their public duties;

iii. **Respect for Process**

Members shall perform their public duties in accordance with the processes and rules of order established by the Maplewood Township Committee;

iv. **Conduct of Members in Public**

During all official public functions, Members shall prepare themselves on public issues; Members shall treat other Members, the public and staff with respect; Members shall answer questions and requests of other Members; Members shall use their best efforts to assure that other Members have an understanding of the issues being discussed or deliberated;

v. **Decisions Based on Merit**

Members shall base their official decisions on the merits and substance of the matters at hand;

vi. **Conflict of Interest**

Members shall make public disclosure of all personal interests they may have regarding any decision charged to them. Personal interest shall be defined solely to include any actual, potential or apparent benefits or advantages that they or any person related to them by blood, marriage or operation of law, living in their household, might directly or indirectly obtain from a decision.

Members shall abstain completely from direct or indirect participation as an advisor or decision maker in any public function respecting any matter in which they have a personal interest and leave any venue in which such a matter is under deliberation.

Members shall annually complete the Financial Disclosure Statement in accordance with N.J.S.A. 40A:9-22.1 *et seq.*, the Local Government Ethics Law;

vii. **Political Campaign Contributions**

Members shall adhere to the provisions of the Maplewood Municipal Code dealing with Pay to Play and Use of Public Property for Political Fund Raising;

viii. **Use of Public Resources**

Members shall not use Township resources that are not available to the public in general, such as staff, time, equipment, supplies, property or facilities for private gain or personal purposes;

ix. **Advocacy**

Members shall present the official policies or positions of the Committee to the best of their ability when designated as delegates for this purpose. Nothing herein shall prevent Members from presenting their individual opinions and positions;

x. **Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive work place environment for Township Employees and for citizens and businesses dealing with the Township, and shall strive to act in a way that enhances the reputation and public image of the Township;

xi. **Implementation**

As an expression of the standards of conduct for Members expected by the Township, this Code is intended to be self-enforcing. It therefore becomes more effective when Members are thoroughly familiar with it and embrace its provisions

For this reason, ethical standards shall be included in the regular orientation for candidates for Township Committee. Members entering office shall sign a statement affirming that they read and understand this Code and agree to adhere to its contents. In addition, the Township Committee shall annually review the code, the Township Committee shall consider the recommendations of others and shall update the Code as appropriate.

B. Members of the Township Committee shall conduct themselves in conformance with the provisions of the Local Ethics Law, N.J.S.A. 40A:9-22.1, et seq.

C. Members of the Township Committee shall enforce the provisions of Ordinance number 2133-00, which prohibits the soliciting or accepting of political contributions on public property.

D. Members of the Township Committee shall enforce the provisions of Ordinance numbers 2339-06 and 2367-06, which prohibit the contribution of money, anything of value or in kind contributions to municipal candidates for Maplewood Township Committee or to a municipal party committee, or backed by a person or entity seeking an award of a contract for professional services or from a person or entity seeking work as a redeveloper within the Township, respectively.

**5. ADMINISTRATIVE OFFICIALS**

A. Business Administrator

The Business Administrator's function shall be to provide a liaison between the Township Committee and the Municipal departments, boards and officials; to act as agent for the Township Committee as executive and administrative official of the Municipal Government and to perform other duties more particularly described in the Ordinances and Code of the Township of Maplewood.

B. Chief Financial Officer/Tax Collector/Treasurer

The Chief Financial Officer/Tax Collector/Treasurer shall conduct their office and keep their records under the direction of the Finance Committee, in accordance with the statutes of the State of New Jersey, and in addition to their duties defined by law, shall perform such services as that Committee may direct. The Chief Financial Officer shall be present at the meetings of the Township Committee when requested.

1. Deposit of Municipal Funds

The Chief Financial Officer shall deposit daily, all moneys collected by him/her, under the authority of his/her office, for the use of the Township, in such banks as the Township Committee shall from time to time by resolution designate, in various accounts so named for the Township of Maplewood. The bank or banks of deposit are hereby authorized to accept checks for deposit in said accounts whether drawn to the order of the "Collector of Taxes" or to the "Township of Maplewood" or to the "Collector" by name. Transfers between Township of Maplewood accounts may be made on the signature of the Chief Financial Officer or his/her designee. Funds may be withdrawn from the accounts maintained by the Treasurer, as herein provided, only on check signed by the following:

- (a) Chair of the Township Committee or in his/her absence, the Vice Chair, and
- (b) The Chief Financial Officer, or in his/her absence, the Township Business Administrator.

Specially designated funds shall be withdrawn from the Segregated Accounts only for the purpose set forth in the Statute, Ordinance and the Township Committee's directives concerning their use.

Funds to meet the payroll of all Township employees shall be withdrawn by a check or transferred by wire for the total amount to the order of the Township of Maplewood and shall be deposited in the bank as "Township of Maplewood - Payroll Account". The Chief Financial Officer, or in his/her absence, the Assistant Chief Financial Officer, shall pay each employee by check on said "Township of Maplewood - Payroll Account". The bank of deposit is authorized to honor checks drawn on such "Township of Maplewood - Payroll Account", signed by the Chief Financial Officer, or the Township Business Administrator.

## 2. Cash Management Plan

A Cash Management Plan shall be adopted annually by the Township Committee.

## C. Other Administrative Officials

There shall be such other Administrative Officials as are set forth in the Ordinances and Code of the Township of Maplewood.

## **6. PURCHASE OF GOODS AND SERVICES**

The Township Committee shall appoint a Purchasing Agent who shall oversee the purchase of all materials, equipment, supplies and services according to the Local Public Contracts Law. The Purchasing Agent shall periodically promulgate a revised purchasing manual and distribute a copy to all departments, committees, boards and commissions that participate in the Township's decentralized purchasing process. The purchasing agent shall make recommendations to the Township Committee on various issues related to the purchasing policy including the establishment of a bid threshold and a quote threshold.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township of Maplewood, County of Essex and State of

New Jersey, at a regular meeting of said Committee held on January 1, 2023.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey this 1st day of January 2024.

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**Elizabeth J. Fritzen, R.M.C.,C.M.C.**  
**Township Clerk**



**APPOINTMENTS:**

NA: (I'd like to read the following appointments)

Administrator	Patrick Wherry
Assistant Business Administrator	Glasshebra S. Jones
Court Administrator	Ryan Bancroft
Director of Community Services	Melissa Mancuso
Director of Community Development	Annette DePalma
Director of Public Works/ Township Engineer	Paul Kittner
Health Officer	Candice Davenport
Township Attorney	Jennifer Credidio
Treasurer	Joseph Kolodziej
Public Defender	Dennis Cleary
Registrar of Vital Statistics	Edward Starzynski
Deputy Registrar of Vital Statistics	Elizabeth J. Fritzen
Tax Searcher	Joseph Kolodziej
Custodian of Township Records	Elizabeth J. Fritzen
Deputy Custodian of Township Records	Chief Albert Sally
Deputy Custodian of Township Records	Fire Official Robert Conklin
Board of Health (3 Years)	Dean Dafis, Victor De Luca
Qualified Purchasing Agent	April Miller
Tax Collector	Joseph Kolodziej
Tax Assessor	Thomas DeKorte
Supervisor of Certifying Agent – Pension Funds	Joseph Kolodziej
Certifying Agent – Pension Funds	April Miller
American's Disability Act Coordinator	Patrick Wherry
Public Agency Compliance Officer	Patrick Wherry
Municipal Housing Liaison	Patrick Wherry
Designated Employer Representative	Paul Kittner

# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 2 - 24**

### **RESOLUTION APPOINTING MUNICIPAL PROSECUTOR AND ASSISTANT MUNICIPAL PROSECUTOR 2024**

**WHEREAS**, the provisions of N.J.S.A. 2B:12-27, provide that the Governing Body of a municipality may employ an Attorney at Law as a Municipal Prosecutor; and

**WHEREAS**, Annette DePalma, a New Jersey Attorney at Law, has agreed to serve as the Township's Municipal Prosecutor and Gracia Montilus, a New Jersey Attorney at Law, has agreed to serve as the Township's Assistant Municipal Prosecutor.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey as follows:

1. Annette DePalma, Esq. be and is hereby appointed as Municipal Prosecutor of the Township of Maplewood for the year 2024;
2. Gracia Montilus, Esq. be and is hereby appointed Assistant Municipal Prosecutor of the Township of Maplewood for the year 2024; and
3. Ms. DePalma and Mr. Montilus shall proceed under the supervision of the Attorney General of the State of New Jersey and the Essex County Prosecutor and may represent the State of New Jersey, County of Essex or Township of Maplewood in any matter within the jurisdiction of the Maplewood Municipal Court, in accordance with the provisions of N.J.S.A. 2B:25-1, et al.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January, 2024.

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**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 03 - 24**

### **RESOLUTION ADDING TAPINTO SOMA AND VILLAGE GREEN AS ELECTRONIC NEWS SOURCES TO WHICH NOTICES AND OTHER MATTERS ARE TO BE PROVIDED UNDER THE OPEN PUBLIC MEETINGS ACT**

**WHEREAS**, the Maplewood Township Committee wishes to enhance transparency; and

**WHEREAS**, the Maplewood Township Committee wishes to provide as many residents of the Township of Maplewood ("Township") with notice of the activities of the Township and the Township Committee.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

In addition to the Maplewood South Orange News Record and the Star Ledger newspapers, the TAPinto SOMA and Village Green are electronic news sources to which notices and other matters are to be provided, at no cost to the Township, under the Open Public Meetings Act.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January, 2024.

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**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# TOWNSHIP OF MAPLEWOOD



## RESOLUTION NO. 04- 24

### **RESOLUTION APPOINTING MUNICIPAL DEPUTY EMERGENCY MANAEMENT COORDINATORS**

**WHEREAS**, pursuant to New Jersey Statutes it is necessary to appoint Municipal Emergency Management Coordinators; and

**WHEREAS**, the Township of Maplewood wishes to appoint Deputy Municipal Emergency Management Coordinators; and

**WHEREAS**, Chief Albert F. Sally and Detective Christopher Dolias possess the necessary qualifications to serve as Deputy Municipal Emergency Management Coordinators.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

Chief Albert F. Sally and Detective Christopher Dolias be and are hereby appointed as Deputy Municipal Emergency Management Coordinators for the Township of Maplewood for the period of January 1, 2024 through December 31, 2024.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January, 2024.

---

**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 5-2024** **IN SUPPORT OF THE APPLICATION** **FOR A 2024 NEW JERSEY HISTORIC PRESERVATION FUND** **CERTIFIED LOCAL GOVERNMENT GRANT**

**WHEREAS**, the Township of Maplewood (“Township”) desires to safeguard the heritage of Maplewood by preserving resources within the Township that reflect elements of its cultural, social, economic and architectural history; and

**WHEREAS**, the Township desires to recognize and promote an appreciation of historic landmarks within the Township for the education, economic benefit and pleasure of the local population and the public-at-large; and

**WHEREAS**, the Township adopted its most recent Master Plan on August 8, 2023; and

**WHEREAS**, the Maplewood Historic Preservation Commission (“MHPC”) seeks funding to update the Historic Preservation Element of the Master Plan; and

**WHEREAS**, the Township supports the MHPC’s desire to apply for funding to update the Historic Preservation Element of the Master Plan; and

**WHEREAS**, the New Jersey Department of Environmental Protection Historic Preservation Office provides grants for this purpose; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

1. The recitals set forth above are adopted and incorporated herein;
2. The Township Business Administrator or their designee is hereby authorized to:
  - a) submit a Grant Application for 2024 New Jersey Historic Preservation Funding on behalf of the Township of Maplewood for up to fifty thousand (50K) dollars; and
  - b) if awarded, to execute a grant agreement with the State for a grant in an amount not more than fifty thousand (50K) dollars; and
  - c) to execute any amendments thereto which do not increase the Grantee's obligations.

The Grantee agrees to comply with all applicable Federal, State, and Municipal laws, rules, and regulations in its performance pursuant to the agreement.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this \_\_\_\_\_ day of January 2024.

\_\_\_\_\_  
**ELIZABETH J. FRITZEN, R.M.C.**  
**Township Clerk**





# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 06 - 24**

### **RESOLUTION APPOINTING McMANIMON SCOTLAND & BAUMANN, LLC BOND COUNSEL FOR 2024**

**WHEREAS**, the Township of Maplewood ("Township") has a need to retain Bond Counsel by means of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.8; and

**WHEREAS**, the Township's Qualified Purchasing Agent has determined and certified that the value of the services may exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is for one (1) year; and

**WHEREAS**, the law firm of McManimon Scotland & Baumann, LLC ("McManimon") has submitted a proposal indicating they will provide services as Bond Counsel to the Township at the rate set forth in the agreement annexed hereto and made a part hereof; and

**WHEREAS**, the law firm of McManimon has completed and submitted a Business Entity Disclosure Certification which certifies that has not made any contributions to a political or candidate committee in the Township of Maplewood in the previous one (1) year, and this Resolution prohibits the law firm of from making any contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available from Account #3-01-20-130-130-215 to retain the law firm of McManimon Scotland and Baumann.

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

1. Pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the law firm of McManimon Scotland & Baumann, LLC be and is hereby appointed as Bond Counsel for the year 2024 pursuant to the terms of the contract annexed hereto.

2. The law firm of McManimon Scotland & Baumann, LLC is prohibited from making any contribution to a political or candidate committee during the term of this appointment.
3. The Mayor and the Township Clerk be and are hereby authorized to enter into a contract on behalf of the Township of Maplewood in connection with these services.
4. A copy of this Resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the Office of the Township Clerk.
5. The Business Entity Disclosure Certification and Determination of Value be placed on file with this Resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January 2024.

---

**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 07 - 24**

### **RESOLUTION APPOINTING McMANIMON SCOTLAND & BAUMANN, LLC SPECIAL LEGAL COUNSEL FOR REDEVELOPMENT FOR 2024**

**WHEREAS**, the Township of Maplewood ("Township") has a need to retain Legal Counsel in the area of Redevelopment by means of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.8; and

**WHEREAS**, the Township's Qualified Purchasing Agent has determined and certified that the value of the services may exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is for one (1) year; and

**WHEREAS**, the law firm of McManimon Scotland & Baumann, LLC ("McManimon") has submitted a proposal indicating they will provide services as Redevelopment Counsel to the Township at the rate set forth in the agreement annexed hereto and made a part hereof; and

**WHEREAS**, the law firm of McManimon has completed and submitted a Business Entity Disclosure Certification which certifies that McManimon has not made any reportable contributions to a political or candidate committee in the Township of Maplewood in the previous one (1) year, and this Resolution prohibits the law firm of McManimon from making any contributions through the term of the contract; and

**WHEREAS**, the Chief Financial officer has certified that there are funds available from Account #3-01-20-170-170-204 to retain the law firm of McManimon Scotland and Baumann.

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

1. Pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the law firm of McManimon Scotland & Baumann, LLC be and is hereby appointed as Special Legal Counsel for Redevelopment for the year 2024 pursuant to the terms of the contract annexed hereto.

2. The law firm of McManimon Scotland & Baumann, LLC is prohibited from making any contribution to a political or candidate committee during the term of this appointment.
3. The Mayor and the Township Clerk be and are hereby authorized to enter into a contract on behalf of the Township of Maplewood in connection with these services.
4. A copy of this Resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the Office of the Township Clerk.
5. The Business Entity Disclosure Certification and Determination of Value be placed on file with this Resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January 2024.

---

**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 08 - 24**

### **RESOLUTION APPOINTING SURENIAN, EDWARDS AND NOLAN, LLC SPECIAL LEGAL COUNSEL FOR AFFORDABLE HOUSING FOR 2024**

**WHEREAS**, the Township of Maplewood ("Township") has a need to retain Legal Counsel in the area of Affordable Housing by means of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.8; and

**WHEREAS**, the Township's Purchasing Agent has determined and certified that the value of the services may exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is for one (1) year; and

**WHEREAS**, the law firm of Surenian, Edwards and Nolan, LLC. ("Surenian") submitted a proposal to the Township dated December 6, 2023, indicating they will provide services as Affordable Housing Counsel to the Township at the rate set forth in the agreement annexed hereto and made a part hereof; and

**WHEREAS**, the law firm of Surenian has completed and submitted a Business Entity Disclosure Certification which certifies that Surenian has not made any contributions to a political or candidate committee in the Township of Maplewood in the previous one (1) year, and this Resolution prohibits the law firm of Surenian from making any contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has certified that funds available from Account #3-01-20-155-155-210 to retain the law firm of Surenian.

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

1. Pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the law firm Surenian and Associates, LLC be and is hereby appointed as Special Legal Counsel for Affordable Housing for the year 2024 pursuant to the terms of the contract annexed hereto.

2. The law firm of Surenian is prohibited from making any contribution to a political or candidate committee during the term of this appointment.
3. The Mayor and the Township Clerk be and are hereby authorized to enter into a contract on behalf of the Township of Maplewood in connection with these services.
4. A copy of this Resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the Office of the Township Clerk.
5. The Business Entity Disclosure Certification and Determination of Value be placed on file with this Resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January, 2024.

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**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# SURENIAN, EDWARDS, BUZAK & NOLAN LLC

Jeffrey R. Surenian, Esq. ▲  
Email - JRS@Surenian.com

Michael J. Edwards, Esq. ►  
Email - MJE@Surenian.com

Edward J. Buzak, Esq. ▼  
Email - EJB@Surenian.com

Erik C. Nolan, Esq.  
Email - EN@Surenian.com

Also admitted:  
▲PA ►NY ■MA ▼DC

A Limited Liability Company  
Counselors at Law  
311 Broadway, Suite A  
Point Pleasant Beach, New Jersey 08742  
Phone: (732) 612-3100  
Fax: (732) 612-3101  
www.Surenian.com

—  
North Jersey location:  
150 River Road, Suite N-4  
Montville, NJ 07045  
Phone: (973) 335-0600  
Fax: (973) 335-1145

Keli L. Gallo, Esq. ►  
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Jacquelin P. Gioioso, Esq.  
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Christine M. Faustini, Esq.  
Email - CMF@Surenian.com

Susan L. Crawford, Esq. ▲■  
Email - SLC@Surenian.com

Nancy L. Holm, Esq. ▲  
Email - NLH@Surenian.com

William E. Olson, Esq.  
Email - WEO@Surenian.com

December 6, 2023

## VIA ELECTRONIC MAIL & REGULAR MAIL

**Roger Desiderio, Esq.**  
Bendit Weinstock, P.A.  
80 Main St. - Suite 260  
West Orange, NJ 07052

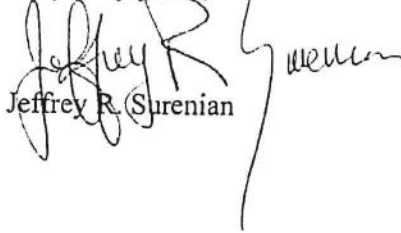
**RE: Affordable Housing Attorney - Township of Maplewood**

Dear Mr. Desiderio:

Pursuant to your conversation with Erik C. Nolan from my office today, I understand the Township will not be issuing RFP's and has requested we provide a proposed contract. Enclosed please find a partially executed contract for 2024. Please note, there will be no increase in the rates for the coming year.

We would like to thank you, the Mayor and the Governing Body for your continued confidence in our Firm.

Very truly yours,

  
Jeffrey R. Surenian

JRS/pf

Enclosure

cc: Elizabeth Fritzen, Clerk (via regular mail)

## PROFESSIONAL SERVICES AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by and between:

**Township of Maplewood, a Municipal Corporation of the State of New Jersey**  
574 Valley Street  
Maplewood, NJ 07040

Hereinafter referred to as “Township”

And: **SURENIAN, EDWARDS, BUZAK & NOLAN LLC**  
311 Broadway, Suite A  
Point Pleasant Beach, NJ 08742

Hereinafter referred to as “Special Counsel”, “Contractor” or “Firm”.

In the event that Surenian, Edwards, Buzak & Nolan LLC is reconstituted, references to “Special Counsel”, “Contractor” or “Firm” shall include references to the new entity.

### WITNESSETH:

1. Township hereby appoints and employs the Firm to assist the Township and its legal counsel address its responsibilities with respect to its affordable-housing obligations in any proceeding involving a) (i) a New Jersey Court of competent jurisdiction, and/or (ii) the New Jersey Council on Affordable Housing (“COAH”) should it resume its duties, and b) any necessary projects, as determined and authorized by the Township.

2. The Firm shall bill the Township at the following rates:

- (a) \$200.00 per hour for Jeffrey R. Surenian Esq., or Edward J. Buzak, Esq.;
- (b) \$185.00 per hour for Erik C. Nolan, Esq., or Michael J. Edwards, Esq.;
- (c) \$175.00 per hour for Firm’s associates: Christine M. Faustini, Esq., Nancy L. Holm, Esq., Susan L. Crawford, Esq., Keli Gallo, Jacqueline Gioioso, Esq. or William E. Olson, Esq.;
- (d) \$90.00 per hour for all paralegal work; and
- (e) For any new hires, Firm will communicate with the Township prior to the commencement of any work.



3. Township shall pay all disbursements incurred by the Firm, such as, but not limited to, black and white photocopying and printing charges (at \$0.30 per page); color photocopying and printing charges (at \$0.50 per page); facsimile charges (at \$1.00 per page); telephone charges; postage, travel expenses, mileage (at standard IRS rate, plus tolls); video conferencing charges; scanning charges (at \$0.30 per page); research; messenger fees; filing fees; recording fees, etc.

4. Special Counsel shall bill Township on a monthly basis. In the event that the bills exceed the amount budgeted, Township shall either make another appropriation or advise Special Counsel to stop work immediately.

5. Township shall pay all bills within forty-five (45) days from date mailed.

6. As a prerequisite to payment, Special Counsel shall complete and execute vouchers provided by the Township, which the Firm shall be free to submit with each bill, so that said bill may be paid upon approval.

7. Attached hereto and incorporated herein are:

**Enclosures**

- Mandatory Affirmative Action Compliance Notice N.J.S.A. 10:5-31 and N.J.A.C. 17:27;
- Appendix A Americans with Disabilities Act of 1990 Equal Opportunity for Individuals with Disability; and Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 *et seq.* (P.L. 1975, C. 127) N.J.A.C. 17-27;
- State of New Jersey Business Registration
- Certificate; Certificate of Employee Information Report;
- Workers Compensation and Employers Liability Policy; and
- Business Entity Disclosure Certification;
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L.2022, c.3

8. Any portion or clause of this Agreement that is deemed unenforceable shall be severed from this Agreement with the surviving portion remaining in full force and effect.

9. The terms of this Agreement shall be in effect from January 1, 2024 to December 31, 2024.

**TOWNSHIP OF MAPLEWOOD**

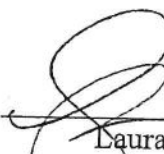
ATTEST:


By \_\_\_\_\_, Mayor

\_\_\_\_\_

**SURENIAN, EDWARDS, BUZAK & NOLAN LLC**

WITNESS:

  
\_\_\_\_\_  
Laura Nelson

By   
\_\_\_\_\_  
Jeffrey R. Surenian, Managing Member

Date: 12/6/23

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

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

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

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

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

OR

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

OR

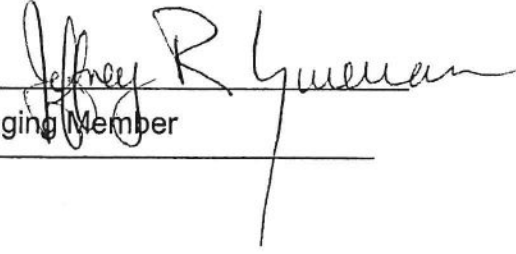
(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

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

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

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

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

COMPANY: Surenian, Edwards, Buzak & Nolan LLC SIGNATURE:   
PRINT NAME: Jeffrey R. Surenian TITLE: Managing Member  
DATE: 12/6/23

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

Surenian, Edwards, Buzak & Nolan LLC

The contractor and the Managing Member of \_\_\_\_\_, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

<b>Taxpayer Name:</b>	SURENIAN,EDWARDS, BUZAK & NOLAN LLC
<b>Trade Name:</b>	
<b>Address:</b>	311 BROADWAY, SUITE A POINT PLEASANT BEACH, NJ 08742
<b>Certificate Number:</b>	2409341
<b>Effective Date:</b>	December 23, 2019
<b>Date of Issuance:</b>	February 07, 2023

**For Office Use Only:**  
20230207145124647

Certification 62402

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT

## INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15 - JAN - 2020 to 15 - JAN - 2027

SURENIAN, EDWARDS, BUZAK & NOIAN LLC  
311 BROADWAY  
PT. PLEASANT BE NJ 08724



*Elizabeth Maher Muoio*

ELIZABETH MAHER MUOIO  
State Treasurer



COL LPL for Holder - Clerk of the New Jersey Supreme Court



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/31/2023

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

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

PRODUCER USI Affinity 14 Cliffwood Ave , Suite 310 Matawan, NJ 07747	CONTACT NAME:	
	PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : HANOVER INSURANCE GROUP		
INSURED Surenian, Edwards, Buzak & Nolan LLC 311 Broadway Suite A Point Pleasant Beach NJ 08742	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Lawyers Professional Liability			xxxxxx8772	05/1/2023	05/1/2024	Each Claim \$ 1,000,000 Aggregate \$ 1,000,000 Deductible \$ 5,000

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

This firm is a 10 attorney firm organized by LLC

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/21/2023

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

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

<b>PRODUCER</b> Automatic Data Processing Insurance Agency, Inc.  1 Adp Boulevard Roseland NJ 07068	<b>CONTACT NAME:</b> Automatic Data Processing Insurance Agency, Inc. <b>PHONE (A/C, No, Ext):</b> 1-800-524-7024 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><b>INSURER(S) AFFORDING COVERAGE</b></td> <td style="text-align: center; border: none;"><b>NAIC #</b></td> </tr> <tr> <td style="border: none;">INSURER A: Sentinel Insurance Company, LTD.</td> <td style="border: none;">11000</td> </tr> <tr> <td style="border: none;">INSURER B:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F:</td> <td style="border: none;"></td> </tr> </table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	INSURER A: Sentinel Insurance Company, LTD.	11000	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
<b>INSURED</b> Surenian Edwards Buzak & Nolan, LLC  311 Broadway  Point Pleasant Beach NJ 08742															

**COVERAGES      CERTIFICATE NUMBER: 3076166      REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	N	76WEGAX4UE1	06/17/2023	06/17/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

<b>CERTIFICATE HOLDER</b>  Insured Copy 311 Broadway Suite A Point Pleasant Beach NJ 08742	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**Surenian, Edwards, Buzak & Nolan LLC**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the Surenian, Edwards, Buzak & Nolan LLC has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2024 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of Maplewood as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

	N/A

**Part II – Ownership Disclosure Certification**

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

Check the box that represents the type of business entity:

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

Name of Stock or Shareholder	Home Address
Jeffrey R. Surenian	1206 Rue Ave., Point Pleasant, NJ 08742
Erik C. Nolan	5 Alyssa Rose Ln., New Egypt, NJ 08533
Michael J. Edwards	110A Randall Ave., Point Pleasant Beach, NJ 08742

**Part 3 – Signature and Attestation:**

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

Name of Business Entity: Surenian, Edwards, Buzak & Nolan LLC

Signature of Affiant: *Jeffrey R. Surenian* Title: Managing Member

Printed Name of Affiant: Jeffrey R. Surenian Date: 12/6/23

Subscribed and sworn before me this 6 day of December, 2023.

*Paul Fiorianti Jr.*  
(Witnessed or attested by)

My Commission expires:

(Seal)

**PAUL FIORIANTI JR.**  
 NOTARY PUBLIC  
 STATE OF NEW JERSEY  
 MY COMMISSION EXPIRES JANUARY 21, 2027



### DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: Special Counsel

VENDOR NAME: Surenian, Edwards, Buzak & Nolan LLC

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

#### CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities  
Relationship to Vendor/ Bidder  
Description of Activities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement  
Anticipated Cessation Date

*\*Attach Additional Sheets If Necessary.*

#### CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Jeffrey R. Surenian  
Signature  
Jeffrey R. Surenian, Managing Member  
Print Name and Title

12/6/23  
Date



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3

CONTRACT / BID SOLICITATION TITLE Special Counsel

CONTRACT / BID SOLICITATION No. \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach Additional Sheets if Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

Jeffrey R. Surenian  
Signature of Authorized Representative

12/6/23  
Date

Jeffrey R. Surenian, Managing Member  
Print Name and Title of Authorized Representative

Surenian, Edwards, Buzak & Nolan LLC  
Vendor Name

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

# TOWNSHIP OF MAPLEWOOD



## RESOLUTION NO. 10 - 24

### **RESOLUTION APPOINTING IAN GRODMAN AS COUNSEL TO THE MAPLEWOOD COMMUNITY BOARD ON POLICE**

**WHEREAS**, the Maplewood Community Board on Police ("the Board") continues to meet and provide services to the residents of the Township of Maplewood; and

**WHEREAS**, the Board needs the assistance of legal counsel in performance of its duties; and

**WHEREAS**, Ian Grodman, Esq. has performed these duties in the past.

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

Ian Grodman, Esq. be and hereby is appointed as legal counsel to the Maplewood Community Board on Police for the year 2024 and that he be paid compensation of \$500.00 per month for services rendered.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January, 2024.

---

**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 11 - 24**

### **RESOLUTION APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC TO ADMINISTER THE MAPLEWOOD HOUSING REHABILITATION PROGRAM 2024**

**WHEREAS**, the Township of Maplewood ("Township") has a need to retain an Administrator for the Township Housing Rehabilitation Program (the "Program"); and

**WHEREAS**, the Township wishes to proceed pursuant to the provisions of N.J.S.A. 19:44A-20.8; and

**WHEREAS**, the Township has determined and certified that the value of the services may exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is for one (1) year; and

**WHEREAS**, the firm of Community Grants, Planning and Housing, LLC ("CGP&H") has submitted a proposal dated December 15, 2023, indicating that it will administer the Maplewood Housing Rehabilitation Program pursuant to the proposal annexed hereto; and

**WHEREAS**, CGP&H has performed these services in the past for the Township in an acceptable manner; and

**WHEREAS**, CGP&H has submitted a Business Entity Disclosure Statement that certifies that CGP&H has not made any contribution to a political or candidate committee in the Township in the previous one (1) year and this resolution prohibits CGP&H from making any contributions through the term of its contract(s); and

**WHEREAS**, the Chief Financial Officer has certified that funds are available from Account #T-10-56-850-021-801 for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

1. Pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the firm of Community Grants, Planning & Housing, LLC, be and is hereby retained to Administrator the Maplewood Housing Rehabilitation Program for 2024 at a cost not to exceed \$21,000.00.
2. The firm of Community Grants, Planning & Housing, LLC is prohibited from making any contribution to a political or candidate committee during the term of this appointment.
3. The Business Administrator and the Township Clerk be and are hereby authorized to enter into any agreements on behalf of the Township of Maplewood, in connection with this service.
4. A copy of this resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the office of the Township Clerk.
5. The Business Entity Disclosure Certification shall be placed on file with this resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January, 2024.

---

**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# *Proposal for Professional Services*

## **Proposal for Housing Rehabilitation Services**

### ***Township of Maplewood New Jersey***

*Proposal Date: December 15, 2023*

*Valid Through: April 15, 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 37-person firm provides are related to affordable housing. Please visit our company website, [CGPH.net](http://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.

## 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](http://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](http://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 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.

# 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
- Florence
- Moorestown
- Mount Holly
- Mount Laurel
- Palmyra

## Salem County

- Pittsgrove

## Hudson County

- Hoboken
- Kearny

## Bergen County

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



## Essex County

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

## Union County

- Clark
- Cranford
- Roselle Park
- Scotch Plains

## Middlesex County

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

## Monmouth County

- 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 - 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**

Opportunities available for projects in the following areas:

- Accessibility
- Asphalt
- Bathrooms
- Basement
- Brick
- Chimneys
- Chutes
- Countertops
- Decks
- Driveways
- Garages
- Handrails
- Interior
- Landscaping
- Painting
- Porches
- Roofs
- Siding
- Staircases
- Stairways
- Structural
- Windows
- Yards

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](http://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 has a bid value between \$12,000 and \$60,000.

Minority, women-owned and MUD Section 3 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**

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

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

- Complete work to apply and to receive your award.
- Work will be done on a first-come, first-served basis.
- Professional inspection required.
- There is no match to payment.

**ELIGIBLE USES OF FUNDS INCLUDE:**

- Roofs
- Painting
- Decks
- Handrails
- Staircases
- Stairways
- Structural
- Windows
- Yards

Household Size	1	2	3	4
Maximum Income	\$12,000	\$14,000	\$16,000	\$18,000
Maximum Income	\$14,000	\$16,000	\$18,000	\$20,000

**FIRST COME, FIRST SERVED TAKE THE FIRST STEP!**

This program is sponsored by the Participating Municipality. [www.hip.cgph.net](http://www.hip.cgph.net)

For more information, call (609) 664-2711 or visit our website at [www.hip.cgph.net](http://www.hip.cgph.net)

## Proposal for Housing Rehabilitation Services

Each of our municipal Housing Rehabilitation Programs are also featured on our website, [www.hip.cgph.net](http://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](http://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.

## Proposal for Housing Rehabilitation Services

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

## Proposal for Housing Rehabilitation Services

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).

## Proposal for Housing Rehabilitation Services

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



## Proposal for Housing Rehabilitation Services

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 rerelease 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.

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

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.

The fee tables on the following pages delineate the fee structure for each fee category. 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.**

## Proposal for Housing Rehabilitation Services

<b>Housing Rehabilitation Program Administration Services</b>	
<b>1. Ongoing Day-to-Day Program Administration</b>	Monthly flat fee of \$450 per month for a total of \$5,400 per contract year.
<b>2. Direct Costs</b>	\$300 not to exceed per year.
<b>Additional services as requested</b>	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&amp;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.

## Proposal for Housing Rehabilitation Services

<b>Housing Rehabilitation Program Case Management</b>	
<b>1. Milestone 1: Eligibility Determination</b>	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.
<b>2. Milestone 2: Loan Closing</b>	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.
<b>3. Milestone 3: Final Inspection</b>	Flat fee of \$2,120 payable upon satisfactory final inspection.  Discounted flat fee of \$900 for each additional unit within a multi-family dwelling.
<b>4. Title Search Fee</b>	\$100 per property
<b>5. Subordination Requests</b>	\$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.

## Proposal for Housing Rehabilitation Services

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

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

## Proposal for Housing Rehabilitation Services

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

<b>Additional Housing Rehabilitation Services, as Needed</b>	<b>Fee</b>
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.

## Proposal for Housing Rehabilitation Services

**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.



# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 12 - 24**

### **RESOLUTION APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC TO PROVIDE PROFESSIONAL PLANNING SERVICES IN THE AREA OF AFFORDABLE HOUSING TO THE TOWNSHIP OF MAPLEWOOD FOR 2024**

**WHEREAS**, the Township of Maplewood ("Township") has a need to retain a Professional Planner with regard to Affordable Housing; and

**WHEREAS**, Community Grants, Planning & Housing, LLC ("CGP&H") has experience in this area: and

**WHEREAS**, CGP&H has submitted a proposal to the Township dated December 15, 2023, a copy of which is annexed hereto; and

**WHEREAS**, CGP&H has previously completed and submitted a Business Entity Disclosure Certification which certifies that CGP&H has not made any reportable contribution to a political or candidate committee in the Township of Maplewood in the previous one (1) year, and this Resolution prohibits CGP&H from making any contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available from Account #T-10-56-850-021-801 for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, that:

1. Pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the firm of Community Grants, Planning & Housing, LLC, be and is hereby retained to provide planning services with regard to Affordable Housing for the year 2024 at a cost not to exceed \$17,500.00.
2. The firm of Community Grants, Planning & Housing, LLC is prohibited from making any contribution to a political or candidate committee during the term of this appointment.

3. The Business Administrator and the Township Clerk be and are hereby authorized to enter into any agreements on behalf of the Township of Maplewood in connection with these services.
4. The Business Entity Disclosure Certification and Determination of Value be placed on file with this Resolution.
5. A copy of this resolution will be printed once in the News Record of Maplewood and South Orange and shall be retained on file with the office of the Township Clerk.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January, 2024.

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**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# *Proposal for Professional Services*

## **Proposal for Affordable Housing Planning Services**

### ***Township of Maplewood New Jersey***

*Proposal Date: December 15, 2023*

*Valid Through: April 15, 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 AFFORDABLE HOUSING PLANNING SERVICES

# 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 35-person firm provides are related to affordable housing. Please visit our company website, [CGPH.net](http://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.

**NAME OF FIRM**

Community Grants, Planning and Housing (CGP&H), LLC

**ADDRESS**

**CGP&H, LLC**

1249 South River Road, Suite 301

Cranbury, NJ 08512

(609) 642-4855

randy@cgph.net

**Primary Contact Person:**

**Megan York, P.P., AICP, Vice President**

(609)-642-4769

megan@cgph.net

**DESCRIPTION OF KEY PERSONNEL**

See following pages for resumes of key personnel.



**Randall Gottesman, PP**  
President of CGP&H

**41 years of experience in:**

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

**Education:**

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

**Associations & Licenses:**

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

**Randall Gottesman, President of CGP&H** is

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

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

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

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



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

**23 years of experience in:**

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

**Education:**

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

**Associations & Licenses:**

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

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

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

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

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

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

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



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

**25 years of experience in:**

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

**Education:**

- BS Environmental Science, Stockton University

**Associations & Licenses:**

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

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

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

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

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

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





**Corinne Markulin,**  
*Vice President*

**25 years of experience in:**

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

**Education:**

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

**Certifications & Training:**

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

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

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

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



**Ximena Calle,**  
*Applicant Services Vice President*

**17 years of experience in:**

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

**Education:**

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

**Certifications & Training:**

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

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

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

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

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



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

**9 years of experience in:**

- Business Management
- Technical Innovation
- NJ Affordable Housing

**Education:**

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

**Certifications & Training:**

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

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

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

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

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



**Heather Mahaley, PP, AICP**  
Senior Planner / Project Manager

**22 years of experience in:**

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

**Education:**

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

**Associations & Licenses:**

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

**Heather Mahaley, Senior Planner / Project Manager**

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

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

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

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



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

**44 years of experience in:**

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

**Education:**

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

**Associations & Licenses:**

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

**Michelle Lamar, Senior Planner, Corporate Counsel**

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

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

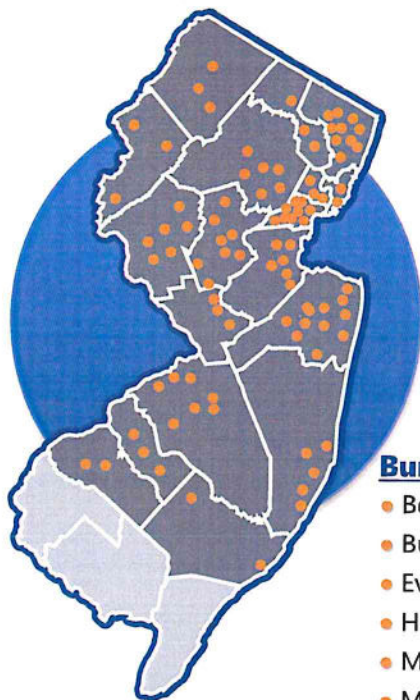
Upon attending law school, Ms. Lamar was employed by McCarter & English as a litigation associate, worked as an attorney with the New Jersey Housing and Mortgage Finance Agency (NJHMFA), which included administration of the agency's various grant and loan programs, and eventually became a partner practicing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

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

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

## EXPERIENCE WITH PUBLIC ENTITIES

See following page for list of current public entity clients.



# AFFORDABLE HOUSING

## Administrative Agent Locations

### Sussex County

- Hardyston
- Newton
- Sparta

### Warren County

- Allamuchy
- Greenwich
- Independence
- Lopatcong

### Hunterdon County

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

### Somerset County

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

### Burlington County

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

### Camden County

- Berlin
- Cherry Hill
- Stratford
- Voorhees

### Gloucester County

- East Greenwich
- Washington - Gloucester

### Ocean County

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

### Atlantic County

- Hammonton
- Northfield

### Passaic County

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

### Morris County

- Denville
- Florham Park
- Hanover
- Montville
- Morristown
- Netcong
- Roxbury
- Washington - Morris

### Middlesex County

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

### Monmouth County

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

### Mercer County

- East Windsor
- Hightstown
- Hopewell
- Pennington
- Princeton

### Bergen County

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

### Essex County

- Cedar Grove
- Livingston
- Maplewood
- 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

## REFERENCES

CGP&H provides Administrative Agent services statewide dating back to 1995. We provide Administrative Agent services for over 3,000 affordable housing units in over 80 municipalities statewide and housing rehabilitation services for over 3,500 units in dozens of municipalities throughout New Jersey and Pennsylvania. Below are references for four typical municipalities where we currently provide affordable housing services.

**Marta Lefsky, Director, Department of Planning and Development,  
Township of Woodbridge**

1 Main Street Woodbridge, NJ 08003

Telephone: (732) 634-4500 x6427

Email: marta.darden@twp.woodbridge.nj.us

**Services:** Administrative Agent for Woodbridge Township. Determine requirements of new affordable housing developments and directly administer 5 rental inclusionary units. Affirmatively market 100 percent affordable senior housing complex. Complete annual COAH monitoring on behalf of the Township. Set-up and administer Township's Housing Rehabilitation Program.

**Duration:** Since 2012

**Tara Buss, Municipal Housing Liaison, Township of Holmdel**

4 Crawfords Corner Road, Holmdel, NJ 08724

Telephone: (732) 946-2820

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

**Duration:** Since 2005

**Don Sammet, Town Planner, Town of Westfield**

959 North Avenue West, Westfield, NJ 07090

Telephone: (732) 502-5711

**Services:** Provides comprehensive Administrative Agent services for rental projects.

**Duration:** Since 2016

**Gary McLean, Esq., Attorney for Township of Freehold**

100 Willow Brook Road, Freehold, NJ 07728

Telephone: (732) 62-7170

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

**Duration:** Since 2005



## RECORD OF SUCCESS

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](http://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.

## ABILITY TO PROVIDE SERVICES IN TIMELY FASHION

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

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

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

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

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

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

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

CGP&H is confident in our ability to provide the requested services in a timely fashion given our well-trained 35-person staff, unparalleled experience, and centralized location.

## COMPENSATION PROPOSAL

CGP&H proposes that it will provide professional Affordable Housing planning services, in close coordination with the municipality's legal team in areas including but not limited to: reviewing, providing recommendations, updating and/or drafting various affordable housing documents such as affordable housing ordinances, development fee ordinances, spending plans, housing and element fair share plan, declaratory judgments, and Third Round Housing Element and Fair Share Plan Amendments, so that these documents are in compliance with recent case law and regulations for subsequent submission to the NJ Superior Court.

CGP&H will bill hourly at the rate of \$160 per hour for professionals and \$115 per hour for support staff with an annual estimated not-to-exceed amount of \$17,500. This not-to-exceed amount is an estimate and may be considerably less than this amount at the end of the contact year. CGP&H will not conduct any additional work beyond this amount without additional written authorization.

# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 13 - 24**

### **RESOLUTION APPOINTING COMMUNITY GRANTS, PLANNING & HOUSING, LLC TO ADMINISTER THE MAPLEWOOD HOUSING REHABILITATION PROGRAM AND TO APPOINT THE ADMINISTRATIVE AGENT FOR AFFORDABLE HOUSING SERVICES FOR 2024**

**WHEREAS**, the Township of Maplewood ("Township") has a need to retain professional services in the area of Affordable Housing Administration; and

**WHEREAS**, the Township wishes to proceed pursuant to the provisions of N.J.S.A. 19:44A-20.8; and

**WHEREAS**, the Township has determined and certified that the value of the services may exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is for one (1) year; and

**WHEREAS**, the firm of Community Grants, Planning and Housing, LLC ("CGP&H") has submitted a proposal dated December 15, 2023, indicating that it will administer the Maplewood Housing Rehabilitation Program and act as Administrative Agent for Affordable Housing matters pursuant to the proposal annexed hereto; and

**WHEREAS**, CGP&H has performed these services in the past for the Township in an acceptable manner; and

**WHEREAS**, CGP&H has submitted a Business Entity Disclosure Statement that certifies that CGP&H has not made any contribution to a political or candidate committee in the Township in the previous one (1) year and this resolution prohibits CGP&H from making any contributions through the term of its contract(s); and

**WHEREAS**, the Chief Financial Officer has certified that funds are available from Account #T-10-56-850-021-801 for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

1. Pursuant to N.J.S.A. 40A:11-5(1)(A)(i), CGP&H, be and is hereby retained as Administrator for the Maplewood Housing Rehabilitation Program and as Agent for Affordable Housing matters for 2024, at a cost not to exceed \$17,500.00.
2. The firm of CGP&H is prohibited from making any contribution to a political or candidate committee during the term of its contract(s) with the Township.
3. The Business Administrator and the Township Clerk be and are hereby authorized to enter into contract(s) on behalf of the Township of Maplewood, in connection with these services.
4. A copy of this resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the office of the Township Clerk.
5. The Business Entity Disclosure Certification shall be placed on file with this resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January, 2024.

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**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# *Proposal for Professional Services*

## **Proposal for Administrative Agent Services**

### ***Township of Maplewood New Jersey***

*Proposal Date: December 15, 2023*

*Valid Through: April 15, 2024*



**CGP&H**

Community Grants, Planning & Housing  
*Good People. Great Results. Since 1993.*  
1249 South River Road, Suite 301  
Cranbury, NJ 08512  
(609) 642-4855 (direct line)  
randy@cgph.net

## PROPOSAL FOR ADMINISTRATIVE AGENT SERVICES

# 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 37-person firm provides are related to affordable housing. Please visit our company website, [CGPH.net](http://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](http://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.



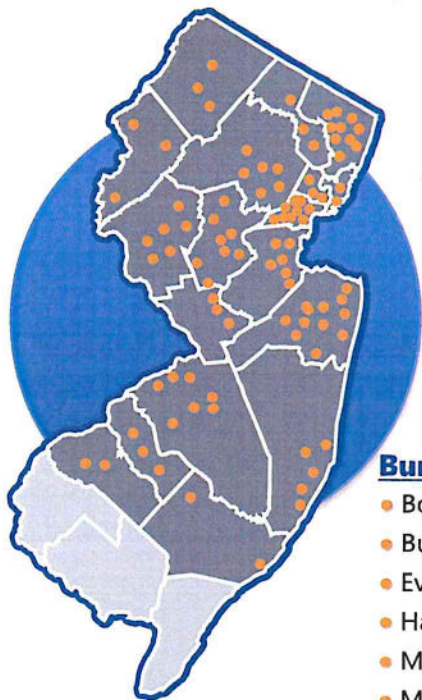
We are also leaders in implementing Affordability Assistance Programs and Accessory Apartment Programs that work. From the challenges of rehabilitating an owner-occupied home to acquiring market rate homes and reselling them under a Market to Affordable Program, CGP&H is the most comprehensive, experienced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



Proposal for Administrative Agent Services

# AFFORDABLE HOUSING

## Administrative Agent Locations



### Sussex County

- Hardyston
- Newton
- Sparta

### Warren County

- Allamuchy
- Greenwich
- Independence
- Lopatcong

### Hunterdon County

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

### Somerset County

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

### Burlington County

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

### Camden County

- Berlin
- Cherry Hill
- Stratford
- Voorhees

### Gloucester County

- East Greenwich
- Washington - Gloucester
- Freehold Township

### Ocean County

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

### Atlantic County

- Hammonton
- Northfield

### Passaic County

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

### Morris County

- Denville
- Florham Park
- Hanover
- Montville
- Morristown
- Netcong
- Roxbury
- Washington - Morris

### Middlesex County

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

### Monmouth County

- Aberdeen
- Eatontown
- Hazlet
- Holmdel
- Howell
- Manalapan
- Manasquan
- Marlboro
- Ocean
- Oceanport
- Rumson
- Wall
- West Long Branch

### Mercer County

- East Windsor
- Hightstown
- Hopewell
- Pennington
- Princeton

### Bergen County

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

### Essex County

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

### Hudson County

- Bayonne
- Hoboken

### Union County

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

## THE CGP&H APPROACH - ADMINISTRATIVE AGENT SERVICES

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

### Affirmative Marketing

CGP&H will affirmatively market the affordable units to maintain a list of interested applicants. Information will be posted on [AffordableHomeNewJersey.com](http://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](http://AffordableHomesNewJersey.com), provides excellent exposure for the affordable units with current web activity at approximately 40 new preliminary applications submitted daily online (almost 15,000 new households added annually).

**Affordable Homes New Jersey**  
a CGP&H service

HOME AFFORDABLE OPPORTUNITIES APPLY NOW FAQ

### SAMPLE TOWNSHIP

Home → All Opportunities → **Sample Township**

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#### 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

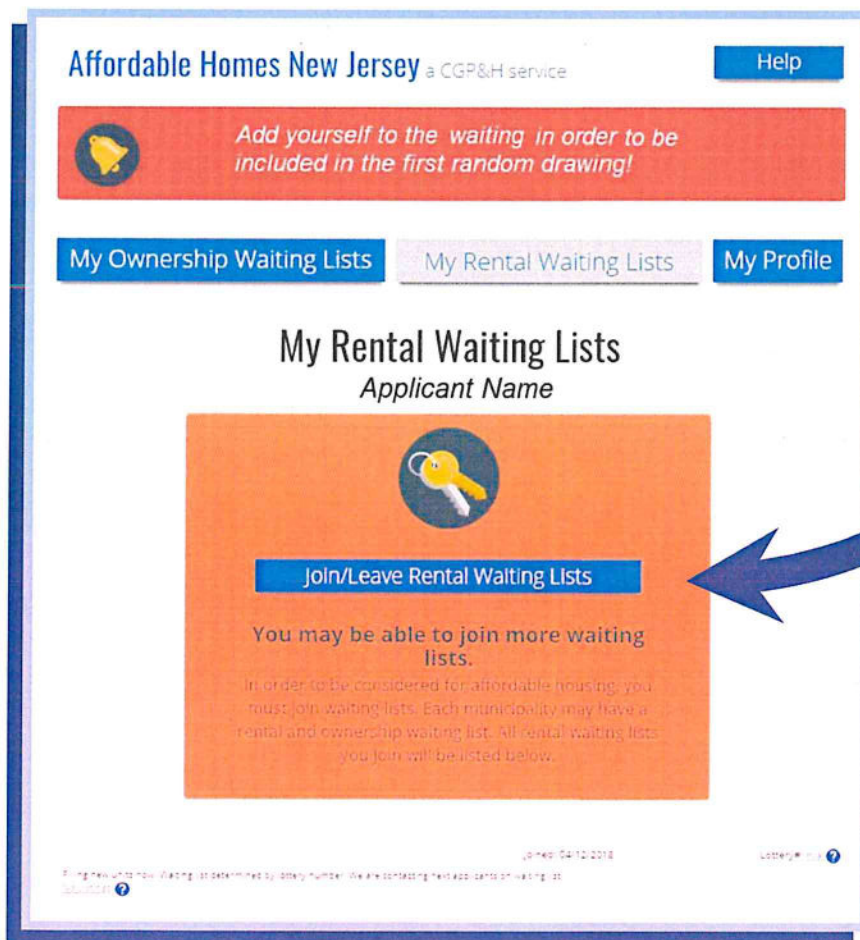
[f](#) [t](#) [@](#)

### 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"*

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

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

### Affordable Homes New Jersey a CGP&H service

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

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

Please respond by: **07/26/2018**



600 Harrison, unit ##, Hoboken, Hudson County



**1 bed 1 bath**

**\$ 750**

[Request to Visit](#)

[Skip This Unit](#)

### Online Full Application

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

### Online Annual Renewal

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

Applicants without email addresses will be mailed annual renewal requests.

## KNOWLEDGE OF AFFORDABLE HOUSING REGULATIONS

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

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

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

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

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

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

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



**Randall Gottesman, PP**  
President of CGP&H

**41 years of experience in:**

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

**Education:**

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

**Associations & Licenses:**

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

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

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

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

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





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

**23 years of experience in:**

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

**Education:**

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

**Associations & Licenses:**

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

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

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

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

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

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

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



**David Gerken, 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 Gerken, 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. Gerken 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. Gerken 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. Gerken 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. Gerken 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. Gerken 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. Gerken 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 rerelease 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.

## Proposal for Administrative Agent Services



**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

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.

The fee tables on the following pages delineate the fee structure for each fee category. 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.**



## Proposal for Administrative Agent Services

<b>ADMINISTRATIVE AGENT GENERAL SERVICES paid by Municipality</b>	
<b>1. Municipal Services</b>	Not-to-exceed \$15,000 billed hourly at a rate of \$160 per hour for senior staff which include planners and department supervisors
<b>2. Applicant Services</b>	Monthly flat fee of \$100 per month for a total of \$1,200 per year.
<b>3. Administrative Agent Resale Fee</b>	\$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&amp;H.</i>
<b>4. Subordination Requests</b>	\$175 flat fee to process refinancing requests.  <b>This fee is paid by the homeowner.</b>
<b>5. Direct Costs</b>	Reimbursement for expenses. Not to exceed \$300 per contract year.
<b>TOTAL PAID BY MUNICIPALITY</b>	<b>Not-to-exceed \$16,500 not including units listed for sale.</b>

**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

Proposal for Administrative Agent Services

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 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.

# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 14 - 24**

### **RESOLUTION APPOINTING LABOR COUNSEL FOR 2024**

**WHEREAS**, the Township of Maplewood ("Township") has a need to retain Labor Counsel by means of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.8; and

**WHEREAS**, the Township's purchasing agent has determined and certified that the value of the services may exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is for one (1) year; and

**WHEREAS**, the law firm of Cleary, Giacobbe, Alfieri, Jacobs (the "Firm") Matthew Giacobbe, Esq. submitted a proposal indicating they will provide services as Labor Counsel to the Township at the rate set forth in the Agreement annexed hereto and made a part hereof; and

**WHEREAS**, the Firm completed and submitted a Business Entity Disclosure Certification which certifies that Firm has not made any reportable contributions to a political or candidate committee in the Township of Maplewood in the previous one (1) year, and this Resolution prohibits the Firm from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has certified that there are funds available from Account #3-01-20-155-155-210 to retain the Firm.

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

1. Pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the Firm and Matthew Giacobbe, Esq. be and are hereby appointed as Labor Counsel for the Township of Maplewood for the year 2024 pursuant to the terms of the contract annexed hereto.
2. The Firm is prohibited from making any reportable contribution to a political or candidate committee during the term of this appointment.

3. The Mayor and the Township Clerk be and are hereby authorized to enter into a contract on behalf of the Township of Maplewood in connection with these services.
4. A copy of this Resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the Office of the Township Clerk.
5. The Business Entity Disclosure Certification and Determination of Value be placed on file with this Resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January 2024.

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**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

**AGREEMENT TO PROVIDE LEGAL SERVICES**

THIS AGREEMENT, dated \_\_\_\_\_, is made

**BETWEEN**

**TOWNSHIP OF MAPLEWOOD**

Whose principal address is 574 Valley Street, Maplewood, New Jersey 07040 ("client"),

**AND**

**MATTHEW J. GIACOBBE, ESQ. OF  
CLEARY GIACOBBE ALFIERI JACOBS, LLC**

Its successors and assigns, whose address is 169 Ramapo Valley Road, Oakland, New Jersey 07747 ("Law Firm")

1. Legal Services to be provided: You agree that this Law Firm will represent you as follows:

To perform any and all legal services regarding negotiations and/or interest arbitration, personnel and other labor relations matters and represent the Client, its agencies, departments, and subdivisions, in any other matters. This includes, but is not limited to, State, Federal and administrative matters, legal opinions, review of contracts, research and consultation, etc.

The legal work includes all necessary Court appearances, research investigation, correspondence, preparation and drafting of pleadings and other legal documents, trial preparation, conferences in person and by telephone with the Client and with others, and related work to properly represent the Client in any such manner.

2. Legal Fees: The Law Firm cannot predict or guarantee what your final bill will be. This will depend on the time spent on your case and the amount of other expenses.

- A. Hourly Rate. You agree to pay the Law Firm for legal services at the following rates:

<u>Rate Per Hour</u>	<u>Services of</u>
\$175	All Attorneys
\$ 90	All Law Clerks and Paralegals

- B. All Service Will Be Billed: You will be billed at the hourly rates set forth in Paragraph 2A for all services rendered. This includes telephone calls, dictating and reviewing correspondence, travel to and from meetings and Court, legal research, negotiations and any other service

relating to the subject matter of this Contract (minimum charge for 18 minutes. Fees accrue for attendant at meetings. Legal Fees will be charged portal to portal.

3. Costs and Expenses: In addition to legal fees, the Client will pay the following costs and expenses:

Experts' fees, court costs, accountants' fees, appraisers' fees, service fees, investigator fees, deposition costs, messenger services (prevailing market rates), photocopying charges (\$.20 per copy), facsimile transmissions (\$.75 per page), telephone toll calls, postage, interpreter/translators' fee (prevailing market rates), travel expenses (IRS rate per miles and tolls.)

The Law Firm may require that expert(s) be retained directly by you. You would then be solely responsible to pay the expert(s).

4. Bills: The Law Firm will send you itemized progress bills from time to time, which are payable at the Client's regular monthly meeting. The Law Firm may require that some costs and expenses (See Paragraph 3) be paid in advance. All other bills for costs and legal expenses are due upon receipt.
5. Your Responsibility. You must fully cooperate with the Law Firm and provide all information relevant to the issue involved in this matter. You must also pay all bills as required by this Agreement. If you do not comply with these requirements, the Law Firm may withdraw from representing you or ask the Court for permission to do so.
6. No Guarantee. The Law Firm agrees to provide conscientious, competent and diligent services and at all times will seek to achieve solutions which are just and reasonable for you. However, because of the uncertainty of legal proceedings, the interpretation and changes in the law and many unknown factors, attorneys cannot and do not warrant, predict or guarantee results or the final outcome of any case.
7. Trust Money. Any money received by this Firm to be placed in our Trust Account will be placed in a non-interest bearing account unless specific written arrangements are made to the contrary.
8. Signatures. The Law Firm and Client have read and agree to this Agreement. The Law Firm has answered all of your questions and fully explained this Agreement to your complete satisfaction. You have been given a copy of this Agreement.
9. Duration. This Contract shall take effect on January 1, 2024 and continue until December 30, 2024. It may be cancelled on written notice by either party to the other.

10. Attorney shall comply with the requirements of P.L. 1975 C. 127 (N.J.A.C. 17:27) regarding Affirmative Action and Executive Order 11246 regarding Equal Employment Opportunity, as amended.

**CLEARY GIACOBBE ALFIERI JACOBS, LLC**

**TOWNSHIP OF MAPLEWOOD**

*/s/ MATTHEW J. GIACOBBE, ESQ.*

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**MATTHEW J. GIACOBBE**

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# **TOWNSHIP OF MAPLEWOOD**



## **RESOLUTION NO. 15 - 24**

**RESOLUTION  
APPOINTING McMANIMON SCOTLAND & BAUMANN, LLC  
AS SUBSTITUTE TOWNSHIP ATTORNEY FOR 2024 IN THE  
ABSENCE OF TOWNSHIP ATTORNEY, JENNIFER CREDIDIO AND  
PROVIDING FOR A RATE OF COMPENSATION FOR LEGAL SERVICES**

**WHEREAS**, Jennifer Credidio, Esq. has been appointed Township Attorney for the Township of Maplewood for 2024; and

**WHEREAS**, Ms. Credidio is a member of the firm of Mc Mannimon, Scotland & Bauman, (the Firm) Roseland, New Jersey; and

**WHEREAS**, from time to time Ms. Credidio may be unavailable to attend Township Committee meetings; and

**WHEREAS**, it is in the best interests of the Township to have Counsel present at Township Committee meetings; and

**WHEREAS**, pursuant to Township Code, Section 6-52 F, there are legal matters for which the Township Attorney shall receive reasonable additional compensation, plus disbursements; and

**WHEREAS**, the Firm has completed and submitted a Business Entity Disclosure Certification which certifies that the Firm has not made any contributions to a political or candidate committee in the Township of Maplewood in the previous one (1) year, and this Resolution prohibits the Firm from making any contributions through the term of this appointment; and

**WHEREAS**, it is anticipated this appointment of the Firm as substitute Township Attorney will run concurrently with the appointment of Jennifer Credidio as Township Attorney from January 1, 2024 to December 31, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, that:



1. The Firm be and is hereby appointed as Substitute Township Attorney in the absence of Ms. Credidio.
2. The Firm shall bill at the rate of \$195.00 per hour for all services provided pursuant to Township Code Section 6-52 F.
3. The Firm is prohibited from making any contribution to a political or candidate committee during the term of this appointment.
4. A copy of this Resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the Office of the Township Clerk.
5. The Business Entity Disclosure Certification be placed on file with this Resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey, on this 1<sup>st</sup> day of January 2024.

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**ELIZABETH J. FRITZEN, R.M.C.**  
Township Clerk

# TOWNSHIP OF MAPLEWOOD



## RESOLUTION NUMBER 16-2024 ADOPTION OF CASH MANAGEMENT PLAN

### **I. STATEMENT OF PURPOSE**

The Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investments (“Permitted Investments”) of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, liquidity (regarding the availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

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

The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township:

Current Fund	Federal/State Grant Fund
General Trust Funds	Animal Control Fund
General Capital Fund	Public Assistance Funds
Swimming Pool Utility Fund	Tax Sale Redemption Accounts
Escrow Accounts	Municipal Court Funds
Open Space Trust Funds	Affordable Housing Trust Funds
Recreation Trust Fund	Consolidation Clearing
Payroll Accounts	Unemployment Trust

### **III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN**

The Chief Financial Officer of the Township of Maplewood or his/her designee are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such official(s) of the Township is directed to supply all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of the Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such official(s).

### **IV. DESIGNATION OF DEPOSITORIES**

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

- Bank of America
- BCB Community Bank
- Investors Bank
- Spencer Savings Bank
- M & T Bank
- TD Bank
- New Jersey Asset and Rebate Management
- State of New Jersey Cash Management Fund
- Valley National Bank

**V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIAL(S) MAY DEAL**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township referred to in this Plan may deal for purposes of buying or selling securities identified in this Plan as Permitted Investments or otherwise providing Deposits:

*None Currently Authorized*

All such brokerage firms and/or dealers shall acknowledge in writing the receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III.

**VI. AUTHORIZED INVESTMENTS**

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

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

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

1. Government Money Market Mutual Fund

An investment company or investment trust:

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

2. Local Government Investment Pool

An investment pool:

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

## **VII. SURPLUS**

Whenever possible, surplus shall be maintained at four to eight percent of the Township's operating budget.

## **VIII. SAFEKEEP, CUSTODY, PAYMENT, AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN**

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

To assure that all parties with whom the Township deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipts of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

## **IX. REPORTING REQUIREMENTS**

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- a. The name of any institution holding funds of the Township as a Deposit or a Permitted Investment.
- b. The amount of Securities or Deposits purchased or sold during the immediately preceding month.
- c. The class or type of Securities purchased or Deposits made.
- d. The book value of such Deposits and Permitted Investments.
- e. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- f. The fees incurred to undertake such Deposits or Permitted Investments.
- g. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- h. All other information which may be deemed reasonable from time to time by the governing body of the Township.

## **X. DISBURSEMENT OF FUNDS**

All funds shall be disbursed as authorized and directed by the Township Committee, except that the Chief Financial Officer shall have the authority to make disbursements prior to receiving approval of the Township Committee in extreme emergencies where the safety of the

public is jeopardized. In addition, the following disbursements may be made prior to receiving approval of the Township Committee:

- County Taxes
- County Open Space Taxes
- Public Library Tax Levy
- School Taxes
- Special Improvement District Taxes
- Interfunds
- Debt Service
- Insurance Premiums
- Self-Insurance Payments
- State of New Jersey Pension Obligations
- Petty Cash Reimbursements
- Salaries and Wages
- Payroll Withholding Amounts
- Joint Meeting of Essex & Union Counties
- Contractual installment payments
- Utilities
- Postage
- Purchase of Investments
- Manual Checks as approved in writing by the Business Administrator

For disbursements relative to payroll tax withholding, the Township Committee may authorize the use of a servicer to take possession of local unit funds and execute the disbursements of the Township to the taxing authorities. Tasks to be performed by the servicer may include report preparation, calculation of withholding, and direct deposit of payroll disbursements.

The Chief Financial Officer is designated the “approval officer” responsible for authorizing and supervising the activities of the servicer. In cases where the servicer takes possession of local unit funds for payment of payroll claims, the approval officer is charged with ensuring that payments are made on a timely basis by regularly securing third party confirmation of such.

Disbursements shall be executed via electronic wire transfer of funds by the Chief Financial Officer, or designated staff member, when that method of payment will result in a financial benefit to the Township in the form of increased investment income. Pursuant to State statute, claimant certification is not required where the claimant does not provide such certification as part of its normal course of business except for payment of advances for officers and employees.

## **XI. BONDING**

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

- Chief Financial Officer
- Tax Collector
- Township Treasurer
- Court Administrator
- Municipal Court Judge

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

## **XII. COMPLIANCE**

The Cash Management Plan of the Township of Maplewood shall be subject to the approval of the Township's Legal Counsel, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

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

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

## **XIII. TERM OF PLAN**

This Plan shall be in effect from January 1, 2024 to December 31, 2024. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township Committee, the Designated Official(s) is directed to supply copies of the amendments to all of the parties who otherwise have received a copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

I, Elizabeth J. Fritzen, Township Clerk in the Township of Maplewood, in the County of Essex and State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey at a regular meeting of said Committee held on January 1, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Township of Maplewood, in the County of Essex and State of New Jersey this 1st day of January, 2024.

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Elizabeth J. Fritzen, R.M.C., C.M.C.  
Township Clerk

## **2024 Appointments of Standing Committees: (Chair in bold).**

Code: **Dean Dafis**, Nancy Adams, Victor DeLuca  
Communications: **Deborah Engel**, Dean Dafis  
CEED: **Nancy Adams**, Victor DeLuca, Dean Dafis  
EPWP: **Victor De Luca**, Nancy Adams, Dean Dafis  
Finance: **Nancy Adams**, Deborah Engel, Dean Dafis  
Public Safety: **Jamaine Cripe**, Victor DeLuca, Nancy Adams  
Human Services: **Jamaine Cripe**, Deborah Engel

## **2024 Appointments of Committee Liaisons:**

Affordable Housing: Victor DeLuca  
Arts Council: Dean Dafis  
Black History Month: Jamaine Cripe, Victor DeLuca  
Board of Health: Deborah Engel  
Board of School Estimate: Nancy Adams, Deborah Engel, Jamaine Cripe,  
Dean Dafis (Alternate)  
Cannabis Review: Victor DeLuca, Nancy Adams  
Citizen Emergency Response Team: Victor DeLuca  
Coalition on Race: Victor DeLuca  
Community Board on Police: Dean Dafis  
Community Garden: Jamaine Cripe  
Durand-Hedden: Jamaine Cripe  
Environmental Advisory: Deborah Engel  
Fields: Jamaine Cripe, Deborah Engel  
Fire Shared Services: Victor DeLuca, Nancy Adams (alternate)  
4th of July: Victor De Luca, Deborah Engel  
Green Team: Nancy Adams  
Historic Preservation: Victor DeLuca  
Holocaust Remembrance: Victor DeLuca  
Joint Meeting: Nancy Adams  
Juneteenth: Dean Dafis, Jamaine Cripe - Maplewood hosting in 2024  
Maplewoodstock: Jamaine Cripe, Nancy Adams  
Maplewood Memorial Library: Victor DeLuca  
Maplewood Memorial Park: Nancy Adams  
Municipal Drug Alliance: Deborah Engle  
Municipal Partnership Committee (aka BOE & Two Towns): Nancy Adams,  
Dean Dafis  
OEM: Victor De Luca, Nancy Adams



Open Space Trust: Nancy Adams  
Planning Board: Nancy Adams, Dean Dafis  
Pride: Dean Dafis, Deborah Engel  
Rahway River Mayors: Nancy Adams  
Recreation Advisory: Jamaine Cripe  
Rent Leveling: Dean Dafis  
SAP SID: Victor DeLuca, Jamaine Cripe  
Senior Citizens Advisory: Jamaine Cripe  
SOMA Two Towns: Jamaine Cripe  
Sustainability: Victor De Luca, Nancy Adams  
Swimming Pool Advisory: Deborah Engel  
Village Alliance SID: Dean Dafis  
Women's History Month: Nancy Adams, Jamaine Cripe, Deborah Engel  
Youth Advisory: Deborah Engel, Jamaine Cripe  
YouthNet: Jamaine Cripe