

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III  
*Administrator*  
Michael H. Glovin, Esq.  
*County Counsel*  
Louis E. Imhof, III, RMC  
*Clerk Of The Board*



## Meeting Venue

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

- A. Announcement of the Open Public Meeting Law
- B. Roll Call:
  - 1. Akhter
  - 2. Best
  - 3. Duffy
  - 4. James
  - 5. Lepore
  - 6. Deputy Director Lazzara
  - 7. Director Bartlett
- C. Invocation:
- D. Pledge of Allegiance
- E. Moment of silence to remember all the men and women who have died while serving in the United States Armed Forces
- F. Approval of Minutes: September 10, 2019
- G. Approval of Proclamation:

1. The Passaic County Board of Chosen Freeholders wishes to recognize the Mental Health Administrator of Preakness Healthcare Center, Enrique Sangama who is being honored at our Hispanic Heritage Month Celebration.
2. The Passaic County Board of Chosen Freeholders wishes to recognize the City of Clifton's Public Health nurse Nicauris Lora who is being honored at our Hispanic Heritage Month Celebration.
3. The Passaic County Board of Chosen Freeholders wishes to recognize Dr. Gloria Mejia and Dr. Edgar Mejia of Kiddy Clinic Pediatrics in Paterson who are being honored at the County's Hispanic Heritage Month Celebration.

H. Freeholder Reports:

1. Freeholder Director John W. Bartlett
2. Freeholder Deputy Director Cassandra "Sandi" Lazzara
3. Freeholder Assad R. Akhter
4. Freeholder Theodore O. Best, Jr.
5. Freeholder Terry Duffy
6. Freeholder Bruce James
7. Freeholder Pat Lepore

I. Communications: None

J. Oral Portion:

1. Motion to Open the Public Portion of the meeting\_\_\_\_\_
2. Motion to Close the Public Portion of the meeting\_\_\_\_\_

K. Resolution:

**ADMINISTRATION AND FINANCE**

1. REQUESTING APPROVAL FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2019 BUDGET PURSUANT TO N.J.S. 40A:4- 87 (Chapter 159 P.L. 148) LIHEAP FLOOD, ALL AS NOTED IN THE RESOLUTION
2. RESOLUTION APPROVING PAYMENT OF \$30,000.00 BY THE COUNTY OF PASSAIC TO THE GREENWOOD LAKE COMMISSION IN FURTHERANCE OF ITS VARIOUS PROGRAMS ON GREENWOOD LAKE FOR 2019, ALL AS NOTED IN THE RESOLUTION.

3. RESOLUTION AUTHORIZING THE ADVERTISEMENT OF A REQUEST FOR PROPOSAL FOR A CONSULTANT TO COMPLETE PHASES II & III OF THE COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT OF THE PASSAIC COUNTY DEPARTMENT OF HUMAN SERVICES, ALL AS NOTED IN THE RESOLUTION.

#### **ADMINISTRATION AND FINANCE**

4. RESOLUTION AMENDING R2019-0691 DATED AUGUST 13, 2019 TO REFLECT A CHANGE IN LENGTH OF TERM OF CONTRACT WITH UNIVERSAL MAILING SERVICES, INC. FOR THE OFFICE OF THE PASSAIC COUNTY SUPERINTENDENT OF ELECTIONS TO A TWO-YEAR CONTRACT BEGINNING SEPTEMBER 1, 2019 AND TERMINATING ON AUGUST 31, 2021, ALL AS NOTED IN THE RESOLUTION.
5. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO SYMPHONY DIAGNOSTIC SERVICES NO 1, LLC d/b/a MOBILEXUSA FOR DIAGNOSTIC TESTING SERVICES FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER AS PER COMPETITIVE CONTRACT, ALL AS NOTED IN THE RESOLUTION.
6. RESOLUTION TO APPOINT FREEHOLDER CASSANDRA LAZZARA AS FREEHOLDER LIAISON TO THE PASSAIC COUNTY YOUTH SERVICES COMMISSION DUE TO THE RESIGNATION OF FREEHOLDER THEODORE O. BEST, EFFECTIVE IMMEDIATELY AND TERMINATING ON DECEMBER 31, 2019, ALL AS NOTED IN THE RESOLUTION.
7. RESOLUTION AUTHORIZING THE USE OF \$2,000 FROM THE CORRIDOR ENHANCEMENT FUNDS PROGRAM TO REIMBURSE CITY GREEN FOR FUNDS EXPENDED AS PART OF THE HALEDON AVENUE GREEN INFRASTRUCTURE PROJECT IN PATERSON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.
8. RESOLUTION RETAINING ARCHER & GREINER, P.C. FOR SPECIAL LEGAL COUNSEL RELATED TO SHARED SERVICES AGREEMENTS IN THE COUNTY OF PASSAIC FOR AN AMOUNT NOT TO EXCEED \$30,000, ALL AS NOTED IN THE RESOLUTION.
9. RESOLUTION REFERRING LITIGATION ENTITLED FRANCIS MINUTOLO EXECUTOR FOR THE ESTATE OF OLIVIA MINUTOLO VS. PREAKNESS HEALTHCARE CENTER, ET ALS., TO THE LAW FIRM OF WEINER LAW GROUP TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION.
10. RESOLUTION AUTHORIZING THE ONE-YEAR OPTION TO RENEW THE CONTRACT WITH SPIRIT DELICATESSEN CORP. OF TEANECK, NJ FOR PASSAIC COUNTY GOLF COURSE CLUBHOUSE AND REFRESHMENT STAND CONCESSION AS PER COMPETITIVE CONTRACT, ALL AS NOTED IN THE RESOLUTION.

11. RESOLUTION REFERRING LITIGATION ENTITLED CLARITZA ALICIA V. PASSAIC COUNTY SHERIFF'S DEPARTMENT TO THE LAW FIRM OF WATERS, MCPHERSON, MCNEIL TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION.

#### **ADMINISTRATION AND FINANCE**

12. AMENDED: RESOLUTION AWARDDING A CONTRACT BETWEEN MERITAIN HEALTH AND THE COUNTY OF PASSAIC FOR PERFORMANCE OF ADMINISTRATIVE SERVICES RELATIVE TO THE COUNTY'S SELF-FUNDED HEALTH BENEFITS PLAN FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2023, ALL AS NOTED IN THE RESOLUTION.

#### **HEALTH AND COMMUNITY AFFAIRS**

13. RESOLUTION AUTHORIZING THE EXECUTION OF AN EVENTS AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND CENTER CITY PARTNERS, LLC, TO ALLOW THE PASSAIC COUNTY HEALTH DEPARTMENT TO HOLD FREE EYE/HEALTH SCREENINGS ON THE FOURTH THURSDAY OF EVERY MONTH AT THE CENTER CITY MALL IN PATERSON, NEW JERSEY, FROM JANUARY THROUGH OCTOBER 2020, ALL AS NOTED IN THE RESOLUTION.

#### **HUMAN SERVICES**

14. RESOLUTION AUTHORIZING THE AWARD OF CONTRACT IN ACCORDANCE WITH THE DEVELOPMENT OF THE AREA PLAN CONTRACT WITH THE STATE DEPARTMENT OF HUMAN SERVICES, ALL AS NOTED IN THE RESOLUTION.

15. RESOLUTION AUTHORIZING AN EMERGENCY CONTRACT TO GERBER AUTO CENTER, INC., FOR AUTOMOBILE EMERGENCY REPAIR OF THE PASSAIC COUNTY PARATRANSIT BUS - RV TOILET STYLE, IN THE AMOUNT OF \$12,139.86, ALL AS NOTED IN THE RESOLUTION.

16. RESOLUTION AUTHORIZING AN INCREASE OF FUNDS FOR UPGRADES AND REPAIRS OF RESIDENTIAL HEATING SYSTEMS FOR THE PASSAIC COUNTY WEATHERIZATION AND HOME ENERGY DIVISION, IN THE AMOUNT OF \$20,000.00, ALL AS NOTED IN THE RESOLUTION.

17. RESOLUTION AUTHORIZING THE DEPARTMENT OF WEATHERIZATION TO PURCHASE OF A NEW SAVIN IM C6000 COPIER FOR THE PASSAIC HOME ENERGY OFFICE, THROUGH STATE CONTRACT #G40467 WITH ATLANTIC TOMORROW'S OFFICE IN THE AMOUNT OF \$8,565.00, ALL AS NOTED IN THE RESOLUTION.

#### **PUBLIC WORKS**

18. RESOLUTION AWARDDING CONTRACT TO TILCON NY THROUGH THE MORRIS COUNTY COOPERATIVE TO MILL AND RESURFACE A PORTION OF BROAD STREET IN THE BOROUGH OF POMPTON LAKES, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

19. RESOLUTION AUTHORIZING FINAL PAYMENT TO CYPRECO INDUSTRIES, INC. FOR THE PASSAIC COUNTY BOARD OF SOCIAL SERVICES ROOF REPAIRS PROJECT AT 80 HAMILTON STREET IN PATERSON, NJ, ALL AS NOTED IN THE RESOLUTION.

## PUBLIC WORKS

20. RESOLUTION FOR CHANGE ORDER #1 FOR THOMAS & SONS BUILDERS, LLC FOR THE WEASEL BROOK PARK IMPROVEMENTS – PHASE II IN THE CITY OF CLIFTON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.
  
21. RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1 FOR T&M ASSOCIATES AS IT CONCERNS THE NEW DEPARTMENT OF PUBLIC WORKS FACILITY AT 1310 ROUTE 23 NORTH IN THE TOWNSHIP OF WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.
  
22. RESOLUTION AUTHORIZING FINAL PAYMENT TO TURCO GOLF, INC. FOR THE RESTORATION AND REHABILITATION OF THE DEY MANSION GARDENS LOCATED IN WAYNE, NJ, ALL AS NOTED IN THE RESOLUTION.
  
23. RESOLUTION FOR FOURTH AMENDMENT TO THE CONTRACT FOR LAN ASSOCIATES AS IT CONCERNS THE RENOVATIONS TO THE PASSAIC COUNTY COURT HOUSE ANNEX IN PATERSON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.
  
24. RESOLUTION AWARDED A PROFESSIONAL SERVICES CONTRACT TO ALAIMO GROUP FOR THE MORRIS CANAL GREENWAY – POMPTON FEEDER PHASE IV PROJECT TRANSPORTATION ALTERNATIVE PROGRAM (TAP) IN THE TOWNSHIP OF LITTLE FALLS, BOROUGH OF TOTOWA & TOWNSHIP OF WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.
  
25. RESOLUTION AUTHORIZING THE REQUEST TO INCREASE THE ENCUMBRANCE BY \$9,591.12 FOR RICH TREE SERVICE, INC., FOR TREE TRIMMING SERVICES FOR THE PASSAIC COUNTY PARKS & RECREATION DEPARTMENT TO COVER COST OF EXISTING INVOICES AND ADDITIONAL TREE WORK FOR REMAINDER OF 2019, ALL AS NOTED IN THE RESOLUTION.
  
26. RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE ADVERTISEMENT AND RECEIPT OF BIDS FOR THE MORRIS CANAL GREENWAY – BROWERTOWN ROAD PROJECT IN THE TOWNSHIP OF LITTLE FALLS AND BOROUGH OF WOODLAND PARK, NJ, ALL AS NOTED IN THE RESOLUTION.
  
27. RESOLUTION AUTHORIZING THE PURCHASE OF ART SUPPLIES FROM BLICK ART MATERIALS, LLC FOR THE PASSAIC COUNTY ARTS CENTER AT THE JOHN W. REA HOUSE IN HAWTHORNE, NEW JERSEY THROUGH STATE CONTRACT, ALL AS NOTED IN THE RESOLUTION.

28. RESOLUTION TO ACCEPT AND EXECUTE GRANT AWARD IN THE AMOUNT OF \$18,445.00 FROM THE NEW JERSEY HISTORICAL COMMISSION FOR A GENERAL OPERATING SUPPORT GRANT FY2020 FOR THE DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS OF PASSAIC COUNTY, NJ, ALL AS NOTED IN THE RESOLUTION.

### **PUBLIC WORKS**

29. RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO APPLY TO THE NEW JERSEY COUNCIL FOR THE HUMANITIES – INCUBATION GRANT 2020 TO CONTINUE THE DEVELOPMENT AND IMPLEMENTATION OF PROGRAMS AT THE DEY MANSION WASHINGTON’S HEADQUARTERS LOCATED IN WAYNE, NJ, ALL AS NOTED IN THE RESOLUTION.
30. RESOLUTION AUTHORIZING AND APPROVING NEGOTIATED OFFER OF PURCHASE FOR THE ACQUISITION OF A PARTIAL FEE TAKING AND EASEMENT OWNED BY A PRIVATE PARTY IN ORDER TO UNDERTAKE THE RECONSTRUCTION OF THE INTERSECTION OF PATERSON HAMBURG TURNPIKE & ALPS ROAD IN THE TOWNSHIP OF WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

### **LAW AND PUBLIC SAFETY**

31. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO MALL CHEVROLET INC., OF CHERRY HILL, NJ, FOR THE PURCHASE OF TWO (2) 2020 CHEVROLET TRAVERSES FOR THE USE OF THE OFFICE OF THE PASSAIC COUNTY SHERIFF, ALL AS NOTED IN THE RESOLUTION.
32. RESOLUTION AUTHORIZING THE AMENDMENT OF RESOLUTION R2019-0419 DATED APRIL 23, 2019, AUTHORIZING THE PASSAIC COUNTY PROSECUTOR’S OFFICE TO ACCEPT A VICTIM OF CRIME ACT (VOCA) GRANT FOR THEIR “COUNTY OFFICE OF VICTIM WITNESS ADVOCACY” PROJECT, ALL AS NOTED IN THE RESOLUTION.

### **PLANNING AND ECONOMIC DEVELOPMENT**

33. RESOLUTION AUTHORIZING THE USE OF \$4,000.00 FROM THE CORRIDOR ENHANCEMENT FUNDS PROGRAM TO REIMBURSE T&M ASSOCIATES FOR ALL ASSOCIATED FEES RELATED TO NJDEP PERMITS ON PJHASE 1 OF THE HIGHLANDS RAIL TRAIL PROJECT IN WANAQUE, ALL AS NOTED IN THE RESOLUTION.
34. RESOLUTION AUTHORIZING THE COUNTY PLANNING DEPARTMENT TO SUBMIT A GRANT APPLICATION TO THE NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY FY-2020 TOGETHER NORTH JERSEY LOCAL TECHNICAL ASSISTANCE PROGRAM, TO DEVELOP BRANDING AND MARKETING MATERIALS FOR THE HIGHLANDS RAIL TRAIL PROJECT, ALL AS NOTED IN THE RESOLUTION.
35. RESOLUTION ACCEPTING GRANT AWARD FROM THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FY-2019, ALL AS NOTED IN THE RESOLUTION.

L. 12. New Business:

1. Personnel

2. Bills

M. 13. Adjournment

**PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
MINUTES FOR REGULAR MEETING HELD ON**

**September 10, 2019**

A regular meeting of the Passaic County Board of Chosen Freeholders was held this day at the Passaic County Public Safety Academy at 6:15 p.m.

Louis E. Imhof, III, Clerk of the Board, read the announcement on the Open Public Meeting Law.

**Roll Call:**

| Members Present         | Members Absent |
|-------------------------|----------------|
| Akhter                  |                |
| Best                    |                |
| Duffy                   |                |
| James                   |                |
| Lepore                  |                |
| Deputy Director Lazzara |                |
| Director Bartlett       |                |

**Invocation:** By Louis E. Imhof, III

**Pledge of Allegiance:** By Freeholder Terry Duffy

**Approval of Minutes;**

Motion made by Freeholder James, second by Freeholder Lazzara, that the minutes for August 13, 2019, be approved which the motion was carried on a roll call of seven votes in the affirmative.

**Proclamations:**

A Motion was made by Freeholder Lepore, second by Freeholder Duffy, for approval of proclamations and the motion was carried on a roll call of seven votes in the affirmative.

Motion made by Freeholder Lepore, second by Freeholder Best to suspend the regular order of business, which motion was carried on a roll call of seven votes in the affirmative..

**Refunding Bond Ordinance: 2019-08**

Director Bartlett reported that Refunding Bond Ordinance #2019-08 together with notice of this hearing was published as required by law.

Motion made by Freeholder Lepore, second by Freeholder James, that the Public Hearing be opened, which motion was carried on a roll call of seven votes in the affirmative.

Director Bartlett asked, if there was anyone present who desired to be heard?

At this time no one appeared before the Board.

Motion made by Freeholder Duffy, second by Freeholder Lepore, that the Public hearing be closed, which motion was carried on a roll call of seven votes in the affirmative.

Motion made by Freeholder Lepore, second by Freeholder Duffy, that Refunding Bond Ordinance #2019-08 under consideration at this time be adopted upon final reading, and that the Clerk of the Board be directed to publish said ordinance in full, as required by the



law in the North Jersey Herald & News which motion was carried on roll call with seven votes in the affirmative.

Motion made by Freeholder James second by Freeholder Lazzara, to resume the regular order of business, which motion was carried on a roll call of seven votes in the affirmative.

At this time Director Bartlett, asked if there were any Frecholders Reports.

1. Freeholder Director John W. Bartlett
2. Freeholder Deputy Director Cassandra "Sandi" Lazzara
3. Freeholder Assad R. Akhter
4. Freeholder Theodore O. Best, Jr.
5. Freeholder Terry Duffy
6. Freeholder Bruce James
7. Freeholder Pasquale "Pat" Lepore

#### **ORAL PORTION:**

Lepore: Motion to open the public portion.  
Akhter: Second.

ROLL CALL: Akhter, Yes: Best, Yes: Duffy, Yes: James, Yes: Lepore, Yes:  
Lazzara, Yes: Director Bartlett, Yes:

At this time the following people appeared before the Board:

1. Ann Seapecker, Ringwood, NJ
2. Emma Anderson, Prospect Park, NJ

Duffy: Motion to close the Public Portion of the Meeting.  
James: Second

ROLL CALL: Akhter, Yes: Best, Yes: Duffy, Yes: James, Yes: Lepore, Yes:  
Lazzara, Yes: Director Bartlett, Yes:

#### **Consent Agenda Resolutions:**

A motion was made by Freeholder James, seconded by Freeholder Best to adopt Resolution N-1 and the motion was carried on roll call with seven (7) votes in the affirmative.

A motion was made by Freeholder James, second by Freeholder Best to add Resolution N-67 and 68 to the consent agenda and the motion was carried on roll call with seven (7) votes in the affirmative.

A motion was made by Freeholder Lepore, second by Freeholder Duffy to adopt Resolution N-1 thru N-68 and the motion was carried on a roll call of seven (7) votes in the affirmative.

**"End of Consent Agenda"**

#### **New Business:**

#### **Personnel:**

A motion was made by Freeholder James, Second by Freeholder Lepore, that all Personnel matters be approved that were submitted by the Office of Human Resources. Then the Office of Human Resources shall be directed to notify the County Finance Department and New Jersey Department of Personnel accordingly, which motion was approved, with seven (7) in the affirmative.

Bills:

Motion made by Freeholder James, seconded by Freeholder Lepore, that

|                         |      |                  |
|-------------------------|------|------------------|
| Current Fund            | 8-01 | 2,938,624.31     |
| Current Fund            | 9-01 | 4,168,014.20     |
| HUD Budget Expenditures | 9-25 | <u>14,398.30</u> |

**Year Total: 4,182,412.50**

|                             |      |                  |
|-----------------------------|------|------------------|
| General Capital Fund Budget | C-04 | 7,674,660.15     |
| State/Federal Grant Fund    | G-01 | 1,152,105.69     |
| Open Space Trust FY2017     | O-17 | 70,837.50        |
| Open Space Trust FY2018     | O-18 | 3,977.20         |
| Open Space Trust Fund       | O-19 | <u>58,704.39</u> |

**Year Total: 133,519.09**

|                                |      |           |
|--------------------------------|------|-----------|
| DED Trust- Homeless            | T-12 | 5,799.42  |
| Register of Deeds              | T-17 | 250.00    |
| Professional Liability Trust   | T-19 | 93,918.10 |
| Trust Fund Other               | T-20 | 5,396.53  |
| Municipal Forfeit              | T-22 | 6,542.00  |
| Prosecutor's Confiscated Funds | T-23 | 74,469.00 |
| Para Transit Trust Fund        | T-24 | 14,502.85 |

**Year Total: 200,877.90**

|                          |      |          |
|--------------------------|------|----------|
| Private Industry Council | Z-81 | 6,957.59 |
|--------------------------|------|----------|

**Total of All Funds \$16,289,157.23**

|                              |      |               |
|------------------------------|------|---------------|
| Current Fund                 | 8-01 | 94,081.64     |
| Current Fund                 | 9-01 | 23,306,590.29 |
| Payroll Agency Deductions    | 9-05 | 8,093,920.70  |
| HUD Budget Expenditures      | 9-25 | 4.98          |
| State/Federal Grant Fund     | G-01 | 893,183.04    |
| Professional Liability Trust | T-19 | 6,195.09      |
| Para Transit Trust Fund      | T-24 | 450.70        |

|                          |      |           |
|--------------------------|------|-----------|
| Private Industry Council | Z-81 | 12,784.04 |
|--------------------------|------|-----------|

**Total All Funds: \$16,560,692.96**

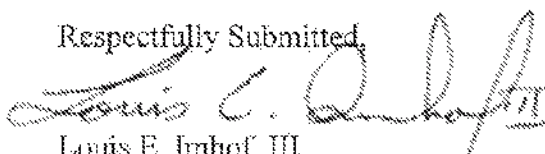
Be approved which motion was carried on roll call with seven (7) votes in the affirmative.

Adjournment

Motion made by Freeholder Akhter, seconded by Freeholder Best that the regular meeting be adjourned at 6:40 p.m., and the motion was carried on roll call with seven (7) votes in the affirmative.

**(The proceedings of this meeting were both audio and video taped recorded)**

Respectfully Submitted,



Louis E. Imhof, III,  
Clerk of the Board

Prepared by: Arndra Lisa Hill

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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## Public Meeting (Board Meeting)

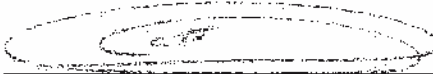
Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505


Agenda: REQUESTING APPROVAL FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2019 BUDGET PURSUANT TO N.J.S. 40A:4- 87 (Chapter 159 P.L. 148) LIHEAP FLOOD, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE DEPARTMENT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190826  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-1        |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

COUNTY OF PASSAIC

STATE OF NEW JERSEY

Re: Requesting Approval for the Insertion of a Special Item of Revenue in the 2019 Budget Pursuant to N.J.S. 40A:4- 87(Chapter 159 P.L. 148) LIHEAP Weatherization Flood Waiver |**2019-05130-0470-02**|

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the Budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the Budget, and

WHEREAS, the County is desirous at this time to anticipate and appropriate a sum of \$269,884.00 for the aforementioned program, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the County of Passaic hereby requests the Director of the Division of Local Government Services to approve the insertion of an additional item of revenue in the budget for the year 2019

In the sum of \$269,884.00

Which item is now available as revenue from a grant award from the State of New Jersey, Department of Community Affairs, LIHEAP Weatherization Flood Waiver  
[**2019-05130-0470-02**]

SECTION II.

BE IT FURTHER RESOLVED, that a like sum of \$269,884.00 be and the same is hereby appropriated under the caption State of New Jersey, Department of Community Affairs, LIHEAP Weatherization Flood Waiver |**2019-05130-0470-02**|

BE IT FURTHER RESOLVED that an electronic copy of this resolution be forwarded to the Division of Local Government Services.

This resolution was requested by:  
Richard Cahill  
CHIEF FINANCIAL OFFICER

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## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

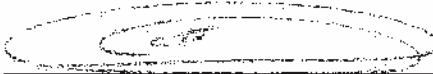
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION APPROVING PAYMENT OF \$30,000.00 BY THE COUNTY OF PASSAIC TO THE GREENWOOD LAKE COMMISSION IN FURTHERANCE OF ITS VARIOUS PROGRAMS ON GREENWOOD LAKE FOR 2019, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

COUNTY ADMINISTRATOR

REVIEWED BY:

  
Anthony J. De Nova III

COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.

COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

| Official Resolution# | R20190827           |      |      |     |     |     |       |       |
|----------------------|---------------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019          |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Agenda Item          | k-2                 |      |      |     |     |     |       |       |
| CAF #                | 0-19-56-625-000-604 |      |      |     |     |     |       |       |
| Purchase Req. #      |                     |      |      |     |     |     |       |       |
| Result               | Adopted             |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.               | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓                   |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓                   |      |      |     | ✓   |     |       |       |
| Akhter               | ✓                   |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓                   |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓                   |      |      |     | ✓   |     |       |       |
| James                |                     | ✓    |      |     |     |     |       |       |
| Lepore               | ✓                   |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION APPROVING PAYMENT OF \$30,000.00 BY  
THE COUNTY OF PASSAIC TO THE GREENWOOD LAKE  
COMMISSION IN FURTHERANCE OF ITS VARIOUS  
PROGRAMS ON GREENWOOD LAKE FOR 2019**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic (the “Board”) is committed to protecting and enhancing the health, safety and welfare of all residents of County of Passaic (the “County”) to the greatest extent practicable; and

**WHEREAS** the Board is mindful of the vital role played by recreation and outdoor activities in promoting quality of life within the County and its constituent municipalities; and

**WHEREAS** the Board is also aware that Greenwood Lake, which is located in both the Township of West Milford in the County of Passaic, as well as in the County of Orange in New York, is an important component of the recreational offerings of the County, as well as a significant benefit to the local economy; and

**WHEREAS** the Board is aware of the continuing programs and efforts of the Greenwood Lake Commission, a bi-state agency created by the States of New York and New Jersey, to protect and enhance the recreational and economic aspects of the Lake for both the residents of the area and the citizens of both States; and

**WHEREAS** the said Commission has requested a contribution this year of \$30,000.00 which is more fully explained in a letter to the Passaic County Administrator

dated June 23, 2019 (copy attached hereto and made a part hereof); and

**WHEREAS** the Board is desirous of also contributing \$30,000.00 to the Commission in aid of its various programs for 2019 since neither State gave the Commission the means to raise revenue for its programs; and

**WHEREAS** the Administration and Finance Committee considered this matter at its meeting of September 11, 2019, and recommended this resolution to the full Board for adoption; and

**WHEREAS** a certification is attached hereto indicating that funds are available for the within contemplated expenditure;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes payment of \$30,000.00 to the Greenwood Lake Commission in furtherance of its various programs on Greenwood Lake for the current year; and

**BE IT FURTHER RESOLVED** that all necessary County officers and employees be and hereby are authorized and directed to take such further actions and execute such documents as are required to effectuate the purposes of this resolution.

September 24, 2019


CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$30,000.00

APPROPRIATION: O-19-56-625-000-604

PURPOSE: Resolution approving payment of \$30,000.00 by the County of Passaic to the Greenwood Lake Commission.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr





**RESOLUTION REQUEST FORM**

1. **NAME OF REQUESTER:** Matthew Jordan Esq.  
**Telephone #:** 973-881-4407

**DESCRIPTION OF RESOLUTION:**

Resolution approving payment of \$30,000.00 by the County of Passaic to the Greenwood Lake Commission in furtherance of its various programs on Greenwood Lake for 2019

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 30,000  
**REQUISITION #** R9-05745  
**ACCOUNT #** 0-19-56-625-000-604

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: \_\_\_\_\_

5. **COMMITTEE REVIEW:**

**DATE:**  
09/11/2019

Administration & Finance  
 Budget  
 Health  
 Human Services  
 Law & Public Safety  
 Planning & Economic Development  
 Public Works

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190827



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Matthew Jordan Esq.

Telephone #: 973-881-4407

**DESCRIPTION OF RESOLUTION:**

Resolution approving payment of \$30,000.00 by the County of Passaic to the Greenwood Lake Commission in furtherance of its various programs on Greenwood Lake for 2019

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 30,000

REQUISITION # R9-05745

ACCOUNT # 0-19-56-625-000-604

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

Other: \_\_\_\_\_

5. COMMITTEE REVIEW:

DATE:

Administration & Finance

09/11/2019

Budget

Health

Human Services

Law & Public Safety

Planning & Economic Development

Public Works

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190827

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE ADVERTISEMENT OF A REQUEST FOR PROPOSAL FOR A CONSULTANT TO COMPLETE PHASES II & III OF THE COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT OF THE PASSAIC COUNTY DEPARTMENT OF HUMAN SERVICES, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

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REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190828  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-3        |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING THE ADVERTISEMENT OF A  
REQUEST FOR PROPOSAL FOR A CONSULTANT TO  
COMPLETE PHASES II & III OF THE COMPREHENSIVE  
COMMUNITY NEEDS ASSESSMENT OF THE PASSAIC COUNTY  
DEPARTMENT OF HUMAN SERVICES**

**WHEREAS** by Resolution R-2019-0613 dated July 16, 2019, the Board of Chosen Freeholders of the County of Passaic awarded a contract with Perselay Associates to perform Phase I of a Comprehensive Community Needs Assessment of the Passaic County Department of Human Services for the sum of \$16,750.00; and

**WHEREAS** the Passaic County Administration realizes that at least two additional Phases may be necessary to sufficiently assess the said Department of Human Services and, as such, is desirous of requesting permission to advertise for a Request for Proposals (RFP) to conduct the additional needed Phases to complete the Assessment; and

**WHEREAS** pursuant to the provisions of the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq., public entities are required to do competitive contracting for the hiring operation and management for these types of services; and

**WHEREAS** the Freeholder Committee for Finance & Administration is recommending that request for proposals (RFP) be prepared under this competitive contracting mechanism; and

**WHEREAS** under this Law, public entities are required to advertise their RFP at least twenty (20) days prior to the date they are to be received; and

**WHEREAS** the said Board of Chosen Freeholders is desirous of authorizing this request for proposal process and having the Passaic County Administration and the Purchasing Department prepare the necessary RFP and advertising same pursuant to the new Law.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the Passaic County Purchasing Department, in cooperation with the Passaic County Administration, to develop and advertise a request for proposal for a consultant to complete Phases II & III of the Comprehensive Community Needs Assessment of the Passaic County Department of Human Services.

**BE IT FURTHER RESOLVED** that the said Purchasing Department is hereby authorized to establish the appropriate dates for submission of proposals pursuant to this resolution.

September 24, 2019

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
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Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AMENDING R2019-0691 DATED AUGUST 13, 2019 TO REFLECT A CHANGE IN LENGTH OF TERM OF CONTRACT WITH UNIVERSAL MAILING SERVICES, INC. FOR THE OFFICE OF THE PASSAIC COUNTY SUPERINTENDENT OF ELECTIONS TO A TWO-YEAR CONTRACT BEGINNING SEPTEMBER 1, 2019 AND TERMINATING ON AUGUST 31, 2021, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

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REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190829  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-4        |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AMENDING R2019-0691 DATED AUGUST 13, 2019 TO REFLECT A CHANGE IN LENGTH OF TERM OF CONTRACT WITH UNIVERSAL MAILING SERVICES, INC. FOR THE OFFICE OF THE PASSAIC COUNTY SUPERINTENDENT OF ELECTIONS TO A TWO-YEAR CONTRACT BEGINNING SEPTEMBER 1, 2019 AND TERMINATING ON AUGUST 31, 2021**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic by Resolution R2019-0691 dated August 13, 2019 awarded a contract for mailing services of sample ballots for the Office of the Passaic County Superintendent of Elections for the remainder of calendar year 2019 to Universal Mailing Service, Inc. of Piscataway, New Jersey as a result of a public solicitation RFQ-10-057; and

**WHEREAS** due to a misunderstanding, that Request for Qualifications provided prices and services for a two-year period and the said Office of the Superintendent is requesting that the contract award by the Board be amended accordingly; and

**WHEREAS** the contract award, as amended, would be for the period September 1, 2019 until August 31, 2021 for an estimated additional amount of \$80,000.00; and

**WHEREAS** the Freeholder Committee for Finance & Administration at its September 11, 2019 meeting reviewed this matter and is recommending this amendment; and

**WHEREAS** a certification is attached hereto indicating the availability of funds for said expenditure.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it authorizes an amendment to its award of contract by and between the County of Passaic and Universal Mailing Service, Inc. for mailing services

for the Office of the Passaic County Superintendent of Elections from a contract for the remainder of calendar year 2019 to a two-year contract beginning on September 1, 2019 and terminating on August 31, 2021 in conformity with their proposal set out in public solicitation RFQ-19-057 received on July 23, 2019.

**BE IT FURTHER RESOLVED** that other than changing the length of term of the contract with Universal Mailing Service, Inc., the other terms and conditions of the said Board Resolution R2019-0691 dated August 13, 2019 shall remain in full force and effect.

September 24, 2019



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$80,000.00

APPROPRIATION: \$13,333.32 - 9-01-22-141-001-E01  
\$66,666.68 - \*Contingent upon availability of  
Funds in future year budgets.

PURPOSE: Resolution amending R2019-0691 dated August 13,  
2019 to reflect a change in Length of Term of  
Contract with Universal Mailing Services.

  
Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr

**Glovin, Michael**

---

**From:** Laguerra, Lisa  
**Sent:** Thursday, September 05, 2019 9:49 AM  
**To:** Arvanitakis, Sherry; Glovin, Michael; Santana, Carmen  
**Cc:** Mack-Pollock, Shona  
**Subject:** RE: R20190691

Good Morning Sherry,

The contract period will be from September 1, 2019 through August 31, 2021 and the amount for the duration of the contract is \$ 98,000.00

*Thank you,*

*Lisa Laguerra*

*Administrative Clerk*

Passaic County  
Superintendent of Elections Office  
Phone (973) 881-4519  
Fax (973) 881-1634

**From:** Arvanitakis, Sherry  
**Sent:** Wednesday, September 04, 2019 11:53 AM  
**To:** Glovin, Michael; Laguerra, Lisa; Santana, Carmen  
**Cc:** Mack-Pollock, Shona  
**Subject:** RE: R20190691

Lisa,

Please provide all the Contract Duration period and the amount you require for the duration of the project. Once obtained County Counsel will process the amendment.

Thank you,  
Sherry

**From:** Glovin, Michael  
**Sent:** Tuesday, September 03, 2019 3:25 PM  
**To:** Laguerra, Lisa <[lisac@passaiccountynj.org](mailto:lisac@passaiccountynj.org)>; Santana, Carmen <[CarmenS@passaiccountynj.org](mailto:CarmenS@passaiccountynj.org)>; Arvanitakis, Sherry <[sherrya@passaiccountynj.org](mailto:sherrya@passaiccountynj.org)>  
**Cc:** Mack-Pollock, Shona <[shonam@passaiccountynj.org](mailto:shonam@passaiccountynj.org)>  
**Subject:** RE: R20190691

Hello Lisa, I did have an opportunity to review this and after that review I can tell you that while the three items that we got from Purchasing on this was: 1) The July 31 memo from Shona recommending a two year contract with no other details; 2) the requisition for 18 grand; and 3) the Resolution request form that has hand written on it "reminder of 2019 introduced on September 24, 2019 at the Finance Committee meeting I seem to recall that this item was presented briefly by Sherry as an  
Adopted on: September 24, 2019  
Official Resolution#: R20190829

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
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Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM


Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO SYMPHONY DIAGNOSTIC SERVICES NO 1, LLC d/b/a MOBILEXUSA FOR DIAGNOSTIC TESTING SERVICES FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER AS PER COMPETITIVE CONTRACT, ALL AS NOTED IN THE RESOLUTION.


THIS RESOLUTION WAS REQUESTED BY:

PREAKNESS HC

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190830           |      |      |     |     |     |       |       |
|----------------------|---------------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019          |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Agenda Item          | k-5                 |      |      |     |     |     |       |       |
| CAF #                | 9-01-27-172-001-213 |      |      |     |     |     |       |       |
| Purchase Req. #      |                     |      |      |     |     |     |       |       |
| Result               | Adopted             |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.               | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓                   |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓                   |      |      |     | ✓   |     |       |       |
| Akhter               | ✓                   |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓                   |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓                   |      |      |     | ✓   |     |       |       |
| James                |                     | ✓    |      |     |     |     |       |       |
| Lepore               | ✓                   |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO SYMPHONY DIAGNOSTIC SERVICES NO 1, LLC d/b/a MOBILEXUSA FOR DIAGNOSTIC TESTING SERVICES FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER AS PER COMPETITIVE CONTRACT**

**WHEREAS**, on October 5, 2018 proposals were received and opened for RFP Diagnostic Testing Services for the Passaic County Preakness Healthcare Center as a competitive contract pursuant to the Local Public contract Law, specifically N.J.S.A. 40A: 11-4.1 et seq.; and

**WHEREAS**, at the Board of Chosen Freeholders meeting of December 27, 2018 Resolution R-2018-1104 was passed Authorizing the use of competitive contracting pursuant to NJSA 40A; 11-4.3; and

**WHEREAS**, the County issued a public solicitation to qualified vendors to perform these services, in accordance with “Fair and Open” procedures as established in the “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4, et seq.; and

**WHEREAS**, the evaluation committee established to review the proposals has had an opportunity to review and discuss the proposals received; and

**WHEREAS**, the Review and Evaluation Committee recommends that the Board of Chosen Freeholders of the County of Passaic award a contract Symphony Diagnostic Services NO 1, LLC d/b/a MOBILEXUSA for Diagnostic Testing Services for the Passaic County Preakness Healthcare Center; and

**WHEREAS**, the Finance, Administration and Personnel Committee has reviewed this matter and recommended this resolution to the full Board of adoption; and

**WHEREAS**, the contract period will be for a two year period from September 1, 2019 to August 31, 2021 with three (3) one-year options to renew, for a total estimated amount of \$30,000.00 for the two years and the total of \$45,000.00 for the three (3) one year options to renew (\$15,000.00 year 1; \$15,000.00 year 2; \$15,000.00 year 3 if the options are exercised and awarded; and

**WHEREAS**, a certificate is attached hereto, indicating that funds are available for the within contemplated expenditure; and

**WHEREAS**, Symphony Diagnostic Services NO 1, LLC d/b/a MOBILEXUSA has indicated in their bid response that they are willing to provide these goods and services to the registered members of Passaic County Cooperative Pricing System #38-PCCP; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby accepts the committee's recommendation of award of contract under Local Public Contract Law, specifically N.J.S.A. 40A: 11-4.1 et seq. to Symphony Diagnostic Services NO 1, LLC d/b/a MOBILEXUSA ; and

**BE IT FURTHER RESOLVED** that the Clerk of the Board, the Purchasing Agent, and the Director of the Board are hereby authorized to execute all necessary agreements on behalf of the County of Passaic; and

**BE IT FURTHER RESOLVED** that the Clerk to the Board shall advertise in a paper of local circulation, the award of RFP Diagnostic Testing Services for the Passaic County Preakness Healthcare Center as a competitive contract.

JDP:lc

Dated: September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$30,000.00

APPROPRIATION: \$5,000.00 - 9-01-27-172-001-213  
\$25,000.00 - \*Contingent upon availability of  
Funds in future years' budgets.

PURPOSE: Resolution authorizing award of contract to Symphony  
Diagnostic Services no 1, LLC d/b/a Mobilexusa.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Lucinda Corrado  
 Telephone #: 973-585-2169

**DESCRIPTION OF RESOLUTION:**

Resolution to award contract to Symphony Diagnostic Services NO 1 LLC d/b/a MobilixUSA for Diagnostic Testing Services for the term of two (2) years with three (3) one (1) year options to renew pursuant to RFP.

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 15,000  
 REQUISITION # To be Determined  
 ACCOUNT # 9-01-27-172-001-213

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

Other: \_\_\_\_\_

- | 5. COMMITTEE REVIEW:                                     | DATE: |
|--|-------|
| <input type="checkbox"/> Administration & Finance        | _____ |
| <input type="checkbox"/> Budget                          | _____ |
| <input type="checkbox"/> Health                          | _____ |
| <input type="checkbox"/> Human Services                  | _____ |
| <input type="checkbox"/> Law & Public Safety             | _____ |
| <input type="checkbox"/> Planning & Economic Development | _____ |
| <input type="checkbox"/> Public Works                    | _____ |

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190830



**RESOLUTION REQUEST FORM**

1. **NAME OF REQUESTER:** Lucinda Corrado  
**Telephone #:** 973-585-2169

**DESCRIPTION OF RESOLUTION:**

Resolution to award contract to Symphony Diagnostic Services NO 1 LLC d/b/a MobilixUSA for Diagnostic Testing Services for the term of two (2) years with three (3) one (1) year options to renew pursuant to RFP.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 15,000  
**REQUISITION #** To be Determined  
**ACCOUNT #** 9-01-27-172-001-213

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: \_\_\_\_\_

|  |              |
|--|--------------|
| 5. <b>COMMITTEE REVIEW:</b>                              | <b>DATE:</b> |
| <input type="checkbox"/> Administration & Finance        | _____        |
| <input type="checkbox"/> Budget                          | _____        |
| <input type="checkbox"/> Health                          | _____        |
| <input type="checkbox"/> Human Services                  | _____        |
| <input type="checkbox"/> Law & Public Safety             | _____        |
| <input type="checkbox"/> Planning & Economic Development | _____        |
| <input type="checkbox"/> Public Works                    | _____        |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement  
 Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190830



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION TO APPOINT FREEHOLDER CASSANDRA LAZZARA AS FREEHOLDER LIAISON TO THE PASSAIC COUNTY YOUTH SERVICES COMMISSION DUE TO THE RESIGNATION OF FREEHOLDER THEODORE O. BEST, EFFECTIVE IMMEDIATELY AND TERMINATING ON DECEMBER 31, 2019, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190831  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-6        |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION TO APPOINT FREEHOLDER CASSANDRA LAZZARA AS FREEHOLDER LIAISON TO THE PASSAIC COUNTY YOUTH SERVICES COMMISSION DUE TO THE RESIGNATION OF FREEHOLDER THEODORE O. BEST, EFFECTIVE IMMEDIATELY AND TERMINATING ON DECEMBER 31, 2019**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic, by Resolution R-2019-0014 dated January 7, 2019 appointed Freeholder Theodore O. Best as the Liaison to the Passaic County Youth Services Commission for a one (1)-year term until December 31, 2019; and

**WHEREAS** Freeholder Best submitted his resignation to that position dated September 17, 2019 due to changes in his work schedule.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby appoints Freeholder Cassandra Lazzara to replace Theodore O. Best to the Passaic County Youth Service Commission effective immediately and terminating on December 31, 2019.

September 24, 2019

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
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401 Grand Street  
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Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE USE OF \$2,000 FROM THE CORRIDOR ENHANCEMENT FUNDS PROGRAM TO REIMBURSE CITY GREEN FOR FUNDS EXPENDED AS PART OF THE HALEDON AVENUE GREEN INFRASTRUCTURE PROJECT IN PATERSON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190832  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-7        |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING THE USE OF \$2,000 FROM THE CORRIDOR ENHANCEMENT FUNDS PROGRAM TO REIMBURSE CITY GREEN FOR FUNDS EXPENDED AS PART OF THE HALEDON AVENUE GREEN INFRASTRUCTURE PROJECT IN PATERSON, NEW JERSEY**

**WHEREAS** on April 12, 2005 the Board of Chosen Freeholders under Resolution R-05-199 adopted the Passaic County Corridor Enhancement Program to encourage more business development and tourism in Passaic County, by providing a better, safer and more attractive environment along the commercial and recreation corridors of the County; and

**WHEREAS** on July 24, 2008, the Passaic County Planning Board adopted the Corridor Enhancement Plan as an element of the Passaic County Master Plan to implement the Corridor Enhancement Program; and

**WHEREAS** the Corridor Enhancement Plan states that funds collected under the Corridor Enhancement Program must be used in the district in which they were collected and can be used for capital improvement projects, for studies related to corridors, in conjunction with County road or intersection improvement projects, for use as local matching funds, in partnership with towns or non-profit organizations or for direct grants; and

**WHEREAS** City Green of Clifton, New Jersey has offered to make a commitment for the planting and improvement of the section of Haledon Avenue between North Main Street and Holsman Street that was converted from asphalt to green space and has requested the sum of \$2,000 from the Corridor

Enhancement Program as reimbursement for those events (see copy of letter attached hereto and made part hereof); and

**WHEREAS** the Planning Department is requesting the use of \$2,000 in Corridor Enhancement Funds to reimburse City Green for funds advanced to supplement the Haledon Avenue Green Infrastructure Project in the City of Paterson, NJ; and

**WHEREAS** this matter was considered by the Freeholder Finance & Administration Committee at its September 11, 2019 meeting and recommended to the whole Board for approval; and

**WHEREAS** a certification is attached hereto to the effect that funds for the within contemplated expenditure are available.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes an expenditure in the amount of \$2,000 from the Corridor Enhancement Fund Program to reimburse City Green for funds expended for planting and improving green space as part of the County of Passaic's Haledon Avenue Green Infrastructure Project in Paterson, NJ, as set forth above.

September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$2,000.00

APPROPRIATION: T-20-56-880-018-801

PURPOSE: Resolution authorizing the use of \$2,000.00 from the Corridor Enhancement funds program to reimburse City Green for funds expended.

  
Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Michael Lysicatos  
**Telephone #:** 973.569.4047

**DESCRIPTION OF RESOLUTION:**

Request to utilize corridor enhancement funds to grant City Green \$2,000.00 in order to supplement the Haledon Avenue Green Infrastructure Project in Paterson with additional plantings and assistance in developing a long-term maintenance plan.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 2,000.00  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** T-20-56-880-018-801

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: Contract

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance

9/11/19

Budget

Health

Human Services

Law & Public Safety

Planning & Economic Development

Public Works

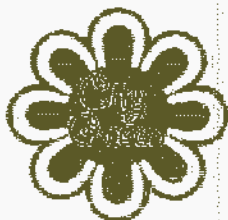
6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190832

171 Grove Street  
Clifton, NJ 07013



973 -- 869 -- 4086  
[www.citygreenonline.org](http://www.citygreenonline.org)

Michael Lysicatos, AICP, PP, Planning Director  
Passaic County Planning & Economic Development Dept.  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

Dear Michael:

Please accept this letter as City Green's commitment to accept corridor enhancement funds for the planting and improvement of the section of Haledon Avenue between North Main Street and Holsman Street that was converted from asphalt to green space as part of Passaic County's Haledon Avenue Green Infrastructure Project.

While City Green cannot commit to maintenance of the project, City Green will aid in developing a management plan for the site and the Haledon Ave GSI corridor in partnership with the County and Community groups as part of ongoing support and success of the project. Further the plant selection and installation will be such as to minimize maintenance needs.

Please feel free to contact me should you need further information.

Sincerely,

Jennifer Papa  
Executive Director, City Green





## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Michael Lysicatos  
**Telephone #:** 973.569.4047

**DESCRIPTION OF RESOLUTION:**

Request to utilize corridor enhancement funds to grant City Green \$2,000.00 in order to supplement the Haledon Avenue Green Infrastructure Project in Paterson with additional plantings and assistance in developing a long-term maintenance plan.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 2,000.00  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** T-20-56-880-018-801

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: Contract

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance

9/11/19

Budget

Health

Human Services

Law & Public Safety

Planning & Economic Development

Public Works

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190832

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
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Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION RETAINING ARCHER & GREINER, P.C. FOR SPECIAL LEGAL COUNSEL RELATED TO SHARED SERVICES AGREEMENTS IN THE COUNTY OF PASSAIC FOR AN AMOUNT NOT TO EXCEED \$30,000, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190833  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-8        |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION RETAINING ARCHER &  
GREINER, P.C. FOR SPECIAL LEGAL  
COUNSEL RELATED TO SHARED SERVICES  
AGREEMENTS IN THE COUNTY OF  
PASSAIC FOR AN AMOUNT NOT TO EXCEED \$30,000**

**WHEREAS** the County of Passaic (hereafter “County”) issued a request for qualifications for Special Legal Counsel for Shared Services Agreements, RFQ-19-060, (hereafter “RFQ-19-060”) pursuant to N.J.S.A. 40:11-5, and in compliance with N.J.S.A. 19:44A-20.4; and

**WHEREAS** on September 10, 2019, the Passaic County Board of Chosen Freeholders (hereafter “Board”) adopted Resolution No. R2019-0774, qualifying a pool of law firms for the professional services outlined in RFQ-19-060, including the law firm of Archer & Greiner, P.C.; and

**WHEREAS** on August 30, 2019, Archer & Greiner, P.C. submitted a proposal to the Passaic County Administrator’s Office for an amount not to exceed thirty thousand dollars (\$30,000.00), to identify and implement a legal analysis of potential shared services opportunities under N.J.S.A. 40A:65-1, *et seq.* between the County and City of Paterson related to public health services, which is attached hereto and made part hereof; and

**WHEREAS** this matter was reviewed at the September 11, 2019 meeting of the Finance and Administration Committee and is being recommended to the Board for approval; and

**WHEREAS** a certification of funds executed by the County’s Treasurer is attached hereto and made part thereof.

**NOW THEREFORE BE IT RESOLVED** by the Passaic County Board of Chosen Freeholders awards a contract in the amount of thirty thousand dollars (\$30,000.00) to the law firm of Archer & Greiner, P.C. for Special Legal Counsel for Shared Services Agreements pursuant to N.J.S.A 40:11-5(1)(a) because the recipients are authorized and regulated by law to provide the aforementioned services and the performance of the services are special in nature and require knowledge of an advanced type of training, which the recipient possess.

**BE IT FURTHER RESOLVED** that this contract is being awarded in accordance with a fair and open procedure established by N.J.S.A. 19:44A-20.4 and notice of this action shall be published in the Bergen Record and Herald News.

September 24, 2019

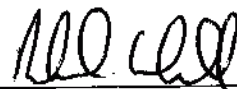
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$30,000.00

APPROPRIATION: 9-01-20-104-001-L03

PURPOSE: Resolution retaining the law firm of Archer & Greiner, P.C. to conduct a review of public health services.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



Timothy J. Cunningham

tcunningham@archerlaw.com  
732-268-8021 (Ext. 9021) Direct  
732-345-8420 Direct Fax

Archer & Greiner, P.C.  
Riverview Plaza  
10 Highway 35  
Red Bank, NJ 07701-5902  
732-268-8000 Main  
732-345-8420 Fax  
[www.archerlaw.com](http://www.archerlaw.com)

August 30, 2019

VIA ELECTRONIC MAIL

Anthony J. DeNova, III  
County Administrator  
County of Passaic  
401 Grand Street, Room 205  
Paterson, NJ 07505-2023

Re: Proposal To Provide Legal Services Relative To Potential Public Health Synergies  
Between The County Of Passaic And The City Of Paterson

Dear County Administrator DeNova:

Thank you for the invitation to submit a proposal to perform legal services for the County of Passaic (the "County"). Having previously been qualified by the County to serve as Outside Special Legal Counsel for Shared Services Agreements, this proposal sets forth a specific scope of services relative to a potential cost-saving opportunity identified by the County.

As discussed, Archer & Greiner would be retained by the County to conduct a review of the public health services currently provided by the County and City of Paterson ("City") and determine whether taxpayer savings can be achieved through consolidation, shared service or other contractual arrangement. Our legal representation would be limited to the County in this regard.

To complete this review, my colleague Michael L. Collins and I would propose to visit the County and meet with relevant parties. We would undertake a review of New Jersey statutes and regulations as well as the current operations of the County/City operations before presenting a report outlining potential areas of cost savings and legal mechanisms for achieving same. We will further engage consulting resources necessary to complete a portion of the analysis, as outlined in the attached proposal from Government Strategy Group, and bill these costs as disbursements through our invoicing.

Should the County decide to move forward with a shared services arrangement, we would represent the County in negotiating and drafting a shared services agreement with the City. We would further represent the County in preparing any necessary resolutions and internal memoranda necessary to obtain the approval of same.

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190833

Anthony J. DeNova, III  
Page Two  
August 30, 2019

Finally, we would assist the County in pursuing potential reimbursement of study costs, through grants offered by the Division of Local Government Services ("DLGS") within the New Jersey Department of Community Affairs. This would include arranging and participating in meetings with DLGS that present the cost-savings to be realized by a shared services agreement and the steps taken to implement same. We must disclaim that any potential grant is conditioned upon the County's eligibility for same, including that DLGS may condition award upon actual approval and implementation of a shared services agreement.

Attached please find a draft contract that sets forth the scope of this engagement in greater detail. Our engagement is based upon hourly billing with defined consulting resources billed as set forth above and in the attached contract. We estimate that the total cost for this engagement – to include consulting support – will not exceed \$30,000.00. This amount may vary should the County choose to eliminate certain proposed steps or expand the nature of the engagement to include others.

Please contact me when you have had an opportunity to review. I thank you, again, for the opportunity to submit this proposal and look forward to hearing from you.

Very truly yours,

ARCHER & GREINER  
A Professional Corporation

BY: 

Timothy J. Cunningham

Enclosure

cc: Matthew Jordan, Esq., Deputy County Administrator  
Michael L. Collins, Esq.

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190833

**PROFESSIONAL SERVICES  
A G R E E M E N T**

THIS AGREEMENT, made as of this \_\_\_ day of \_\_\_\_\_, 2019, between the COUNTY OF PASSAIC, a body politic of the State of New Jersey, herein designated as the "County", party of the first part, and ARCHER & GREINER, P.C., Attorneys at Law with offices at 10 Highway 35 in Red Bank, New Jersey, hereinafter designated as "Counsel", party of the second part:

WITNESSETH:

1. **PURPOSE.** The County desires to retain the following services of Counsel to relative to identification and implementation of shared service opportunities:

- A. Review of the County Public Health services to ensure continued and efficient delivery of governmental services.
- B. Identification of potential synergies between the County Public Health functions and those of the City of Paterson (the "City").
- C. Evaluation of cost-saving opportunities and mechanisms to achieve same.
- D. Development and negotiation of contracts.
- E. Preparation of authorizing resolutions.

2. **SCOPE OF SERVICES.** Counsel, in consideration of the making and the signing of the within Agreement, agrees to render the following services:

- A. Conduct interviews of relevant County personnel.
- B. Undertake sufficient file review to understand County and City processes.
- C. Identify current areas of duplicative services and potential areas of improvement and cost-savings.
- D. Review personnel resources and collective bargaining agreements.
- E. Undertake legal analysis of available mechanisms to improve the delivery of services and achieve cost savings therefore.
- F. Develop recommendations and steps needed to implement same.
- G. Present findings to County leadership.
- H. Meet with Division of Local Government Services to discuss potential reimbursement of costs upon implementation and negotiation of a Memorandum of Understanding regarding same.

3. **CONSULTING RESOURCES.** Counsel will retain, with the County's advance approval, all necessary consulting resources to complete the services set forth in this agreement. A proposal from Government Strategies Group to undertake quantitative analysis in support of the County goals set forth above is attached as Exhibit A to this Agreement.

4. **COORDINATION.** The County will make arrangements to ensure the City of Paterson's meaningful and ongoing cooperation with this effort and will facilitate the collection of



documents and information. The County will also arrange and host meetings between County, City, and Counsel (along with any consultants retained thereby). Counsel's client will be the County and its legal representation will be limited to same.

5. **FEES.** The County will make payment to Counsel for services rendered in accordance with the hourly fee schedule set forth in the County's Request for Qualifications for Outside Special Legal Counsel for shared Services Agreements. The County will further reimburse Counsel for all consulting and travel expenses which will be separately identified on monthly bills provided to the County. Consulting costs will be limited to those set forth within the attached proposal from Government Strategies Group and will not exceed the amount set forth therein unless approved in advance by the County. No meal or entertainment expenses will be billed to the County under any circumstances.

6. **INSURANCE, INDEMNITY and HOLD HARMLESS.** Counsel shall provide and maintain its own professional liability insurance covering its attorneys at its own cost and indemnify and hold harmless the Township from any and all claims arising from its performance of legal services on behalf of the County.

7. **COUNTY'S DUTY TO INDEMNIFY and HOLD HARMLESS.** Counsel shall maintain adequate insurance and indemnify Counsel and its attorneys for costs of defense of any action at law related to any duty or responsibility imposed upon Counsel by any government, statute, law, regulation or ordinance, instituted by anyone except the County against Counsel or its attorneys related to or by reason of their rendering of legal services under this Agreement unless and until a court of competent jurisdiction finds that Counsel or its attorneys acted outside of the scope of their duties under this Agreement, negligently or contrary to law, in which event Counsel shall be reimbursed for its cost of defense, except that said reimbursement may be waived or apportioned in case of a settlement, as agreed by Counsel.

8. **NO GUARANTEE.** Counsel agrees to provide contentious, competent and diligent services, and at all times will seek to achieve solutions which are just and reasonable for the County. Due to the uncertainty of legal proceedings, however, the interpretation and changes in the law and many unknown factors that arise throughout any proceeding, Counsel and its attorneys do not and cannot warrant, predict or guarantee results or the final outcome of any proceeding on behalf of the County.

9. **COMPLIANCE WITH LAW.** Counsel represents that it is in compliance with applicable laws, including but not limited to, the requirements of P.L. 1975, c.127 (N.J.A.C. 17:27) regarding equal employment opportunities pursuant to the information provided in the County's bid submission along with Counsel's Business Registration Certificate previously provided to the County.

IN WITNESS WHEREOF, the COUNTY OF PASSAIC has caused this Agreement to be duly executed by its proper officers and has caused its corporate seal to be hereto affixed, and Counsel has caused this Agreement to be duly executed by the proper party as of the day and year first above written.

COUNTY OF PASSAIC

ATTEST:

BY: \_\_\_\_\_

\_\_\_\_\_  
Authorized Officer

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

ARCHER & GREINER P.C.

BY: \_\_\_\_\_

TIMOTHY J. CUNNINGHAM

GOVERNMENT  
STRATEGY  
GROUP

PROPOSAL TO PROVIDE CONSULTING SERVICES TO ARCHER & GREINER, P.C.  
RELATIVE TO LEGAL REPRESENTATION FOR  
PROPOSED SHARED SERVICES AGREEMENTS

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190833

## SCOPE OF WORK

Government Strategy Group ("GSG") will provide Archer & Greiner, P.C. with consulting services including quantitative analysis required as part of its representation of New Jersey political subdivisions exploring and negotiating entry into shared services agreements. GSG's consulting services will be based upon information and data provided by Archer & Greiner's client, as well as other publicly available information and data.

As part of this retainer, GSG will provide the following specific services relative to a proposed shared services agreement by Archer & Greiner's client and another governmental entity:

**Inventory functions** available at the political subdivisions that are being considered for a shared services agreement

- Determine which functions are shared by both
- Determine existing functions in one entity that are potential add-ons in the other

Assess **personnel resources** used for each function and potential data sources by each entity

- Payroll or budget records if broken down into functions or function groups (or grant funded)
- Number of personnel and time allocations obtained from interviews with supervisors
- Summarized statistics of workloads, outputs or outcomes to the extent available
- Analyze the table of organization as reflected in these data sources

Assess **barriers** to providing new or additional services through one entity

- Identify additional facility and infrastructure needs by one entity in order to provide these services on behalf of the other

Draft an **implementation plan** to achieve the modified table of organization

- Identify possible immediate steps
- Identify any functions that are best retained by the political subdivisions and are not subject to a shared services agreement
- Determine trigger events or other circumstances that can help support further steps that can be taken to achieve the new table of organization
- Allocate costs for the proposed shared services arrangement

Develop **recommendations** for additional service levels or new functions to be provided by the servicing entity

- Develop a modified table of organization with appropriate staffing levels
- Assess costs of new organization compared to reduction in costs through shared services

Introduced on: September 24, 2019

Adopted on: September 24, 2019

Official Resolution#: R20190833

400 Shrewsbury Plaza, #330, Shrewsbury, NJ 07702 | 908.930.0232 | governmentstrategygroup.com



Timothy J. Cunningham

tcunningham@archerlaw.com  
732-268-8021 (Ext. 9021) Direct  
732-345-8420 Direct Fax

Archer & Greiner, P.C.  
Riverview Plaza  
10 Highway 35  
Red Bank, NJ 07701-5902  
732-268-8000 Main  
732-345-8420 Fax  
[www.archerlaw.com](http://www.archerlaw.com)

August 30, 2019

VIA ELECTRONIC MAIL

Anthony J. DeNova, III  
County Administrator  
County of Passaic  
401 Grand Street, Room 205  
Paterson, NJ 07505-2023

Re: Proposal To Provide Legal Services Relative To Potential Public Health Synergies  
Between The County Of Passaic And The City Of Paterson

Dear County Administrator DeNova:

Thank you for the invitation to submit a proposal to perform legal services for the County of Passaic (the "County"). Having previously been qualified by the County to serve as Outside Special Legal Counsel for Shared Services Agreements, this proposal sets forth a specific scope of services relative to a potential cost-saving opportunity identified by the County.

As discussed, Archer & Greiner would be retained by the County to conduct a review of the public health services currently provided by the County and City of Paterson ("City") and determine whether taxpayer savings can be achieved through consolidation, shared service or other contractual arrangement. Our legal representation would be limited to the County in this regard.

To complete this review, my colleague Michael L. Collins and I would propose to visit the County and meet with relevant parties. We would undertake a review of New Jersey statutes and regulations as well as the current operations of the County/City operations before presenting a report outlining potential areas of cost savings and legal mechanisms for achieving same. We will further engage consulting resources necessary to complete a portion of the analysis, as outlined in the attached proposal from Government Strategy Group, and bill these costs as disbursements through our invoicing.

Should the County decide to move forward with a shared services arrangement, we would represent the County in negotiating and drafting a shared services agreement with the City. We would further represent the County in preparing any necessary resolutions and internal memoranda necessary to obtain the approval of same.

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190833

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

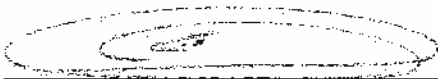
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED FRANCIS MINUTOLO EXECUTOR FOR THE ESTATE OF OLIVIA MINUTOLO VS. PREAKNESS HEALTHCARE CENTER, ET ALS., TO THE LAW FIRM OF WEINER LAW GROUP TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

COUNTY ADMINISTRATOR

REVIEWED BY:

  
Anthony J. De Nova III

COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.

COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

|                             |                     |             |             |            |            |            |              |              |
|-----------------------------|---------------------|-------------|-------------|------------|------------|------------|--------------|--------------|
| <b>Official Resolution#</b> | <b>R20190834</b>    |             |             |            |            |            |              |              |
| Meeting Date                | 09/24/2019          |             |             |            |            |            |              |              |
| Introduced Date             | 09/24/2019          |             |             |            |            |            |              |              |
| Adopted Date                | 09/24/2019          |             |             |            |            |            |              |              |
| Agenda Item                 | k-9                 |             |             |            |            |            |              |              |
| CAF #                       | T-19-56-850-000-801 |             |             |            |            |            |              |              |
| Purchase Req. #             |                     |             |             |            |            |            |              |              |
| Result                      | Adopted             |             |             |            |            |            |              |              |
| <b>FREEHOLDER</b>           | <b>PRES.</b>        | <b>ABS.</b> | <b>MOVE</b> | <b>SEC</b> | <b>AYE</b> | <b>NAY</b> | <b>ABST.</b> | <b>RECU.</b> |
| Bartlett                    | ✓                   |             |             |            | ✓          |            |              |              |
| Lazzara                     | ✓                   |             |             |            | ✓          |            |              |              |
| Akhter                      | ✓                   |             |             |            | ✓          |            |              |              |
| Best Jr.                    | ✓                   |             |             | ✓          | ✓          |            |              |              |
| Duffy                       | ✓                   |             |             |            | ✓          |            |              |              |
| James                       |                     | ✓           |             |            |            |            |              |              |
| Lepore                      | ✓                   |             | ✓           |            | ✓          |            |              |              |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION REFERRING LITIGATION ENTITLED  
FRANCIS MINUTOLO EXECUTOR FOR THE ESTATE  
OF OLIVIA MINUTOLO VS. PREAKNESS  
HEALTHCARE CENTER, ET ALS., TO THE LAW  
FIRM OF WEINER LAW GROUP TO PROVIDE  
OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY**

**WHEREAS** the County of Passaic (the “County”) previously issued a public solicitation for qualified firms to perform services as Outside Legal Services and/or Special Litigation Counsel for the County on an as-needed basis, in accordance with “Fair and Open” procedures as established in the “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4, et seq.; and

**WHEREAS** the Board of Chosen Freeholders (the “Board”) previously established a pool of qualified attorneys to act as Outside Legal Counsel and/or Special Litigation Counsel on an as-needed basis, for calendar year 2019 by Resolution R2018 1051 dated December 27, 2018 and Resolution R2019 0427 adopted May 14, 2019 in accordance with the recommendation of the Evaluation and Review Committee created for that purpose; and

**WHEREAS** the County of Passaic has recently been served with a Summons and Complaint in a litigation matter Francis Minutolo Executor for the Estate of Olivia Minutolo vs. Preakness Healthcare Center, et als., (the “Case”); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Weiner Law Group for defense, which firm is included in the pool of qualified Outside Counsel and/or

Special Litigation Counsel established by prior resolution, for a fee not to exceed \$17,500.00; and

**WHEREAS** the Freeholder Administration and Finance Committee reviewed this matter and recommended this resolution to the full Board for adoption; and

**WHEREAS** a certification is attached indicating that funds are available for the within contemplated expenditure;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby awards this contract as a “Professional Service” in accordance with N.J.S.A. 40A: 11-5 (1) (a) of the Local Public Contracts Law because:

- (1) The recipients are authorized and regulated by the law to provide the aforementioned services;
  - (2) The performance of the services are special in nature and require knowledge of an advanced type training, which the recipients possess;
- and

**BE IT FURTHER RESOLVED** that although exempt from formal public bidding, this contract is awarded in accordance with “Fair and Open” procedures as established in the “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4, et seq. as stated more fully above; and



**BE IT FURTHER RESOLVED** that a Notice of this action  
be published in the NORTH JERSEY HERALD & NEWS.

MHG:lc

Dated: September 24, 2019

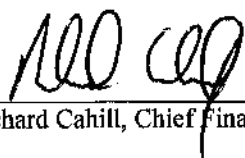
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$17,500.00

APPROPRIATION: T-19-56-850-000-801

PURPOSE: Resolution referring litigation entitled Francis Minutolo Executor for the Estate of Olivia Minutolo VS. Preakness Healthcare Center.

  
Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE ONE-YEAR OPTION TO RENEW THE CONTRACT WITH SPIRIT DELICATESSEN CORP. OF TEANECK, NJ FOR PASSAIC COUNTY GOLF COURSE CLUBHOUSE AND REFRESHMENT STAND CONCESSION AS PER COMPETITIVE CONTRACT, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190835  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-10       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING THE ONE-YEAR OPTION TO  
RENEW THE CONTRACT WITH SPIRIT DELICATESSEN  
CORP. OF TEANECK, NJ FOR PASSAIC COUNTY GOLF  
COURSE CLUBHOUSE AND REFRESHMENT STAND  
CONCESSION AS PER COMPETITIVE CONTRACT**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic adopted Resolution R-2016-0820 dated October 11, 2016, awarding a contract to Spirit Delicatessen Corp. to provide a refreshment stand concession at the Preakness Valley Golf Course Clubhouse in Wayne, NJ; and

**WHEREAS** the contract term is January 1, 2017 through December 31, 2019, with two one-year options to renew; and

**WHEREAS** the County is desirous of exercising the first one-year option, for a fee of \$55,200.00, for the period January 1, 2020 through December 31, 2020; and

**WHEREAS** this matter was discussed at the Freeholder Finance & Administration Committee meeting of September 11, 2019, and recommended to the full Board for approval; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that, pursuant to the terms and conditions set forth above, it does hereby authorize the Spirit Delicatessen Corp. of Teaneck, NJ to operate a refreshment stand concession for the Passaic County Golf Course Clubhouse in Wayne, NJ as per competitive contract.

**BE IT FURTHER RESOLVED** that the Office of the Passaic County Counsel forward official notification to the referenced vendor of the within action taken by this Board.

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
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Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

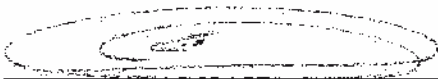
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED CLARITZA ALICIA V. PASSAIC COUNTY SHERIFF'S DEPARTMENT TO THE LAW FIRM OF WATERS, MCPHERSON, MCNEIL TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

COUNTY ADMINISTRATOR

REVIEWED BY:

  
Anthony J. De Nova III

COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.

COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

| Official Resolution# | R20190836           |      |      |     |     |     |       |       |
|----------------------|---------------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019          |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Agenda Item          | k-11                |      |      |     |     |     |       |       |
| CAF #                | T-19-56-850-000-801 |      |      |     |     |     |       |       |
| Purchase Req. #      |                     |      |      |     |     |     |       |       |
| Result               | Adopted             |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.               | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓                   |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓                   |      |      |     | ✓   |     |       |       |
| Akhter               | ✓                   |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓                   |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓                   |      |      |     | ✓   |     |       |       |
| James                |                     | ✓    |      |     |     |     |       |       |
| Lepore               | ✓                   |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION REFERRING LITIGATION ENTITLED  
CLARITZA ALICIA V. PASSAIC COUNTY SHERIFF'S  
DEPARTMENT TO THE LAW FIRM OF WATERS,  
MCPHERSON, MCNEIL TO PROVIDE OUTSIDE LEGAL  
SERVICES TO PASSAIC COUNTY**

**WHEREAS** the County of Passaic (the "County") previously issued a public solicitation for qualified firms to perform services as Outside Legal Services and/or Special Litigation Counsel for the County on an as-needed basis, in accordance with "Fair and Open" procedures as established in the "Pay-to-Play" Law, N.J.S.A. 19:44A-20.4, et seq.; and

**WHEREAS** the Board of Chosen Freeholders (the "Board") previously established a pool of qualified attorneys to act as Outside Legal Counsel and/or Special Litigation Counsel on an as-needed basis, for calendar year 2019 by Resolution R2018 1051 dated December 27, 2018 and Resolution R2019 0427 adopted May 14, 2019 in accordance with the recommendation of the Evaluation and Review Committee created for that purpose; and

**WHEREAS** the County of Passaic has recently been served with a Summons and Complaint in a litigation matter entitled Claritza Alicia v. Passaic County Sheriff's Department (the "Case"); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Waters, McPherson, McNeil for defense, which firm is included in the pool of qualified Outside Counsel and/or

Special Litigation Counsel established by prior resolution, for a fee not to exceed \$17,500.00; and

**WHEREAS** the Freeholder Administration and Finance Committee reviewed this matter and recommended this resolution to the full Board for adoption; and

**WHEREAS** a certification is attached indicating that funds are available for the within contemplated expenditure;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby awards this contract as a “Professional Service” in accordance with N.J.S.A. 40A: 11-5 (1) (a) of the Local Public Contracts Law because:

- (1) The recipients are authorized and regulated by the law to provide the aforementioned services;
- (2) The performance of the services are special in nature and require knowledge of an advanced type training, which the recipients possess; and

**BE IT FURTHER RESOLVED** that although exempt from formal public bidding, this contract is awarded in accordance with “Fair and Open” procedures as established in the “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4, et seq. as stated more fully above; and

**BE IT FURTHER RESOLVED** that a Notice of this action be published in the NORTH JERSEY HERALD & NEWS.

MHG:lc

Dated: September 24, 2019



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$17,500.00

APPROPRIATION: T-19-56-850-000-801

PURPOSE: Resolution referring litigation entitled Claritza Alicia V. Passaic County Sheriff's Department.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
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401 Grand Street  
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Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: AMENDED: RESOLUTION AWARDDING A CONTRACT BETWEEN MERITAIN HEALTH AND THE COUNTY OF PASSAIC FOR PERFORMANCE OF ADMINISTRATIVE SERVICES RELATIVE TO THE COUNTY'S SELF-FUNDED HEALTH BENEFITS PLAN FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2023, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

\_\_\_\_\_

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

| Official Resolution# | R20190837  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-12       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      | ✓    |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     |     | ✓   |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      |      |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**AMENDED  
RESOLUTION AWARDING A CONTRACT BETWEEN  
MERITAIN HEALTH AND THE COUNTY OF PASSAIC FOR  
PERFORMANCE OF ADMINISTRATIVE SERVICES  
RELATIVE TO THE COUNTY'S SELF-FUNDED HEALTH  
BENEFITS PLAN FOR THE PERIOD OF  
JANUARY 1, 2020 THROUGH DECEMBER 31, 2023**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic (the "Board") is committed to exploring appropriate means of reducing the expenses associated with employee health benefits; and

**WHEREAS** the County has previously entered into a contract with Horizon Blue Cross Blue Shield of New Jersey for administrative services relative to the County's self-insured health benefits plan, which is currently up for renewal; and

**WHEREAS** the County issued a public solicitation for qualified companies to provide the necessary services, in accordance with the "Fair and Open" procedures as established in the "Pay-to-Play" Law, N.J.S.A. 19:44A-20.4, et seq.; and

**WHEREAS** the County received responses to its Request for Quotations for the services noted above on July 18, 2019; and

**WHEREAS** the proposals submitted have been reviewed by the County Insurance Committee in conjunction with the County's insurance consultants; and

**WHEREAS** the County Insurance Committee in conjunction with the County's insurance consultants thereafter met with each candidate which had successfully

submitted a proposal on multiple occasions in furtherance of the due diligence necessary with respect to these matters; and

**WHEREAS** the County Insurance Committee and the County's insurance consultants have recommended (see attached letters) to the Freeholder Board that the proposal submitted by Meritain be accepted and a contract awarded accordingly for a contract term of three (3) years, commencing January 1, 2020 and terminating December 31, 2023, as authorized for contracts of this type pursuant to N.J.S.A. 40A:11-15 (6), for a total projected fee of approximately \$3,664,746, (based on 2019 member numbers) as more fully described in the proposal submitted; and

**WHEREAS** based on said review and recommendation, the Board is desirous of awarding said contract as outlined above due to their competitive administrative fees, in-network availability, and accuracy guarantees, which will aid in further reducing costs to the County; and

**WHEREAS** a certification is attached indicating that funds are available for the within contemplated expenditure;

**WHEREAS** the Board is desirous of awarding a contract to Meritain to perform the necessary services for a total projected fee of \$3,664,746, (based on 2019 member numbers), as more fully described in the proposal submitted; and

**BE IT FURTHER RESOLVED** that the Director and Clerk to the said Board are hereby authorized to execute the necessary documents on behalf of the County of Passaic; and

**BE IT FURTHER RESOLVED** that this Contract is awarded without competitive bidding as one for “Extraordinary Unspecifiable Services” in accordance with the Local Public Contracts Law, specifically N.J.S.A. 40A:11-5(1)(m), which applies to insurance and insurance-related services; and

**BE IT FURTHER RESOLVED** that although exempt from formal public bidding, this contract is awarded in accordance with “Fair and Open” procedures as established in the “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4, et seq. as stated more fully above; and

**BE IT FURTHER RESOLVED** that a Notice of this action be published in the NORTH JERSEY HERALD & NEWS.

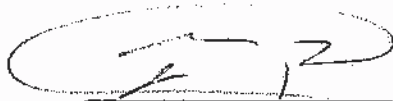
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$3,664,746.00

APPROPRIATION: 9-01-20-120-001-213

PURPOSE: Resolution awarding a contract between Meritain Health and the County of Passaic.



Flavio Rivera, Treasurer

DATED: September 24, 2019



September 23, 2019

Passaic County  
401 Grand Street  
Paterson, NJ 07505  
Anthony DeNova, County Administrator

Dear Mr. DeNova:

Fairview Agency and the Passaic County's Self Insurance Committee's recommendation is for the County to move the Health Benefits Third Party Administration from Horizon Blue Cross & Blue Shield of New Jersey to Meritain Health effective January 1, 2020.

Fairview Agency along with the County started the Third Part Administration review in April and we received proposals from the following firms:

1. Insurance Administrator of America (IAA)
2. Insurance Design Administrators (IDA)
3. Meritain Health
4. Horizon Blue Cross and Blue Shield

After several meetings with the TPA's above we based our decision to move to Meritain Health on the following factors:

1. Meritain will match current plan designs on a equal to or better basis
2. Superior Claims Management
3. The County & Broker has web access to run online reports & update eligibility
4. Network Access – Aetna Choice POS II – Equal to or better than the current Horizon Network
5. Personal Service and Member Customer Service
6. Out of Network Claim Negotiations
7. Meritain ability to Cash Advance the Large Claimant Payments
8. Monthly Billing Services for Retirees & Reinsurance Premium
9. No upfront Working Capital Claim Deposit
10. Meritain has Performance Guarantees for Administrating the plan accurately at 15% of Administration Fee for the plan year
11. Meritain has Network Discount Guarantee of 65.2% for In-Network and risking 10% of Administration Fee for the plan year
12. CVS/Caremark – Prescription Drug integration & reporting
13. CVS /Aetna Merger looking towards the future – CVS/Minute Clinic \$0-member co-pay

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190837

Fairview Insurance Agency has existing municipal clients with Meritain Health and we are very confident in their abilities to service the County of Passaic and all its enrolled participants. If you have any question's, please give me a call to discuss.

Sincerely,

A handwritten signature in black ink, appearing to read 'MA', written in a cursive style.

Michael Atkinson  
Fairview Insurance Agency

Cc: R. Graham, K. Furlong, J. Graham – Fairview Insurance  
M. Glovin, M. Jordan, R. Cahill, L. Parks, B. James – County of Passaic





September 23, 2019

Anthony DeNova  
County Administrator  
Passaic County  
495 River Street – 2<sup>nd</sup> Floor  
Paterson, NJ 07524

Dear Mr. DeNova,

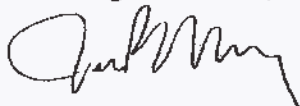
Based on the information submitted regarding the County of Passaic's current self-funded medical programs, Meritain Health/Aetna agrees to provide benefit levels (i.e. copayments, coinsurance, deductibles, plan limits and maximums) that are equal to or better than the current plans with Horizon.

To highlight our ability to provide competitive and, in some instances, better coverage, enclosed is a detailed review of benefits with the corresponding Meritain Health/Aetna plan information. The determination that the benefits we will offer to County of Passaic are equal to or better than the benefits currently offered is based on a comparison of the benefit summary from the current plan (provided by you) to the benefits in the selected Meritain Health/Aetna plan. Specifically, we compared the **current benefit-level amounts, member cost sharing responsibilities (including co-payments, coinsurance, and deductibles), plan limitations and annual and lifetime maximums**. Please note that we did not compare provider networks, payment methodologies for participating and non-participating providers, reimbursement policies (including but not limited to coding and bundling of claims), benefit utilization, exceptions or administrative and medical policies/practices (including but not limited to prior authorization, medical necessity, utilization review and management).

All benefits provided by Meritain Health/Aetna will be administered in accordance with our plan contracts and certificates, provider networks, payment and reimbursement methodologies/policies and other administrative and medical policies as noted above. While our goal is to provide County of Passaic with the most accurate information possible for purposes of this benefit comparison, our administration of the plan may affect the ultimate benefit levels. If that happens, we will work with you to determine the best course of action for us and County of Passaic.

Meritain Health and Aetna are committed to ensuring a smooth transition for the employees and families of County of Passaic. As such, we look forward to our implementation meeting and assisting you with any questions.

Yours in good health,



James Malvey  
Regional Vice President, Sales | 917.692.7198 | james.malvey@meritain.com

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190837

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE EXECUTION OF AN EVENTS AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND CENTER CITY PARTNERS, LLC, TO ALLOW THE PASSAIC COUNTY HEALTH DEPARTMENT TO HOLD FREE EYE/HEALTH SCREENINGS ON THE FOURTH THURSDAY OF EVERY MONTH AT THE CENTER CITY MALL IN PATERSON, NEW JERSEY, FROM JANUARY THROUGH OCTOBER 2020, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HEALTH DEPT

REVIEWED BY:

Anthony J. De Nova III

COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.

COUNTY COUNSEL

Health and Community Affairs

COMMITTEE NAME

|                             |                  |             |             |            |            |            |              |              |
|-----------------------------|------------------|-------------|-------------|------------|------------|------------|--------------|--------------|
| <b>Official Resolution#</b> | <b>R20190838</b> |             |             |            |            |            |              |              |
| Meeting Date                | 09/24/2019       |             |             |            |            |            |              |              |
| Introduced Date             | 09/24/2019       |             |             |            |            |            |              |              |
| Adopted Date                | 09/24/2019       |             |             |            |            |            |              |              |
| Agenda Item                 | k-13             |             |             |            |            |            |              |              |
| CAF #                       |                  |             |             |            |            |            |              |              |
| Purchase Req. #             |                  |             |             |            |            |            |              |              |
| Result                      | Adopted          |             |             |            |            |            |              |              |
| <b>FREEHOLDER</b>           | <b>PRES.</b>     | <b>ABS.</b> | <b>MOVE</b> | <b>SEC</b> | <b>AYE</b> | <b>NAY</b> | <b>ABST.</b> | <b>RECU.</b> |
| Bartlett                    | ✓                |             |             |            | ✓          |            |              |              |
| Lazzara                     | ✓                |             |             |            | ✓          |            |              |              |
| Akhter                      | ✓                |             |             |            | ✓          |            |              |              |
| Best Jr.                    | ✓                |             |             | ✓          | ✓          |            |              |              |
| Duffy                       | ✓                |             |             |            | ✓          |            |              |              |
| James                       |                  | ✓           |             |            |            |            |              |              |
| Lepore                      | ✓                |             | ✓           |            | ✓          |            |              |              |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING THE EXECUTION OF AN EVENTS AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND CENTER CITY PARTNERS, LLC, TO ALLOW THE PASSAIC COUNTY HEALTH DEPARTMENT TO HOLD FREE EYE/HEALTH SCREENINGS ON THE FOURTH THURSDAY OF EVERY MONTH AT THE CENTER CITY MALL IN PATERSON, NEW JERSEY, FROM JANUARY THROUGH OCTOBER 2020**

**WHEREAS** the Passaic County Health Department as part of its mission to promote the general health of the citizens of Passaic County operate free eye/health screenings on the fourth Thursday of every month at the Center City Mall in Paterson, New Jersey; and

**WHEREAS** the Center City Mall in the City of Paterson a shopping center in the County has offered to allow the Health Department to hold these screenings free of charge from January through October 2020, for County residents as long as the County of Passaic agrees to post an insurance certificate insuring Center City Partners, LLC and its owners Alma Realty Corporation; and

**WHEREAS** the Freeholders members of the Committee for Health has reviewed this matter and recommends that it be approved by the full Board;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the preparation of the necessary Insurance Certificate to allow the Passaic County Health Department to hold free eye/health screenings and other health outreach services at the Center City Mall in Paterson, New Jersey, from January through October 2020; and

**BE IT FURTHER RESOLVED** that the Risk Manager of the County of Passaic be authorized to prepare and forward the Insurance Certificate on behalf of the Passaic County Health Department.

JDP:lc

Dated: September 24, 2019



**RESOLUTION REQUEST FORM**

1. **NAME OF REQUESTER:** Charlene W. Gungil  
**Telephone #:** 973-881-4396

**DESCRIPTION OF RESOLUTION:**

Request to provide eye/health screenings at the Center City Mall, on the fourth Thursday of every month for 2020 under the ALMA Realty Corp. A Certificate of Insurance is required to proceed with this project which will be free of charge to the Health Department.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF THE REQUISITION FROM EDMUNDS

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE **A REQUISITION**. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ \_\_\_\_\_

**REQUISITION #** \_\_\_\_\_

**ACCOUNT #** \_\_\_\_\_

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: \_\_\_\_\_

5. **COMMITTEE REVIEW:**

**DATE:**

|  |       |
|--|-------|
| <input type="checkbox"/> Administration & Finance        | _____ |
| <input type="checkbox"/> Budget                          | _____ |
| <input checked="" type="checkbox"/> Health               | _____ |
| <input type="checkbox"/> Human Services                  | _____ |
| <input type="checkbox"/> Law & Public Safety             | _____ |
| <input type="checkbox"/> Planning & Economic Development | _____ |
| <input type="checkbox"/> Public Works                    | _____ |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement  
 Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190838



September 11<sup>th</sup>, 2019

Re: Passaic County Health Services Outreach

Dear Ms. Sherry Papaleo,

Center City Partners, LLC, dba Center City Mall, approves Passaic County Health Department's request to perform healthcare outreach and services within Center City Mall. The premises will be provided free of charge due to the non-profit and community service affiliation of the outreach. A certificate of insurance is required for each event. Passaic County assumes all risk and liability from any occurrence and/or claim that arises from their use of the space.

The following details must be included on certificate of insurance from all organizations and medical entities: Certificate holder & additionally insured sections must list both companies below.

Center City Partners, LLC  
302 Main Street  
Suite 201  
Paterson, NJ 07505  
973-345-4040

Alma Realty Corp  
3110 37<sup>th</sup> Avenue  
Suite 500  
Long Island City, NY 11101

Location of event must be listed as insured premises:

301 Main Street  
Paterson, NJ 07505  
973-345-4040

We look forward to hosting the Passaic County Health Department's outreach events in the best interests of the community at large. We are available at your convenience for any questions or concerns.

Sincerely,  
Elizabeth Cruz

  
Assistant Property Manager



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/13/2019

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).

| <b>PRODUCER</b><br>Passaic County Department of Finance<br>Office of Self-Insurance<br>401 Grand St., Room 532<br>Paterson NJ 07505 | <b>CONTACT NAME:</b> Vicken Sarkissian<br><b>PHONE (A/C, No., Ext.):</b> 973-754-6860<br><b>FAX (A/C, No.):</b> 973-225-3728<br><b>E-MAIL ADDRESS:</b> vickens@passaiccountynj.org  |                               |        |  |  |            |  |            |  |            |  |            |  |            |
|---|---|-------------------------------|--------|--|--|------------|--|------------|--|------------|--|------------|--|------------|
|   | <table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: The Insurance Fund Commission of Passaic County</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: The Insurance Fund Commission of Passaic County |  | INSURER B: |  | INSURER C: |  | INSURER D: |  | INSURER E: |  | INSURER F: |
| INSURER(S) AFFORDING COVERAGE   | NAIC #  |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER A: The Insurance Fund Commission of Passaic County  |   |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER B:  |   |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER C:  |   |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER D:  |   |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER E:  |   |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER F:  |   |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| <b>INSURED</b><br>The Board of Chosen Freeholders<br>County of Passaic<br>401 Grand St.<br>Paterson NJ 07505                        |   |                               |        |  |  |            |  |            |  |            |  |            |  |            |

**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 SUBR INSR WVC  | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|---|---------------|-------------------------|-------------------------|--|
| A        | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR   |   |               | 1/1/2020                | 12/31/2020              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Per occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COM/OP AGG \$ 2,000,000 |
|          | GENL AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC   |   |               |                         |                         |  |
|          | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS |   |               |                         |                         | COMBINED SINGLE LIMIT (Per accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
|          | UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$   | <input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE  |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$   |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>N/A |               |                         |                         | WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |

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

All operations and properties of the County of Passaic to the extent permitted under NJSA 40 and NJSA 34  
 Coverage includes all public employees of the County of Passaic to the extent of NJSA 59

Eye screenings and outreach services

**CERTIFICATE HOLDER**

**CANCELLATION**

|  |   |
|--|---|
| Center City Partners, LLC<br>Alma Realty Corp.<br>301 Main Street<br>Paterson NJ 07505 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE |
|--|---|

ACORD 25 (2010/05)

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Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190838

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
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Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

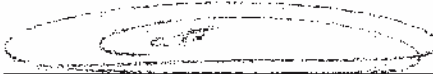
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE AWARD OF CONTRACT IN ACCORDANCE WITH THE DEVELOPMENT OF THE AREA PLAN CONTRACT WITH THE STATE DEPARTMENT OF HUMAN SERVICES, ALL AS NOTED IN THE RESOLUTION.


THIS RESOLUTION WAS REQUESTED BY:

OFFICE ON AGING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.  
COUNTY COUNSEL

Human Services  
COMMITTEE NAME

| Official Resolution# | R20190839            |      |      |     |     |     |       |       |
|----------------------|----------------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019           |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019           |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019           |      |      |     |     |     |       |       |
| Agenda Item          | k-14                 |      |      |     |     |     |       |       |
| CAF #                | G-01-41-802-020-213; |      |      |     |     |     |       |       |
| Purchase Req. #      |                      |      |      |     |     |     |       |       |
| Result               | Adopted              |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.                | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓                    |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓                    |      |      |     | ✓   |     |       |       |
| Akhter               | ✓                    |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓                    |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓                    |      |      |     | ✓   |     |       |       |
| James                |                      | ✓    |      |     |     |     |       |       |
| Lepore               | ✓                    |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019



**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT IN  
ACCORDANCE WITH THE DEVELOPMENT OF THE AREA  
PLAN CONTRACT WITH THE STATE DEPARTMENT OF  
HUMAN SERVICES**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic authorized its Area Agency on Aging to advertise for services and programs in accordance with the development of the Area Plan Contract with the State Department of Human Services, Division of Aging Services for calendar years 2020-2021; and

**WHEREAS** the RFP was issued and proposals were received and reviewed at a competitive contract meeting held on Friday, August 23, 2019 by the Director of the Department of Senior Services; and

**WHEREAS** the results and recommendations for Aging Services and Programs for Area Plan contracts 2020-2021 are attached hereto and made a part hereof and awards are listed in consequential order; and

**WHEREAS** the results and recommendations for Aging Services and Programs for Area Plan contract **2020** are as follows:

|  |           |
|--|-----------|
| Catholic Family & Community Services<br>(Adult Day Care Social-Paterson Area)                | \$129,257 |
| Christian Health Care Center<br>(Adult Day Care Medical)                                     | \$ 60,000 |
| Jewish Family Service<br>(Mental Health)   | \$ 15,000 |
| Northeast New Jersey Legal Services<br>(Legal Assistance)                                    | \$ 40,000 |
| Paterson Community Health Center<br>(Dental Health)  | \$ 20,000 |
| Visiting Homemaker Services of Passaic County<br>(Physical Health) (Funding change annually) | \$ 37,290 |

|  |           |
|--|-----------|
| Visiting Homemaker Services of Passaic County<br>(Certified Home Health Aide)    | \$ 80,000 |
| Visiting Homemaker Services of Passaic County<br>(Certified Home Health Aide)    | \$ 43,700 |
| Visiting Homemaker Services of Passaic County<br>(Residential Maintenance-Chore) | \$ 64,410 |

**WHEREAS** the following Government Entities for Area Plan contract **2020** are as follows:

|   |           |
|---|-----------|
| City of Clifton<br>(Information & Assistance)                           | \$ 25,750 |
| County of Passaic-Para Transit<br>(Transportation)                      | \$147,081 |
| County of Passaic-Adult Day Care<br>(Adult Day Care-Social)             | \$133,515 |
| County of Passaic-Board of Social Services-APS<br>(Protective Services) | \$350,148 |

**WHEREAS** the results and recommendations for Aging Services and Programs for Area Plan contract **2021** are as follows:

|  |           |
|--|-----------|
| Catholic Family & Community Services<br>(Adult Day Care Social-Paterson Area)                | \$129,257 |
| Christian Health Care Center<br>(Adult Day Care Medical)                                     | \$ 60,000 |
| Jewish Family Service<br>(Mental Health)   | \$ 15,000 |
| Northeast New Jersey Legal Services<br>(Legal Assistance)                                    | \$ 40,000 |
| Paterson Community Health Center<br>(Dental Health)  | \$ 20,000 |
| Visiting Homemaker Services of Passaic County<br>(Physical Health) (Funding change annually) | \$ 37,290 |
| Visiting Homemaker Services of Passaic County<br>(Certified Home Health Aide)                | \$ 80,000 |
| Visiting Homemaker Services of Passaic County<br>(Certified Home Health Aide)                | \$ 43,700 |
| Visiting Homemaker Services of Passaic County<br>(Residential Maintenance-Chore)             | \$ 64,410 |

**WHEREAS** the following Government Entities for Area Plan

contract **2021** are as follows:

|   |           |
|---|-----------|
| City of Clifton<br>(Information & Assistance)                           | \$ 25,750 |
| County of Passaic-Para Transit<br>(Transportation)                      | \$147,081 |
| County of Passaic-Adult Day Care<br>(Adult Day Care-Social)             | \$133,515 |
| County of Passaic-Board of Social Services-APS<br>(Protective Services) | \$350,148 |

**WHEREAS** the County's continuing obligation to fund the above referenced Program each calendar year is contingent upon the availability of funds in the State budget and the performance of grantees with respect to the Aging Services and Programs at issue; and

**WHEREAS** this matter was reviewed and approved by the Freeholder Standing Committee of Human Services at its meeting on September 11, 2019; and

**WHEREAS** a certification is attached hereto to the effect that funds for the within contemplated expenditure are available;

**NOW THEREFORE BE IT RESOLVED** that the Board of Chosen Freeholders of the County of Passaic authorized the award of contract to the above referenced vendors in accordance with the development of the Area Plan Contract with the State Department of Human Services; and

**BE IT FURTHER RESOLVED** that the Director and Clerk are hereby authorized to enter into any necessary agreements.

JDP:lc

Dated: September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$2,292,302.00

APPROPRIATION: \*Contingent upon availability of funds in  
Future years' grants.

PURPOSE: To authorizing the award of contract in accordance  
with the development of the area plan contract with  
the state department of Human Services for the years  
2020-2021.

  
Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Shirley Force  
 Telephone #: (973)569-4070

**DESCRIPTION OF RESOLUTION:**

Resolution accepting the RFP results and recommendations for Aging Services and Programs for Area Plan Contract 2020-2021 as outlined. Awards are based and is contingent upon the availability to Federal and State funds through the State Division on Aging Services.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 2020-\$1,146,151 / 2021 \$1,146,151  
 REQUISITION # \_\_\_\_\_  
 ACCOUNT # G-01-41-802-020-213 / G-01-41-802-021-213

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: \_\_\_\_\_

- | 5. COMMITTEE REVIEW:                                     | DATE:            |
|--|------------------|
| <input type="checkbox"/> Administration & Finance        | _____            |
| <input type="checkbox"/> Budget                          | _____            |
| <input type="checkbox"/> Health                          | _____            |
| <input checked="" type="checkbox"/> Human Services       | <u>9/11/2019</u> |
| <input type="checkbox"/> Law & Public Safety             | _____            |
| <input type="checkbox"/> Planning & Economic Development | _____            |
| <input type="checkbox"/> Public Works                    | _____            |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

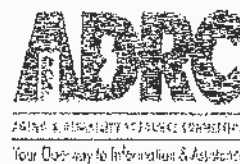
Other: \_\_\_\_\_

Introduced on: **September 24, 2019**  
 Adopted on: **September 24, 2019**  
 Official Resolution#: **R20190839**



PASSAIC COUNTY  
 DEPARTMENT OF SENIOR SERVICES,  
 DISABILITY AND VETERANS AFFAIRS

AGING • DISABILITY • VETERANS AFFAIRS • PARATRANSIT  
 NUTRITION SERVICES • ENERGY ASSISTANCE  
 ADULT DAY CARE



To: Sherry Arvanitakis, QPA, Purchasing Agent  
 From: Shirley Force, Executive Director, Department of Senior Services  
 Date: September 6, 2019  
 Re: Review Committee Recommendation:  
 BID# RFP-19-019  
 Re-Bid 2020-2021 Area Plan Contract (Adult Day Services – Medical)

A review committee met on September 6, 2019 to evaluate the proposals received for RFP #19-019 Re-Bid 2020-2021 Area Plan Contract (Adult Day Services – Medical).

The criteria used for the evaluation is as follows:

1. TECHNICAL - WRITTEN PROPOSAL on AGENCY CAPACITY = 35 POINTS
2. COST - BUDGET FORM = 30 POINTS
3. MANAGEMENT - WRITTEN PROPOSAL on AGENCY MANAGEMENT = 20 POINTS
4. MANAGEMENT - PROGRAM EXPERIENCE W/REFERENCES = 10 POINTS
5. REQUIRED ATTACHMENTS = 5 POINTS

**ADULT DAY SERVICES – MEDICAL**

| <u>Applicant</u>              | <u>Total</u> |
|-------------------------------|--------------|
| Christian Health Care Center: | 96%          |

**Recommendation:** The Evaluation Committee unanimously recommends to award contract to Christian Health Care Center. Current provider of Adult Day Services - Medical. There was no competition for this service.

The contract amount for Christian Health Care Center of Wayne is \$60,000. The contract period is January 1, 2020 to December 31, 2020.

SHIRLEY FORCE  
 EXECUTIVE DIRECTOR  
 Introduced on: September 24, 2019  
 Email: shirleyf@passaicnj.org  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190839

930 Riverview Drive, Suite 200 • Totowa, NJ 07512  
 Tel: (973) 569-4060  
 ADRC Toll Free: 1-877-222-3737  
 Fax: (973) 256-5191



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Shirley Force  
 Telephone #: (973)569-4070

**DESCRIPTION OF RESOLUTION:**

Resolution accepting the RFP results and recommendations for Aging Services and Programs for Area Plan Contract 2020-2021 as outlined. Awards are based and is contingent upon the availability to Federal and State funds through the State Division on Aging Services.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 2020-\$1,146,151 / 2021 \$1,146,151  
 REQUISITION # \_\_\_\_\_  
 ACCOUNT # G-01-41-802-020-213 / G-01-41-802-021-213

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: \_\_\_\_\_

- | 5. COMMITTEE REVIEW:                                     | DATE:            |
|--|------------------|
| <input type="checkbox"/> Administration & Finance        | _____            |
| <input type="checkbox"/> Budget                          | _____            |
| <input type="checkbox"/> Health                          | _____            |
| <input checked="" type="checkbox"/> Human Services       | <u>9/11/2019</u> |
| <input type="checkbox"/> Law & Public Safety             | _____            |
| <input type="checkbox"/> Planning & Economic Development | _____            |
| <input type="checkbox"/> Public Works                    | _____            |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190839

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM


Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING AN EMERGENCY CONTRACT TO GERBER AUTO CENTER, INC., FOR AUTOMOBILE EMERGENCY REPAIR OF THE PASSAIC COUNTY PARATRANSIT BUS - RV TOILET STYLE, IN THE AMOUNT OF \$12,139.86, ALL AS NOTED IN THE RESOLUTION.


THIS RESOLUTION WAS REQUESTED BY:

OFFICE ON AGING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.  
COUNTY COUNSEL

Human Services  
COMMITTEE NAME

| Official Resolution# | R20190840           |      |      |     |     |     |       |       |
|----------------------|---------------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019          |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Agenda Item          | k-15                |      |      |     |     |     |       |       |
| CAF #                | T-24-56-850-000-801 |      |      |     |     |     |       |       |
| Purchase Req. #      | R9-05603            |      |      |     |     |     |       |       |
| Result               | Adopted             |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.               | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓                   |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓                   |      |      |     | ✓   |     |       |       |
| Akhter               | ✓                   |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓                   |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓                   |      |      |     | ✓   |     |       |       |
| James                |                     | ✓    |      |     |     |     |       |       |
| Lepore               | ✓                   |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019



**RESOLUTION AUTHORIZING AN EMERGENCY CONTRACT TO  
GERBER AUTO CENTER, INC., FOR AUTOMOBILE  
EMERGENCY REPAIR OF THE PASSAIC COUNTY  
PARATRANSIT BUS - RV TOILET STYLE, IN THE AMOUNT OF  
\$12,139.86**

**WHEREAS** there exists a need for professional Automobile Toilet Bus repair for the Passaic County Division of Paratransit; and

**WHEREAS** as a consequence thereof, the Passaic County Division of Paratransit contracted Gerber Auto Center, Inc., of Hackensack, NJ to conduct emergency services for the RV toilet of the bus in need of restoration; and

**WHEREAS** the total cost to repair the Bus – RV toilet is \$12,139.86; and

**WHEREAS** upon receipt of the bill, the Passaic County Administrator determined, by memo dated September 17, 2019, that the situation is one which could affect the health, safety and welfare of the general public and employees using/driving this Passaic County Paratransit owned bus vehicle and, as such, required the award of an emergency contract to repair the Bus – RV Toilet; and

**WHEREAS** the Administrator has authorized an award of an emergency contract for the repair of the Bus –RV Toilet to Gerber Auto Center, INC. of Hackensack, New Jersey in conformity with N.J.S.A. 40A:11-6(a) of the local Public Contract Law; and

**WHEREAS** this award of an emergency contract is for the sum of \$12,139.86, to cover emergency bus – RV toilet repair to install new toilet, water tank, waste tank and drain valve; and

**WHEREAS** the Freeholder Human Services Committee at its September 11, 2019 meeting review this matter and recommended that the full board ratify this action; and

**WHEREAS** a certification is attached hereto which indicates the availability of funds for said expenditure;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby ratifies the action taken by the Passaic County Administrator in awarding an emergency contract to Gerber Auto Center, Inc., to repair the RV toilet of the bus in need owned by the Passaic County Paratransit Division; and

**BE IT FURTHER RESOLVED** that in conformity with the emergency provisions of the Local Public Contract Law, N.J.S.A. 40A:11-6, it hereby authorizes a contract for this emergency and payment to the contractor for all work performed in connection with this emergency.

**BE IT FURTHER RESOLVED** that the Freeholder Director, Clerk to the Board, and County Counsel are authorized and directed to take such further actions and execute such documents as are necessary to effectuate the purpose of this resolution.

JDP:lc

Dated: September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$12,139.86

APPROPRIATION: T-24-56-850-000-801

PURPOSE: Resolution authorizing an emergency contract to Gerber Auto Center Inc., for automobile emergency repair of a Passaic County Paratransit Bus.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** John McGill  
**Telephone #:** (973)305-5763

**DESCRIPTION OF RESOLUTION:**

Resolution authorizing an emergency contract to Gerber Auto Center, Inc., for automobile emergency repair of the Passaic County Para transit Bus-RV toilet.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE *A REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 12,139.86  
**REQUISITION #** R9-05603  
**ACCOUNT #** T-24-56-850-000-801

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: \_\_\_\_\_

- | 5. <b>COMMITTEE REVIEW:</b>                              | DATE:            |
|--|------------------|
| <input type="checkbox"/> Administration & Finance        | _____            |
| <input type="checkbox"/> Budget                          | _____            |
| <input type="checkbox"/> Health                          | _____            |
| <input checked="" type="checkbox"/> Human Services       | <u>9/11/2019</u> |
| <input type="checkbox"/> Law & Public Safety             | _____            |
| <input type="checkbox"/> Planning & Economic Development | _____            |
| <input type="checkbox"/> Public Works                    | _____            |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

**MEMORANDUM****DATE: September 17, 2019**

**TO: Shirley Force, Director of Senior Services**

**FROM: Anthony J. DeNova, County Administrator**

**RE: Authorization of immediate award of contract to Gerber Auto Center, Inc., for automotive emergency repair of the Passaic County Para-Transit bus-RV toilet style, in the amount of \$12,139.86**

In connection with the above-referenced matter, this is to advise that in my capacity as Chief Executive Officer of the County of Passaic, I hereby deem it necessary to authorize immediate award of a contract to Gerber Auto Center, Inc., for auto emergency repair of the Passaic County Para-Transit bus-RV toilet style, in the amount of \$12,139.86. The aforesaid RV toilet is in need of immediate restoration due to leaking waste, debris and odor- the situation is one which could affect the health, safety, and welfare of the general public and employees using/driving this Passaic County owned vehicle.

By way of background, the Passaic County Para-Transit Program maintains a fleet of vehicles, which provide transportation for the county's senior citizens and disabled residents in need of non-emergency rides to medical appointments, shopping centers, county-run nutrition and adult day care sites, and for the disabled residents to attend group work programs. Special lift vans are available to accommodate non-ambulatory individuals.

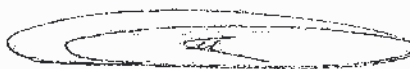
The declaration of emergency and immediate award of contract in this matter furthers the intent in purpose of the Passaic County

Para-Transit Program in an effort to provide a needed service to the Passaic County Community at Large.

Therefore, in light of the above and the continued need of these urgent Para-Transit services, I hereby authorize the award of contract to Gerber Auto Center, Inc., with a payment of \$12,139.86 commencing immediately.

A total of \$12,139.86 is to be paid to Gerber Auto Center, Inc., as an emergency for the above stated reasons.

Thank you for your kind attention to this matter.



---

Anthony J. DeNova  
County Administrator

AJDN:lc

cc: Passaic County Board of Chosen Freeholders  
Michael H. Glovin, County Counsel  
Shirley Force, Director of Senior Services  
John McGill, Director of Para-Transit



PASSAIC COUNTY  
DEPARTMENT OF SENIOR SERVICES,  
DISABILITY AND VETERANS AFFAIRS

AGING • DISABILITY • VETERANS AFFAIRS • PARATRANSIT  
NUTRITION SERVICES • ENERGY ASSISTANCE  
ADULT DAY CARE



**To:** Human Services Committee

**From:** Shirley Force

**Date:** September 6, 2019

**Re:** Emergency Contract – Gerber Auto Center, Inc.  
60 Burlews Court  
Hackensack, NJ 07601

The Department of Senior Services requests permission to authorize an emergency contract to conduct emergency repairs for the Passaic County Para transit Bus –RV toilet in need of restoration due to leaking waste, mold and smell, this situation is one which could affect the health, safety and welfare of the general public and employees using/driving this Passaic County Paratransit owned bus vehicle.

Thank you for your consideration.

SHIRLEY FORCE

EXECUTIVE DIRECTOR

Introduced on: September 24, 2019  
Email: shirleyf@passaicnj.gov  
Adopted on: September 24, 2019

Official Resolution#: R20190840

930 Riverview Drive, Suite 200 • Totowa, NJ 07512

Tel: (973) 569-4060

ADRC Toll Free: 1-877-222-3737

Fax: (973) 256-5191

**GERBER RV TRUCK & BUS**  
 60 Burlews Ct  
 Hackensack, NJ. 07601  
 Phone: 201-880-7124 Fax: 201-880-7128  
 YOUR ONE STOP SHOP

**INVOICE**

**131962**

Org. Est. # 056767  
 NJBSL# 00461A

**INVOICE**

Date: 09/06/2019

**COUNTY OF PASSAIC - RAMON GONZALEZ**  
 1310 ROUTE 23 NORTH  
 Wayne, NJ 07470  
 Home 973-305-5893

2013 International - RE Series - Bus - International MaxxForce I  
 Lic # : OP6249 Odometer In : 43172  
 Unit # : 70  
 VIN # : 4DRBXAANX DB244247

| Part Description        | Qty  | Sale   | Ext    | Labor Description                            | Ext       |
|-------------------------|------|--------|--------|--|-----------|
| AQUA PRO 3.0 WATER PUMP | 1.00 | 78.95  | 78.95  | CR SUPPLY AND INSTALL WATER TANK AND         | n/c       |
| 3" WASTE VALVE          | 1.00 | 17.95  | 17.95  | ELECTRIC PUMP. INSTALL WASTE TANK            |           |
| 3" BAYONET              | 1.00 | 4.50   | 4.50   | UNDERFLOOR EXTERIOR MOUNT WITH DRAIN         |           |
| FLANGE, 3" SLIP         | 1.00 | 4.50   | 4.50   | VALVE. INSTALL FLOOR EXTENSION INSTALL RV    |           |
| WASTE TANK              | 1.00 | 649.30 | 649.30 | STYLE TOILET WITH FEED LINES AND DRAIN LINES |           |
| FRESH WATER TANK        | 1.00 | 460.20 | 460.20 | TO NEW TANK                                  |           |
| WASTE VALVE CAP         | 1.00 | 4.50   | 4.50   | ramon_g@passaiccountynj.org                  |           |
| AQUA MAGIC V TOILET     | 1.00 | 182.50 | 182.50 | SUPPLY AND INSTALL WATER TANK AND ELECTRIC   | 10,250.00 |
| ROCKER SWITCH           | 1.00 | 29.50  | 29.50  | PUMP. INSTALL WASTE TANK UNDERFLOOR          |           |
| PIPE CEMENT             | 1.00 | 9.99   | 9.99   | EXTERIOR MOUNT WITH DRAIN VALVE. INSTALL     |           |
| WALL PANELS             | 1.50 | 55.43  | 83.15  | FLOOR EXTENSION INSTALL RV STYLE TOILET      |           |
| PIPE FITTINGS           | 1.00 | 33.43  | 33.43  | WITH FEED LINES AND DRAIN LINES TO NEW TANK  |           |
| PEX LINE AND FITTINGS   | 1.00 | 20.00  | 20.00  | FREIGHT                                      | 210.00    |
| AIR GRILLE ASM          | 1.00 | 19.43  | 19.43  | Waste Removal                                | 31.96     |
| Shop Supplies           |      |        | 50.00  |  |           |

Org. Estimate 12,139.86 Revisions 0.00 Current Estimate 12,139.86

|                  |                    |
|------------------|--------------------|
| Labor:           | 10,250.00          |
| Parts:           | 1,647.90           |
| Sublet:          | 210.00             |
| HazMat:          | 31.96              |
| <b>SubTotal:</b> | <b>12,139.86</b>   |
| Tax:             | 0.00               |
| <b>Total:</b>    | <b>12,139.86</b>   |
| <b>Bal Due:</b>  | <b>\$12,139.86</b> |

[ Payments - ]

Vehicle Received: 9/6/2019

Customer Number : 6234

By signing below, I acknowledge and have authorized all work stated. I agree that I am satisfied with the repairs, and I agree to the charges. I acknowledge that all labor and parts are warranted only on work that has been invoiced upon completion for 90 Days or 3000 miles (150 hours on generators) whichever comes first unless otherwise noted. All warranty work MUST be performed by Gerber Auto Center Inc. NO EXCEPTIONS. We thank you for your business!

Signature \_\_\_\_\_ Date \_\_\_\_\_

Introduced on: **September 24, 2019**  
 Adopted on: **September 24, 2019**  
 Service Advisor: Rubinfeld, David, Tech: JEFF MATTREW  
 Official Resolution#: **R20190840**





## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** John McGill  
**Telephone #:** (973)305-5763

**DESCRIPTION OF RESOLUTION:**

Resolution authorizing an emergency contract to Gerber Auto Center, Inc., for automobile emergency repair of the Passaic County Para transit Bus-RV toilet.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE *A REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 12,139.86  
**REQUISITION #** R9-05603  
**ACCOUNT #** T-24-56-850-000-801

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: \_\_\_\_\_

- | 5. <b>COMMITTEE REVIEW:</b>                              | DATE:            |
|--|------------------|
| <input type="checkbox"/> Administration & Finance        | _____            |
| <input type="checkbox"/> Budget                          | _____            |
| <input type="checkbox"/> Health                          | _____            |
| <input checked="" type="checkbox"/> Human Services       | <u>9/11/2019</u> |
| <input type="checkbox"/> Law & Public Safety             | _____            |
| <input type="checkbox"/> Planning & Economic Development | _____            |
| <input type="checkbox"/> Public Works                    | _____            |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
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Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)


Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505


Agenda: RESOLUTION AUTHORIZING AN INCREASE OF FUNDS FOR UPGRADES AND REPAIRS OF RESIDENTIAL HEATING SYSTEMS FOR THE PASSAIC COUNTY WEATHERIZATION AND HOME ENERGY DIVISION, IN THE AMOUNT OF \$20,000.00, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
WEATHERIZATION

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.  
COUNTY COUNSEL

Human Services  
COMMITTEE NAME

|                      |                     |      |      |     |     |     |       |       |
|----------------------|---------------------|------|------|-----|-----|-----|-------|-------|
| Official Resolution# | R20190841           |      |      |     |     |     |       |       |
| Meeting Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019          |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Agenda Item          | k-16                |      |      |     |     |     |       |       |
| CAF #                | G-01-41-709-019-213 |      |      |     |     |     |       |       |
| Purchase Req. #      |                     |      |      |     |     |     |       |       |
| Result               | Adopted             |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.               | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓                   |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓                   |      |      |     | ✓   |     |       |       |
| Akhter               | ✓                   |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓                   |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓                   |      |      |     | ✓   |     |       |       |
| James                |                     | ✓    |      |     |     |     |       |       |
| Lepore               | ✓                   |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING AN INCREASE OF FUNDS FOR  
UPGRADES AND REPAIRS OF RESIDENTIAL HEATING  
SYSTEMS FOR THE PASSAIC COUNTY WEATHERIZATION  
AND HOME ENERGY DIVISION, IN THE AMOUNT OF  
\$20,000.00**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic adopted Resolution R-2017-0864 on October 10, 2017 awarding a contract to TM Adams, Keeley Plumbing & Heating, Divine Energy Solutions, CPC, and TM Brennan, all on an as needed basis, for upgrades and repairs of residential heating systems for the Passaic County Weatherization and Home Energy Division; and

**WHEREAS** Resolution R-2017-0864 contained an initial term of one year, August 1, 2017 to July 31, 2018 with two (2) one-year options; and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic adopted Resolution R-2018-0644 on October 14, 2018 to exercise the first one-year option August 1, 2018 TO July 31, 2019, extending the prices, terms and conditions contained in R-2017-0864 for an estimated award amount of \$275,019.00; and

**WHEREAS** the County is desirous of exercising the second one-year option August 1, 2019 to July 31, 2020, extending the prices, terms and conditions contained in R-2017-0864 for an estimated award amount of \$10,000.00; and

**WHEREAS** the Weatherization and Home Energy Division is requesting an increase of funds in association with the contract to TM Adams, Keely Plumbing & Heating, Divine Energy Solutions, CPC, and TM Brennan, all on an as needed basis, for Upgrade and Repairs of Residential Heating Systems, the increase amount of

\$20,000.00 thereby raising the total award amount for the second one-year option to \$30,000.00; and

**WHEREAS** the purpose of the increase in connection with the above is because the County of Passaic, through its Department of Weatherization has been identifying new heating system projects and additional funding from the State has been accepted to complete these projects; and

**WHEREAS** the Human Services Committee has reviewed this matter and recommended this resolution to the full Board for adoption; and

**WHEREAS** a certification is attached hereto, indicating that \$20,000.00 in funds are available in G-01-41-709-019-213 (LIHEAP Wx 19) for the within contemplated expenditure;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the increase of funds in association with the contract to TM Adams, Keely Plumbing & Heating, Divine Energy Solutions, CPC, and TM Brennan, all on an as needed basis, for Upgrade and Repairs of Residential Heating Systems, the increase amount of \$20,000.00 thereby raising the total award amount for the second one-year option to \$30,000.00; and

**BE IT FURTHER RESOLVED** that Director and Clerk of the Board of Chosen Freeholders of the County of Passaic are hereby authorized to execute any necessary documents to effectuate the above.

JDP:lc

Dated: September 24, 2019

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190841

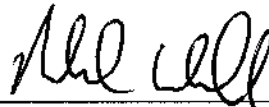
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$20,000.00

APPROPRIATION: G-01-41-709-019-213

PURPOSE: Resolution authorizing an increase of funds for upgrades and repairs of residential heating systems for the Passaic County Weatherization and Home Energy Division.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Kevin Batacchi, Weatherization Director  
 Telephone #: 973-569-4710

**DESCRIPTION OF RESOLUTION:**

I am requesting to increase the contract amount for Upgrades and Repairs of Residential Heating Systems for the Passaic County Weatherization and Home Energy Division

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 20,000.00  
 REQUISITION # TBD  
 ACCOUNT # G-01-41-709-019-213 (LIHEAP Wx 19)

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

Other: \_\_\_\_\_

5. COMMITTEE REVIEW:

DATE:

Administration & Finance \_\_\_\_\_

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services 9/11/19

Law & Public Safety \_\_\_\_\_

Planning & Economic Development \_\_\_\_\_

Public Works \_\_\_\_\_

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190841



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Kevin Batacchi, Weatherization Director  
 Telephone #: 973-569-4710

**DESCRIPTION OF RESOLUTION:**

I am requesting to increase the contract amount for Upgrades and Repairs of Residential Heating Systems for the Passaic County Weatherization and Home Energy Division

2. CERTIFICATION INFORMATION:

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PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 20,000.00  
 REQUISITION # TBD  
 ACCOUNT # G-01-41-709-019-213 (LIHEAP Wx 19)

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

Other: \_\_\_\_\_

5. COMMITTEE REVIEW:

DATE:

Administration & Finance \_\_\_\_\_

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services 9/11/19

Law & Public Safety \_\_\_\_\_

Planning & Economic Development \_\_\_\_\_

Public Works \_\_\_\_\_

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190841



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

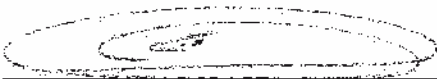
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE DEPARTMENT OF WEATHERIZATION TO PURCHASE OF A NEW SAVIN IM C6000 COPIER FOR THE PASSAIC HOME ENERGY OFFICE, THROUGH STATE CONTRACT #G40467 WITH ATLANTIC TOMORROW'S OFFICE IN THE AMOUNT OF \$8,565.00, ALL AS NOTED IN THE RESOLUTION.


THIS RESOLUTION WAS REQUESTED BY:

WEATHERIZATION

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.  
COUNTY COUNSEL

Human Services  
COMMITTEE NAME

| Official Resolution# | R20190842           |      |      |     |     |     |       |       |
|----------------------|---------------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019          |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019          |      |      |     |     |     |       |       |
| Agenda Item          | k-17                |      |      |     |     |     |       |       |
| CAF #                | G-01-41-706-019-PE1 |      |      |     |     |     |       |       |
| Purchase Req. #      | R9-05496            |      |      |     |     |     |       |       |
| Result               | Adopted             |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.               | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓                   |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓                   |      |      |     | ✓   |     |       |       |
| Akhter               | ✓                   |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓                   |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓                   |      |      |     | ✓   |     |       |       |
| James                |                     | ✓    |      |     |     |     |       |       |
| Lepore               | ✓                   |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING THE DEPARTMENT OF WEATHERIZATION TO PURCHASE OF A NEW SAVIN IM C6000 COPIER FOR THE PASSAIC HOME ENERGY OFFICE, THROUGH STATE CONTRACT #G40467 WITH ATLANTIC TOMORROW'S OFFICE IN THE AMOUNT OF \$8,565.00**

**WHEREAS** the Director of Weatherization has requested the purchase of a new SAVIN IM C6000 Copier pursuant to State Contract #G40467, in the amount of \$8,565.00; and

**WHEREAS** the Board of Chosen Freeholders is desirous of approving said purchase in accordance with the terms of the State Contract and authorizing the Purchasing Agent to issue the appropriate Purchase Order; and

**WHEREAS** the Human Services Committee has considered this matter and recommended this resolution to the full Board for adoption; and

**WHEREAS** a certification is attached indicating that funds are available for the above contemplated expenditure;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the purchase of the goods and/or services described above and in the attached correspondence in accordance with the terms of the applicable State Contract; and

**BE IT FURTHER RESOLVED** that the Purchasing Agent and all other necessary officers and employees be and hereby are authorized and directed to take such further actions and sign such documents as are necessary to effectuate the

purpose of this resolution, including but not limited to  
issuance of an appropriate Purchase Order.

JDP:lc

Dated: September 24, 2019



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Kevin Batacchi, Weatherization Director  
 Telephone #: 973-569-4710

**DESCRIPTION OF RESOLUTION:**

I am requesting to purchase a new copier for the Passaic Home Energy office, to replace the current copier which is due for replacement. The requested copier is a model SAVIN IM C6000, with a purchase price of \$8,565.00, proposed to be purchased through Atlantic Tomorrow's Office, which has a State Contract.

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 8,565.00  
*REQUISITION #* R9-05496  
*ACCOUNT #* G-01-41-706-019-PE1

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid  
 Other: State Contract (G40467)

- | 5. COMMITTEE REVIEW:                                     | DATE:             |
|--|-------------------|
| <input type="checkbox"/> Administration & Finance        | <u>09/11/2019</u> |
| <input type="checkbox"/> Budget                          | _____             |
| <input type="checkbox"/> Health                          | _____             |
| <input checked="" type="checkbox"/> Human Services       | _____             |
| <input type="checkbox"/> Law & Public Safety             | _____             |
| <input type="checkbox"/> Planning & Economic Development | _____             |
| <input type="checkbox"/> Public Works                    | _____             |

6. DISTRIBUTION LIST:

Administration       Finance       Counsel  
 Clerk to the Board       Procurement  
 Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190842



AUG 14, 2019

PASSAIC COUNTY WEATHERIZATION  
930 RIVERVIEW DRIVE  
TOTOWA, NJ 07512  
ATTN: KEVIN BATAACCHI

**SAVIN IM C6000**(STATE CONTRACT# G40467)

\*STATE CONTRACT PURCHASE PRICE: \$9,827

\*TRADE-IN ALLOWANCE: \$1,262.00

\*FINAL PURCHASE PRICE: \$8,565.00

INCLUDES: DUAL SCAN DOCUMENT FEEDER, DUPLEX, TWO  
550 SHEET PAPER DRAWS, FINISHER/STAPLER, 100 SHEET  
BYPASS, FAX BOARD, USB/SD PORT, COLOR NETWORK  
PRINTING AND COLOR SCANNING.

**MAINTENANCE & SUPPLY**(STATE CONTRACT# G40467)

\*BLACK COST PER COPY: \$.0070 PER COPY

\*COLOR COST PER COPY: \$.0650 PER COPY

INCLUDES: ALL PARTS, LABOR , DRUMS, TONER & DEVELOPER

I HOPE THIS MEETS WITH YOUR APPROVAL.  
SINCERELY, MICHAEL BERARDINELLI  
ATLANTIC TOMORROW'S OFFICE

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AWARDDING CONTRACT TO TILCON NY THROUGH THE MORRIS COUNTY COOPERATIVE TO MILL AND RESURFACE A PORTION OF BROAD STREET IN THE BOROUGH OF POMPTON LAKES, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190843  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-18       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AWARDING CONTRACT TO TILCON NY  
THROUGH THE MORRIS COUNTY COOPERATIVE TO MILL  
AND RESURFACE A PORTION OF BROAD STREET IN THE  
BOROUGH OF POMPTON LAKES, NEW JERSEY**

**WHEREAS** the Passaic County Engineer has requested that Tilcon NY be retained under the Morris County Cooperative to mill and resurface Broad Street from Ringwood Avenue to the Tilcon Plant in the Borough of Pompton Lakes, NJ; and

**WHEREAS** the Board of Chosen Freeholders is desirous of approving said request in accordance with the terms of the Morris County Cooperative and authorizing the Purchasing Agent to issue the appropriate Purchase Order; and

**WHEREAS** Tilcon NY submitted an estimate on the above mentioned project and the Deputy Passaic County Engineer has recommended an award in the sum of \$78,502.50, including an estimated \$2,800.00 for maintenance and protection of traffic, as per the terms of the attached letter dated September 12, 2019; and

**WHEREAS** this matter was discussed at the Freeholder Public Works and Buildings & Grounds Committee meeting of September 11, 2019 and recommended to the full Board for approval; and

**WHEREAS** a certification is attached hereto to the effect that funds for the within contemplated expenditure are available; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby awards a contract for the milling and resurfacing of Broad Street from Ringwood Avenue to the Tilcon Plant in the Borough of Pompton Lakes, NJ to Tilcon NY in the amount of \$78,502.50.

**BE IT FURTHER RESOLVED** that the Director, Clerk of the Board and County Counsel are authorized to execute all necessary documents on behalf of Passaic County.

September 24, 2019



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$78,502.50

APPROPRIATION: \$61,162.80 – C-04-55-148-001-9R1  
\$17,339.70 - C-04-55-137-001-911

PURPOSE: Resolution awarding contract to Tilcon NY through  
the Morris County Cooperative.

  
Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



County of Passaic  
Administration Building

401 Grand Street • Paterson, New Jersey 07505-2023

OFFICE OF THE COUNTY ENGINEER

Room 524

TEL: (973) 881-4456

FAX: (973) 742-3936

TDD: (973) 279-9786

Jonathan C. Pera, P.E.

September 12, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

Reference: Morris County CO-OP  
Broad Street, Pompton Lakes

Members of the Board:

Tilcon NY, under contract Pompton Lakes, is paving selected streets in Pompton Lakes including streets intersection Broad Street.


The Department of Engineering has identified Broad Street from Ringwood Avenue to the Tilcon Plant as in need of resurfacing and has caused preliminary concrete work to be completed under a separate contract.

The Department requests that a contract be issued to Tilcon NY in the amount of \$78,502.50 for the purpose of milling and resurfacing Broad Street, including an estimated \$2,800.00 for Maintenance & Protection of Traffic.

The total cost of this under the Cooperative agreement is estimated at \$78,502.50.

This matter was discussed with the Public Works and Buildings and Grounds Committee at its meeting of September 11, 2019.

Very truly yours



Timothy R. Mettlen, P.E.

Deputy County Engineer

cc: County Administrator  
County Counsel  
Finance Director  
Chairman, Public Works Committee

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190843



County of Passaic  
Administration Building

401 Grand Street • Paterson, New Jersey 07505-2023

OFFICE OF THE COUNTY ENGINEER

Room 524

TEL: (973) 881-4456

FAX: (973) 742-3936

TDD: (973) 279-9786

Jonathan C. Pera, P.E.

September 12, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

Reference: Morris County CO-OP  
Broad Street, Pompton Lakes

Members of the Board:

Tilcon NY, under contract Pompton Lakes, is paving selected streets in Pompton Lakes including streets intersection Broad Street.

The Department of Engineering has identified Broad Street from Ringwood Avenue to the Tilcon Plant as in need of resurfacing and has caused preliminary concrete work to be completed under a separate contract.

The Department requests that a contract be issued to Tilcon NY in the amount of \$78,502.50 for the purpose of milling and resurfacing Broad Street, including an estimated \$2,800.00 for Maintenance & Protection of Traffic.

The total cost of this under the Cooperative agreement is estimated at \$78,502.50.

This matter was discussed with the Public Works and Buildings and Grounds Committee at its meeting of September 11, 2019.

Very truly yours

  
Timothy R. Mettlen, P.E.  
Deputy County Engineer

cc: County Administrator  
County Counsel  
Finance Director  
Chairman, Public Works Committee

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190843

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
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Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING FINAL PAYMENT TO CYPRECO INDUSTRIES, INC. FOR THE PASSAIC COUNTY BOARD OF SOCIAL SERVICES ROOF REPAIRS PROJECT AT 80 HAMILTON STREET IN PATERSON, NJ, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190844  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-19       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

Res. Pg. 10-2

**RESOLUTION AUTHORIZING FINAL PAYMENT TO CYPRECO-2  
INDUSTRIES, INC. FOR THE PASSAIC COUNTY BOARD OF  
SOCIAL SERVICES ROOF REPAIRS PROJECT AT 80 HAMILTON  
STREET IN PATERSON, NJ**

**WHEREAS** a contract was awarded to Cypreco Industries, Inc. for the Passaic County Board of Social Services Roof Repairs at 80 Hamilton Street in the City of Paterson, NJ; and

**WHEREAS** by letter dated September 10, 2019 the Office of the County Engineer advised the Passaic County Board of Chosen Freeholders that they recommended approval of the final payment to Cypreco Industries, Inc.; and

**WHEREAS** in accordance with the terms of the specifications, the County Counsel's Office has received an Affidavit by the Contractor that liens and subcontractors have been paid, a Maintenance Bond in the amount of \$25,383.00, an Acknowledgment of Surety to the Final Payment, and a payment certificate in the amount of \$6,583.35; and

**WHEREAS** this matter was discussed and reviewed by the Freeholder Public Works and Buildings & Grounds Committee at their meeting on September 11, 2019 who recommended that it be approved by the entire Board.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that the work performed by Cypreco Industries, Inc. for the Passaic County Board of Social Services Roof Repairs Project at 80 Hamilton Street in Paterson, NJ be and the same is hereby accepted and the Director of Finance is hereby authorized to make payment to said company on the next bill list.

September 24, 2019



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Jonathan C. Pera, P.E.  
County Engineer

September 10, 2019

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

Board of Chosen Freeholders  
Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

Re: Passaic County Board of Social Services  
Roof Repairs  
80 Hamilton Street Paterson, NJ  
**Acceptance and Final Payment**  
Cypreco Industries Inc.

Members of the Board:

The Passaic County Board of Social Services roof repairs project has been completed and conforms to the as-built documents.

Final payment and acceptance for this contract was discussed at the Public Works Committee meeting of September 11, 2019 and recommended for approval to the full Board.

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution authorizing the acceptance of the Passaic County Board of Social Services roof repairs project and directing the Director of Finance to issue Final Payment in the amount of \$6,583.35 subject to any requirements deemed necessary by County Counsel.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jonathan C. Pera".

Jonathan C. Pera, P.E.  
County Engineer

/AET

Attachment

cc: County Administrator  
County Counsel  
Director of Finance  
PWC Chair

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190844

**PARTIAL PAYMENT**



**COUNTY OF PASSAIC**  
 401 GRAND STREET - ROOM 439  
 PATERSON, NEW JERSEY 07505

PURCHASE ORDER NO. 19-00679

PAYEE Cypreco Industries

CONTRACT NO. \_\_\_\_\_

ADDRESS 1420 Ninth Avenue

DEPARTMENT Engineering

Neptune, N.J. 07754

VENDOR # 09782

| DATE  |     |      |
|-------|-----|------|
| MONTH | DAY | YR   |
| 09    | 12  | 2019 |

ACCOUNT NUMBER  
C-04-55-991-006-901

CHECK NUMBER

| DESCRIPTION  | AMOUNT               |
|--|----------------------|
| <b>ROOF REPAIRS AT THE BOARD OF SOCIAL SERVICES BUILDING<br/>                     PAYMENT # 4(FINAL)</b> |                      |
| Beginning Forward Balance:   | \$6,583.35           |
| Original Contract Amount   | \$223,080.00         |
| Adjusted Contract Amount   | \$253,830.00         |
| Contract Completed to Date   | \$253,830.00         |
| Less 2% Retainage  |                      |
| Less Amounts Previously Paid   | \$247,246.65         |
| Amount Due this Invoice  | \$6,583.35           |
| Balance of Contract  | \$0.00               |
| Ending Balance:  | <input type="text"/> |

Andrew Thompson, AIA, County Architect

AMOUNT OF PAYMENT IN WORDS \_\_\_\_\_ #NAME? \_\_\_\_\_ \$ 6,583.35

**INSTRUCTIONS -- ISSUING DEPARTMENT**

- 1.) Fill out form; attach any necessary invoices.
- 2.) Department head must approve all partial payments.
- 3.) Forward original (white) copy to Finance for payment; this copy (gold) is for your file.
- 4.) After payment appears in the check register, introduce check number September 24, 2019 and Adopted on your paid September 24, 2019  
 Official Resolution#: R20190844

**DEPARTMENT CERTIFICATION**

It is hereby certified that the goods or services described have been received or rendered, and this voucher is hereby recommended for payment.

Approved by: \_\_\_\_\_

Department: \_\_\_\_\_

VOUCHER COPY

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
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Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION FOR CHANGE ORDER #1 FOR THOMAS & SONS BUILDERS, LLC FOR THE WEASEL BROOK PARK IMPROVEMENTS – PHASE II IN THE CITY OF CLIFTON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

|                             |                  |             |             |            |            |            |              |              |
|-----------------------------|------------------|-------------|-------------|------------|------------|------------|--------------|--------------|
| <b>Official Resolution#</b> | <b>R20190845</b> |             |             |            |            |            |              |              |
| Meeting Date                | 09/24/2019       |             |             |            |            |            |              |              |
| Introduced Date             | 09/24/2019       |             |             |            |            |            |              |              |
| Adopted Date                | 09/24/2019       |             |             |            |            |            |              |              |
| Agenda Item                 | k-20             |             |             |            |            |            |              |              |
| CAF #                       |                  |             |             |            |            |            |              |              |
| Purchase Req. #             |                  |             |             |            |            |            |              |              |
| Result                      | Adopted          |             |             |            |            |            |              |              |
| <b>FREEHOLDER</b>           | <b>PRES.</b>     | <b>ABS.</b> | <b>MOVE</b> | <b>SEC</b> | <b>AYE</b> | <b>NAY</b> | <b>ABST.</b> | <b>RECU.</b> |
| Bartlett                    | ✓                |             |             |            | ✓          |            |              |              |
| Lazzara                     | ✓                |             |             |            | ✓          |            |              |              |
| Akhter                      | ✓                |             |             |            | ✓          |            |              |              |
| Best Jr.                    | ✓                |             |             | ✓          | ✓          |            |              |              |
| Duffy                       | ✓                |             |             |            | ✓          |            |              |              |
| James                       |                  | ✓           |             |            |            |            |              |              |
| Lepore                      | ✓                |             | ✓           |            | ✓          |            |              |              |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019



**RESOLUTION FOR CHANGE ORDER #1 FOR THOMAS & SONS BUILDERS, LLC FOR THE WEASEL BROOK PARK IMPROVEMENTS – PHASE II IN THE CITY OF CLIFTON, NEW JERSEY**

**WHEREAS** a contract was awarded to Thomas & Sons Builders of New Milford, NJ for the project known as the Weasel Brook Park Improvements – Phase II in the City of Clifton, NJ; and

**WHEREAS** it is now necessary that a change order be made reflecting a net decrease of \$3,234.70 in the contract amount due to field changes and supplemental work, as more fully explained in attached letter dated September 12, 2019; and

**WHEREAS** this matter was discussed and reviewed by the Freeholder Committee for Public Works and Buildings & Grounds at a meeting on September 11, 2019 who recommended that it be approved by the entire Board.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that the following proposed Change Order No. 1 in connection with the above-mentioned project and recommended for approval by the Office of the Passaic County Engineer by letter dated September 12, 2019 and attached hereto, be and the same is hereby approved.

**CHANGE ORDER NO. 1**

DESCRIPTION AND VALUE OF CHANGE

See September 12, 2019 letter attached hereto

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190845

Deduction \$ 3,234.70

## REASON FOR CHANGE

See September 12, 2019 letter attached hereto

## 1. STATEMENT OF CONTRACT AMOUNT

|                          |        |                 |
|--------------------------|--------|-----------------|
| Original Contract Amount |        | \$ 1,681,612.00 |
| Previous Additions       |        | \$ -00-         |
| Total                    |        | \$ 1,681,612.00 |
| Previous Deductions      |        | \$ -00-         |
| Net Prior to This Change |        | \$ 1,681,612.00 |
| Amount of This Change    | Deduct | \$ 3,234.70     |
| Contract Amount to Date  |        | \$ 1,678,377.30 |

September 24, 2019



County of Passaic  
Administration Building  
401 Grand Street • Paterson, New Jersey 07505-2023

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Jonathan C. Pera, P.E.  
County Engineer

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

September 12, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, NJ 07505

PROJECT: Weasel Brook Park Improvements – Phase II  
City of Clifton, Passaic County  
CHANGE ORDER No. 1

Members of the Board:

Attached for your Approval is Change Order #1 to be issued to the Contractor, reflecting a net decrease in the contract amount due to field changes and supplemental work.

The total net amount of the decrease is \$3,234.70, resulting in a new contract amount of \$1,678,377.30.

The above-mentioned Change Order was reviewed and recommended for Approval by the Public Works and Buildings & Grounds Committee at their meeting of September 11, 2019.

Therefore, this Office recommends the Board of Chosen Freeholders ADOPT the necessary RESOLUTION to APPROVE and issue CHANGE ORDER No. 1 to the Contractor, Thomas & Sons Builders, LLC, of New Milford, New Jersey, in the credit amount of \$3,234.70 (Three Thousand Two Hundred and Thirty Four Dollars and Seventy Cents), which results in a decrease to the original Contract amount. The total contract amount including Change Order No. 1 is \$1,678,377.30.

Very truly yours,

Jonathan Pera, P.E.  
County Engineer

Attachment

/nam

cc: Public Works and Buildings & Grounds Committee, Chair  
County Administrator  
County Counsel  
Director of Finance

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190845

COUNTY OF PASSAIC

DEPARTMENT OF PUBLIC WORKS  
 ENGINEERING DIVISION  
 401 GRAND STREET  
 PATERSON, NEW JERSEY 07505

CHANGE ORDER No. 1

DATE: September 10, 2019

PROJECT TITLE:  
**Weasel Brook Park Improvements - Phase II**

LOCATION: Weasel Brook Park, City of Clifton  
 DATE OF CONTRACT: June 26, 2019  
 OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
 CONTRACTOR: Thomas & Sons Builders, LLC

It is hereby mutually agreed that when this Change Order has been signed by the contracting parties the following described changes in work required by the contract shall be executed by the Contractor without changing the terms of the contract except as herein stipulated and agreed:

1. DESCRIPTION AND VALUE OF CHANGE

| ITEM No.   | DESCRIPTION  | QUANTITY | UNIT | UNIT PRICE  | AMOUNT               |
|--|--|----------|------|-------------|----------------------|
| <u>DEDUCTIONS - ORIGINAL CONTRACT PAY ITEMS</u>    |  |          |      |             |                      |
| 77   | Pedestrian Bridge Railing                          | (130)    | LF   | \$170.00    | (\$22,100.00)        |
| 79   | Bridge Cleaning and Painting                       | (1)      | LS   | \$8,000.00  | (\$8,000.00)         |
| TOTAL DEDUCTIONS                                   |  |          |      |             | <u>(\$30,100.00)</u> |
| <u>ADDITIONS - SUPPLEMENTAL CONTRACT PAY ITEMS</u> |  |          |      |             |                      |
| S-1  | Removal and Disposal of Existing Pedestrian Bridge | 1        | LS   | \$26,865.30 | \$26,865.30          |
| TOTAL ADDITIONS                                    |  |          |      |             | <u>\$26,865.30</u>   |
| NET CHANGE ORDER (DEDUCTION)                       |  |          |      |             | <u>(\$3,234.70)</u>  |

1. DESCRIPTION AND VALUE OF CHANGE (Cont.)

|  |                         |
|--|-------------------------|
| DEDUCTION FROM THE AMOUNT OF CONTRACT.....             | (\$3,234.70)            |
| ORIGINAL TIME FOR COMPLETION.....                      | 120 Calendar Days       |
| ADD TO OR DEDUCT FROM - THE PRESENT CONTRACT TIME..... |                         |
| NEW DATE FOR COMPLETION IS.....                        | <u>October 15, 2019</u> |

2. REASON FOR CHANGE

*Item No. 77 - Pedestrian Bridge Railing:* This pay item was ultimately not required due to the award of Alternates 1 & 2 for the replacement of the existing bridge. This resulted in the deletion of Pedestrian Bridge Railing.

*Item No. 79 - Bridge Cleaning and Painting:* This pay item was ultimately not required due to the award of Alternates 1 & 2 for the replacement of the existing bridge. This resulted in the deletion of Bridge Cleaning and Painting.

*Item No. S-01 - Removal and Disposal of Existing Pedestrian Bridge:* The contractor is required to remove and dispose of the existing pedestrian bridge due to award of Alternates 1 & 2 for the replacement of the existing bridge. This resulted in establishing a new pay item for Removal and Disposal of Existing Pedestrian Bridge.

Introduced on: **September 24, 2019**  
 Adopted on: **September 24, 2019**  
 Official Resolution#: **R20190845**

3. STATEMENT OF CONTRACT AMOUNT

|  |                |
|--|----------------|
| ORIGINAL CONTRACT AMOUNT.....          | \$1,681,612.00 |
| PREVIOUS ADDITIONS.....                | \$0.00         |
| TOTAL.....                             | \$1,681,612.00 |
| PREVIOUS DEDUCTIONS.....               | \$0.00         |
| NET PRIOR TO THIS CHANGE.....          | \$1,681,612.00 |
| AMOUNT OF THIS CHANGE..... DEDUCT..... | (\$3,234.70)   |
| CONTRACT AMOUNT TO DATE.....           | \$1,678,377.30 |

CONTRACTOR'S PROPOSAL FOR THE ABOVE DESCRIBED CHANGES:

I/We hereby agree to the modifications of the contract as described above and agree to furnish all materials, equipment, and labor to perform all work in connection therewith in accordance with the requirements for similar work in the existing contract except as otherwise stipulated therein for the above consideration.

I/We hereby release the County of Passaic, the Board of Chosen Freeholders, their agents, officers and employees from any claims and liability of whatsoever nature for anything done or furnished or in any manner growing out of the performance of the work.

CONTRACTOR - Thomas & Sons Builders, LLC

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

You are hereby authorized to supply all labor, equipment, and material for the above change as provided under the terms of your contract; all to be in accordance with the plans and specifications and modifications thereof. Your Contract is increased or decreased by the amount given above which is agreed upon.

Reviewed By and Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
(County Inspector)

Reviewed By and Recommended  
for Processing By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Project Engineer)

Recommend for Approval By: \_\_\_\_\_ Date: \_\_\_\_\_  
(County Engineer)

ACCEPTED BY: BOARD OF CHOSEN FREEHOLDERS OF PASSAIC COUNTY

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
John W. Bartlett, Freeholder Director

# DEVELOP

DESIGN | CONSTRUCTION | PROJECT MANAGEMENT

09/10/2019

**Via Email**

**To:** Nordan Murphy  
Principal Engineer  
401 Grand Street, Room 524  
Paterson, NJ 07505

**From:** Tinto Thomas  
Thomas and Sons Builders, LLC  
174 Cedar Road  
New Milford, NJ 07646

**Re:** *Change Order Proposal and Breakdown for Demolition of Pedestrian Bridge  
Weasel Brook park  
1 Westervelt Place  
Clifton, NJ*

**Scope of Work:** The below mentioned breakdown for a Pedestrian Bridge Demolition

|  |                     |
|--|---------------------|
| 1. Demo and Remove concrete on bridge (4 men x 4 days @ \$ 95.00 per hour) | \$ 12,160.00        |
| 2. Concrete disposal   | \$ 1,000.00         |
| 3. Bridge Demo equipment   | \$ 1,500.00         |
| 4. Dismantle Steel Bridge for hauling (2 men x 5 days @ \$ 95.00 per hour) | \$ 7,600.00         |
| 5. Steel Disposal  | \$ 1,000.00         |
| <b>Subtotal</b>  | <b>\$ 23,260.00</b> |
| <b>Overhead</b>  | <b>\$ 2,326.00</b>  |
| <b>Subtotal</b>  | <b>\$ 25,586.00</b> |
| <b>Profit</b>  | <b>\$ 1,279.30</b>  |
| <b>Total</b>   | <b>\$ 26,865.30</b> |

Please correspond with us if further information and clarity is required.

Thank you,

Tinto Thomas  
Project Engineer  
Thomas and Sons Builders, LLC  
Dba Develop Builders LLC  
O: 800-545-2022  
M: 551-221-1607  
E: [t.thomas@developbuilders.com](mailto:t.thomas@developbuilders.com)

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1 FOR T&M ASSOCIATES AS IT CONCERNS THE NEW DEPARTMENT OF PUBLIC WORKS FACILITY AT 1310 ROUTE 23 NORTH IN THE TOWNSHIP OF WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190846  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-21       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1  
FOR T&M ASSOCIATES AS IT CONCERNS THE NEW  
DEPARTMENT OF PUBLIC WORKS FACILITY AT 1310 ROUTE  
23 NORTH IN THE TOWNSHIP OF WAYNE, NEW JERSEY**

**WHEREAS** a professional engineering consultant services contract was awarded to T&M Associates by Resolution R-2019-0556 dated June 25, 2019 as it concerns asbestos abatement services relating to the New Department of Public Works Facility at 1310 Route 23 North in the Township of Wayne, NJ; and

**WHEREAS** as part of the consultant services for the above referenced project, T&M Associates has submitted a request for additional services for additional site visits, bulk material sampling and cost impact reviews for additional asbestos containing materials discovered during demolition operations that were not originally identified in the base construction contract documents, and is detailed in their agreement modification request attached hereto and made part hereof for the amount of \$3,100.00; and

**WHEREAS** the Office of the Passaic County Engineer is recommending that said T&M Associates be awarded a contract modification to perform these additional services for an amount of \$3,100.00 pursuant to a letter dated September 12, 2019 (copy of letter attached hereto and made a part hereof); and

**WHEREAS** the matter was discussed with the Freeholder members of the Public Works and Buildings & Grounds Committee at their meeting held on September 11, 2019 and is recommended for approval by the entire Board; and

**WHEREAS** a certification is attached hereto and made a part hereof indicating the availability of funds for this



Chosen Freeholders of the County of Passaic that it hereby authorizes an amendment to the original professional consultant services contract for T&M Associates for providing services relating to the New Department of Public Works Facility in the Township of Wayne, NJ to include additional work outside the original scope of the project, as set forth above and in its contract modification request attached hereto.

**BE IT FURTHER RESOLVED** that the Director and Clerk to the Board are authorized to sign an amendment on behalf of the County of Passaic.

September 24, 2019



**County of Passaic**  
 Administration Building  
 401 Grand Street • Paterson, New Jersey 07505-2023

OFFICE OF THE COUNTY ENGINEER  
 ROOM 524

Jonathan C. Pera, P.E.  
 County Engineer

TEL: (973) 881-4456  
 FAX: (973) 742-3936  
 TDD: (973) 279-9786

September 12, 2019

Board of Chosen Freeholders  
 Passaic County Administration Building  
 401 Grand Street  
 Paterson, New Jersey 07505

PROJECT: New Department of Public Works Facility  
 1310 Route 23 North  
 Township of Wayne, Passaic County  
**CONTRACT MODIFICATION #1 – T & M Associates**


Dear Members of the Board:

T & M Associates submitted a proposal in the amount of \$3,100.00 for additional services rendered in connection with asbestos abatement for the above referenced project. The change order work is for additional site visits, bulk material sampling and cost impact reviews for additional asbestos containing materials discovered during demolition operations that were not originally identified in the base construction contract documents. The original contract amount for asbestos monitoring services was in the amount of \$10,750.00.

This matter was discussed by the Public Works Committee on September 11, 2019 and a contract modification to T & M Associates was recommended to the full Board.

Based on the above, this Office recommends that the Board of Chosen Freeholders ADOPT a RESOLUTION modifying the contract for asbestos monitoring services to T & M Associates in the amount of \$3,100.00, for additional site visits, bulk material sampling and cost impact reviews for the New Department of Public Works Facility project in the Township of Wayne, and authorize County Counsel and the Director of Purchasing to prepare and execute the necessary Agreements, subject to the availability of funds.

Very truly yours,

  
 Jonathan Pera, P.E.  
 County Engineer

/nam  
 cc: Chair, Public Works and Buildings & Grounds Committee  
 County Administrator  
 County Counsel  
 Director of Finance

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190846



YOUR GOALS. OUR MISSION.

**AGREEMENT MODIFICATION**

T&M ASSOCIATES (T&M) PROJECT No. PASC-00245 Agreement Modification No.: 1

Project Name: Asbestos Management Services Related to Demolition - Nike Base Property -- 8 Building Structures -- Additional Site Visits, Meetings, Cost Impact Reviews and Bulk Material Sampling -- Below-Grade Piping, Damp Proofing and Expansion Joints

Original Agreement Date: 7/10/2019 (PO 19-05843) Modification Amount: \$3,100.00

Description of Modification:

Scope of Services: Asbestos Site Visits, Meetings, Cost Impact Reviews and Bulk Material Sampling -- Nike Base Property. Additional Scope included the two (2) separate site visits by A USEPA AHERA Building Inspector for additional bulk material sampling of suspect below-grade piping, damp proofing and expansion joint compound and several meetings and cost impact reviews.

T&M collected fourteen (14) additional bulk material samples in total that were analyzed by both PLM and TEM analyses as a matter of Code. These samples were analyzed on a 6-24-hour turnaround as requested by the Project Team.

Schedule of Fees: See Original Agreement

Terms & Conditions (or other) See Original Agreement

Reason for Modification: Client Initiated X T&M Request \_\_\_\_\_

|                              |                     |
|------------------------------|---------------------|
| Original Agreement Amount:   | \$ <u>10,750.00</u> |
| Net Prior Modifications      | \$ <u>0.00</u>      |
| Amount of this Modification: | \$ <u>3,100.00</u>  |
| Revised Agreement Amount:    | \$ <u>13,850.00</u> |

No services to be provided pursuant to this Agreement Modification until accepted by Client and T&M. All provisions of the original Agreement will not be changed by this and prior modifications remain in effect.

CLIENT: **PASSAIC COUNTY**

**T&M ASSOCIATES**

Signature: \_\_\_\_\_

Signature:

Name: \_\_\_\_\_

Name: Kevin Burns

Title: \_\_\_\_\_

Title: Supervising Environmental Scientist

Date: \_\_\_\_\_

Date: September 4, 2019

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
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Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING FINAL PAYMENT TO TURCO GOLF, INC. FOR THE RESTORATION AND REHABILITATION OF THE DEY MANSION GARDENS LOCATED IN WAYNE, NJ, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190847  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-22       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING FINAL PAYMENT TO TURCO GOLF, INC. FOR THE RESTORATION AND REHABILITATION OF THE DEY MANSION GARDENS LOCATED IN WAYNE, NJ**

**WHEREAS** a contract was awarded to Turco Golf, Inc. for the Restoration and Rehabilitation of the Dey Mansion Gardens located on Totowa Road in the Township of Wayne, NJ; and

**WHEREAS** by letter dated August 7, 2019, the Office of the Passaic County Department of Cultural & Historic Affairs advised the County Counsel that they recommended approval of the final payment to Turco Golf, Inc.; and

**WHEREAS** in accordance with the terms of the specifications, the County Counsel's Office has received an Affidavit by the Contractor that all liens and subcontractors have been paid, a Maintenance Bond in the amount of \$472,452.73, an Acknowledgment of Surety to the Final Payment, and a payment certificate in the amount of \$10,106.89 and

**WHEREAS** this matter was discussed and reviewed by the Freeholder Public Works and Buildings & Grounds Committee at their meeting on July 31, 2019 who recommended that it be approved by the entire Board; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that the work performed by Turco Golf, Inc. for the Restoration and Rehabilitation of the Dey Mansion Gardens in the Township of Wayne, NJ be and the same is hereby accepted and the Director of Finance is hereby authorized to make payment to said company on the next bill list.

September 24, 2019



# County of Passaic

Department of Cultural & Historic Affairs  
Dey Mansion, 199 Totowa Road, Wayne, NJ 07470

Kelly C. Ruffel  
*Director*

TEL: 973 - 706 - 6640  
e-mail: [kellyr@passaiccountynj.org](mailto:kellyr@passaiccountynj.org)

August 7, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, NJ 07505

**RE: RESTORATION AND REHABILITATION OF THE DEY MANSION  
GARDENS, FINAL PAYMENT**

Members of the Board:

The restoration of the Dey Mansion Gardens was inspected and completed. This office and the Public Works and Buildings & Grounds Committee at its meeting of July 31, 2019 recommends that the Board of Chosen Freeholders approve and authorize final payment to Turco Golf Inc. of Trenton, New Jersey in the amount of \$10,106.89, which will close out the project.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Kelly C. Ruffel*

Kelly C. Ruffel, Director  
Cultural & Historic Affairs



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Kelly C. Ruffel  
**Telephone #:** 973-706-6640

**DESCRIPTION OF RESOLUTION:**

Resolution to authorize final payment to Turco Golf Inc. for the Dey Mansion Garden Restoration restoration project

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE *A REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 10,106.89  
**REQUISITION #** Purchase Order No. 18-05993  
**ACCOUNT #** C-04-55-153-001-904

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: \_\_\_\_\_

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance

\_\_\_\_\_

Budget

\_\_\_\_\_

Health

\_\_\_\_\_

Human Services

\_\_\_\_\_

Law & Public Safety

\_\_\_\_\_

Planning & Economic Development

\_\_\_\_\_

Public Works

7/31/19

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190847

PARTIAL PAYMENT



**COUNTY OF PASSAIC**  
 401 GRAND STREET - ROOM 439  
 PATERSON, NEW JERSEY 07605

PURCHASE ORDER NO. 18-05993

CONTRACT NO. R8-04081

PAYEE Turco Golf, Inc.

DEPARTMENT Cultural & Historic

ADDRESS PO Box 299, Suffern, NY 10901

VENDOR # 10398

| DATE  |     |      |
|-------|-----|------|
| MONTH | DAY | YR   |
| 08    | 22  | 2019 |

ACCOUNT NUMBER

0-18-56-651-000-603

CHECK NUMBER

| DESCRIPTION  | AMOUNT    |
|--|-----------|
| Services rendered in connection with the restoration of the Dey Mansion Gardens:<br>Approved by Resolution: R2018-0522, dated June 26, 2018<br><br>Application No. 9<br>Work Period: June 5, 2019<br><br>FINAL PAYMENT | 10,106.89 |

AMOUNT OF PAYMENT IN WORDS Ten Thousand One Hundred Six Dollars and Eighty Nine Cents \$ 10,106.89

INSTRUCTIONS -- ISSUING DEPARTMENT

- 1.) Fill out form; attach any necessary invoices.
- 2.) Department head must approve all partial payments.
- 3.) Forward original (white) copy to Finance for payment; this copy (gold) is for your file.
- 4.) Introduce payment application in the check register, place check number on your file copy and place in your paid file.

DEPARTMENT CERTIFICATION

It is hereby certified that the goods or services described have been received or rendered, and this voucher is hereby recommended for payment.

Approved by: \_\_\_\_\_

Department: CULTURAL & HISTORIC AFFAIRS

VOUCHER COPY



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION FOR FOURTH AMENDMENT TO THE CONTRACT FOR LAN ASSOCIATES AS IT CONCERNS THE RENOVATIONS TO THE PASSAIC COUNTY COURT HOUSE ANNEX IN PATERSON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| <b>Official Resolution#</b> |       | <b>R20190848</b> |      |     |     |     |       |       |
|-----------------------------|-------|------------------|------|-----|-----|-----|-------|-------|
| Meeting Date                |       | 09/24/2019       |      |     |     |     |       |       |
| Introduced Date             |       | 09/24/2019       |      |     |     |     |       |       |
| Adopted Date                |       | 09/24/2019       |      |     |     |     |       |       |
| Agenda Item                 |       | k-23             |      |     |     |     |       |       |
| CAF #                       |       |                  |      |     |     |     |       |       |
| Purchase Req. #             |       |                  |      |     |     |     |       |       |
| Result                      |       | Adopted          |      |     |     |     |       |       |
| FREEHOLDER                  | PRES. | ABS.             | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett                    | ✓     |                  |      |     | ✓   |     |       |       |
| Lazzara                     | ✓     |                  |      |     | ✓   |     |       |       |
| Akhter                      | ✓     |                  |      |     | ✓   |     |       |       |
| Best Jr.                    | ✓     |                  |      | ✓   | ✓   |     |       |       |
| Duffy                       | ✓     |                  |      |     | ✓   |     |       |       |
| James                       |       | ✓                |      |     |     |     |       |       |
| Lepore                      | ✓     |                  | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION FOR FOURTH AMENDMENT TO THE  
CONTRACT FOR LAN ASSOCIATES AS IT CONCERNS THE  
RENOVATIONS TO THE PASSAIC COUNTY COURT HOUSE  
ANNEX IN PATERSON, NEW JERSEY**

**WHEREAS** a professional engineering consultant services contract was awarded to LAN Associates as it concerns the Renovations to the Passaic County Court House Annex in Paterson, New Jersey by Resolution R-2013-1016 dated December 10, 2013; and

**WHEREAS** a contract modification was awarded to LAN Associates by Resolution R-2016-0285 dated April 12, 2016; and

**WHEREAS** a second contract modification was awarded to LAN Associates by R-2017-0616 dated July 18, 2017 as well as a third modification by R-2018-0725 dated September 11, 2018; and

**WHEREAS** LAN Associates has submitted a proposal dated August 8, 2019 for additional architectural and engineering (A/E) services, including construction administration services for added time spent on the project due to unforeseen conditions which increased the completion date; and

**WHEREAS** the Passaic County Engineer by letter dated September 12, 2019 is recommending that said LAN Associates be awarded a fourth contract modification to perform these additional A/E services in the amount of \$94,306.25 pursuant to its proposal (copy of letter and proposal attached hereto and made a part hereof);

**WHEREAS** the matter was reviewed by the members of the Freeholder Committee for Public Works and Buildings & Grounds at their meeting on September 11, 2019 and is recommended for approval by the entire Board; and

**WHEREAS** a certification is attached hereto and made a part hereof indicating the availability of funds for this expenditure.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes a third amendment to the original professional engineering consulting services contract for LAN Associates for the Renovations to the Passaic County Court House Annex in Paterson, NJ for additional architectural and engineering services as set forth above and in its August 8, 2019 proposal.

**BE IT FURTHER RESOLVED** that the Director and Clerk to the Board are authorized by sign an amendment on behalf of the County of Passaic.

September 24, 2019


CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$94,306.25

APPROPRIATION: C-04-55-157-007-902

PURPOSE: Resolution for fourth amendment to the contract for Lan Associates as it concerns the renovations to the Passaic County Court House.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

September 12, 2019

Jonathan C. Pera, P.E.  
County Engineer

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

Board of Chosen Freeholders  
Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

Re: County of Passaic  
Renovations to Passaic County Courthouse Annex Paterson, NJ  
**CONTRACT MODIFICATION- LAN Associates**

Dear Members of the Board:

LAN Associates (LAN) has provided a proposal for additional architectural and engineering (A/E) services for the Courthouse Annex renovation project. From construction meeting No. 27 on November 25, 2018 to construction meeting No. 46 on July 31, 2019, LAN has spent additional time towards the project. The original contract time elapsed back in October 20, 2018. To date LAN has used up 100% of their construction administration fee. The project is forecasted to be completed by October of 2019 based on the tentative construction extension of time.

In addition LAN has included outside consulting services for (Structural Engineer) for various unforeseen structural issues that needed to be corrected. The proposal from Micucci Engineering P.C. is \$5,750.00.

LAN's proposal for additional A/E services is in the amount of \$88,556.25. Copy of the proposal is attached.

This matter was approved at the Public Works Committee meeting on September 11, 2019. An award of contract is recommended to the full Board.

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution modifying the contract to LAN Associates for the total amount of \$94,306.25 for additional A/E services including structural engineering services and authorize County Counsel and the Director of Purchasing to prepare and execute the necessary subject to the availability of funds.

Very truly yours,

Jonathan C. Pera, P.E.  
County Engineer

/AET  
Attachment

cc: County Administrator  
County Counsel

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190848



LAN ASSOCIATES

SINCE 1965

ENGINEERING • PLANNING • ARCHITECTURE • SURVEYING, INC.  
 445 GODWIN AVE. STE. 9, MIDLAND PARK, NEW JERSEY 07432  
 P. 201-447-6400 • F. 201-447-1233 • WWW.LANASSOCIATES.COM

August 8, 2019

County of Passaic  
 Office of the County Engineer  
 Passaic County Administration Building  
 401 Grand Avenue - Room 524  
 Paterson, NJ 07505-2023

Attention: Mr. Andrew Thompson, AIA LEED AP  
 Passaic County Architect

Email: [andrewt@passaiccountynj.org](mailto:andrewt@passaiccountynj.org)

Subject: County of Passaic/Renovations to  
 Passaic County Courthouse Annex  
 LAN Job #2.20012.11  
 Ref: Additional A/E Services

Dear Mr. Thompson:

LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) is submitting a request for additional A/E Services regarding the above referenced project. From Construction Meeting No. 27 on November 25, 2018 to Construction Meeting No. 46 on July 31, 2019, LAN has spent additional time towards the project. The original contract time elapsed back in October 20, 2018. To date LAN has used up 100% of our construction administration fee. The project is forecasted to be completed by September of 2019 based on the tentative construction extension of time. LAN is requesting an additional \$88,556.25 plus \$5,750.00 (Structural Engineer) for a total of \$94,306.25 for construction administration services for added time spent on the project.

Should you have further questions and/or comments with regards to this letter, please do not hesitate to contact the undersigned.

Respectfully submitted,

LAN Associates, Engineering, Planning,  
 Architecture, Surveying, Inc.

Peter Manouveios, AIA, LEED® AP

PM:vm [P:\200-ABZ\009787995\1220012\11\Adm\Letters\2001211LThompson080819.docx] 8/8/2019 8:30 AM

Attachments: #1 – Time Records from 11/25/18 – 7/31/19  
 #2 – Micucci Engineering Invoice dated 3/7/19

cc: Mr. Jonathan Pera, w/att. (Vial Email [jonathanp@passaiccountynj.org](mailto:jonathanp@passaiccountynj.org))  
 File #2.20012.11, w/att.

| Date   | Name                    | Duration | Rate      | Subtotal    |
|--|-------------------------|----------|-----------|-------------|
| <b>20012 County of Passaic:20012.11 Renovations to Court House Annex</b> |                         |          |           |             |
| 11/25/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 11/26/2018   | Manouvelos, Peter       | 2.00     | \$ 165.00 | \$ 330.00   |
| 11/26/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 11/27/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 11/28/2018   | Manouvelos, Peter       | 2.00     | \$ 165.00 | \$ 330.00   |
| 11/28/2018   | Thompson, David M       | 1.00     | \$ 65.00  | \$ 65.00    |
| 11/29/2018   | Thompson, Jr., George E | 2.00     | \$ 135.00 | \$ 270.00   |
| 11/29/2018   | Wighard, Thomas         | 0.50     | \$ 265.00 | \$ 132.50   |
| 11/30/2018   | Manouvelos, Peter       | 2.50     | \$ 165.00 | \$ 412.50   |
| 11/30/2018   | Thompson, David M       | 1.00     | \$ 65.00  | \$ 65.00    |
| 11/30/2018   | Wighard, Thomas         | 0.50     | \$ 265.00 | \$ 132.50   |
| 12/03/2018   | Manouvelos, Peter       | 1.00     | \$ 165.00 | \$ 165.00   |
| 12/03/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/04/2018   | Manouvelos, Peter       | 2.00     | \$ 165.00 | \$ 330.00   |
| 12/04/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/04/2018   | Wighard, Thomas         | 0.50     | \$ 265.00 | \$ 132.50   |
| 12/05/2018   | Manouvelos, Peter       | 8.00     | \$ 165.00 | \$ 1,320.00 |
| 12/06/2018   | Chamberlain, Janet      | 1.50     | \$ 160.00 | \$ 240.00   |
| 12/07/2018   | Chamberlain, Janet      | 0.50     | \$ 160.00 | \$ 80.00    |
| 12/07/2018   | Manouvelos, Peter       | 1.00     | \$ 165.00 | \$ 165.00   |
| 12/10/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/11/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/14/2018   | Thompson, Jr., George E | 2.00     | \$ 135.00 | \$ 270.00   |
| 12/17/2018   | Manouvelos, Peter       | 2.00     | \$ 165.00 | \$ 330.00   |
| 12/17/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/18/2018   | Thompson, Jr., George E | 2.00     | \$ 135.00 | \$ 270.00   |
| 12/19/2018   | Chamberlain, Janet      | 1.00     | \$ 160.00 | \$ 160.00   |
| 12/19/2018   | Thompson, Jr., George E | 6.00     | \$ 135.00 | \$ 810.00   |
| 12/20/2018   | Chamberlain, Janet      | 1.00     | \$ 160.00 | \$ 160.00   |
| 12/20/2018   | Thompson, David M       | 1.00     | \$ 65.00  | \$ 65.00    |
| 12/20/2018   | Thompson, Jr., George E | 2.00     | \$ 135.00 | \$ 270.00   |
| 12/21/2018   | Chamberlain, Janet      | 0.50     | \$ 160.00 | \$ 80.00    |
| 12/21/2018   | Thompson, David M       | 1.00     | \$ 65.00  | \$ 65.00    |
| 12/21/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/26/2018   | Thompson, David M       | 1.00     | \$ 65.00  | \$ 65.00    |
| 12/26/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/27/2018   | Chamberlain, Janet      | 2.00     | \$ 160.00 | \$ 320.00   |
| 12/27/2018   | Manouvelos, Peter       | 1.00     | \$ 165.00 | \$ 165.00   |
| 12/27/2018   | Thompson, David M       | 1.00     | \$ 65.00  | \$ 65.00    |
| 12/28/2018   | Thompson, David M       | 2.00     | \$ 65.00  | \$ 130.00   |
| 12/28/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/29/2018   | Thompson, Jr., George E | 2.00     | \$ 135.00 | \$ 270.00   |
| 12/30/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 12/31/2018   | Thompson, Jr., George E | 1.00     | \$ 135.00 | \$ 135.00   |
| 01/01/2019   | Thompson, David M       | 1.00     | \$ 65.00  | \$ 65.00    |

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190848

|            |                         |      |           |           |
|------------|-------------------------|------|-----------|-----------|
| 01/02/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/02/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/03/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/03/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/04/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 01/04/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/05/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/07/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/07/2019 | Thompson, Jr., George E | 3.00 | \$ 135.00 | \$ 405.00 |
| 01/08/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/08/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/09/2019 | Manouvelos, Peter       | 5.00 | \$ 165.00 | \$ 825.00 |
| 01/09/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/09/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 01/10/2019 | Manouvelos, Peter       | 3.00 | \$ 165.00 | \$ 495.00 |
| 01/10/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 01/10/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/11/2019 | Manouvelos, Peter       | 4.00 | \$ 165.00 | \$ 660.00 |
| 01/14/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 01/14/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/14/2019 | Thompson, Jr., George E | 3.00 | \$ 135.00 | \$ 405.00 |
| 01/14/2019 | Wighard, Thomas         | 0.50 | \$ 265.00 | \$ 132.50 |
| 01/15/2019 | Frank, Joshua           | 2.00 | \$ 105.00 | \$ 210.00 |
| 01/15/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 01/15/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/15/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/16/2019 | Chamberlain, Janet      | 1.50 | \$ 160.00 | \$ 240.00 |
| 01/16/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/16/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 01/17/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 01/17/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/17/2019 | Wighard, Thomas         | 2.00 | \$ 265.00 | \$ 530.00 |
| 01/18/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 01/18/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/18/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 01/18/2019 | Wighard, Thomas         | 1.50 | \$ 265.00 | \$ 397.50 |
| 01/21/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/21/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 01/21/2019 | Wighard, Thomas         | 0.50 | \$ 265.00 | \$ 132.50 |
| 01/22/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/22/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 01/23/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 01/23/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 01/23/2019 | Wighard, Thomas         | 0.50 | \$ 265.00 | \$ 132.50 |
| 01/24/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 01/24/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/25/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |



|            |                         |      |           |           |
|------------|-------------------------|------|-----------|-----------|
| 01/25/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/28/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 01/28/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 01/30/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 01/31/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 01/31/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 02/01/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 02/01/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/04/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 02/04/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/05/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/06/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 02/06/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 02/06/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/07/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 02/07/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 02/07/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/07/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/08/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 02/08/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 02/08/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/09/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/11/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 02/11/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 02/11/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 02/12/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 02/13/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 02/13/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 02/13/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 02/14/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 02/15/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 02/20/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 02/22/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 02/27/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 02/28/2019 | Manouvelos, Peter       | 4.00 | \$ 165.00 | \$ 660.00 |
| 03/01/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 03/04/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 03/04/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 03/04/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/05/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 03/05/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 03/06/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 03/06/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 03/11/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/12/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 03/12/2019 | Thompson, Jr., George E | 5.00 | \$ 135.00 | \$ 675.00 |
| 03/13/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190848

|            |                         |      |           |           |
|------------|-------------------------|------|-----------|-----------|
| 03/13/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/14/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 03/15/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 03/15/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/18/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/19/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/20/2019 | Manouvelos, Peter       | 5.00 | \$ 165.00 | \$ 825.00 |
| 03/20/2019 | Thompson, David M       | 3.00 | \$ 65.00  | \$ 195.00 |
| 03/20/2019 | Thompson, Jr., George E | 5.00 | \$ 135.00 | \$ 675.00 |
| 03/21/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 03/21/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 03/22/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 03/22/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/25/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 03/25/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 03/25/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/26/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 03/26/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 03/26/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 03/27/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 03/27/2019 | Thompson, Jr., George E | 5.00 | \$ 135.00 | \$ 675.00 |
| 03/28/2019 | Manouvelos, Peter       | 1.50 | \$ 165.00 | \$ 247.50 |
| 03/28/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 03/28/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 03/29/2019 | Manouvelos, Peter       | 4.00 | \$ 165.00 | \$ 660.00 |
| 03/29/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/01/2019 | Chamberlain, Janet      | 1.00 | \$ 160.00 | \$ 160.00 |
| 04/01/2019 | Manouvelos, Peter       | 1.50 | \$ 165.00 | \$ 247.50 |
| 04/01/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 04/01/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/02/2019 | Chamberlain, Janet      | 2.00 | \$ 160.00 | \$ 320.00 |
| 04/02/2019 | Frank, Joshua           | 2.00 | \$ 105.00 | \$ 210.00 |
| 04/02/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 04/02/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/03/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/04/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 04/05/2019 | Chamberlain, Janet      | 1.00 | \$ 160.00 | \$ 160.00 |
| 04/05/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 04/05/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/08/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 04/08/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 04/08/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/09/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/10/2019 | Manouvelos, Peter       | 5.00 | \$ 165.00 | \$ 825.00 |
| 04/10/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/11/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 04/11/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |

|            |                         |      |           |           |
|------------|-------------------------|------|-----------|-----------|
| 04/11/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 04/12/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/15/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 04/15/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 04/15/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 04/16/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 04/16/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/16/2019 | Wighard, Thomas         | 0.50 | \$ 265.00 | \$ 132.50 |
| 04/17/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 04/17/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/18/2019 | Chamberlain, Janet      | 0.50 | \$ 160.00 | \$ 80.00  |
| 04/18/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 04/22/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 04/22/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 04/24/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 04/24/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 04/25/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 04/29/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 04/29/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 04/30/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 05/01/2019 | Manouvelos, Peter       | 3.00 | \$ 165.00 | \$ 495.00 |
| 05/01/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/02/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 05/03/2019 | Chamberlain, Janet      | 1.00 | \$ 160.00 | \$ 160.00 |
| 05/03/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 05/03/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 05/06/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/06/2019 | Wighard, Thomas         | 0.50 | \$ 265.00 | \$ 132.50 |
| 05/07/2019 | Manouvelos, Peter       | 3.00 | \$ 165.00 | \$ 495.00 |
| 05/08/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 05/09/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 05/10/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/13/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/13/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/14/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/14/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/15/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/15/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/16/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/16/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 05/17/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/20/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 05/20/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/20/2019 | Wighard, Thomas         | 0.50 | \$ 265.00 | \$ 132.50 |
| 05/21/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/22/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/22/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190848

|            |                         |      |           |           |
|------------|-------------------------|------|-----------|-----------|
| 05/23/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 05/23/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/23/2019 | Wighard, Thomas         | 1.25 | \$ 265.00 | \$ 331.25 |
| 05/24/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/25/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/27/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/28/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/28/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/28/2019 | Wighard, Thomas         | 0.50 | \$ 265.00 | \$ 132.50 |
| 05/29/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 05/29/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/29/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/30/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 05/30/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/31/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 05/31/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 05/31/2019 | Wighard, Thomas         | 1.50 | \$ 265.00 | \$ 397.50 |
| 06/01/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/03/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 06/03/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/04/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 06/04/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/05/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 06/05/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 06/05/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 06/05/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 06/06/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 06/06/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/06/2019 | Wighard, Thomas         | 3.50 | \$ 265.00 | \$ 927.50 |
| 06/07/2019 | Manouvelos, Peter       | 3.00 | \$ 165.00 | \$ 495.00 |
| 06/07/2019 | Thompson, David M       | 4.00 | \$ 65.00  | \$ 260.00 |
| 06/07/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/07/2019 | Wighard, Thomas         | 2.00 | \$ 265.00 | \$ 530.00 |
| 06/08/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/10/2019 | Manouvelos, Peter       | 3.50 | \$ 165.00 | \$ 577.50 |
| 06/10/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 06/10/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/11/2019 | Manouvelos, Peter       | 3.00 | \$ 165.00 | \$ 495.00 |
| 06/11/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/12/2019 | Manouvelos, Peter       | 3.00 | \$ 165.00 | \$ 495.00 |
| 06/12/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 06/12/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 06/13/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 06/13/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/14/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 06/15/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 06/17/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |

|            |                         |      |           |           |
|------------|-------------------------|------|-----------|-----------|
| 06/17/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 06/17/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/18/2019 | Manouvelos, Peter       | 1.50 | \$ 165.00 | \$ 247.50 |
| 06/18/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/19/2019 | Manouvelos, Peter       | 5.00 | \$ 165.00 | \$ 825.00 |
| 06/19/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 06/19/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 06/20/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 06/20/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/21/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 06/21/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 06/24/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 06/24/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/25/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 06/26/2019 | Thompson, David M       | 3.00 | \$ 65.00  | \$ 195.00 |
| 06/26/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 06/27/2019 | Manouvelos, Peter       | 1.50 | \$ 165.00 | \$ 247.50 |
| 06/28/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 06/28/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 07/01/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 07/02/2019 | Thompson, David M       | 4.00 | \$ 65.00  | \$ 260.00 |
| 07/02/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 07/03/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 07/03/2019 | Thompson, Jr., George E | 4.00 | \$ 135.00 | \$ 540.00 |
| 07/05/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 07/05/2019 | Thompson, David M       | 1.00 | \$ 65.00  | \$ 65.00  |
| 07/06/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 07/08/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 07/08/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 07/08/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 07/09/2019 | Manouvelos, Peter       | 4.00 | \$ 165.00 | \$ 660.00 |
| 07/09/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 07/10/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 07/12/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 07/13/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 07/15/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 07/15/2019 | Thompson, David M       | 2.00 | \$ 65.00  | \$ 130.00 |
| 07/15/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 07/16/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 07/16/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |
| 07/17/2019 | Manouvelos, Peter       | 6.00 | \$ 165.00 | \$ 990.00 |
| 07/17/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 07/18/2019 | Manouvelos, Peter       | 2.00 | \$ 165.00 | \$ 330.00 |
| 07/18/2019 | Thompson, Jr., George E | 1.00 | \$ 135.00 | \$ 135.00 |
| 07/19/2019 | Manouvelos, Peter       | 1.00 | \$ 165.00 | \$ 165.00 |
| 07/19/2019 | Thompson, David M       | 3.00 | \$ 65.00  | \$ 195.00 |
| 07/19/2019 | Thompson, Jr., George E | 2.00 | \$ 135.00 | \$ 270.00 |

|            |                         |               |           |                     |
|------------|-------------------------|---------------|-----------|---------------------|
| 07/22/2019 | Manouvelos, Peter       | 1.50          | \$ 165.00 | \$ 247.50           |
| 07/22/2019 | Thompson, David M       | 2.00          | \$ 65.00  | \$ 130.00           |
| 07/23/2019 | Manouvelos, Peter       | 1.00          | \$ 165.00 | \$ 165.00           |
| 07/23/2019 | Thompson, Jr., George E | 1.00          | \$ 135.00 | \$ 135.00           |
| 07/24/2019 | Thompson, David M       | 2.00          | \$ 65.00  | \$ 130.00           |
| 07/26/2019 | Manouvelos, Peter       | 1.00          | \$ 165.00 | \$ 165.00           |
| 07/26/2019 | Thompson, David M       | 2.00          | \$ 65.00  | \$ 130.00           |
| 07/26/2019 | Thompson, Jr., George E | 1.00          | \$ 135.00 | \$ 135.00           |
|            |                         | <u>641.75</u> |           | \$ <u>88,556.25</u> |



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

September 12, 2019

Jonathan C. Pera, P.E.  
County Engineer

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

Board of Chosen Freeholders  
Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

Re: County of Passaic  
Renovations to Passaic County Courthouse Annex Paterson, NJ  
**CONTRACT MODIFICATION- LAN Associates**

Dear Members of the Board:

LAN Associates (LAN) has provided a proposal for additional architectural and engineering (A/E) services for the Courthouse Annex renovation project. From construction meeting No. 27 on November 25, 2018 to construction meeting No. 46 on July 31, 2019, LAN has spent additional time towards the project. The original contract time elapsed back in October 20, 2018. To date LAN has used up 100% of their construction administration fee. The project is forecasted to be completed by October of 2019 based on the tentative construction extension of time.

In addition LAN has included outside consulting services for (Structural Engineer) for various unforeseen structural issues that needed to be corrected. The proposal from Micucci Engineering P.C. is \$5,750.00.

LAN's proposal for additional A/E services is in the amount of \$88,556.25. Copy of the proposal is attached.

This matter was approved at the Public Works Committee meeting on September 11, 2019. An award of contract is recommended to the full Board.

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution modifying the contract to LAN Associates for the total amount of \$94,306.25 for additional A/E services including structural engineering services and authorize County Counsel and the Director of Purchasing to prepare and execute the necessary subject to the availability of funds.

Very truly yours,

Jonathan C. Pera, P.E.  
County Engineer

/AET  
Attachment

cc: County Administrator  
County Counsel

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190848

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT TO ALAIMO GROUP FOR THE MORRIS CANAL GREENWAY – POMPTON FEEDER PHASE IV PROJECT TRANSPORTATION ALTERNATIVE PROGRAM (TAP) IN THE TOWNSHIP OF LITTLE FALLS, BOROUGH OF TOTOWA & TOWNSHIP OF WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190849  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-24       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019



**RESOLUTION AWARDING A PROFESSIONAL SERVICES  
CONTRACT TO ALAIMO GROUP FOR THE MORRIS CANAL  
GREENWAY – POMPTON FEEDER PHASE IV PROJECT  
TRANSPORTATION ALTERNATIVE PROGRAM (TAP) IN THE  
TOWNSHIP OF LITTLE FALLS, BOROUGH OF TOTOWA &  
TOWNSHIP OF WAYNE, NEW JERSEY**

**WHEREAS** there exists a need for Professional Consulting Design Services for the Morris Canal Greenway – Pompton Feeder Phase IV Project Transportation Alternative Program (TAP) in the Township of Little Falls, Borough of Totowa & Township of Wayne, NJ; and

**WHEREAS** Alaimo Group of Mount Holly, NJ has submitted a proposal dated August 23, 2019 (attached hereto and made part hereof) for the necessary services in the total amount of \$580,000.00 which includes \$195,000.00 for field survey and site reconnaissance services (identified as Task A in proposal), \$180,000.00 for pre-design concept development services (identified as Task B in the proposal), and \$205,000.00 for permit identification services (identified as Task C in proposal); however, only Task A and Task B, in the amount of \$375,000.00, are being recommended by the Office of the Passaic County Engineer (see correspondence dated September 12, 2019 attached hereto and made part hereof); and

**WHEREAS** a certification is attached which indicates that funds are available for the within contemplated expenditure; and

**WHEREAS** the aforesaid proposal was reviewed and discussed by the Public Works and Buildings & Grounds Committee meeting of September 11, 2019 and recommended to the full Board for approval; and

**WHEREAS** the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., requires that the resolution authorizing the award of

contract for “Professional Services” without competitive bidding. Respond 24-3  
the contract itself must be available for public inspection; and

**WHEREAS** said Alaimo Group has been qualified as a pool professional engineer in a “Fair and Open” procedure pursuant to the resolution of the Board of Chosen Freeholders of the County of Passaic, R-2019-0026 dated January 22, 2019 as set forth in Pay to Play Law N.J.S.A. 19:44A-20.4 et seq.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that the Professional Consulting Design Services for the above-mentioned project be awarded to Alaimo Group of Mount Holly, NJ in the amount of \$375,000.00 for field survey and field reconnaissance and pre-design concept services only (Tasks A and B in the proposal) in accordance with the terms and conditions set forth above.

**BE IT FURTHER RESOLVED** that the Director, Clerk of the Board and County Counsel are hereby authorized to execute the necessary contract on behalf of the County of Passaic.

**BE IT FURTHER RESOLVED** that this contract is awarded without competitive bidding as a “Professional Services” contract in accordance with N.J.S.A. 40A: 11-5(1)(a) of the Local Public Contracts Law because:

- (1) The consulting firm is authorized and regulated by the law to provide the aforementioned services;
- (2) The performance of the services are special in nature and require knowledge of an advanced type training, which said consulting firm possesses; and

**BE IT FURTHER RESOLVED** that a Notice of this action be published in the NORTH JERSEY HERALD & NEWS.

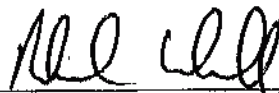
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$375,000.00

APPROPRIATION: T-20-56-880-018-801

PURPOSE: Resolution awarding a professional services contract to Alaimo Group for the Morris Canal Greenway.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



## County of Passaic

Administration Building

401 Grand Street • Paterson, New Jersey 07505-2023

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Jonathan C. Pera, P.E.  
County Engineer

TEL: (973) 881-4456

FAX: (973) 742-3936

TDD: (973) 279-9786

September 12, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

PROJECT: Morris Canal Greenway – Pompton Feeder Phase IV  
Transportation Alternatives Program (TAP)  
**AWARD OF CONSULTING SERVICES**

Dear Members of the Board:


The County of Passaic requested a proposal for Consulting Professional Services for design services for the Morris Canal Greenway – Pompton Feeder Phase IV project. The scope of services to be provided includes the field survey and field reconnaissance, and pre-design concept services for the Morris Canal Greenway – Pompton Feeder Phase IV project.

A proposal was received from the Alaimo Group, of Mount Holly, New Jersey in the total amount of \$580,000.00. The total fee includes \$195,000 for field survey and site reconnaissance services (identified as Task A in the proposal), \$180,000 for pre-design concept development services (identified as Task B in the proposal), and \$205,000 for permit identification services (identified as Task C in the proposal).

This matter was discussed by the Public Works Committee on September 11, 2019 and an award of contract to the Alaimo Group for field survey and field reconnaissance, and pre-design concept services only (Tasks A and B in the proposal) is recommended to the full Board.

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution awarding a contract to the Alaimo Group, in the amount of \$375,000.00 for field survey and field reconnaissance, and pre-design concept services, for the Morris Canal Greenway – Pompton Feeder Phase IV project, subject to the availability of funds.

Very truly yours,

  
Jonathan Pera, P.E.  
County Engineer

/nam

cc: Chair, Public Works and Buildings & Grounds Committee  
County Administrator  
County Counsel

Director of Finance

Introduced on: September 24, 2019

Adopted on: September 24, 2019

Official Resolution#: R20190849



## Alaimo Group

200 High Street, Mt. Holly, New Jersey 08060 Tel: 609-267-8310 Fax: 609-845-0300  
 2 Market Street, Paterson, New Jersey 07501 Tel: 973-523-6200 Fax: 973-523-1765

August 23, 2019

Mr. Anthony J. De Nova III  
 County Administrator  
 401 Grand Street, Suite 205  
 Paterson, NJ 07505

Re: Morris Canal Greenway  
 Pompton Feeder Phase IV  
 Transportation Alternatives Program (TAP)  
Our File No: 0160-034

Dear Mr. De Nova,

We have reviewed the email from your Jonathan Pera addressed to our Erik Svensen dated August 15, 2019. It is our understanding that the County is eliminating approximately 1.6 ± miles of the proposal routing surveys. The new survey distance will be 5.4 miles, again according to the County calculations. Based on this modification our new price for the reduced work would be as follows.

### Summary of Costs

| <u>Task</u>                                    | <u>Fee Proposal</u> |
|--|---------------------|
| A. Field Survey and Field Reconnaissance ..... | \$195,000           |
| B. Pre-Design Concept Development.....         | \$180,000           |
| C. Permit Identification .....                 | \$205,000           |
| <b>Total Lump Sum Amount .....</b>             | <b>\$580,000</b>    |

As defined in our initial proposal of July 15<sup>th</sup>, our cost charges will be due and payable monthly on a percent of work completed basis. We anticipate that our work can be completed in six to nine months depending very much on weather conditions and the availability and cooperation of approving agencies.

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As previously identified the element of work defined in A. Field Survey & Field Reconnaissance will be performed by our Firm in conjunction with an independent surveying company, Control Point Associates, Inc. of Warren, N.J. Our survey staff will coordinate Control Point Associates work efforts with property owners, rights of way, rights of entry and other land based requirements.

We will produce the final AutoCad drawings. Control Point will do the physical field surveying work.

Our Firm will provide all the services related to Tasks A., B. and C. and more fully defined in the County's Request for Proposal and as previously noted in the **Total Lump Sum Amount** herein.

We would appreciate your consideration of our proposed service.

Very truly yours,

ALAIMO GROUP



---

Richard A. Alaimo, P.E., P.P.  
President

c: Jonathan Pera, P.E., County Engineer, Passaic County  
Erik Svensen P.E., Associate, Alaimo Group  
Miles Powell, Senior Associate, Alaimo Group

RAA/dms

O:\Alaimo Group\Proposals\Passaic County\Morris Canal Greenway\Morris Canal Greenway\_Pompton Feeder Phase IV\_0160-034\_2.docx

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190849

*Alaimo Group*  
- Consulting Engineers -

## REQUEST FOR PROPOSALS

### Preliminary & Final Engineering Design Services for Morris Canal Greenway – Pompton Feeder Phase IV Township of Little Falls, Borough of Totowa & Township of Wayne, Passaic County, NJ Transportation Alternatives Program (TAP)

#### Outline of Consulting Engineering Services Required

##### **Intent**

The County of Passaic intends to prepare plans and specifications for bicycle and pedestrian facilities along the proposed route of the Morris Canal Greenway along sections of the former Pompton Feeder and Morris Canal in the Township of Little Falls, Township of Wayne and the Borough of Totowa. Almost all seven miles of proposed trail will be off-road. Approximately six miles are proposed along the North Jersey District Water Supply Commission's (NJDWSC) Right of Way (ROW) with other segments potentially utilizing Morris County's planned NYS&W Path. Limited portions of the trail will be on-road, including county and local roads, where required. The improvements will expand travel choice, draw attention to the Greenway and the historic canal, and enhance the safety of pedestrians, bicyclists, and other non-motorized forms of transportation.

Passaic County has been awarded grant funds from the Federal Highway Administration's Transportation Alternatives Program (TAP) to fund construction of the proposed improvements.

The County is seeking a consultant to provide full Engineering Design Services, including labor, equipment and every other item of expense necessary to complete the following: inspect the proposed route; design, prepare and obtain required permits; prepare required survey documents; complete an ADA accessibility assessment of the proposed route; identify locations for regulatory and wayfinding signs, which will all bear the Morris Canal Greenway logo and comply with the County's wayfinding standards; identify sensitive infrastructure in coordination with the NJDWSC and other appropriate entities to address safety and security concerns; identify multiple accessible entrances along the length of the proposed route that will connect to neighborhoods, parks, schools and shopping; and prepare final construction plans and specifications for public bidding purposes.

##### **Project Description and Limits**

*Please review the attached mapping that illustrates the project limits and Initially Preferred Alignment (IPA).*

The project will span approximately seven miles of bicycle and pedestrian safety improvements of which almost all will be off-road, a majority of which is located on the NJDWSC ROW. Other portions of the route include county and local roads to facilitate crossings and where major obstacles force the trail alignment to the road. About one mile of the proposed route will utilize the planned Morris County NYS&W Path in order to overcome a freight railroad crossing and other environmental issues. Engineering tasks will take into consideration alternative routing options due to challenges with constructability, access, environmental conditions, and value engineering.

The IPA includes four sections described below from north to south.

- **Section 1** begins at Pompton Plains Cross Road and ends at Newark Pompton Turnpike. This segment is 1.8 miles long and is entirely located along NJDWSC ROW.
  - Access points and trailheads may include, but are not limited to:
    - Farmingdale Road and Deerfield Road

- Everett J. Faber Memorial Park near Wendt Lane
- El Dorado Drive
- Newark Pompton Turnpike
- **Section 2** begins at Newark Pompton Turnpike and ends after crossing under the Route 202 underpass in the Mountain View section of Wayne. Approximately one mile of this 2.2 mile segment will utilize the planned NYS&W Path.
  - *Access points* and trailheads may include, but are not limited to:
    - Haul Road
    - Stylon Road
    - Ryerson Avenue
    - Mountain View Boulevard
- **Section 3** travels along the NJDWSC ROW from where the NYS&W Path ends to West End Road in Totowa. It is 1.6 miles long.
  - *Access points* and trailheads may include, but are not limited to:
    - Taylor Drive
    - North Cove Park
    - West Belt Parkway
    - West End Road
- **Section 4** begins south of Route 46 in Wayne and will connect to the existing greenway in Wilmore Park off Main Street in Little Falls. This 1.6 mile segment will utilize NJDWSC ROW with other on- and off-road segments.
  - *Access points* and trailheads may include, but are not limited to:
    - Willis Road
    - Union Avenue
    - Morris Canal Park, Main Street
    - Wilmore Park, E. Main Street

### Scope of Services

The consultant shall provide full Consulting Engineering Services, including all labor, materials, equipment and every other item of expense necessary to inspect and survey the project limits and prepare Plans and Specifications for the improvements outlined above.

*The work included as a part of the proposed improvement shall include:*

#### A. Field Survey & Field Reconnaissance

1. The consultant will review existing plans, studies, documents and other pertinent information made available by the County and project partners (including water utility companies). The consultant will request all available as-built plans and any other information that can be incorporated into the survey and basemapping work and complete any Non-Disclosure Agreements needed to share the information.
2. Field Survey and Basemapping
  - a. 50 feet into adjoining streets. (The 50 feet shall be from the P.I. of the intersecting curb return.)
  - b. All planimetric and topographic features surveyed and mapped up to approximately 25 feet from the R.O.W. centerline.



- c. Survey shall be based on the horizontal datum NAD 1983 and vertical datum NAVD 1988 and will include data collection and mapping of existing features within the project area and will include the following:
  - d. Establishment of GPS Control along the project corridor for the basis of the traverse and data collection;
  - e. Swing ties to the traverse control points will be measured and noted for depiction upon the construction plan set;
  - f. Benchmarks will be set at least every 500 feet;
  - g. Surveyed cross-sections at 50 foot intervals along the project corridor;
  - h. Planimetric features including vaults, utilities, water and gas valve boxes, junction boxes, valves, shut-offs, edge of pavement (and/or curb and gutter), buildings, sheds, driveways, drainage structures, sanitary sewer structures, walkways, sidewalks, signs, utility poles, traffic signal poles and street lights, fences, utility mark out paint flags or stakes (if existing), fire hydrant locations, street striping, walls, guide rails;
  - j. Individual trees (>4" dbh with size) where standing alone and not within otherwise generally wooded areas within 20 feet of limits of construction;
  - k. Drainage swales, ditches, and any watercourses (top and bottom of banks if the channel is defined, and centerline);
  - l. Location of subsurface pipe inverts and sizes and vault depths (where discernable and accessible) without entering confined space;
  - m. Sufficient grade shots throughout the project coverage for generation of contours or topography within project or site limits at one (1) foot contour intervals. Contours at five (5) foot intervals shall be layered or drafted separately or distinctly;
  - n. Any other pertinent structures not listed hereon but are encountered within the project limits that may affect the work or design of the Morris Canal Greenway;
  - o. The field survey data collection will result in a drafted existing conditions basemap accurately depicting existing planimetric and topographic features suitable to support project design.
  - p. The drawing scale will be at 1" = 30' unless otherwise prescribed by Passaic County. The deliverables include the pdf and digital (AutoCAD) format files of the P.L.S. signed and sealed (certified) existing conditions basemapping and underlying field surveyed data features.
3. Survey will include the possible alternative routes. The consultant will not have to survey the section of the trail that will utilize the NYS&W path.
4. Existing Right of Way Determination
- a. Utilizing recently completed boundary survey work by NJDWSC and in accordance with tax maps, existing ROW limits and property lines of the lots adjoining the NJDWSC ROW will be shown as part of the existing conditions mapping of the project corridor.

5. Copies of the base maps will be forwarded to NJDWSC so that they may verify the location and sizes of their facilities. The consultant will inquire about any shared utilities located on any property that are maintained or owned by a separate entity. The consultant will also inquire whether utility companies have plans for future relocation or expansion to be included on the basemapping.

#### **B. Pre-design Concept Development**

1. The consultant will coordinate and attend a project kickoff meeting with County Officials and NJDWSC to review the scope of work, obtain any existing information and establish a project schedule. The consultant will prepare and distribute meeting minutes.
2. The consultant will review the Initial Preferred Alignment (IPA) including crossings and access points with the field survey data collected, site reconnaissance information, and any other relevant data received from the County and utility companies and prepare a preliminary layout plan for the improvements. Any design constraints/impacts will be identified. Identification of access points that will be able to accommodate parking areas will be part of the assessment.
3. The consultant will prepare an Alternatives Analysis Memorandum produced through a value engineering process. The memo will highlight alternatives that address issues of constructability, ADA accessibility and bicycle compliance including trail width and surface material, excessive environmental impacts, or construction and maintenance costs. The alternative analysis memo will outline the merits for various alternatives, permit requirements, impacts to construction costs, compliance with the project intent, supplemental information required, and impact to the design schedule. An area of concern to be addressed in the analysis is Union Avenue. Consultant will develop options for accessing the Union Avenue bridge for County review.
4. The IPA Plan and Alternatives Analysis Memorandum will be reviewed with the County and project partners and a design memo of understanding will be prepared identifying the proposed alignment, roadway crossing and access points. This memo of understanding will serve as the basis of the preliminary design.
5. The consultant will prepare for and present the findings of the Alternatives Analysis Memorandum at two (2) public information meetings.

#### **C. Permit Identification**

1. The consultant will delineate wetlands within the area of the trail in accordance with the NJDEP Freshwater Wetlands Protection Act. Delineating the wetlands within the limits of the entire trail will allow the County and project team to clearly determine what permits are required.
2. The consultant will review the regulatory requirements for the proposed project including Freshwater Wetlands Permits, stormwater permitting, as well as Flood Hazard Area Permits.
3. The consultant will coordinate and attend a pre-application meeting with NJDEP to review the project and confirm the necessary permitting that may be required to construct the project. If necessary, the consultant will conduct a field visit with NJDEP staff to clarify any permitting issues.

4. The consultant will coordinate and attend a pre-application meeting with NJ SHPO to review the project and potential impacts and or requirements as it relates to the Morris Canal Historic District and any other cultural resources impacted by the project.
5. The consultant will prepare a memo outlining all the required permits, costs, and timing for approvals for construction. The consultant will also prepare a memo outlining any of the cultural and historical resource considerations that should be taken into account in the preliminary/final design.
6. Supplemental field survey for NJDEP regulated areas as needed for review and submission of all required permits.

#### D. Preliminary Design

1. Preliminary Design will include the following items:
  - a. Horizontal and vertical alignment of the proposed trail; the trail must maintain a minimum of 3 feet of cover over the aqueduct
  - b. Typical sections
  - c. Stormwater management design and grading
  - d. Regulatory signage and striping
  - e. Wayfinding and gateway signage
  - f. Bollards and/or fencing to minimize potential for unauthorized vehicles on the trail
  - g. Curb, sidewalk and crosswalk modifications
  - h. Landscape design
  - i. ADA compliance access design including compliance with the barrier free subcode of the standard uniform construction code (N.J.A.C. 5:23-7)
  - j. Potential areas of conflict with existing NJDWSC and other utility equipment/pipelines will be identified
  - k. Incorporate any safety features required by utility company partners; vaults and all underground structures must be secure from access or tampering, including air vents
  - l. Boundary maps for the submission of access/construction easements
  - m. Preliminary bridge design over the Naachpunkt Brook, including geotechnical information
2. The consultant will prepare a preliminary construction cost estimate and a schedule will be developed on the preliminary design.
3. Consultant is advised that there is a 3 ton point load limit on top of NJDWSC aqueducts. This includes additional fill and construction vehicles. The consultant shall account for this restriction in the design of the project.
4. The preliminary design plans and construction cost estimate will be provided to the County for review and comment.
5. The consultant will coordinate and attend a preliminary design review meeting with the County and NJDWSC to review the preliminary design. The consultant will prepare and distribute meeting minutes.
6. All wayfinding and regulatory signage should be designed in accordance with MUTCD guidelines and consistent with the existing Morris Canal Greenway signage as well as the Passaic County Wayfinding Signage Design Guidelines.

7. The consultant will prepare all geotechnical information, design considerations and technical specifications required for the preliminary engineering of a bridge/stream crossing over the Naachpunkt Brook. This includes the following:
  - a. Collect and review any existing geotechnical data. The County has no site specific geotechnical data.
  - b. The Design Consultant shall perform the following tasks:
    - i. Propose the quantity and locations of the soil borings.
    - ii. Provide a full time representative to be in the field to inspect the boring operations.
    - iii. As drilled boring locations shall be recovered by the Consultant's field survey. Boring locations are to be shown on the Contract Plans.
    - iv. Perform the required geotechnical analysis based on the boring logs and any test results.
    - v. Prepare a formal geotechnical investigation report, including the suggested type of foundation work and the depth of the coarse aggregate layers under the bridge foundations. Final concurrence shall be obtained from the County Engineer in writing prior to proceeding with any design work.
  - c. Proposed soil boring locations shall be approved by the County prior to the start of work. Adequate number of soil boring logs (minimum of two (2) for each substructure element) shall be taken and used to determine the type of foundations required. Based on the selected construction sequence, soil borings may also be required for the widen portion of the proposed bridge. The County's On-Call Testing geotechnical consultant will perform the actual drilling for the soil borings, perform the laboratory tests of the soil samples and provide the boring logs to the Design Consultant. Design Consultant to advise if any soil testing is required.
  - d. All costs associated with the County's On-Call Testing geotechnical consultant is under a separate contract.
  - e. Once all geotechnical is complete the consultant will prepare a plan of the soil profiles and memo outlining the foundation concerns for the proposed bridge, constructability review and other considerations needed before deciding on a bridge design. The Consultant will prepare a concept development alternative memorandum to identify design options for the crossing, for review by the County.
  - f. The consultant will start the preliminary design of the proposed pedestrian bridge based off County's selection of concept development alternative. The new bridge/crossing will be designed in accordance with applicable AASHTO LRFD Guide Specifications and the NJDOT Design Manual for Bridges & Structures, Sixth Edition, with current interims. It is anticipated, the proposed structural will provide a clear width of at least 7 feet and a span approximately 50 feet. The design live load will be the AASHTO H5 or H10 loading based on bridge width or the pedestrian live load of 90 psf, whichever governs.
  - g. The consultant will prepare all technical specifications and Construction Detail Sheets for the pedestrian bridge, along with an engineer's estimate.

#### E. Final Design / Construction Plans

1. The consultant will prepare final design documents sufficient for bidding. The following sheets are anticipated:
  - a. Title sheet including:
    - i. Key Map;
    - ii. Public Utility Listings
    - iii. Index of Drawings
    - iv. County Officials
    - v. Design Traffic Data
    - vi. Length of Project
  - b. Estimate and Distribution of Quantities
  - c. General Notes and Legend Sheet
  - d. Existing Conditions and Removal Plan
  - e. Construction and Layout Plan
  - f. Construction Phasing Plan
  - g. Grading, Drainage and Soil Erosion and Sediment Control Plan
  - h. General plan and elevation plans
  - i. Structural details
  - j. Permit plans
  - k. Trail Profile and Typical Sections
  - l. Signage and Striping Plan
  - m. Landscape Plan
  - n. Construction Details Plan
  - o. Maintenance and Protection of Traffic Plan
  - p. Soil Erosion and Sediment Control Notes and Details Sheets
  - q. Bridge Design Sheets
    - i. Bridge Plan and Elevation
    - ii. Bridge Profile, Sections and Working Points
    - iii. Bridge Foundation Plan
    - iv. Bridge Footing/Abutment Plan and Elevations
    - v. Bridge Retaining Wall Plan and Elevation
    - vi. Miscellaneous Bridge Structure Details
2. Construction details will include the following:
  - a. Typical sections of the trail
  - b. Miscellaneous pay items
  - c. Pavement striping and markings
  - d. Regulatory and wayfinding signage
  - e. Typical work zone setup and signage
  - f. Preparation of supplemental specifications that modify standard items
3. The consultant will prepare contract specifications suitable for obtaining construction bids. These specifications will be prepared in sufficient detail to clearly describe the work and complexity of the proposed project. The specifications will be based on the State of New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction and all of its current baseline document changes, and shall include Passaic County standard administrative sections.
4. The consultant will prepare a final itemized Construction Cost Estimate for the entire project.



5. The final design plans and construction cost estimate will be provided to the County for review and comment.
6. The consultant will coordinate and attend a final design review meeting with the County and project partners to review the final design. The consultant will prepare and distribute meeting minutes.
7. The consultant will prepare materials for and attend two (2) public information meetings.
8. The consultant will prepare a set of plans for the three (3) municipal Planning Boards. The consultant will attend the municipal Planning Board meeting, if the municipality requests it.
9. The consultant will prepare and submit an application for all required permitting identified in the preliminary engineering design. This includes but is not limited to:
  - a. Soil Erosion and Sediment Control Certification from the Hudson Essex Passaic Soil Conservation District;
  - b. Wetlands permitting;
  - c. Stormwater permitting;
  - d. Archeological reporting and any other requirements of NJ SHPO;
  - e. Floodplain or any other permits pertaining to impacts on waterways; and
  - f. All other required documentation and forms required for FHWA construction authorization.

#### **F. Bidding**

1. Upon completion of the plans and specifications, the consultant will provide original plans and specifications to the County for advertisement and bidding of the project.
2. The consultant will answer questions that arise during the bidding phase, either from County officials or prospective bidders.
3. The consultant will assist the County with the bid review process, including an evaluation of the contractors' bid submissions. As part of this effort, we will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a detailed recommendation for award.
4. The consultant will send the Bid Tabulations and the Recommendation of Award.

#### **G. Design Support during Construction\***

1. The consultant will attend the pre-construction meeting with the contractor.
2. The consultant will review and respond to shop drawing and request for information submittals from the contractor during construction.
3. The consultant will conduct six (6) field visits during construction.

#### **H. Final Inspections\***

1. The consultant shall coordinate with the County's Project Manager/Resident Inspector in conducting a final inspection of the project.

#### **I. Design Criteria**

All work performed shall conform to the following standards and specifications:

1. Passaic County Complete Streets Guidelines, 2012;
2. NJDOT Complete Streets Policy and Complete Streets Design Guide;

3. AASHTO Standard Specifications for Roadways and Guide for the Development of Bicycle Facilities, latest editions;
4. NJDOT Design Manual Roadways latest edition;
5. NJDOT Bicycle Compatible Roadways and Bikeways, Planning and Design Guidelines;
6. NJDOT Pedestrian Compatible Planning and Design Guidelines;
7. NJDOT Standard Specifications for Road and Bridge Construction, 2007 edition as amended;
8. 2011 Supplementary Specifications For Federal Aid Projects;
9. Manual on Uniform Traffic Control Devices, USDOT FHWA, latest edition as amended;
10. NJDEP Stormwater Management Regulations;
11. Any and all other Standards of any Agency having jurisdiction on this project; and
12. All applicable federal requirements and regulations.

Plans shall be prepared in accordance with standard engineering practices and shall include:

1. Title Sheet, Key Map, Index of Sheets, etc.;
2. Estimate and Distribution of Quantities;
3. Typical Sections;
4. Construction Plans (1"=30');
5. Maintenance & Protection of Traffic and Stage Construction Plans (maximum 1"=30');
6. Traffic Signal, Signing & Striping Plans as necessary (maximum 1"=30');
7. Construction Details; and
8. Preparation of Supplemental Specifications that modify standard items or are additional non-standard items shall conform and follow the format (including paragraph numbering) as in the NJDOT Standard Specifications for Road and Bridge Construction, 2007 edition as amended.
9. Maximum sheet size is 24" x 36"

### Special Instructions

As this project is funded through the Federal Highway Administration's Transportation Alternatives Program (TAP), coordination is required with the North Jersey Transportation Planning Authority (NJTPA) and New Jersey Department of Transportation (NJDOT), as well as the municipalities that are affected.

The Morris Canal is listed on the State and National Registers of Historic Places, and is therefore subject to review and coordination with the State Office of Historic Preservation (SHPO) within the New Jersey Department of Environmental Protection (NJDEP).

### Project Schedule\*

1. Written Proposal Due: -----
2. Award of Contract: 30 days
3. Consultant Starts Design Work: 30 days
4. All work under this proposal will be completed within 270 calendar days with the exclusion of the NJDEP and County review time.
5. Construction anticipated for summer 2020.

\* May vary based upon NJDOT, FHWA, NJDEP and the discretion of the County Engineer.

NOTE: If you CANNOT adhere to the above schedule, you should decline to present a proposal. Accepting an award to design the project and failing for any reason to maintain the prescribed



## County of Passaic

Administration Building

401 Grand Street • Paterson, New Jersey 07505-2023

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Jonathan C. Pera, P.E.  
County Engineer

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

September 12, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

**PROJECT:** Morris Canal Greenway – Pompton Feeder Phase IV  
Transportation Alternatives Program (TAP)  
**AWARD OF CONSULTING SERVICES**

Dear Members of the Board:


The County of Passaic requested a proposal for Consulting Professional Services for design services for the Morris Canal Greenway – Pompton Feeder Phase IV project. The scope of services to be provided includes the field survey and field reconnaissance, and pre-design concept services for the Morris Canal Greenway – Pompton Feeder Phase IV project.

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This matter was discussed by the Public Works Committee on September 11, 2019 and an award of contract to the Alaimo Group for field survey and field reconnaissance, and pre-design concept services only (Tasks A and B in the proposal) is recommended to the full Board.

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution awarding a contract to the Alaimo Group, in the amount of \$375,000.00 for field survey and field reconnaissance, and pre-design concept services, for the Morris Canal Greenway – Pompton Feeder Phase IV project, subject to the availability of funds.

Very truly yours,

  
Jonathan Pera, P.E.  
County Engineer

/nam

cc: Chair, Public Works and Buildings & Grounds Committee  
County Administrator  
County Counsel

Director of Finance

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190849



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE REQUEST TO INCREASE THE ENCUMBRANCE BY \$9,591.12 FOR RICH TREE SERVICE, INC., FOR TREE TRIMMING SERVICES FOR THE PASSAIC COUNTY PARKS & RECREATION DEPARTMENT TO COVER COST OF EXISTING INVOICES AND ADDITIONAL TREE WORK FOR REMAINDER OF 2019, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190850  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-25       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

Page 25-2

**RESOLUTION AUTHORIZING THE REQUEST TO INCREASE  
THE ENCUMBRANCE BY \$9,591.12 FOR RICH TREE  
SERVICE, INC., FOR TREE TRIMMING SERVICES FOR THE  
PASSAIC COUNTY PARKS & RECREATION DEPARTMENT TO  
COVER COST OF EXISTING INVOICES AND ADDITIONAL  
TREE WORK FOR REMAINDER OF 2019**

**WHEREAS** on April 23, 2019 Resolution R-2019-0411 the Board of Chosen Freeholders of the County of Passaic authorized an award of contract to Rich Tree Service, Inc., for tree trimming services for the Passaic County Parks & Recreation Department, for a period of one year commencing May 1, 2019 through April 30, 2020 on an as needed basis, in the amount of \$20,000.00 which was used and subsequently increased by an additional \$20,000.00, of which there is currently \$9,290.00 remaining; and

**WHEREAS** there is a need for increasing said funds by an additional \$9,591.12 to cover the cost of existing invoices and additional tree work for the remainder of 2019; and

**WHEREAS** the Freeholder Board is desirous of authorizing said increase by \$9,591.12 to pay existing invoices and additional tree work for 2019; and

**WHEREAS** this matter was reviewed and approved by the Public Works and Buildings & Grounds Committee at their meeting held on September 11, 2019; and

**WHEREAS** a certification is attached hereto that indicates the availability of funds for said expenditure.

**NOW THEREFORE BE IT RESOLVED** that the Board of Chosen Freeholders of the County of Passaic hereby authorizes said increase to Rich Tree Service, Inc., by \$9,591.12 to cover the cost of existing invoices and additional tree work for the remainder of 2019.

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$9,591.12

APPROPRIATION: O-19-56-655-000-602

PURPOSE: Resolution authorizing payment to Rich Tree Service Inc. for additional work performed.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



**COUNTY OF PASSAIC  
PARKS & RECREATION**  
209 Totowa Road, Wayne, NJ 07470  
Office (973) 881-4833 Fax (973) 872-2684

To: Nadege Allwaters, County Counsel  
From: Darryl Sparta, Director of Parks & Recreation  
Date: September 17, 2019  
Re: Rich Tree Service

The Passaic County Parks Department received bids for tree removal and awarded the bid to Rich Tree Service (333 Bergen Street, South Plainfield NJ 07080) in April of 2019.

The original resolution for tree removals by Rich Tree Service was for \$20,000 and this money was placed in a blanket purchase order to be used on an as needed basis. This original \$20,000 was used and the blanket was increased by an additional \$20,000 of which there is currently \$9,290.00 remaining. The Parks Department would like to increase this blanket by an additional \$9,591.12 to cover the cost of existing invoices in the amount of \$10,665.00 and additional tree work for the remainder of 2019.

This resolution request was presented and approved at the Public Works meeting held on September 11, 2019.

The Passaic County Parks Department would therefore like to request that the Board of Chosen Freeholders adopt the necessary resolution authorizing the blanket for Rich Tree Service to be increased by \$9,591.12.



**RESOLUTION REQUEST FORM**

1. NAME OF REQUESTER: Darryl Sparta-Dir. Parks & Recreation  
 Telephone #: 973-881-6417

**DESCRIPTION OF RESOLUTION:**

Resolution request to adopt the necessary resolution authorizing the blanket for Rich Tree Service to be increased by \$9,591.12 to cover existing invoices and required tree work in 2019.

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF THE REQUISITION FROM EDMUNDS

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A REQUISITION. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ \$9591.12  
 REQUISITION # R19-03819  
 ACCOUNT # 0-19-56-655-000-602

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid  
 Other: \_\_\_\_\_

|  |                  |
|--|------------------|
| 5. COMMITTEE REVIEW:                                     | DATE:            |
| <input type="checkbox"/> Administration & Finance        | _____            |
| <input type="checkbox"/> Budget                          | _____            |
| <input type="checkbox"/> Health                          | _____            |
| <input type="checkbox"/> Human Services                  | _____            |
| <input type="checkbox"/> Law & Public Safety             | _____            |
| <input type="checkbox"/> Planning & Economic Development | _____            |
| <input checked="" type="checkbox"/> Public Works         | <u>9-11-2019</u> |

6. DISTRIBUTION LIST:

Administration       Finance       Counsel  
 Clerk to the Board       Procurement  
 Other: \_\_\_\_\_

Introduced on: **September 24, 2019**  
 Adopted on: **September 24, 2019**  
 Official Resolution#: **R20190850**



**COUNTY OF PASSAIC**  
**PARKS & RECREATION**  
209 Totowa Road, Wayne, NJ 07470  
Office (973) 881-4833 Fax (973) 872-2684

To: Nadege Allwaters, County Counsel  
From: Darryl Sparta, Director of Parks & Recreation  
Date: September 17, 2019  
Re: Rich Tree Service

The Passaic County Parks Department received bids for tree removal and awarded the bid to Rich Tree Service (333 Bergen Street, South Plainfield NJ 07080) in April of 2019.

The original resolution for tree removals by Rich Tree Service was for \$20,000 and this money was placed in a blanket purchase order to be used on an as needed basis. This original \$20,000 was used and the blanket was increased by an additional \$20,000 of which there is currently \$9,290.00 remaining. The Parks Department would like to increase this blanket by an additional \$9,591.12 to cover the cost of existing invoices in the amount of \$10,665.00 and additional tree work for the remainder of 2019.

This resolution request was presented and approved at the Public Works meeting held on September 11, 2019.

The Passaic County Parks Department would therefore like to request that the Board of Chosen Freeholders adopt the necessary resolution authorizing the blanket for Rich Tree Service to be increased by \$9,591.12.

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE ADVERTISEMENT AND RECEIPT OF BIDS FOR THE MORRIS CANAL GREENWAY – BROWERTOWN ROAD PROJECT IN THE TOWNSHIP OF LITTLE FALLS AND BOROUGH OF WOODLAND PARK, NJ, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190851  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-26       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

Res Pg: k.26-2

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND AUTHORIZING THE ADVERTISEMENT AND RECEIPT  
OF BIDS FOR THE MORRIS CANAL GREENWAY –  
BROWERTOWN ROAD PROJECT IN THE TOWNSHIP OF  
LITTLE FALLS AND BOROUGH OF WOODLAND PARK, NJ**

**WHEREAS** the Passaic County Engineer's Office has received the plans and specifications for the Morris Canal Greenway – Browertown Road Project in the Township of Little Falls and Borough of Woodland Park, NJ from the County's consultant, Remington & Vernick Engineers; and

**WHEREAS** the Office of the Passaic County Engineer has reviewed the plans and specifications and finds them to be in conformance with Passaic County engineering standards; and

**WHEREAS** by letter dated September 18, 2019 the Office of the Passaic County Engineer has recommended that the Board of Chosen Freeholders approve said plans and specifications and authorize the Director of Purchasing to advertise and receive bids; and

**WHEREAS** this matter was discussed by the Freeholder members of the Committee for Public Works & Buildings & Grounds via e-mail on September 18, 2019 who are recommending approval by the entire Board.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby approves the plans and specifications for the aforementioned project and authorizes the Director of Purchasing to advertise and receive bids for this project.

September 24, 2019





# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Jonathan C. Pera, P.E.  
County Engineer

TEL: (973) 881-4456  
FAX: (973) 742-3936  
TDD: (973) 279-9786

September 18, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

PROJECT: Morris Canal Greenway – Browertown Road  
Township of Little Falls and Borough of Woodland Park  
**AUTHORIZATION TO ADVERTISE AND RECEIVE BIDS**

Dear Members of the Board:

The County's Consultant, Remington & Vernick Engineers has designed and prepared the proposed Morris Canal Greenway – Browertown Road project located in the Township of Little Falls and the Borough of Woodland Park.

My office has reviewed the Plans and Specifications and find them in conformance with Passaic County and other Engineering Standards. This project has received construction funding through the NJDOT's Regional TAP (Federal Program).

The above-mention Project was discussed by the Public Works Committee via email on September 18, 2019 and recommended for approval.

Therefore, this Office recommends that the Board of Chosen Freeholders ADOPT the necessary RESOLUTION, approving the Plans and Specifications, and authorize the Department of Procurement to advertise and receive bids for this Project.

Very truly yours,

Jonathan Pera, P.E.  
County Engineer

/jcp

cc: Chair, Public Works and Buildings & Grounds Committee  
County Administrator  
County Counsel  
Director of Finance

Introduced on: ~~September 24, 2019~~  
Adopted on: September 24, 2019  
Official Resolution#: R20190851

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE PURCHASE OF ART SUPPLIES FROM BLICK ART MATERIALS, LLC FOR THE PASSAIC COUNTY ARTS CENTER AT THE JOHN W. REA HOUSE IN HAWTHORNE, NEW JERSEY THROUGH STATE CONTRACT, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190852  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-27       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING THE PURCHASE OF ART SUPPLIES FROM BLICK ART MATERIALS, LLC FOR THE PASSAIC COUNTY ARTS CENTER AT THE JOHN W. REA HOUSE IN HAWTHORNE, NEW JERSEY THROUGH STATE CONTRACT**

**WHEREAS** the Passaic County Director of Cultural & Historic Affairs, by way of letter to the Passaic County Board of Chosen Freeholders dated September 19, 2019 attached hereto and made part hereof, is desirous of purchasing various art supplies for the John W. Rea House located in Hawthorne, NJ which will support and be used or upcoming arts programs for students, children, and adults; and

**WHEREAS** Blick Art Materials, LLC, D/B/A/ Blick Art Materials, of Galesburg, IL (State Contract Vendor #17\*FOOD-00254) can provide these supplies in the amount of \$4,563.77, as more fully explained in Requisition dated July 11, 2019 attached hereto and made part hereof; and

**WHEREAS** the Board of Chosen Freeholders is desirous of approving said purchase in accordance with the terms of the State Contract and authorizing the Purchasing Agent to issue the appropriate Purchase Order; and

**WHEREAS** the Public Works and Buildings & Grounds Committee has considered this matter at its meeting on September 11, 2019 and recommended this resolution to the full Board for adoption; and

**WHEREAS** a certification is attached indicating that funds are available for the above contemplated expenditure; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the purchase of various art supplies described above and in the attached correspondence in accordance with the terms of the applicable State Contract; and

**BE IT FURTHER RESOLVED** that the Purchasing Agent and all other necessary officers and employees be and hereby are authorized and directed to take such further actions and sign such documents as are necessary to effectuate the purpose of this resolution, including but not limited to issuance of an appropriate Purchase Order.

September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$4,563.77

APPROPRIATION: \$3,398.97 - G-01-41-780-019-PE1  
\$1,164.80 - 9-01-28-198-004-PE1

PURPOSE: Resolution authorizing the purchase of art supplies from Blick Art Materials, LLC for the Passaic County Arts Center.

  
Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



# County of Passaic

Department of Cultural & Historic Affairs  
Dey Mansion, 199 Totowa Road, Wayne, NJ 07470

Kelly C. Ruffel  
Director

TEL: 973 - 706 - 6640  
e-mail: [kellyr@passaiccountynj.org](mailto:kellyr@passaiccountynj.org)

September 19, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, NJ 07505

**RE: AUTHORIZATION OF PURCHASING ART SUPPLIES FOR THE  
PASSAIC COUNTY ARTS CENTER AT THE JOHN W. REA HOUSE,  
HAWTHORNE, NJ**

Members of the Board:

The Department of Cultural & Historic Affairs wishes to purchase various art supplies for the John W. Rea House. These supplies will support and be used for upcoming arts programs for students, children, and adults. The Public Works and Building & Grounds Committee reviewed and recommended at its meeting of September 11, 2019, that the full Board authorize this purchase for the Passaic County Arts Center.

Based upon the above, this office recommends that the Board of Chosen Freeholders adopt a Resolution authorizing the Department of Cultural & Historic Affairs to proceed with purchasing supplies from Blick Art Materials, Inc. in the amount of \$4,563.77, subject to the availability of funds.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Kelly C. Ruffel*

Kelly C. Ruffel, Director  
Cultural & Historic Affairs



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Kelly C. Ruffel

Telephone #: 973-706-6640

**DESCRIPTION OF RESOLUTION:**

Resolution authorizing the expenditure of funds on art supplies from Blick Art Materials, Inc. in the amount of \$4,563.77; State Contract #17\*FOOD-00254 for the Passaic County Arts Center at the John W. Rea House

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE *A REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 4,563.77

REQUISITION # R9-04812

ACCOUNT # G-01-41-780-019-PE1

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

Other: State Contract #17\*FOOD-00254

5. COMMITTEE REVIEW:

DATE:

Administration & Finance \_\_\_\_\_

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services \_\_\_\_\_

Law & Public Safety \_\_\_\_\_

Planning & Economic Development \_\_\_\_\_

Public Works 9/11/19

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190852

COUNTY OF PASSAIC  
 CO OF PASSAIC, DEY MANSION  
 (Q) 973-706-6640  
 199 TOTOWA ROAD  
 WAYNE, NJ 07470

| REQUISITION |          |
|-------------|----------|
| NO.         | R9-04812 |

|         |  |
|---------|--|
| SHIP TO | COUNTY OF PASSAIC<br>DEY MANSION<br>199 TOTOWA ROAD<br>WAYNE, NJ 07470   |
| VENDOR  | VENDOR #: 13152<br>BLICK ART MATERIALS, LLC.<br>D/B/A BLICK ART MATERIALS<br>695 US HWY 150 E<br>GALESBURG, IL 61401 |

ORDER DATE: 07/11/19  
 DELIVERY DATE:  
 STATE CONTRACT: 17-FOOD-00254  
 F.O.B. TERMS:

| QTY/UNIT | DESCRIPTION   | ACCOUNT NO.         | UNIT PRICE | TOTAL COST |
|----------|---|---------------------|------------|------------|
| 30.00    | 22718-1023 DRAWING BOARD 23X26 W/CLIP                     | G-01-41-780-019-PE1 | 10.9700    | 329.10     |
| 4.00     | 55674-2436 ALUMICUTTER 36IN SILVER                        | G-01-41-780-019-PE1 | 12.4000    | 49.60      |
| 3.00     | 57537-1010 BLICK PREMIER KNIVES BLACK<br>S-BLADES 10PK    | G-01-41-780-019-PE1 | 2.3100     | 6.93       |
| 4.00     | 57522-7515 ALVIN PRO CUTTING MAT GRN/BLK<br>24X36IN       | G-01-41-780-019-PE1 | 25.8700    | 103.48     |
| 1.00     | 24128-1001 COLORED MASKING TAPE 8/CLRS<br>1INX60YD        | G-01-41-780-019-PE1 | 35.4200    | 35.42      |
| 30.00    | 38014-1006 3M COMMERCIAL SPONGE<br>6INX4.2INX1.6IN        | G-01-41-780-019-PE1 | 1.8800     | 56.40      |
| 2.00     | 33272-1025 CRAYOLA AIR DRY CLAY 1F WHT<br>25LB VALUE PACK | G-01-41-780-019-PE1 | 30.0300    | 60.06      |
| 1.00     | 60447-1000 WOOD CRAFTS ACTIVITS KIT                       | G-01-41-780-019-PE1 | 52.3100    | 52.31      |
| 1.00     | 61461-0500 WIGGLE EYES 500/PC BONUS BAG                   | G-01-41-780-019-PE1 | 14.0700    | 14.07      |
| 2.00     | 13209-1023 BLICK FOAMBOARD WHT 20X30<br>3/16 25CTN        | G-01-41-780-019-PE1 | 50.8300    | 101.66     |

REQUESTING DEPARTMENT

DATE

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190852



COUNTY OF PASSAIC  
 CO OF PASSAIC, DEY MANSION  
 (Q) 973-706-6640  
 199 TOTOWA ROAD  
 WAYNE, NJ 07470

Res-Pg:k.27-8  
 REQUISITION

NO. R9-04812

Page # 2

| QTY/UNIT | DESCRIPTION   | ACCOUNT NO.         | UNIT PRICE | TOTAL COST |
|----------|---|---------------------|------------|------------|
| 30.00    | 50397-1001 BLICK BY JULLIAN EASEL !FP<br>A-FRAME EASEL        | G-01-41-780-019-PE1 | 60.0700    | 1,802.10   |
| 5.00     | 15903-1003 ARTBIN STACK BINS 3PC KIT                          | G-01-41-780-019-PE1 | 7.8600     | 39.30      |
| 5.00     | 52060-2050 3 TIER ROLLING CART MATTE<br>BLACK 30IN            | G-01-41-780-019-PE1 | 31.4800    | 157.40     |
| 1.00     | 10204-1005 ALL PURPOSE NEWSRPT WHT<br>24X36 500SHT REAM       | G-01-41-780-019-PE1 | 37.6700    | 37.67      |
| 25.00    | 11420-1003 DB ECNO CONSTRUCTION ASSORTED<br>9X12 50CT         | G-01-41-780-019-PE1 | 1.3200     | 33.00      |
| 1.00     | 22429-2409 BLICK CLRD PENCILS SCHOLASTIC<br>240/CLSPK         | G-01-41-780-019-PE1 | 30.6800    | 30.68      |
| 1.00     | 07031-1008 BLICK PL BULK CANVAS BLICK<br>BULK CNVS 16X20 40PK | G-01-41-780-019-PE1 | 95.5800    | 95.58      |
| 2.00     | 06280-1319 BLICK ESSNTL BRSH ST 25PC<br>FOAM LIN              | G-01-41-780-019-PE1 | 3.0100     | 6.02       |
| 4.00     | 06280-1309 BLICK ESSNTL BRSH ST 25P AST<br>CRFT BRSH SH       | G-01-41-780-019-PE1 | 4.4800     | 17.92      |
| 2.00     | 03090-1010 PLASTIC PAINT TRAYS 10<br>WELLS/10PK               | G-01-41-780-019-PE1 | 11.4300    | 22.86      |
| 20.00    | 03425-1005 PLASTC PALETTE TRAYS SM<br>5.12X4.62 RND 5/WL      | G-01-41-780-019-PE1 | 1.0800     | 21.60      |
| 1.00     | 00018-1019 BLICK STUDENT TEMPRA !N BASIC<br>GAL 6/SET         | G-01-41-780-019-PE1 | 97.0800    | 97.08      |
| 1.00     | 06060-1036 CLASSROOM VALUE PACK 36<br>PALLETTE KNIVES         | G-01-41-780-019-PE1 | 12.2700    | 12.27      |
| 1.00     | 00734-1009 BLCKRYLC CLR MX CLPK SET                           | G-01-41-780-019-PE1 | 167.8300   | 167.83     |
| 1.00     | 51629-2053 TUFFY A/V CART !DD BLK 34IN                        | 9-01-28-198-004-PE1 | 143.9800   | 143.98     |
| 1.00     | 51308-1006 Table Drying Rack 10 x 18 50<br>shf                | 9-01-28-198-004-PE1 | 251.6100   | 251.61     |
| 6.00     | 10080-1021 DB STUDIO FABRIANO 9.5X13<br>20SHT WC              | 9-01-28-198-004-PE1 | 8.6600     | 51.96      |
| 1.00     | 21206-2200 CRAYOLA WSH MARKERS 10CLR<br>FINE 200 CLSPK        | 9-01-28-198-004-PE1 | 78.1300    | 78.13      |
| 1.00     | 00000-0000  | G-01-41-780-019-PE1 | 1.0500     | 1.05       |

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019

Official Resolution#: R20190852



# County of Passaic

Department of Cultural & Historic Affairs  
Dey Mansion, 199 Totowa Road, Wayne, NJ 07470

Kelly C. Ruffel  
Director

TEL: 973 - 706 - 6640  
e-mail: [kellyr@passaiccountynj.org](mailto:kellyr@passaiccountynj.org)

September 19, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, NJ 07505

**RE: AUTHORIZATION OF PURCHASING ART SUPPLIES FOR THE  
PASSAIC COUNTY ARTS CENTER AT THE JOHN W. REA HOUSE,  
HAWTHORNE, NJ**

Members of the Board:

The Department of Cultural & Historic Affairs wishes to purchase various art supplies for the John W. Rea House. These supplies will support and be used for upcoming arts programs for students, children, and adults. The Public Works and Building & Grounds Committee reviewed and recommended at its meeting of September 11, 2019, that the full Board authorize this purchase for the Passaic County Arts Center.

Based upon the above, this office recommends that the Board of Chosen Freeholders adopt a Resolution authorizing the Department of Cultural & Historic Affairs to proceed with purchasing supplies from Blick Art Materials, Inc. in the amount of \$4,563.77, subject to the availability of funds.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Kelly C. Ruffel*

Kelly C. Ruffel, Director  
Cultural & Historic Affairs

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION TO ACCEPT AND EXECUTE GRANT AWARD IN THE AMOUNT OF \$18,445.00 FROM THE NEW JERSEY HISTORICAL COMMISSION FOR A GENERAL OPERATING SUPPORT GRANT FY2020 FOR THE DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS OF PASSAIC COUNTY, NJ, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190853  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-28       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION TO ACCEPT AND EXECUTE GRANT AWARD IN THE AMOUNT OF \$18,445.00 FROM THE NEW JERSEY HISTORICAL COMMISSION FOR A GENERAL OPERATING SUPPORT GRANT FY2020 FOR THE DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS OF PASSAIC COUNTY, NJ**

**WHEREAS** the Passaic County Board of Chosen Freeholders is desirous in sponsoring the arts and interpretive historical displays; and

**WHEREAS** in furtherance thereof, the Passaic County Department of Cultural & Historic Affairs applied for a grant to be used to support additional staffing at the Dey Mansion Washington's Headquarters in Wayne, NJ; and

**WHEREAS** the New Jersey Historical Commission has agreed to support the Department of Cultural & Historic Affairs in their efforts by providing a grant in the amount of \$18,445.00; said grant having a commitment to support the awardee for three consecutive years for a total grant award of \$55,335.00; and

**WHEREAS** the County of Passaic will be required to have a 50% match and whereas, matching funds will be taken from the Department of Cultural & Historic Affairs 2019 budget under allocated salaries and matches are accepted as in-kind or cash match, as noted in a letter to the Board dated September 19, 2019 attached hereto and made a part hereof; and

**WHEREAS** this matter was discussed by the Freeholder members of the Public Works and Buildings & Grounds Committee at their meeting on September 11, 2019 and is recommended to the full Board for approval; and

**WHEREAS** a certification is attached hereto indicating the availability of funds for said expenditure.

**NOW THEREFORE BE IT RESOLVED** that the Board of Chosen Freeholders hereby authorizes the acceptance and execution of a grant award in the amount of \$18,445.00, and a total three-year award of \$55,335.00, from the New Jersey Historical Commission for a General Operating Support Grant FY 2020 to support additional staffing at the Dey Mansion Washington's Headquarters in Wayne, NJ.

**BE IT FURTHER RESOLVED** that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Freeholder Director, as well as the Office of Passaic County Counsel, to execute any necessary documents to accept said grant award and receive funds accordingly.

September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$27,667.50

APPROPRIATION: \$9,222.50 – 9-01-28-198-004-101  
\$18,445.00 - \*Contingent upon availability of  
Funds in future years' budgets.

PURPOSE: To certify in-kind required match for Cultural and  
Historic affairs grant.

  
Richard Cabril, Chief Financial Officer

DATED: September 24, 2019

RC:fr



# County of Passaic

Department of Cultural & Historic Affairs  
Dey Mansion, 199 Totowa Road, Wayne, NJ 07470

Kelly C. Ruffel  
*Director*

TEL: 973 - 706 - 6640  
e-mail: [kellyr@passaiccountynj.org](mailto:kellyr@passaiccountynj.org)

September 19, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, NJ 07505

**RE: RESOLUTION TO ACCEPT GRANT AWARD FROM THE NEW JERSEY HISTORIC COMMISSION FOR A GENERAL OPERATING SUPPORT GRANT FY2020 FOR THE DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS**

Members of the Board:

The County of Passaic received a grant in the amount of \$18,445.00 for the Department of Cultural & Historic Affairs to support additional staffing at Dey Mansion Washington's Headquarters. The grant has a commitment to support an awardee for three consecutive years. The County is will received this funding each year for up to three years, totaling \$55,335.00. There is a 50% match required for this grant, which will come from the Department of Cultural & Historic Affairs allocated salaries. Matches are accepted as in-kind or cash match.

The Public Works and Building & Grounds Committee at their meeting of September 11, 2019 recommended that the full Board authorize accepting this grant.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Kelly C. Ruffel*

Kelly C. Ruffel, Director  
Cultural & Historic Affairs



# State of New Jersey

DEPARTMENT OF STATE

P.O. Box 300

TRENTON, NEW JERSEY 08625

PHILIP D. MURPHY  
*Governor*

TAHESHA WAY  
*Secretary of State*

SHEILA Y. OLIVER  
*Lt. Governor*

Ms. Kelly Ruffel  
Passaic County  
Administration Building  
401 Grand Street  
Paterson, NJ 07505-2027

Dear Ms. Ruffel:

The New Jersey Historical Commission has completed its review of FY 2020 General Operating Support proposals, and I am pleased to inform you that the Commission has approved a grant of \$18,445 in support of your organization. Grant funding for this program has remained flat for the past ten years, while demand continues to increase. As a result, Passaic County is to be highly congratulated on this success. For your information, a digest of the reviewers' comments is attached along with a listing of any conditions associated with the grant.

You will complete your contract and payment voucher on the System for Administering Grants Electronically (SAGE). You will receive an email notifying you when the contract and payment voucher are available. Please complete and submit your contract within 30 days of notification of its availability on SAGE. It is essential that you return these documents quickly. Delay on your part risks the loss of the grant. Also review the contract carefully and be aware of all mandatory reporting dates for FY 2020. While the Commission will send reminders, it is ultimately the responsibility of the grantee to submit required information by each deadline.

The Commission is very pleased to have the opportunity to support your organization and its important work to support New Jersey history. We want to remind you to take a few minutes to contact Governor Phil Murphy, Lieutenant Governor Sheila Oliver, and your legislators to thank them for their support. If you have any questions about our grant process, you may contact me at Sara.Cureton@sos.nj.gov or at (609) 943-3306.

Sincerely,

Sara R. Cureton  
Executive Director  
New Jersey Historical Commission

Introduced on: September 24, 2019

Adopted on: September 24, 2019

Official Resolution#: R20190853

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**New Jersey Historical Commission  
Department of State**

**Operating Support Grant Contract**

This contract is between the New Jersey Historical Commission and

Grantee: Passaic County

Grantee's address: Administration Building 401 Grand Street  
Paterson, New Jersey 07505-2027

Fiscal Year: 2020

Organization's chief financial officer: Mr. Flavio Rivera

Organization's vendor identification number: 226002466

Organization's charities registration number: 0000000

Amount: \$18,445

Account: 20-100-074-2540-105-6110-

Grant period: 7/1/2019 - 6/30/2020

Grant: General Operating Support

Interim report due: 2/15/2020

Final report due: 7/31/2020

Legislative District: 35

Grant number: HC-GOS-2020-00039

NEW JERSEY DEPARTMENT OF STATE  
NEW JERSEY HISTORICAL COMMISSION

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- Attachment A: Audit/Reporting/Processing and Insurance Requirements
- Attachment B1: Contract Information
- Attachment B2: Revised Budget
- Attachment C: Program/Grant Specifications

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190853

## II. Compliance with Existing Laws

- A. The Grantee, in order to permit the Department to award this grant, agrees to comply with all Federal, State and municipal laws, rules, and regulations generally applicable to the activities in which the Grantee is engaged in the performance of this grant. **Please note, in particular compliance with the Americans with Disabilities Act (ADA) of 1990; and the Native American Graves Protection and Repatriation Act of 1990.**
- B. These laws and regulations include, but are not limited to the following:
1. Federal Office of Management and Budget (OMB) documents: <http://www.whitehouse.gov/omb/circulars/>
  2. New Jersey Department of the Treasury, Office of Management and Budget documents:
    - a) Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: <http://www.state.nj.us/infobank/circular/circindx.htm> and click on "Circular Letters" and locate Circular 15-08.
  3. State Affirmative Action Legal Citations: The Grantee agrees to require its contractors to comply with the requirements of N.J.A.C. 17:27, applicable provisions of N.J.S.A 10:5, et. al., and P.L. 1975, c.127 and all implementing regulations. **Failure to comply with the laws, rules and regulations shall be grounds for termination of this grant.**

## III. Bonding and Insurance

Bonding and insurance of the type described in Attachment A, Part VI, shall be provided by the Grantee and proof of bonding and insurance must be retained on file by the Grantee.

## IV. Indemnification

The Grantee shall be solely responsible for and shall keep, save, and hold the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Grantee's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Grantee's services that results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Grantee's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of the Grantee. The Grantee's responsibility shall also include all legal fees and costs that may arise from these actions. The Grantee's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

## V. Assignability

The Grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of the Department.

## VI. Availability of Funds

The Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Agreement is expressly dependent upon the availability to the Department of State of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of the Department of State to make any payment under this Agreement or to observe and perform any condition on its part to be performed under the Agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the Agreement by the Department of State or an event of default under the Agreement and the Department of State shall not be held liable for any breach of the Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the Department of State beyond the duration of the award period set forth in the Grant/Loan Agreement and in no event shall the Agreement be construed as a commitment by the Department of State to expend funds beyond the termination date set in the Grant/Loan Agreement.

## VII. Special Grant Conditions For "High Risk" Grantees

- A. A Grantee may be considered "high risk" if the Department determines that a Grantee:
1. Has a history of unsatisfactory performance.
  2. Is not financially stable.
  3. Has a financial management system which does not meet the standards set forth in Section VIII.
  4. Has not conformed to terms and conditions of previous awards.
  5. Is otherwise not responsible; and the Department determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.
- B. Special conditions or restrictions may include:
1. Payment on a reimbursement basis.
  2. Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period.
  3. Requiring additional, more detailed financial reports.
  4. Additional project monitoring.
  5. Requiring the Grantee to obtain technical or management assistance.
  6. Establishing additional prior approvals.
- C. If a Department decides to impose such conditions, the Department official will notify the Grantee as soon as possible, in writing, of:
1. The nature of the special conditions/restrictions.
  2. The reason(s) for imposing the special conditions.
  3. The corrective actions that must be taken before the special conditions will be removed by the Department and the time allowed for completing the corrective actions.
  4. The method of requesting reconsideration of the conditions/restrictions imposed.

## VIII. Financial Management System

- A. The Grantee shall be responsible for maintaining an adequate financial management system and will immediately notify the Department when the Grantee cannot comply with the requirements established in this Section of the grant.
- B. The Grantee's financial management system shall provide for:
1. **Financial Reporting:** Accurate, current, and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting, and reporting in a format that is in accordance with the financial reporting requirements of the grant.
  2. **Accounting Records:** Records that adequately identify the source and application of funds for Department supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income.
  3. **Internal Control:** Effective internal and accounting controls over all funds, property and other assets. The Grantee shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
  4. **Budget Control:** Comparison of actual expenditures or outlays with budgeted amounts for each grant. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by the Department.
  5. **Allowable Cost:** Procedures for determining reasonableness, allowability, and allocability of costs generally consistent with the provisions of Federal and State requirements.
  6. **Source Documentation:** Accounting records that are supported by source documentation.

7. Cash Management: Procedures to minimize the time elapsing between the advance of funds from the Department and the disbursement by the Grantee, whenever funds are advanced by the Department.

C. The Department may require the submission of a "Statement of Adequacy of the Accounting System," as provided in Attachment A, Section II of this grant agreement.

D. A Department may review the adequacy of the financial management system of any applicant for financial assistance as part of a pre-award review or at any time subsequent to the award. If the Department determines that the Grantee's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by the Department upon written notice to the Grantee, until such time as the system meets with Department approval.

#### IX. Method of Payment

A Payment will be made to the Grantee in a manner determined by the Department (see Attachment A, Section IV), upon receipt by the Department of a properly executed copy of this grant.

#### X. Allowable Costs

A. Limitation on Use of Funds: Grant funds must be used only for allowable costs.

B. Applicable Cost Principles: For each type of organization, there is a set of Federal principals for determining allowable costs. Allowable costs will be determined in accordance with applicable Federal cost principles specific to the organization incurring the costs (Federal OMB Circular 2 CFR, Part 200) and State requirements.

#### XI. Period of Availability of Funds

Grantees may charge to the award only costs resulting from obligations of the funding period unless carryover of unobligated balances is permitted, in which case the carryover balances may be charged for costs resulting from obligations of the subsequent funding period.

#### XII. Matching and Cost Sharing

The Grantee shall be required to account to the satisfaction of the Department for matching and cost sharing requirements of the grant in accordance with Federal and State requirements.

#### XIII. Program Income

Program income shall be defined as gross income earned by the Grantee from grant-supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees, and royalties on patents and copyrights.

A. If a Grantee receives interest earned of \$250 or more in a fiscal year on advances of grant funds, see Attachment A, Section VIII (B).

B. Unless the grant provides otherwise, the Grantee shall have no obligation to the Department with respect to royalties received as a result of copyrights or patents produced under the grant.

C. All other program income earned during the grant period shall be retained by the Grantee and used in accordance with Attachment A, Section II of this grant.

#### XIV. Audit Requirements

This grant is covered by the audit requirements of the Department of the Treasury Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid. **Audit requirements are identified in Attachment A, based on information at the time of award, however, these are subject to change based on actual expenditures of State/Federal funds.**

#### XV. Budget Revision and Modification

This Section sets forth criteria and procedures to be followed by the Grantee in reporting deviations from the approved budget and in requesting approvals for budget revisions and modification. Revisions and modifications to this grant must be requested by the Grantee and approved by the Department through the SAGE system.

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190853



- A. Grantee shall complete the "Grant Amendment/Budget Revision Request" form in the SAGE system to request approval in from the NJHC when there is reason to believe a revision or modification will be necessary for the following reasons:
1. Changes in the scope, objective, financial assistance, key personnel, timing of the project or program, or deviations from the approved budget.
  2. To provide financial assistance to a third party by sub-granting (if authorized by law) or by another means to obtain the services of a third party to perform activities which are central to the purpose of the award.

#### **XVI. Property Management Standards**

Property furnished by the Department or acquired in whole or in part with Federal or Department funds or whose cost was charged to a project supported by Federal or Department funds shall be utilized and disposed of in a manner generally consistent with State and Federal requirements.

#### **XVII. Procurement Standards**

Procurement of supplies, equipment, and other services with funds provided by this grant shall be accomplished in a manner generally consistent with Federal and State requirements. Adherence to the standards contained in the applicable Federal and State laws and regulations does not relieve the Grantee of the contractual responsibilities arising under its procurements. The Grantee is the responsible authority, without recourse to the Department, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

#### **XVIII. Monitoring of Program Performance**

- A. The Grantee must assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function or activity to monitor performance under grant supported activities to assure time schedules and objectives are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved as applicable.
- B. The Grantee shall inform the Department of the following types of conditions which affect program objectives and performance as soon as they become known:
1. Problems, delays, or adverse conditions which will materially impair the ability to attain program objectives, prevent meeting time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any Department assistance required to resolve the situation.
  2. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated, at a lower than anticipated cost, or produces a greater benefit than originally planned.
- C. The Department may, at its discretion, make site visits to:
1. Review program accomplishments and management control systems.
  2. Provide such technical assistance as may be required.
  3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.

#### **XIX. Financial and Performance Reporting**

- A. The grant budget as used in this Section means the approved financial plan to carry out the purpose of the grant. This plan is the financial representation of the project or program as approved during the grant application and award process. The Approved Budget is contained in Attachment B2.
- B. The Grantee is required to submit an interim and final report identified in Attachment A, Section V.
- C. Extensions to reporting due dates must be requested by completing the "Grant Amendment/Budget Revision Request" form in the SAGE system for review/approval from the NJHC. This must be received at least one week in advance of the due date by the Department of State/NJ Historical Commission.

- D. If reports are not submitted as required, the Department may, at its discretion, suspend payments on this grant. The State of New Jersey may, at its discretion, take such action to withhold payments to the Grantee on this or any grant with other State agencies until the required reports have been submitted.

## XX. Access to Records

- A. The Grantee in accepting this grant agrees to make available to the Department, any Federal agency whose funds are expended in the course of this grant, or any of their duly authorized representatives, pertinent accounting records, books, documents and papers as may be necessary to monitor and audit Grantee's operations.
- B. All visitations, inspections and audits, including visits and requests for documentation in discharge of the Department's responsibilities, shall as a general rule provide for prior notice when reasonable and practical to do so.
- C. However, the Department retains the right to make unannounced visitations, inspections, and audits as deemed necessary.
- D. The Department reserves the right to have access to records of any Subgrantees and requires the Grantee to provide for Department access to such records in any grant with the Subgrantee.
- E. The Department reserves the right to have access to all work papers produced in connection with audits made by the Grantee or independent certified public accountants, registered municipal accountants or licensed public accountants hired by the Grantee to perform such audits.

## XXI. Record Retention

- A. Except as otherwise provided, financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant shall be retained for a period of seven years, unless Federal or State funding Department statutes require longer periods or unless directed to extend the retention by the Department.
1. If any litigation, claim, negotiation, action or audit involving the records is started before the expiration of the seven year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular seven year period, whichever is later unless otherwise directed by the Department.
  2. Records for nonexpendable property acquired with Department funds shall be retained for seven years after its final disposition, unless otherwise provided or directed by the Department.
- B. For Federal and State purposes (unless otherwise provided):
1. General - The retention period starts from the date of submission of the final expenditure report, or for grants that are renewed annually, from the date of submission of the annual financial report.
  2. Real Property and Equipment - The retention period for real property and equipment records starts from the date of the disposition, replacement or transfer at the direction of the awarding Department.
- C. The Department may request transfer of certain records to its custody from the Grantee when it determines that the records possess long-term retention value and will make arrangements with the Grantee to retain any records that are continuously needed for joint use.

## XXII. Enforcement

### A. Remedies for Noncompliance

If a Grantee materially fails to comply with the term of an award, whether stated in a State or Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the Department may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Grantee or take more severe enforcement action.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current award for the Grantee's program.
4. Withhold further awards for the program.

5. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement.
6. Take other remedies that may be legally available.

**B. Hearings, Appeals**

In taking an enforcement action, the Department may provide the Grantee an opportunity for such hearing, appeal or other administrative proceeding to which the Grantee is entitled under any statute or regulation applicable to the action involved.

**C. Effects of Suspension and Termination**

Costs incurred by the Grantee, resulting from obligations incurred by the Grantee during a suspension or after termination of an award, are not allowable to be applied against the grant unless the Department expressly authorizes them in the notice of suspension or termination or subsequently. Other Grantee costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if the costs result from obligations which were properly incurred by the Grantee before the effective date of suspension or termination, and are noncancellable.

**D. Relationship to Debarment and Suspension**

The enforcement remedies identified in this Section, including suspension and termination, do not preclude the Grantee from being subject to State and Federal debarment and suspension procedures.

**XXIII. Termination and Suspension**

**A. The following definitions shall apply for the purposes of this Section:**

1. **Termination:** The termination of a grant means the cancellation of assistance, in whole or in part, under a grant at any time prior to the date of completion.
2. **Suspension:** The suspension of a grant is an action by the Department which temporarily suspends assistance under the grant pending corrective action by the Grantee or pending a decision to terminate the grant by the Department.
3. **Disallowed Costs:** Disallowed costs are those charges to the grant which the Department or its representatives shall determine to be beyond the scope of the purpose of the grant, excessive, or otherwise unallowable.

**B.** When the Grantee has failed to comply with grant award stipulations, standards, or conditions, the Department may suspend the grant and withhold further payments; prohibit the Grantee from incurring additional obligations of grant funds pending corrective action by the Grantee; or decide to terminate the grant in accordance with paragraph C below. The Department shall allow all necessary and proper costs, which the Grantee could not reasonably avoid during the period of suspension, provided they meet Federal and State requirements.

**C.** The Department may terminate the grant in whole or in part whenever it is determined that the Grantee has failed to comply with the conditions of the grant. The Department shall promptly notify the Grantee in writing of the determination and the reasons for the termination together with the effective date. Payments made to the Grantee or recoveries by the Department under the grant terminated for cause shall be in accord with the legal right and liability of the parties.

**D.** The Department and the Grantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds.

**E.** The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.

**F.** The Grant Closeout procedures in Section XXV of the grant shall apply in all cases of termination of the grant.

**XXIV. Publicity**

**A.** Credit must be given to the Department of State/New Jersey Historical Commission (NJHC) in all printed materials, releases and announcements of the grantee regarding all activities to which NJHC funds contribute. This



applies to all promotional appearances on television and radio by representatives of the grantee organization and any internet-based marketing or promotional material produced by the Grantee as well. In the case of electronic media, verbal credit must be given at least once during a broadcast to acknowledge the support the grantee has received from NJHC to its overall operation.

- B. Credit must be given to the NJHC in all print advertising and broadcast advertising placed by a grantee. Billboard advertising must also include NJHC credit. Any advertising, regardless of size or length, place by a grantee that credits a specific funding source must also credit NJHC.
- C. Those organizations receiving funds from NJHC through their officially-designated county agencies (the Re-grant program) are required to comply with the terms, conditions, and language set forth by their county agency. The organization should not imply that it received funds directly from the NJHC, but rather from a grant administered by its officially designated county agency.
- D. Credit. The language used when crediting the NJHC should read as follows: **“The (name of organization) received an operating support grant from the New Jersey Historical Commission, a division of the Department of State.”** The publicity requirements noted above require full compliance.

#### XXV. Grant Closeout Procedures

- A. The following definitions shall apply for the purpose of this Section:
  1. Grant Closeout: The closeout of a grant is the process by which the Department determines that all applicable administrative actions and all required work of the grant have been completed by the Grantee.
  2. Date of Completion: The date when all activities under the grant are completed or the expiration date in the award document, or any supplement or amendment thereto.
- B. The Grantee shall submit final expenditure and performance reports as prescribed by the Department and in the timeframes set forth in Attachment A, Part V upon completion of the grant period or termination of the grant. The Department may permit extensions when requested in writing.
- C. The Grantee will, together with the submission of the final report, refund to the Department any unexpended funds or unobligated (unencumbered) cash advanced, except such sums that have been otherwise authorized in writing by the Department to be retained.
- D. In the event a final audit has not been performed prior to the closeout of the grant, the Department retains the right to recover any appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

Grant #: HC-GOS-2020-00039

Attachment A

Grantee: Passaic County

**ATTACHMENT A: AUDIT/REPORTING/PROCESSING AND INSURANCE REQUIREMENTS****1. Audit Requirements**

- A. All NJHC grantees must submit an annual independent audit/review report
- B. Departmental Cognizance: The department of state government responsible for receipt and review of an audit is generally the one that has dispersed the largest amount of money to the grantee. That notwithstanding, all audits of educational institutions are to be directed to the Department of Education and all audits of county and other local governments are to be directed to the Department of Community Affairs.
- C. Grantees for which the Department of State is NOT the cognizant agency: Though another department of state government has been determined to be your cognizant agency for receipt and review of audits, the NJHC in the Department of State requests the following:
1. a copy of the audit filed with the cognizant department
  2. when the funding exceeds \$100,000 that the audit include a report on the expenditures associated with NJHC funding
  3. that when NJHC funding exceeds \$100,000, that the audit contain a statement of positive or negative assurance that the terms and conditions of this grant were met

- D. Grantees for which the Department of State is the cognizant agency: the audits/reviews will fall into one of the following three categories:

**Category A:** Expenditure of State of New Jersey or federal funds in excess of \$750,000

**Category B:** Expenditure of State of New Jersey or federal funds of \$100,000 or more, but less than \$750,000 or total NJHC grant-related activity expenditures of \$300,000 or more

**Category C:** Expenditure of less than \$100,000 in State of New Jersey or federal funds and total expenditures related to the NJHC grant activity of less than \$300,000

Based on a review of financial information submitted by the grantee in the NJHC funding request your organization is assigned to **Category C**.

- E. **Basic Scope of Audits/Reviews** (other requirements set forth in this attachment must also be met)

**Category A** audits shall be Single Audits and conform to the scope and specifications set forth in Circular 2 CFR, Part 200 as well as the New Jersey Department of Treasury OMB Circular Letter 15-08.

**Category B** audits shall be a complete audit in conformance with Government Auditing Standards (Yellow Book), as well as any other principles and practices cited below, containing all such statements and schedules, tests and reports associated with those standard practices.

**Category C** requires an independent review and statement on the grantee's finances as well as a statement on the adequacy of the grantee's accounting system and practices

\* Grantees receiving less than \$10,000 are not subject to the above audit requirements.

- F. All audits and reviews must be conducted in accordance with standards and principles established by the American Institute of Certified Public Accountants as well as those of the Financial Accounting Standards of the Securities and Exchange Commission (where applicable)

Grant #: HC-GOS-2020-00039

Attachment A

Grantee: Passaic County

- G. Audits/Reviews are to cover a period of one (1) year coinciding with the grantee's fiscal year, which is understood to end on 12/31 of each year.
- H. The financial scope of the Audit/Review shall be organization-wide.
- I. The grantee shall provide an electronic copy of their audit/financial review within 90 days after the closing of the grantee's fiscal year via SAGE or by contacting the Historical Commission's Grant Program Officer.
- J. All reports are due within 90 days of the close of the grantee's fiscal year (9 months for units of government and state colleges and universities). If the report cannot be furnished in that time frame, the grantee must submit a letter no later than 30 days prior to the report due date requesting an extension, explaining the reason, and giving a date when the report be provided.
- K. A report on the review of the audit firm's quality control must be submitted for all audits/reviews. If not available, indicate when the review will occur. All transactions pertaining to this grant are subject to further audit by the Department or its designee.
- L. The grantee may use funds from the grant for audit expenses.

## II. Program Income

Other program income as defined in Section XIII of the contract shall be treated as income to meet cost sharing or matching requirements.

## III. Matching Requirements

This grant is to be matched on the following basis: \$3 in other income and expenditures for every \$1 in grant funds awarded and expended unless specified differently in Attachment C.

## IV. Method of Payment (See Section IX of contract)

- A. The Department will authorize an advance payment of \$9,222.50 dollars or 50% of the grant amount;
- B. The Department's will disperse an interim payment of \$4,611.25 dollars or 25% of the grant amount upon receipt, review and NJHC acceptance of an Interim Financial and Performance Report.
- C. The Department's will disperse a final payment of \$4,611.25 dollars or 25% of the grant amount upon receipt, review and NJHC acceptance of a Final Financial and Performance Report.
- D. Other:

Grant #: HC-GOS-2020-00039

Attachment A

Grantee: Passaic County

- E. The final payment is a reimbursement of costs in excess of payments made against the grant to date. This payment will be based on the Final Financial and Performance Report, in strict compliance with matching requirements and shall not exceed the value of the grant.
- F. All payment processing will cease upon the discovery that the grantee is delinquent or on the revoked list with the Charities Registration Bureau and/or the NJ Department of Revenue for corporate filing or annual reporting

#### V. Financial and Performance Reports (See Section XIX of the agreement)

The Grantee is required to submit reports certified by the Grantee's Chief Executive Officer as follows:

- Interim Financial and Performance Report.
- Final Financial and Performance Report within 30 days following the end of the grant period (or termination of the grant).
- Quarterly Financial and Performance Reports not later than 30 days after completion of each calendar quarter beginning with July 1 (start of grant period). The last quarterly report shall serve as the Final Financial and Performance Report.
- Other (See Attachment C of the agreement).

The grantee will use actual financial records in preparing the all reports.

#### VI. Insurance (See Section III of the agreement)

The Grantee hereby agrees to include the New Jersey State Historical Commission as an insured party on the existing general liability policy No. 999 \_\_\_\_\_, Provider Self-Insured \_\_\_\_\_ Coverage of \$1,000,000 bodily injury per occurrence and \$0 property damage per occurrence are included. The grantee shall maintain this policy during the life of this grant with the Department. If the Grantee is a self-insured or a public entity, please attach self-insurance certificate or certify in writing.

#### VII. Compliance

Any deviation from the above stated additional contract provisions will be considered as noncompliance. Noncompliance will render this grant null and void and require the return of all grant funds.

#### VIII. Interest

- A. Charges for Unresolved Audit Findings: An interest charge on unallowable costs that are not repaid by the Grantee shall begin to accrue 30 days from the date the Grantee is notified of the debt. The interest shall continue to accrue while any appeal of the audit findings is underway. In the even the Grantee is successful in its appeal, the accrued interest will be eliminated.

Grantees must deposit advances or State grants and State Aid payments in interest-bearing accounts.

Grant #: HC-GOS-2020-00039

Attachment B1

Grantee: Passaic County

A CONTRACT BETWEEN THE DEPARTMENT OF STATE,  
NEW JERSEY HISTORICAL COMMISSION

AND

Passaic County

GRANT CATEGORY: **General Operating Support**

GRANT AWARD: \$18,445

GRANT #: HC-GOS-2020-00039

FOR THE PERIOD: 7/1/2019 - 6/30/2020

PROGRAM REVISION

**I. NOTE: Complete Attachment B1, B2, & C.**

Use the "Contract Information" form in SAGE to describe all revisions, changes, deletions or alterations to the programs and projects detailed in the original application and approved on that basis if the budget necessitates. Failure to do so will be construed as the grantee's assertion that all aspects of the original grant will be performed as described in the application.

The grantee should be aware that programmatic revisions are subject to review and approval of NJHC. **If no change is necessary**, please state "All programs detailed in the original application will be carried-out as described within the grant period."

Grant #: HC-GOS-2020-00039

Attachment B2

Grantee: Passaic County

## New Jersey Historical Commission, Department of State

Please provide a budget showing how the Operating Support Grant will be spent. If there are restrictions on how the award may be spent, the budget must reflect that.

| Category of Expenditure   | Revised Budget  |            | Total           |
|---|-----------------|------------|-----------------|
|   | Grant Funds     | Matching   |                 |
| <b>Personnel</b>  | <b>\$18,445</b> | <b>\$0</b> | <b>\$18,445</b> |
| Salaries, Wages, Benefits, Payroll Taxes  | \$18,445        | \$0        | \$18,445        |
| Professional services (contract services, such as consultants, accountants, auditors) | \$0             | \$0        | \$0             |
| Professional development and training   | \$0             | \$0        | \$0             |
| Professional dues, memberships  | \$0             | \$0        | \$0             |
| Travel  | \$0             | \$0        | \$0             |
| <b>Facilities</b>   | <b>\$0</b>      | <b>\$0</b> | <b>\$0</b>      |
| Mortgage interest   | \$0             | \$0        | \$0             |
| Space rental  | \$0             | \$0        | \$0             |
| Equipment purchase or rental  | \$0             | \$0        | \$0             |
| HVAC & Utilities  | \$0             | \$0        | \$0             |
| Facility maintenance/security   | \$0             | \$0        | \$0             |
| Insurance   | \$0             | \$0        | \$0             |
| <b>Outreach</b>   | <b>\$0</b>      | <b>\$0</b> | <b>\$0</b>      |
| Publicity and marketing   | \$0             | \$0        | \$0             |
| Supplies  | \$0             | \$0        | \$0             |
| Telephone/communication, postage  | \$0             | \$0        | \$0             |
| History regrant funds, if applicable (including county contributions)                 | \$0             | \$0        | \$0             |
| <b>Other (itemize)</b>  | <b>\$0</b>      | <b>\$0</b> | <b>\$0</b>      |
| <b>Total</b>  | <b>\$18,445</b> | <b>\$0</b> | <b>\$18,445</b> |
| <b>Other Cash Uses (capital needs, mortgage principal, loan principal payments)</b>   | <b>\$0</b>      | <b>\$0</b> | <b>\$0</b>      |



# County of Passaic

Department of Cultural & Historic Affairs  
Dey Mansion, 199 Totowa Road, Wayne, NJ 07470

Kelly C. Ruffel  
*Director*

TEL: 973 - 706 - 6640  
e-mail: [kellyr@passaiccountynj.org](mailto:kellyr@passaiccountynj.org)

September 19, 2019

Board of Chosen Freeholders  
Passaic County Administration Building  
401 Grand Street  
Paterson, NJ 07505

**RE: RESOLUTION TO ACCEPT GRANT AWARD FROM THE NEW JERSEY  
HISTORIC COMMISSION FOR A GENERAL OPERATING SUPPORT  
GRANT FY2020 FOR THE DEPARTMENT OF CULTURAL & HISTORIC  
AFFAIRS**

Members of the Board:

The County of Passaic received a grant in the amount of \$18,445.00 for the Department of Cultural & Historic Affairs to support additional staffing at Dey Mansion Washington's Headquarters. The grant has a commitment to support an awardee for three consecutive years. The County is will received this funding each year for up to three years, totaling \$55,335.00. There is a 50% match required for this grant, which will come from the Department of Cultural & Historic Affairs allocated salaries. Matches are accepted as in-kind or cash match.

The Public Works and Building & Grounds Committee at their meeting of September 11, 2019 recommended that the full Board authorize accepting this grant.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Kelly C. Ruffel*

Kelly C. Ruffel, Director  
Cultural & Historic Affairs

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO APPLY TO THE NEW JERSEY COUNCIL FOR THE HUMANITIES – INCUBATION GRANT 2020 TO CONTINUE THE DEVELOPMENT AND IMPLEMENTATION OF PROGRAMS AT THE DEY MANSION WASHINGTON'S HEADQUARTERS LOCATED IN WAYNE, NJ, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190854  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-29       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019



Passaic 2019-2

**RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC  
DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO  
APPLY TO THE NEW JERSEY COUNCIL FOR THE  
HUMANITIES – INCUBATION GRANT 2020 TO CONTINUE THE  
DEVELOPMENT AND IMPLEMENTATION OF PROGRAMS AT  
THE DEY MANSION WASHINGTON’S HEADQUARTERS  
LOCATED IN WAYNE, NJ**

**WHEREAS** the County of Passaic Department of Cultural & Historic Affairs is desirous of applying to the New Jersey Council for the Humanities – Incubation Grant 2020 to continue the development and implementation of their program entitled *Expanding the Narrative: The untold stories of those in servitude at the Dey Mansion*; and

**WHEREAS** the approval of this grant will allow Passaic County to finalize its design and content for a permanent exhibit and expand both public and school programming to highlight the important, but seldom explored, stories of those enslaved and living in servitude in Colonial New Jersey, and is more fully explained in the September 19, 2019 letter to the Board from the Director of the Department of Cultural & Historic Affairs of Passaic County attached hereto and made part hereof; and

**WHEREAS** the grant has a maximum award of \$20,000.00 and the application will be submitted by the County of Passaic providing the 1:1 in-kind match, which will be taken from the Department’s operating and salary budget for FY 2029; and

**WHEREAS** this matter was discussed by the Freeholder members of the Public Works and Buildings & Grounds Committee at their meeting on September 11, 2019 and is recommended to the full Board for approval.

**NOW THEREFORE BE IT RESOLVED** that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Director of the County of Passaic Department of Cultural &

Historic Affairs to apply to the New Jersey Council for the Humanities – Incubation Grant 2020 to allow the Department of Cultural & Historic Affairs to continue the development and implementation of their current program *Expanding the Narrative: The untold stories of those in servitude at the Dey Mansion.*

**BE IT FURTHER RESOLVED** that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Director and Clerk of the Board, as well as the Office of Passaic County Counsel, to execute any necessary documents to apply for the Grant as set forth above and also to receive funds accordingly.

September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$20,000.00

APPROPRIATION: Funds will be available in 2020 adopted budget.

PURPOSE: Resolution authorizing the county of Passaic department of Cultural and Historic Affairs to apply for grant requiring in-kind matching funds.

  
Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



# County of Passaic

Department of Cultural & Historic Affairs  
 Dey Mansion, 199 Totowa Road, Wayne, NJ 07470

Kelly C. Ruffel  
 Director

TEL: 973 - 706 - 6640  
 e-mail: [kellyr@passaiccountynj.org](mailto:kellyr@passaiccountynj.org)

September 19, 2019

Board of Chosen Freeholders  
 Passaic County Administration Building  
 401 Grand Street  
 Paterson, NJ 07505

**RE: AUTHORIZATION TO SUBMIT AN APPLICATION TO THE NEW JERSEY COUNCIL FOR THE HUMANITIES – INCUBATION GRANT 2020**

Members of the Board:

We are seeking a resolution authorizing applying to the New Jersey Council for the Humanities (NJCH)—Incubation Grant for the Department of Cultural & Historic Affairs to continue the development and implementation of our program *Expanding the Narrative: The untold stories of those in servitude at the Dey Mansion*.

We will continue to develop the exhibition and subsequent programming at the Dey Mansion to highlight the African and enslaved experience during the American Revolution. The Dey Mansion, a stately manor home, served as General George Washington's Headquarters during July, October and November of 1780. Through the documents related to Col. Theunis Dey we are aware that there were enslaved people on the property and their perspective of the events occurring during the Fight for Independence is an important one that is currently lacking in the narrative and interpretation of this historic site. An Incubation Grant from the NJCH will allow the County to finalize its design and content for a permanent exhibit and expand both public and school programming to highlight the important, yet seldom explored, stories of those enslaved and living in servitude in Colonial New Jersey. The significance of this project is critical, as it will help to re-imagine what local history means for all Passaic County and northern New Jersey residents, making history more relatable and engaging for our County's diverse population.

The County is already entrenched in the planning stages of this project and with resources from the NJCH can better implement its vision to exhibit original content, conduct a series of lectures, public and school programming, and, ultimately, incorporate this important perspective into its permanent narrative.

The grant has a maximum award of \$20,000. The application will be submitted by the County of Passaic providing the 1:1. The in-kind match will come from the Department of Cultural & Historic Affairs operating and salary budget for FY 2029. The Public Works and Building & Grounds Committee at their meeting of September 11, 2019 recommended that the full Board authorize applying for this grant.

I encourage you to consider adopting this resolution to authorize our application to the NJHC. If you have any questions, please do not hesitate to contact me.

Sincerely,

*Kelly C. Ruffel*

Kelly C. Ruffel, Director  
Cultural & Historic Affairs



# County of Passaic

Department of Cultural & Historic Affairs  
 Dey Mansion, 199 Totowa Road, Wayne, NJ 07470

Kelly C. Ruffel  
 Director

TEL: 973 - 706 - 6640  
 e-mail: [kellyr@passaiccountynj.org](mailto:kellyr@passaiccountynj.org)

September 19, 2019

Board of Chosen Freeholders  
 Passaic County Administration Building  
 401 Grand Street  
 Paterson, NJ 07505

**RE: AUTHORIZATION TO SUBMIT AN APPLICATION TO THE NEW  
 JERSEY COUNCIL FOR THE HUMANITIES – INCUBATION GRANT  
 2020**

Members of the Board:

We are seeking a resolution authorizing applying to the New Jersey Council for the Humanities (NJCH)—Incubation Grant for the Department of Cultural & Historic Affairs to continue the development and implementation of our program *Expanding the Narrative: The untold stories of those in servitude at the Dey Mansion*.

We will continue to develop the exhibition and subsequent programming at the Dey Mansion to highlight the African and enslaved experience during the American Revolution. The Dey Mansion, a stately manor home, served as General George Washington's Headquarters during July, October and November of 1780. Through the documents related to Col. Theunis Dey we are aware that there were enslaved people on the property and their perspective of the events occurring during the Fight for Independence is an important one that is currently lacking in the narrative and interpretation of this historic site. An Incubation Grant from the NJCH will allow the County to finalize its design and content for a permanent exhibit and expand both public and school programming to highlight the important, yet seldom explored, stories of those enslaved and living in servitude in Colonial New Jersey. The significance of this project is critical, as it will help to re-imagine what local history means for all Passaic County and northern New Jersey residents, making history more relatable and engaging for our County's diverse population.

The County is already entrenched in the planning stages of this project and with resources from the NJCH can better implement its vision to exhibit original content, conduct a series of lectures, public and school programming, and, ultimately, incorporate this important perspective into its permanent narrative.

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING AND APPROVING NEGOTIATED OFFER OF PURCHASE FOR THE ACQUISITION OF A PARTIAL FEE TAKING AND EASEMENT OWNED BY A PRIVATE PARTY IN ORDER TO UNDERTAKE THE RECONSTRUCTION OF THE INTERSECTION OF PATERSON HAMBURG TURNPIKE & ALPS ROAD IN THE TOWNSHIP OF WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

| Official Resolution# | R20190855  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-30       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING AND APPROVING NEGOTIATED OFFER OF PURCHASE FOR THE ACQUISITION OF A PARTIAL FEE TAKING AND EASEMENT OWNED BY A PRIVATE PARTY IN ORDER TO UNDERTAKE THE RECONSTRUCTION OF THE INTERSECTION OF PATERSON HAMBURG TURNPIKE & ALPS ROAD IN THE TOWNSHIP OF WAYNE, NEW JERSEY**

**WHEREAS** the Board of the Chosen Freeholders of the County of Passaic by Resolution R-2019-0815 dated September 10, 2019 authorized the Office of the Passaic County Counsel to acquire fee taking consisting of 1005 square feet and a permanent slope easement consisting of 395 square feet of property owned by Vito and Lucia Rocco (Block 2711 Lot 98) at 1558 Alps Road, Wayne, NJ in connection with the Reconstruction of the Intersection of Paterson Hamburg Turnpike & Alps Road in the Township of Wayne; and

**WHEREAS** pursuant to the law governing eminent domain, specifically N.J.S.A. 20:3-6, the County of Passaic is first required to obtain the necessary real property acquisitions through bona fide negotiations with the affected property owners; and

**WHEREAS** the firm Lasser Sussman Associates, LLC of Summit, New Jersey has completed real property appraisal reports relative to the value of the lands that need to be acquired and the value of damages associated with the acquisition of the necessary lands and easements; and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic by Resolution R-2019-0815 dated September 10, 2019 authorized offers of purchase and sale regarding the acquisitions needed for the said Project upon receipt of the completed appraisals from Lasser Sussman Associates, which have recently



**WHEREAS** one of those properties, 1558 Alps Road, Wayne, New Jersey, Block 2711, Lot 98 from which the County needs a fee taking consisting of 1005 square feet and a permanent slope easement consisting of 395 square feet plus damages to the remaining, was valued by Lasser Sussman Associates at \$15,900; and

**WHEREAS** after negotiation, the owner of the property, Vito and Lucia Rocco, agreed to accept the sum of \$19,080 for the needed fee taking and easement, which is approximately 20% above the amount of the appraised value plus damages to the remainder; and

**WHEREAS** the negotiated price was authorized by the members of the Freeholder Committee of Public Works at the August 27, 2019 at which time it was recommended that it be approved by the entire Board; and

**WHEREAS** a certification is attached which indicates that funds are available for the within contemplated expenditure.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes and approves the negotiated price of \$19,080 for the fee taking and a permanent slope easement at 1558 Alps Road, Wayne, New Jersey in connection with the Reconstruction of the Paterson Hamburg Turnpike & Alps Road Project as mentioned above and as set forth in that Resolution, offers of purchase and sale of those acquisitions are hereby authorized.

**BE IT FURTHER RESOLVED** that the said Board hereby directs the County Counsel to draft and forward the above-mentioned documents to the said prospective property owner and

the Freeholder Director and Clerk of said Board are hereby **Res-Pg:k.30-4**  
authorized to execute same on behalf of the County of Passaic.

September 24, 2019

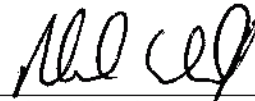
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$19,080.00

APPROPRIATION: C-04-55-157-003-901

PURPOSE: Resolution authorizing and approving negotiated offer of purchase for the acquisition of a partial fee taking and easement owned by a private party.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

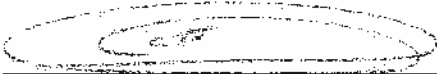
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO MALL CHEVROLET INC., OF CHERRY HILL, NJ, FOR THE PURCHASE OF TWO (2) 2020 CHEVROLET TRAVERSES FOR THE USE OF THE OFFICE OF THE PASSAIC COUNTY SHERIFF, ALL AS NOTED IN THE RESOLUTION.


THIS RESOLUTION WAS REQUESTED BY:

SHERIFF'S DEPT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.  
COUNTY COUNSEL

Law and Public Safety  
COMMITTEE NAME

| Official Resolution# | R20190856         |      |      |     |     |     |       |       |
|----------------------|-------------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019        |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019        |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019        |      |      |     |     |     |       |       |
| Agenda Item          | k-31              |      |      |     |     |     |       |       |
| CAF #                |                   |      |      |     |     |     |       |       |
| Purchase Req. #      | R9-05699 R9-05698 |      |      |     |     |     |       |       |
| Result               | Adopted           |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.             | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓                 |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓                 |      |      |     | ✓   |     |       |       |
| Akhter               | ✓                 |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓                 |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓                 |      |      |     | ✓   |     |       |       |
| James                |                   | ✓    |      |     |     |     |       |       |
| Lepore               | ✓                 |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO MALL CHEVROLET INC., OF CHERRY HILL, NJ, FOR THE PURCHASE OF TWO (2) 2020 CHEVROLET TRAVERSES FOR THE USE OF THE OFFICE OF THE PASSAIC COUNTY SHERIFF**

**WHEREAS** the Office of the Passaic County Sheriff has requested to purchase two (2) Chevrolet Traverses from Mall Chevrolet of Cherry Hill, New Jersey; and

**WHEREAS** the County of Passaic issued a public solicitation to qualified vendors titled SB-19-051 and SB-19-0512 for a 2020 Chevrolet Traverse LT and a 2020 Chevrolet Traverse LS, respectively; and

**WHEREAS** the County of Passaic, Department of Purchasing has reviewed and tabulated the bids as received on August 27, 2019 pursuant to N.J.S.A. 40A: 11-1 et. seq., and has made a recommendation to the Board of Chosen Freeholders for the award of 2 separate contracts to Mall Chevrolet, Inc., of Cherry Hill, NJ; and

**WHEREAS** Mall Chevrolet, Inc., of Cherry Hill, NJ has agreed to provide a 2020 Chevrolet Traverse LT for the price of \$32,750.00 and a 2020 Chevrolet Traverse LS for the price of \$28,200 as submitted with their bid response; and

**WHEREAS** the Board of Chosen Freeholders is desirous of approving said purchase and authorizing the Purchasing Agent to issue the appropriate Purchase Order, and

**WHEREAS** a certificate is attached hereto, indicating that funds are available for the above contemplated expenditures; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that pursuant to the terms and conditions set forth above, it hereby authorizes the award of 2 separate contracts to Mall of Chevrolet, Inc., of Cherry Hill, NJ, for the goods referenced above; and

**BE IT FURTHER RESOLVED** that the Clerk of the Board, the Purchasing Agent and the Director of the Board are hereby authorized to execute all necessary agreements on behalf of the County of Passaic as prepared by the Office of County Counsel for said purpose.

Dated: September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$60,950.00

APPROPRIATION: T-22-56-850-012-803

PURPOSE: Resolution authorizing award of contract to Mall Chevrolet Inc., of Cherry Hill, NJ.



Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Gary F. Giardina BA

Telephone #: 973-389-5900 Ext 2321

DESCRIPTION OF RESOLUTION: The Passaic County Sheriff's Office has request to purchase a Chevy Traverse LT vehicle from Mall Chevrolet in the total amount of \$32,750.00

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 32,750.00

REQUISITION # R9-05699

ACCOUNT # T-22-56-850-012-803

4. METHOD OF PROCUREMENT:

RFP                      RFQ                      Bid

Other: BID SB-19-051

5. COMMITTEE REVIEW:

DATE:

Administration & Finance \_\_\_\_\_

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services \_\_\_\_\_

Law & Public Safety \_\_\_\_\_

Planning & Economic Development \_\_\_\_\_

Public Works \_\_\_\_\_

6. DISTRIBUTION LIST:

Administration                      Finance                      Counsel

Clerk to the Board                      Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190856



COUNTY OF PASSAIC  
 SHERIFF'S DEPT, ATTN: SHANNAN  
 CO OF PASSAIC, (Q)973-247-3312  
 435 HAMBURG TURNPIKE  
 WAYNE, NJ 07470

| REQUISITION |          |
|-------------|----------|
| NO.         | R9-05699 |

|         |  |
|---------|--|
| SHIP TO | PASSAIC COUNTY SHERIFFS DEPT<br>3 VALLEY RD<br>ATTN: MOTORPOOL<br>PATERSON, NJ 07503 |
| VENDOR  | MALL CHEVROLET, INC.<br>75 HADDONFIELD ROAD<br>CHERRY HILL, NJ 08002                 |

VENDOR #: 08691

ORDER DATE: 09/05/19  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

| QTY/UNIT | DESCRIPTION  | ACCOUNT NO.         | UNIT PRICE  | TOTAL COST |
|----------|--|---------------------|-------------|------------|
| 1.00     | 2020 CHEVROLET TRAVERSE AWD<br>4DR ILT<br><br>ALL OPTIONS/SPECIFICATIONS AS NOTED IN<br>PASSAIC COUNTY BID # SB-19-051 DATED<br>8/27/2019.<br><br>PENDING RESOLUTION | T-22-56-850-012-803 | 32,750.0000 | 32,750.00  |
|          |  |                     | TOTAL       | 32,750.00  |

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190856

REQUESTING DEPARTMENT

DATE

# PASSAIC COUNTY SHERIFF'S OFFICE

*Sheriff Richard H. Berdnik*

Undersheriff Joseph C. Dennis  
Undersheriff Mario Recinos  
Undersheriff Leonard Lovely



Chief George Rosenthal  
Warden Michael Tolerico, CPM, CJM  
Deputy Warden Kevin Dickson

TO: Michael Glovin

SUBJECT: Vehicle bid (SB-19-051)

FROM: Gary F. Giardina

DATE: September 5, 2019

Upon review of the bids (SB-19-051) for a 2020 Chevrolet Traverse LT, it is our recommendation that the bid be awarded to Mall Chevrolet, 75 Haddonfield Road, Cherry Hill, NJ. Mall Chevrolet was the lone bidder and met the specifications.

Respectfully,

  
Gary F. Giardina  
Business Administrator

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190856

ORIGINAL



**COUNTY OF PASSAIC  
PROCUREMENT CENTER  
Sherry Arvanitakis, Purchasing Agent QPA**

**BID# SB-19-051**

**NAME OF BIDDER:** Mall Chevrolet

**CONTRACT PERIOD:** Delivery is to be within 120 days after signing of contract with pricing remain in effect 18 months after award of contract

The County of Passaic is inviting qualified vendors to bid:

**2020 Chevrolet Traverse AWD 4DR 1LT**

**RECEIPT OF BIDS**

This bid is to be received on Tuesday August 27, 2019 at 10:30 am (prevailing time) by the County of Passaic Procurement Center, located at 495 River Street, Paterson, New Jersey 07524.

**NO BID PROPOSAL SHALL BE RECEIVED IN PERSON OR BY MAIL AFTER THE HOUR DESIGNATED.**

**BID DOCUMENT CHECKLIST**

This form is provided for the bidder's use in assuring compliance with all the required documents to be submitted with this bid proposal. Failure to submit these documents could be cause for rejection of this bid proposal. All signatures and seals, where required, must be original signatures and seals.

| Required by the County of | Document   | Read, Sign and Submit |
|---------------------------|--|-----------------------|
| X                         | Stockholder Disclosure Certification<br>(Exhibit I)        | rdr                   |
| X                         | Non-Collusion Affidavit<br>(Exhibit II)                    | rdr                   |
| X                         | Disclosure of Investment Activities in Iran<br>(Exhibit V) | rdr                   |
| X                         | Last Page Signature<br>(Exhibit VI)                        | rdr                   |
| X                         | State of NJ Business Registration Certificate              | rdr                   |

**NOTE: Bid Document return envelopes MUST CLEARLY IDENTIFY THE BID NAME, BID NUMBER AND BID OPENING DATE ON THE EXTERIOR OF THE COMMON CARRIER OR COMPANY MAILING ENVELOPE.**



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Gary F. Giardina BA

Telephone #: 973-389-5900 Ext 2321

DESCRIPTION OF RESOLUTION: The Passaic County Sheriff's Office has request to purchase a Chevy Traverse LS vehicle from Mall Chevrolet in the total amount of \$28,200.00

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ 28,200.00

REQUISITION # R9-05698

ACCOUNT # T-22-56-850-012-803

4. METHOD OF PROCUREMENT:

RFP                      RFQ                      Bid

Other: BID SB-19-052

5. COMMITTEE REVIEW:

DATE:

Administration & Finance \_\_\_\_\_

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services \_\_\_\_\_

Law & Public Safety \_\_\_\_\_

Planning & Economic Development \_\_\_\_\_

Public Works \_\_\_\_\_

6. DISTRIBUTION LIST:

Administration                      Finance                      Counsel

Clerk to the Board                      Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190856

COUNTY OF PASSAIC  
 SHERIFF'S DEPT, ATTN: SHANNAN  
 CO OF PASSAIC, (Q)973-247-3312  
 435 HAMBURG TURNPIKE  
 WAYNE, NJ 07470

| REQUISITION |          |
|-------------|----------|
| NO.         | R9-05698 |

|                            |   |
|----------------------------|---|
| S<br>H<br>I<br>P<br>T<br>O | PASSAIC COUNTY SHERIFFS DEPT<br>3 VALLEY RD<br>ATTN: MOTORPOOL<br>PATERSON, NJ 07503    |
| V<br>E<br>N<br>D<br>O<br>R | VENDOR #: 08691<br>MALL CHEVROLET, INC.<br>75 HADDONFIELD ROAD<br>CHERRY HILL, NJ 08002 |

ORDER DATE: 09/05/19  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

| QTY/UNIT | DESCRIPTION  | ACCOUNT NO.         | UNIT PRICE  | TOTAL COST |
|----------|--|---------------------|-------------|------------|
| 1.00     | 2020 CHEVROLET TRAVERSE<br>AWD 4DR LS<br><br>ALL OPTIONS/SPECIFICATIONS AS NOTED IN<br>PASSAIC COUNTY BID # SB-19-052 DATED<br>8/27/2019<br><br>PENDING RESOLUTION | T-22-56-850-012-803 | 28,200.0000 | 28,200.00  |
|          |  |                     | TOTAL       | 28,200.00  |

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190856

REQUESTING DEPARTMENT

DATE



*Original*

**COUNTY OF PASSAIC**  
**PROCUREMENT CENTER**  
**Sherry Arvanitakis, Purchasing Agent QPA**

**BID# SB-19-052**

**NAME OF BIDDER:** Mall Chevrolet

**CONTRACT PERIOD:** Delivery is to be within 120 days after signing of contract with pricing remain in effect 18 months after award of contract

**2020 Chevrolet Traverse AWD 4DR LS**

The County of Passaic is inviting qualified vendors to bid:

**RECEIPT OF BIDS**

This bid is to be received on Tuesday August 27, 2019 at 10:30 am (prevailing time) by the County of Passaic Procurement Center, located at 495 River Street, Paterson, New Jersey 07524.

**NO BID PROPOSAL SHALL BE RECEIVED IN PERSON OR BY MAIL AFTER THE HOUR DESIGNATED.**

**BID DOCUMENT CHECKLIST**

This form is provided for the bidder's use in assuring compliance with all the required documents to be submitted with this bid proposal. Failure to submit these documents could be cause for rejection of this bid proposal. All signatures and seals, where required, must be original signatures and seals.

| Required by the County of | Document   | Read, Sign and Submit |
|---------------------------|--|-----------------------|
| X                         | Stockholder Disclosure Certification<br>(Exhibit I)        | rdr                   |
| X                         | Non-Collusion Affidavit<br>(Exhibit II)                    | rdr                   |
| X                         | Disclosure of Investment Activities in Iran<br>(Exhibit V) | rdr                   |
| X                         | Last Page Signature<br>(Exhibit VI)                        | rdr                   |
| X                         | State of NJ Business Registration Certificate              | rdr                   |

**NOTE: Bid Document return envelopes MUST CLEARLY IDENTIFY THE BID NAME, BID NUMBER AND BID OPENING DATE ON THE EXTERIOR OF THE COMMON CARRIER OR COMPANY MAILING ENVELOPE.**



### RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Gary F. Giardina BA

Telephone #: 973-389-5900 Ext 2321

DESCRIPTION OF RESOLUTION: The Passaic County Sheriff's Office has request to purchase a Chevy Traverse LT vehicle from Mall Chevrolet in the total amount of \$32,750.00

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ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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3. AMOUNT OF EXPENDITURE: \$ 32,750.00

REQUISITION # R9-05699

ACCOUNT # T-22-56-850-012-803

4. METHOD OF PROCUREMENT:

RFP                  RFQ                  Bid

Other: BID SB-19-051

5. COMMITTEE REVIEW:

DATE:

Administration & Finance \_\_\_\_\_

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services \_\_\_\_\_

Law & Public Safety \_\_\_\_\_

Planning & Economic Development \_\_\_\_\_

Public Works \_\_\_\_\_

6. DISTRIBUTION LIST:

Administration                  Finance                  Counsel

Clerk to the Board                  Procurement

Other: \_\_\_\_\_

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

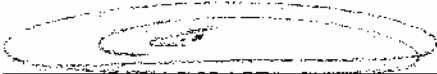
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE AMENDMENT OF RESOLUTION R2019-0419 DATED APRIL 23, 2019, AUTHORIZING THE PASSAIC COUNTY PROSECUTOR'S OFFICE TO ACCEPT A VICTIM OF CRIME ACT (VOCA) GRANT FOR THEIR "COUNTY OFFICE OF VICTIM WITNESS ADVOCACY" PROJECT, ALL AS NOTED IN THE RESOLUTION.


THIS RESOLUTION WAS REQUESTED BY:

PROSECUTOR'S OFFICE

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.  
COUNTY COUNSEL

Law and Public Safety  
COMMITTEE NAME

| Official Resolution# | R20190857  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-32       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019



**RESOLUTION AUTHORIZING THE AMENDMENT OF  
RESOLUTION R2019-0419 DATED APRIL 23, 2019,  
AUTHORIZING THE PASSAIC COUNTY PROSECUTOR'S OFFICE  
TO ACCEPT A VICTIM OF CRIME ACT (VOCA) GRANT FOR  
THEIR "COUNTY OFFICE OF VICTIM WITNESS ADVOCACY"  
PROJECT**

**WHEREAS** the Board of Chosen Freeholders of Passaic County adopted Resolution 2019-0419 on April 23, 2019 which authorized the Passaic County Prosecutor's Office to apply for and accept funding for a project identified as "County Office of Victim Witness Advocacy Grant V-16-17"; and

**WHEREAS** the referenced Resolution correctly set forth the amount of the grant as \$545,769.00, but incorrectly set forth the amount of funds which are the in-kind match at \$136,442.00; and

**WHEREAS** the actual amount of the County in-kind salary and fringe match is \$316,115.00; and

**WHEREAS** this matter was discussed by the Freeholder Law and Public Safety Committee on September 17, 2019 and recommended to the full Board for approval;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of Passaic County that, pursuant to the terms set forth above, it hereby amends Resolution R2019-0419, adopted on April 23, 2019; and

**BE IT FURTHER RESOLVED** the Board hereby accepts the VOCA sub-award grant V-16-17 in the amount of \$545,769.00 for the period of July 1, 2019 through June 30, 2020 to be used in the Passaic County Prosecutor's "County Office of Victim Witness Advocacy" project; and

**BE IT FURTHER RESOLVED** that County funds are available for the required in-kind match of \$316,115.00 for a total project amount of \$861,884.00; and

**BE IT FURTHER RESOLVED** that with the exception of the corrections set forth herein, all terms and conditions contained in Resolution 2019-0419 shall remain in full force and effect; and

**BE IT FURTHER RESOLVED** that the Director and Clerk to the Board and all required County officers and employees are hereby authorized to execute all documents necessary to effectuate the terms of this VOCA grant; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the New Jersey Department of Law and Public Safety.

Dated: September 24, 2019



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Todd Stanley

Telephone #: 973-569-5093

**DESCRIPTION OF RESOLUTION:**

Permission to Amend previously adopted Freeholder resolution number R2019-0419 dated April 23, 2019 to reflect actual grant Award for VOCA V-16-17 Grant.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE *A REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ See Above

**REQUISITION #** See Above

**ACCOUNT #** See Above

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: State Contract/Other Purchasing Cooperatives

5. **COMMITTEE REVIEW:** **DATE:**

Administration & Finance \_\_\_\_\_

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services \_\_\_\_\_

Law & Public Safety 9/3/19

Planning & Economic Development \_\_\_\_\_

Public Works \_\_\_\_\_

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190857



*State of New Jersey*  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

September 9, 2019

Joan Nixon, VW Coordinator  
Passaic County Prosecutor's Office-VW Unit  
401 Grand Street  
Paterson, New Jersey 07505

**Re: Victims of Crime Act (VOCA) Victim Assistance Grant (VAG) Program**  
**Project Title: County Office of Victim Witness Advocacy**  
**Subaward Number: V-16-17**

Dear Ms. Nixon:

We are pleased to advise you that your agency will receive a grant in the amount of \$545,769 through the Victims of Crime Act (VOCA) Grant Program. As a condition of the award, your agency agrees to provide \$316,115 as match, bringing the total project amount to \$861,884.

Enclosed for your grant file are copies of your budget detail form and budget narrative which have been conditionally approved. Please note your budget and budget narrative are subject to additional review and final approval from the Office of the Attorney General.

The Subaward Contract is also enclosed as well as any accompanying documents which must be signed by the authorized signatory. These documents with original signature must be returned by mail to our office by October 9, 2019 at the following address:

Office of the Attorney General  
Department of Law and Public Safety  
Grants Development Section  
25 Market Street, P.O. Box 085  
4<sup>th</sup> Floor, West Wing  
Trenton, New Jersey 08625-0085



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Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190857

Subaward Number: V-16-17


Date: September 9, 2019

Page 2

Upon receipt of the signed documents, they will be sent to the Office of the Attorney General for signature and processing of a fully-executed Subaward Contract.

A copy of the fully executed package including the final approved project budget will be returned for your files. If you have any questions or need further assistance, your Program Analyst Tanika Harper may be contacted at (609) 376-2190.

Sincerely,



William H. Cranford, Acting Administrator  
Office of the Attorney General  
Department of Law & Public Safety

Enclosure(s)

- c. Camelia M. Valdes, Prosecutor
- Todd C. Stanley, Fiscal Officer
- Tanika Harper, OAG Program Analyst
- Marilyn Easley, Grants Development Section

**NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY  
OFFICE OF THE ATTORNEY GENERAL  
SUBAWARD**

|  |  |
|--|--|
| <b>FY AND GRANT NAME</b> FFY17 Victims of Crime Act (VOCA)   | <b>SUBAWARD AMOUNT</b>                           |
| <b>PROJECT TITLE</b><br>County Office of Victim Witness Advocacy   | Federal \$ 545,769.00                            |
|  | Match \$ 316,115.00                              |
|  | Total \$ 861,884.00                              |
|  | <b>Subrecipient Indirect Cost Rate (ICR)</b> N/A |
| <b>SUBRECIPIENT</b><br>Passaic County  | <b>CFDA NO.</b> 16.575 - Crime Victim Assistance |
| <b>DUNS NO.</b> 167274823  | <b>CFDA AMOUNT</b> \$ 2,237,000,000.00           |
| <b>FEDERAL AWARD IDENTIFICATION NO.</b><br>2017-VA-GX-0058   | <b>FEDERAL AWARD DATE</b> 9/28/2017              |
| <b>FEDERAL AWARDDING AGENCY</b><br>Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice | <b>FEDERAL AWARD AMOUNT</b> \$ 50,279,830.00     |
|  | <b>L&amp;PS ICR</b> 3.16%                        |
| <b>STATE ACCOUNT NO.</b> FY18-100-066-1020-142   | <b>DATE OF AWARD</b> 9/9/2019                    |

In accordance with the provisions of 42 U.S.C. § 10603(a) and N.J.A.C. § 13:1E-1.2(c) as amended, the Department of Law and Public Safety hereby awards to the above named Subrecipient a subaward in the amount specified for the purposes set forth in the approved application. Project provides services to victims of all crime.

This subaward is subject to the requirements set forth in the appropriate Federal Regulations, the General Conditions for subawards promulgated by the Department of Law and Public Safety, all applicable Statutes of the State of New Jersey and the requirements of the State of New Jersey for State and local financial accounting including the filing of single audits as required under 2 C.F.R. Part 200, Subpart F, Audit Requirements (2 C.F.R. §200.500, et seq.) and/or State Circular Letters 15-08-OMB and 07-05-OMB (if applicable). It is subject also to any general conditions and assurances, approved budget, application authorization, certifications, and special conditions attached to this program.

This subaward incorporates all conditions and representations contained or made in the application and notice of award (if applicable).

FOR THE SUBRECIPIENT:

FOR THE STATE OF NEW JERSEY  
DEPARTMENT OF LAW AND PUBLIC SAFETY

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Attorney General or Designee

\_\_\_\_\_  
Typed Name of Official and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Division Contact

Subaward Number: V-16-17

Name: William H. Cranford

Title: Acting Administrator

Subaward Period: 07/01/19 to 06/30/20

Email: Grants@njoag.gov

Phone Number: 609-376-2445

Subrecipient Fiscal Year Start Date: January  
Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190857

**Passaic County Prosecutor's Office  
Law and Public Safety Committee Meeting  
Agenda Items – 9-17-19**

**Procurement:**

**Prosecutor's Office: N/A**

**Municipal Agencies: N/A**

**Grants: N/A**

**Other/Misc: N/A**

Permission to Amend previously adopted Freeholder resolution number R2019-0419 dated April 23, 2019 to reflect actual grant Award for VOCA V-16-17 Grant.

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE USE OF \$4,000.00 FROM THE CORRIDOR ENHANCEMENT FUNDS PROGRAM TO REIMBURSE T&M ASSOCIATES FOR ALL ASSOCIATED FEES RELATED TO NJDEP PERMITS ON PJHASE 1 OF THE HIGHLANDS RAIL TRAIL PROJECT IN WANAQUE, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

\_\_\_\_\_

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

|                             |                     |             |             |            |            |            |              |              |
|-----------------------------|---------------------|-------------|-------------|------------|------------|------------|--------------|--------------|
| <b>Official Resolution#</b> | <b>R20190858</b>    |             |             |            |            |            |              |              |
| Meeting Date                | 09/24/2019          |             |             |            |            |            |              |              |
| Introduced Date             | 09/24/2019          |             |             |            |            |            |              |              |
| Adopted Date                | 09/24/2019          |             |             |            |            |            |              |              |
| Agenda Item                 | k-33                |             |             |            |            |            |              |              |
| CAF #                       | T-20-56-880-018-801 |             |             |            |            |            |              |              |
| Purchase Req. #             |                     |             |             |            |            |            |              |              |
| Result                      | Adopted             |             |             |            |            |            |              |              |
| <b>FREEHOLDER</b>           | <b>PRES.</b>        | <b>ABS.</b> | <b>MOVE</b> | <b>SEC</b> | <b>AYE</b> | <b>NAY</b> | <b>ABST.</b> | <b>RECU.</b> |
| Bartlett                    | ✓                   |             |             |            | ✓          |            |              |              |
| Lazzara                     | ✓                   |             |             |            | ✓          |            |              |              |
| Akhter                      | ✓                   |             |             |            | ✓          |            |              |              |
| Best Jr.                    | ✓                   |             |             | ✓          | ✓          |            |              |              |
| Duffy                       | ✓                   |             |             |            | ✓          |            |              |              |
| James                       |                     | ✓           |             |            |            |            |              |              |
| Lepore                      | ✓                   |             | ✓           |            | ✓          |            |              |              |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019



**RESOLUTION AUTHORIZING THE USE OF \$4,000.00 FROM THE CORRIDOR ENHANCEMENT FUNDS PROGRAM TO REIMBURSE T&M ASSOCIATES FOR ALL ASSOCIATED FEES RELATED TO NJDEP PERMITS ON PHASE 1 OF THE HIGHLANDS RAIL TRAIL PROJECT IN WANAUKE**

**WHEREAS**, on April 12, 2005 the Board of Chosen Freeholders under Resolution R-05-199 adopted the Passaic County Corridor Enhancement Program to encourage more business development and tourism in Passaic County, by providing a better, safer and more attractive environment along the commercial and recreation corridors of the County; and

**WHEREAS**, on July 24, 2008, the Passaic County Planning Board adopted the Corridor Enhancement Plan as an element of the Passaic County Master Plan to implement the Corridor Enhancement Program; and

**WHEREAS**, the Corridor Enhancement Plan states that funds collected under the Corridor Enhancement Program must be used in the district in which they were collected and can be used for capital improvement projects, for studies related to corridors, in conjunction with County road or intersection improvement projects, for use as local matching funds, in partnership with towns or non-profit organizations or for direct grants; and

**WHEREAS**, T&M Associates submitted an application for a Freshwater Wetlands General Permit Nos 11 and 17 and Flood Hazard Area General Permit Nos. 12 and 13 on behalf of the County of Passaic, for the construction of a 9,015 foot-long

porous pavement pedestrian trail in the Borough of Wanaque, Phase 1 of the Highlands Rail Trail Project. (See attached); and

**WHEREAS**, the Planning Department is requesting the use of \$4,000 in Corridor Enhancement Funds to reimburse T&M Associated for fees related to the NJDEP Permits on Phase 1 of the Highlands Rail Trail, Borough of Wanaque Project (See attached); and

**WHEREAS**, this matter was considered by the Members of the Freeholder Planning and Economic Development Committee, and the Freeholder Committee for Finance and Administration at its September 11, 2019 meeting and both Committees recommend this Resolution to the whole Board for approval; and

**WHEREAS**, a certification is attached hereto to the effect that funds for the within contemplated expenditure are available;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes an expenditure in the amount of \$4,000.00 from the Corridor Enhancement Fund Program, to reimburse T&M Associated for the fees related to the NJDEP Permits on Phase 1 of the Highlands Rail Trail Project in Wanaque, as set forth above.

JRS:mcg

Dated: September 24, 2019

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$4,000.00

APPROPRIATION: T-20-56-880-018-801

PURPOSE: Resolution authorizing the use of \$4,000.00 from the Corridor Enhancement Funds Program to reimburse T&M Associates.

  
Richard Cahill, Chief Financial Officer

DATED: September 24, 2019

RC:fr



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Michael Lysicatos  
**Telephone #:** 973.569.4047

**DESCRIPTION OF RESOLUTION:**

Request to utilize corridor enhancement funds to reimburse T&M Associates for all associated fees related to the NJDEP permits on phase 1 of the Highlands Rail Trail in Wanaque.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE *A REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 4,000.00  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** T-20-56-880-018-801

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: Reimbursement

- |   |               |
|---|---------------|
| <b>5. COMMITTEE REVIEW:</b>   | <b>DATE:</b>  |
| <input type="checkbox"/> Administration & Finance                   | _____         |
| <input type="checkbox"/> Budget                                     | _____         |
| <input type="checkbox"/> Health                                     | _____         |
| <input type="checkbox"/> Human Services                             | _____         |
| <input type="checkbox"/> Law & Public Safety                        | _____         |
| <input checked="" type="checkbox"/> Planning & Economic Development | <u>9/3/18</u> |
| <input type="checkbox"/> Public Works                               | _____         |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190858



YOUR GOALS. OUR MISSION.

PASC-00241

June 26, 2019

Ms. Patricia Cluelow  
 Application Support Unit  
 NJDEP Division of Land Use Regulation  
 501 East State Street  
 Mail Code 501-02A, PO Box 420  
 Trenton, NJ 08625

**Re: NJDEP Freshwater Wetlands GP Nos. 11 and 17 Application and Flood Hazard Area General Permit Nos. 12 and 13 Application  
 Passaic Highlands Trail Project  
 Borough of Wanaque, Passaic County, New Jersey**

Dear Ms. Cluelow,

On behalf of Passaic County Planning Department, T&M Associates is submitting an application for a Freshwater Wetlands General Permit Nos. 11 and 17 and Flood Hazard Area General Permits Nos. 12 and 13 for the construction of a 9,015-foot-long and 10-foot-wide porous pavement pedestrian trail in the Borough of Wanaque. The majority of the trail is situated along a former railway and existing watermain easement. The northern terminus of the trail is located north of Orchard Avenue and the trail runs south terminating at Union Avenue. The trail is owned by North Jersey Water Supply Commission and Passaic County has an easement for the trail.

It is important to note that a pre-application meeting was held on April 13, 2018 to present the proposed project to Valda Opara and Faraz Kahn. In addition, Vince Mazzel has attended a field meeting to discuss the proposed project with the project team. So, there are a few Department personnel that are aware of the proposed project. In addition, the County held a public Information Center at the Wanaque Borough Hall on June 24, 2019. As such, the public is aware and in support of the project.

As per applicable regulations, the following information is included for Department review:

1. Completed DLUR Application Form with original signatures.
2. Application check made out to "Treasurer, State of New Jersey" in the amount of \$4,000.
3. Freshwater Wetlands General Permit Application Package including the following:
  - Detailed project description
  - USGS Quadrangle Map and Site Location Map
  - Color Photographs
  - Compliance Statement Freshwater Wetlands General Permit Nos. 11 and 17
  - NHP Response letter
  - Public Notice Documentation including:
    - Mailing List for Certified Notice
    - List of property owners within 200 feet of the project area
    - Copy of Public Notice Letters
    - Certified mail receipts
    - Copy of the newspaper advertisement (Herald News June 4, 2019 and Suburban Planner June 5, 2019)
4. Three copies (3) of the Flood Hazard Area General Permit Application including the following:
  - Detailed project description

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190858



PASC-00241  
June 26, 2019  
Page 2

**Le:** Ms. Patricia Cluelow  
Application Support Unit  
NJDEP Division of Land Use Regulation

**Re:** NJDEP Freshwater Wetlands GP Nos. 11 and 17 Application and Flood Hazard Area General Permit Nos. 12 and 13  
Application  
Passaic Highlands Trail Project  
Borough of Wanaque, Passaic County, New Jersey

- USGS Quadrangle Map and Site Location Map
- Color Photographs
- Compliance Statement for FHA General Permit Nos. 12 and 13
- NHP Response letter
- Pre-application meeting minutes
- Public Notice Documentation including:
  - Mailing List for Certified Notice
  - List of property owners within 200 feet of the project area
  - Copy of Public Notice Letters
  - Certified mail receipts
- Both applications include a copy of the "Highlands Rail Trail Feasibility Study", Prepared by the Passaic County Planning Department and T&M Associates, dated December 2016.
- Six (6) sets of the permit plans and one (1) Full set of plans
- Copy of the newspaper advertisement Copy of the newspaper advertisement (Herald News June 4, 2019 and Suburban Planner June 5, 2019)

If you have any questions or require clarification, please do not hesitate to contact our office at (732) 671-6400.

Very truly yours,

T&M ASSOCIATES

ERICKA NAKLICKI, PWS  
PRINCIPAL ENVIRONMENTAL SCIENTIST

EJN:lkc  
Enclosures

cc: (via email): Michael Lysicatos, Passaic County Planning Department  
Nordan Murphy, P.E., P.P., C.M.E., Passaic County Principal Engineer  
Les Malyskyy, Engineering, North Jersey District Water Supply Commission  
Peter Bondar, P.E. T&M Associates  
Kris Krzyston, T&M Associates  
Tim Morris, PE T&M associates  
Kallol Ganguli, T&M Associates

G:\Projects\PASC\00241\Permits\NJDEP\Wetlands\NJDEP Cover Letter.docx

Introduced on: September 24, 2019  
Adopted on: September 24, 2019  
Official Resolution#: R20190858



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Michael Lysicatos  
**Telephone #:** 973.569.4047

**DESCRIPTION OF RESOLUTION:**

Request to utilize corridor enhancement funds to reimburse T&M Associates for all associated fees related to the NJDEP permits on phase 1 of the Highlands Rail Trail in Wanaque.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE *A REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 4,000.00  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** T-20-56-880-018-801

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: Reimbursement

- |   |               |
|---|---------------|
| <b>5. COMMITTEE REVIEW:</b>   | <b>DATE:</b>  |
| <input type="checkbox"/> Administration & Finance                   | _____         |
| <input type="checkbox"/> Budget                                     | _____         |
| <input type="checkbox"/> Health                                     | _____         |
| <input type="checkbox"/> Human Services                             | _____         |
| <input type="checkbox"/> Law & Public Safety                        | _____         |
| <input checked="" type="checkbox"/> Planning & Economic Development | <u>9/3/18</u> |
| <input type="checkbox"/> Public Works                               | _____         |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Other: \_\_\_\_\_

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190858

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE COUNTY PLANNING DEPARTMENT TO SUBMIT A GRANT APPLICATION TO THE NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY FY-2020 TOGETHER NORTH JERSEY LOCAL TECHNICAL ASSISTANCE PROGRAM, TO DEVELOP BRANDING AND MARKETING MATERIALS FOR THE HIGHLANDS RAIL TRAIL PROJECT, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Planning and Economic Development

COMMITTEE NAME

|                             |                  |             |             |            |            |            |              |              |
|-----------------------------|------------------|-------------|-------------|------------|------------|------------|--------------|--------------|
| <b>Official Resolution#</b> | <b>R20190859</b> |             |             |            |            |            |              |              |
| Meeting Date                | 09/24/2019       |             |             |            |            |            |              |              |
| Introduced Date             | 09/24/2019       |             |             |            |            |            |              |              |
| Adopted Date                | 09/24/2019       |             |             |            |            |            |              |              |
| Agenda Item                 | k-34             |             |             |            |            |            |              |              |
| CAF #                       |                  |             |             |            |            |            |              |              |
| Purchase Req. #             |                  |             |             |            |            |            |              |              |
| Result                      | Adopted          |             |             |            |            |            |              |              |
| <b>FREEHOLDER</b>           | <b>PRES.</b>     | <b>ABS.</b> | <b>MOVE</b> | <b>SEC</b> | <b>AYE</b> | <b>NAY</b> | <b>ABST.</b> | <b>RECU.</b> |
| Bartlett                    | ✓                |             |             |            | ✓          |            |              |              |
| Lazzara                     | ✓                |             |             |            | ✓          |            |              |              |
| Akhter                      | ✓                |             |             |            | ✓          |            |              |              |
| Best Jr.                    | ✓                |             |             | ✓          | ✓          |            |              |              |
| Duffy                       | ✓                |             |             |            | ✓          |            |              |              |
| James                       |                  | ✓           |             |            |            |            |              |              |
| Lepore                      | ✓                |             | ✓           |            | ✓          |            |              |              |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019



**RESOLUTION AUTHORIZING THE COUNTY PLANNING DEPARTMENT TO SUBMIT A GRANT APPLICATION TO THE NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY FY-2020 TOGETHER NORTH JERSEY LOCAL TECHNICAL ASSISTANCE PROGRAM, TO DEVELOP BRANDING AND MARKETING MATERIALS FOR THE HIGHLANDS RAIL TRAIL PROJECT**

**WHEREAS**, through funding from North Jersey Transportation Planning Authority (NJTPA), the Voorhees Transportation Center at Rutgers University (VTC) provides technical assistance services to support local initiatives that advance the focus areas and strategies from the Together North Jersey Plan; and

**WHEREAS**, eligible applicants include municipal government, county government and non-profit, community-based or non-governmental organizations (NGO) in the Together North Jersey Region; and

**WHEREAS**, the Passaic County Department of Planning & Economic Development proposes the development of branding and marketing materials, including logo, brochures and flyers, for the Highlands Rail Trail; and

**WHEREAS**, construction of the first two miles of trail in the Borough of Wanaque is anticipated in Spring/Summer 2020; and

**WHEREAS**, by creating a brand and materials, it will generate awareness of this new recreation and transportation asset in the County of Passaic and eventually the materials will help promote tourism; and

**WHEREAS**, applications will be reviewed by the Together North Jersey Local Technical Assistance Program Review Committee, and up to four (4) projects will be selected for technical assistance services in the form of staff time from Voorhees Transportation Center (VTC) and other subject matter experts as needed; and

**WHEREAS**, the County of Passaic wishes to authorize the Department of Planning and Economic Development to submit a grant application to the North Jersey Transportation Planning Authority FY-2020 Together North Jersey Local Technical Assistance Program, for the development of branding and marketing materials for the Highlands Rail Trail Project; and

**WHEREAS**, this matter was considered by the Members of Freeholder Planning and Economic Development Committee and recommended this resolution to the full Board for adoption;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the County Department of Planning & Economic Development to submit a grant application to the North New Jersey Transportation Program Authority FY-2020 Together North Jersey Local Technical Assistance Program, for the development of branding and marketing materials for the Highlands Rail Trail Project; and

**BE IT FURTHER RESOLVED** that the Freeholder Director and Clerk to the Board are hereby authorized to execute all necessary documents and agreements by and between the County of Passaic and the North New Jersey Transportation Program Authority (NJTPA) FY-2020 Together North Jersey Local Technical Assistance Program, as set forth above.

Dated: September 24, 2019



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Elizabeth Ward  
 Telephone #: 973-569-4045

**DESCRIPTION OF RESOLUTION:**

Approval to submit an application to the NJTPA for the FY 2020 Together North Jersey Local Technical Assistance Program for the development of branding and marketing materials for the Highlands Rail Trail.

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A REQUISITION. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. AMOUNT OF EXPENDITURE: \$ N/A  
 REQUISITION # \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

Other: \_\_\_\_\_

5. COMMITTEE REVIEW:

DATE:

Administration & Finance

\_\_\_\_\_

Budget

\_\_\_\_\_

Health

\_\_\_\_\_

Human Services

\_\_\_\_\_

Law & Public Safety

\_\_\_\_\_

Planning & Economic Development

9/17/2019

Public Works

\_\_\_\_\_

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190859



## County of Passaic

Department of Planning & Economic Development  
 930 Riverview Drive, Suite 250  
 Totowa, New Jersey 07512

[www.passaiccountynj.org](http://www.passaiccountynj.org)

MICHAEL LYSICATOS AICP, PP  
 Director

(973) 569-4040  
 (973) 812-3450 fax

### MEMORANDUM

TO: Planning and Economic Development Committee  
 FROM: Elizabeth Ward  
 DATE: September 17, 2019  
 RE: Application to the NJTPA FY 2020 Together North Jersey Local Technical Assistance Program

#### Program Description

Through funding from the North Jersey Transportation Planning Authority (NJTPA), the Voorhees Transportation Center at Rutgers University (VTC) provides technical assistance services to support local initiatives that advance the focus areas and strategies from the Together North Jersey Plan. Eligible applicants include municipal governments, county governments and non-profit, community-based or non-governmental organizations (NGOs) in the Together North Jersey region.

#### Description of the Proposed Project

The Department of Planning & Economic Development proposes the development of branding and marketing materials, including logo, brochures and flyers, for the Highlands Rail Trail. Construction of the first two miles of trail in the Borough of Wanaque is anticipated in Spring/Summer 2020. Creating a brand and materials will generate awareness of this new recreation and transportation asset in Passaic County. Ultimately, the materials will help promote tourism.

#### Review and Selection Process

Applications will be reviewed by the TNJ Local Technical Assistance Program review committee. Up to four projects will be selected for technical assistance services in the form of staff time from VTC and other subject-matter experts as needed. Projects should be small in scale and must be able to be completed within three to six months. All projects must be completed by April 30, 2020.

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director John W. Bartlett  
Deputy Dir. Cassandra "Sandi" Lazzara  
Assad R. Akhter  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Michael H. Glovin, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Sep 24, 2019 - 5:30 PM

Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION ACCEPTING GRANT AWARD FROM THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FY-2019, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

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REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Michael H. Glovin, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

| Official Resolution# | R20190860  |      |      |     |     |     |       |       |
|----------------------|------------|------|------|-----|-----|-----|-------|-------|
| Meeting Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Introduced Date      | 09/24/2019 |      |      |     |     |     |       |       |
| Adopted Date         | 09/24/2019 |      |      |     |     |     |       |       |
| Agenda Item          | k-35       |      |      |     |     |     |       |       |
| CAF #                |            |      |      |     |     |     |       |       |
| Purchase Req. #      |            |      |      |     |     |     |       |       |
| Result               | Adopted    |      |      |     |     |     |       |       |
| FREEHOLDER           | PRES.      | ABS. | MOVE | SEC | AYE | NAY | ABST. | RECU. |
| Bartlett             | ✓          |      |      |     | ✓   |     |       |       |
| Lazzara              | ✓          |      |      |     | ✓   |     |       |       |
| Akhter               | ✓          |      |      |     | ✓   |     |       |       |
| Best Jr.             | ✓          |      |      | ✓   | ✓   |     |       |       |
| Duffy                | ✓          |      |      |     | ✓   |     |       |       |
| James                |            | ✓    |      |     |     |     |       |       |
| Lepore               | ✓          |      | ✓    |     | ✓   |     |       |       |

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: September 25, 2019

**RESOLUTION ACCEPTING GRANT AWARD FROM THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FY-2019**

**WHEREAS**, the County of Passaic submitted the Five Year Consolidated Plan for the period of FY 2018-2022 to the US Department of Housing and Urban Development (USHUD); and

**WHEREAS**, on June 25, 2019, the Passaic County Board of Chosen Freeholders adopted Resolution R-2019-0591 authorizing the Planning and Economic Development Department to submit an application to the US Department of Housing and Urban Development for financial assistance in the amount of \$860,233.00 to fund the Passaic County Community Development Block Grant Program for FY 2019; and

**WHEREAS**, this matter was considered by the Members of Freeholder Planning and Economic Development Committee and was recommended to the full Board for approval;

**NOW, THEREFORE, BE IT RESOLVED**, that the Passaic County Board of Chosen Freeholders hereby accepts from the US Department of Housing and Urban Development the grant award in the amount of \$860.233.00, for the Passaic County FY 2019 Community Development Block Grant Program; and

**BE IT FURTHER RESOLVED** that the Freeholder Director and Clerk to the Board, as well as the Director of Economic Development, are hereby authorized to act as the authorized representatives of the County of Passaic and to execute all

necessary documents and certifications on behalf of the County of  
Passaic.

JRS/meg

Dated: September 24, 2019





## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Deborah Hoffman

Telephone #: 973-569-4720

**DESCRIPTION OF RESOLUTION:**

RESOLUTION ACCEPTING GRANT AWARD FROM THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FY-2019

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A *REQUISITION*. RESOLUTION REQUESTS FOR EXPENDITURES WILL NOT BE CONSIDERED WITHOUT A REQUISITION NUMBER

3. **AMOUNT OF EXPENDITURE:** \$ 860,233

**REQUISITION #** \_\_\_\_\_

**ACCOUNT #** G-01-41-838-019-000

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: US HUD Urban County Entitlement grant

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance \_\_\_\_\_

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services \_\_\_\_\_

Law & Public Safety \_\_\_\_\_

Planning & Economic Development 9/17/2019

Public Works \_\_\_\_\_

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

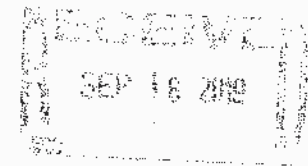
Clerk to the Board       Procurement

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190860



**U.S. Department of Housing and Urban Development**  
 Newark Field Office - Region II  
 Office of Community Planning and Development  
 One Newark Center, 13<sup>th</sup> Floor  
 Newark, NJ 07102-5260

Mr. Michael Lysicatos, AICP, PP, Director  
 Passaic County Department of Planning  
 Totowa Business Center  
 930 Riverview Drive - Suite 250  
 Totowa, New Jersey 07512



SUBJECT: FY 2019 Action Plan Approval  
 Passaic County, New Jersey

Dear Mr. Lysicatos :

I am pleased to transmit to you the approval of your Fiscal Year 2019 Action Plan. The grant assistance being approved with the Plan is as follows:

|  |           |
|--|-----------|
| Community Development Block Grant (CDBG) Program | \$860,233 |
|--|-----------|

Enclosed is the funding approval document, the CDBG Funding Approval Agreement (HUD 7082). This document constitutes the contract between the Department of Housing and Urban Development (HUD) and the and the County of Passaic.

Please sign both copies of the agreement. Retain one copy for your records and return the other copy to the address above within 5 days. Failure to execute and return the grant agreement within 30 days of the date of this letter may be deemed rejection of the grant and cause for HUD to determine that the funds are available for reallocation to other grantees.

**Please note that approval of your Consolidated Plan/Action Plan does not constitute approval of the proposed activities within the Plan.** The County should review and document that each activity, funded with the aforementioned resources, complies with applicable requirements and HUD regulations.

The Office of Community Planning and Development has developed a website that provides the current regulations for each of your entitlement grant programs. I recommend that you use this resource as your guide for the implementation of your programs and all reporting requirements.

<https://www.hudexchange.info/programs/>

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190860

Please be reminded that before committing HUD assistance to any activity or project you must complete an environmental review per 24 CFR Part 58. Specifically, 24 CFR §58.22(a) states that neither a recipient nor any participant in the development process may commit HUD assistance on an activity or project until HUD has approved the recipient's Request for Release of Funds (RROF) and the related certification from the responsible entity. Additionally, until the RROF is approved and notification of the release of funds is received, non-HUD funds may not be committed, nor may any activities or projects be undertaken, if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives. If the project or activity is exempt per §58.34 or categorically excluded (except in extraordinary circumstances) per §58.35(b), no request for release of funds (RROF) is required, but such determination must be documented in the environmental review record before committing HUD or non-HUD funds.

HUD has updated the Integrated Disbursement and Information System (IDIS) to begin phasing out the first-in-first-out (FIFO) accounting methodology. These changes ensure that IDIS both commits and disburses funds on a grant-specific basis, instead of using the FIFO (oldest money disbursed first) method that has been used for the CDBG Program to date. Grant-specific accounting began with FY 2015 formula allocations. With these changes, grantees tied activity funding/commitment and draws to a specific grant in IDIS. Funds from pre-2015 grants continue to be committed and disbursed using the FIFO method.

For specific information and guidance concerning your grants and compliance with grant-based accounting requirements, please refer to the HUDexchange at:

<https://www.hudexchange.info/manage-a-program/grant-based-accounting/>

Please note that Federal agencies, including HUD, adopted 2 CFR Part 200 as requirements for Federal financial assistance programs by the interim final rule published December 19, 2014. Indirect costs are addressed in 200.414. With 2 CFR Part 200, grantees must accept a federally recognized indirect cost rate between the grantee and HUD or, if no such rate exists, either negotiate a rate between the grantee and HUD or establish a de minimis indirect cost rate (see also §200.331(a)(4)). **Your indirect cost plans must be attached to each 2019 grant agreement and your indirect cost rates must be declared on each 2019 grant agreement.**

Also, please note that:

- € If a non-Federal entity has never received a negotiated indirect cost rate, it may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) as defined in §200.68, which may be used indefinitely (§200.414(f)).
- € Non-Federal entities that have a federally negotiated indirect cost rate may apply for a one-time extension of the current rate for a period up to four

years, subject to the review and approval of the cognizant agency for indirect costs. At the end of the four-year extension period, the non-Federal entity must negotiate a rate.

Please note the following items concerning future Annual Plan submissions:

- 1) The Executive Summary (AP-05) should identify the specific efforts made to broaden public participation in the development of the plan.
- 2) Relative to the County's *consultative efforts*, it is necessary that these efforts be more specifically discussed, and identified in the appropriate sections and tables, regarding corrections programs and institutions, business and civic leaders, adjacent units of general local government, and the HOPWA Metropolitan Statistical Area. Heightened *consultative efforts* also appear necessary relative to persons (especially low-income persons) living in areas where CDBG funds are proposed to be used. (Note: These comments were also included in last year's plan approval.)

A primary goal of the Department is to reduce housing discrimination, affirmatively further fair housing through CPD programs and promote diverse, inclusive communities. To that end, we encourage your community to take all measures necessary to ensure compliance with the Fair Housing requirements associated with these funds. A copy of your Annual Action Plan was provided to the Office of Fair Housing and Equal Opportunity for review. Advisory comments from that review are enclosed with this letter:

- 1) The Recipient failed to include census maps and to address the geographic impact upon low-income and minority areas of their jurisdiction. This is a concern to this Office. The Recipient is reminded that pursuant to 24 CFR §91.220(f) all Annual Action Plan submissions should include census maps or a description of the geographic areas of the jurisdiction (including areas of low-income and minority concentration) to which assistance will be directed during the ensuing program year, giving the rationale for the priorities chosen when allocating investments geographically. This information is essential as it helps FHEO to identify the geographic dispersion of minority and low-income populations within the Recipient's jurisdiction. This information also enables FHEO to determine what impact the proposed CDBG activities will have on residents of low-income and minority concentrated areas located within Recipient's jurisdiction. The Recipient is reminded that maps highlighting the above-referenced information must be included in all future AAPs.
- 2) As a recipient of federal funding the Recipient has a regulatory obligation to affirmatively further fair housing. Therefore, the Recipient is reminded that it must ensure that must all residents, minority organizations, disability advocacy groups, and homeless advocates be engaged in the Recipient's ConPlan, Annual Action Plan and AI planning processes. According to 2017

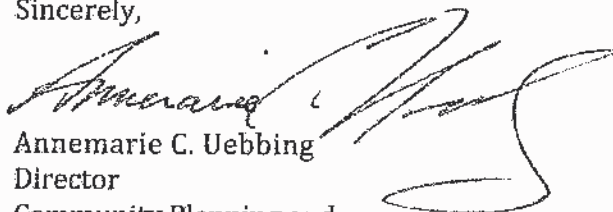
5-year estimates for the American Community Survey, the Recipient's total population is 40.5% Hispanic and 6.1% Asian. The only mentions of any LEP outreach are brief and contain no specific details. The Recipient must continue to maintain a LEP/LAP to conduct targeted outreach to include the Hispanic and other LEP populations in the Recipient's planning process and ensure that they are fully aware of the available CDBG programs.

- 3) In addition, all Public Hearing Notices must be advertised in mediums that can be accessed by the Hispanic, other LEP and disabled populations. This will ensure that any disproportionate housing needs of this group are being appropriately addressed by the Recipient. Copies of these translated notices must also be included in future Annual Action Plan and CAPER submissions.
- 4) The Recipient must increase efforts to outreach to and assist the minority, LEP, disabled, and other special needs populations. This need applies to all relevant aspects of the AAP.
- 5) Future submissions of the Annual Action Plan must contain a summary of the Recipient's impediments as identified in its Analysis of Impediments to Fair Housing Choice (AI).
- 6) Additionally, future CAPER submissions must include a summary which addresses the AI and what actions/strategies were undertaken to overcome impediments during the Program Year. It should also be reported in detail if the Recipient was unable to meet any of its proposed activities. The CAPER must also detail what HUD funds, if any, were expended to accomplish the activities to address impediments. In doing so, the Recipient will be able to meet specific goals in furthering fair housing; conquer the identified obstacles; and move onto other fair housing impediments in future Program Years.
- 7) Additionally, FHEO recommends that the Recipient include a breakdown of funds used or allocated for the proposed activities. These activities should include specific milestones and timetables, and state how the Recipient plans to measure results. There must also be a rationale as to how the Recipient employed the impediments to determine which populations are to be targeted. In doing so, the Recipient will be able to meet specific goals in furthering fair housing and address its identified impediments each Program Year. The Recipient must submit their new AI to the FHEO Office within 120 days from receipt of the award letter from CPD.

If you have any questions regarding the above comments, please contact the Newark Fair Housing and Equal Opportunity Center at (973) 776-7307 or (973) 776-7303.

We look forward to working with you during the year to accomplish the goals you have set forth for Passaic County and to further refine and improve the Consolidated Plan development process. In the meantime, if you have any questions or desire assistance concerning this letter or other items related to the community development programs, please contact Mr. Arthur J. D'Amaro, Senior Community Planning & Development Representative at (973) 776-7293, or via email at arthur.j.damaro@hud.gov

Sincerely,

  
Annemarie C. Uebbing  
Director  
Community Planning and  
Development Division

Enclosures

cc: Freeholder Director John W. Bartlett, Esq.  
Passaic County Board of Chosen Freeholders



**Funding Approval/Agreement**

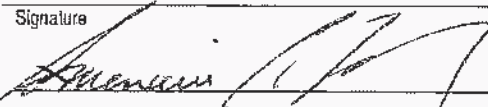
Title I of the Housing and Community Development Act (Public Law 930383)  
 HI-00515R of 20515R

U.S. Department of Housing and Urban Development  
 Office of Community Planning and Development  
 Community Development Block Grant Program

OMB Approval No. 2506-0193  
 exp 5/31/2018

|   |  |  |
|---|--|--|
| 1. Name of Grantee (as shown in item 5 of Standard Form 424)<br>Passaic County  | 3a. Grantee's 9-digit Tax ID Number<br>226002466           | 3b. Grantee's 9-digit DUNS Number<br>063148811 |
| 2. Grantee's Complete Address (as shown in item 5 of Standard Form 424)<br>Planning Department<br>930 Riverview Drive-Suite 250<br>Passaic County<br>Totowa, NJ 07512 | 4. Date use of funds may begin (mm/dd/yyyy)<br>SEP 17 2019 |  |
|   | 5a. Project/Grant No. 1<br>B-19-UC-34-0112                 | 6a. Amount Approved<br>\$860,233.00            |
|   | 5b. Project/Grant No. 2                                    | 6b. Amount Approved                            |

**Grant Agreement:** This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

|   |   |
|---|---|
| U.S. Department of Housing and Urban Development (By Name)<br>Annemarie C. Uebbing            | Grantee Name (Contractual Organization)<br>John W. Bartlett |
| Title<br>CPD Director   | Title<br>Freholder Director                                 |
| Signature<br> | Signature   |
| Date (mm/dd/yyyy)<br>SEP 17 2019  | Date (mm/dd/yyyy)   |

|  |  |   |   |           |
|--|--|---|---|-----------|
| 7. Category of Title I Assistance for this Funding Action<br>Entitlement, Sec 106(b) | 8. Special Conditions (check one)<br><input type="checkbox"/> None<br><input checked="" type="checkbox"/> Attached | 9a. Date HUD Received Submission (mm/dd/yyyy) 6/30/2019 | 10. check one<br><input checked="" type="checkbox"/> a. Orig. Funding Approval<br><input type="checkbox"/> b. Amendment<br>Amendment Number |           |
|  |  | 9b. Date Grantee Notified (mm/dd/yyyy) SEP 17 2019      |   |           |
| 11. Amount of Community Development Block Grant                                      |  | 9c. Date of Start of Program Year (09/01/2019)          |   |           |
|  |  | FY (2019)   | FY (2018)   | FY (2017) |
| a. Funds Reserved for this Grantee   |  | \$ 859,250.00   | \$ 983.00   | \$ .00    |
| b. Funds now being Approved  |  |   |   |           |
| c. Reservation to be Cancelled (11a minus 11b)                                       |  |   |   |           |

|   |   |
|---|---|
| 12a. Amount of Loan Guarantee Commitment now being Approved<br>N/A  | 12b. Name and complete Address of Public Agency<br>Passaic County<br>Passaic County Administration Building<br>401 Grand Street<br>Paterson, NJ 07505 |
| <b>Loan Guarantee Acceptance Provisions for Designated Agencies:</b><br>The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it. | 12c. Name of Authorized Official for Designated Public Agency   |
|   | Title   |
|   | Signature   |

**HUD Accounting use Only**

| Batch | TAC | Program | Y | A | Reg | Area | Document No. | Project Number | Category | Amount | Effective Date (mm/dd/yyyy) | F |
|-------|-----|---------|---|---|-----|------|--------------|----------------|----------|--------|-----------------------------|---|
|       | 153 |         |   |   |     |      |              |                |          |        |                             |   |
|       | 176 |         |   |   |     |      |              |                |          |        |                             |   |
|       |     |         | Y |   |     |      |              | Project Number |          | Amount |                             |   |
|       |     |         | Y |   |     |      |              | Project Number |          | Amount |                             |   |

|                               |                                 |              |                  |            |             |
|-------------------------------|---------------------------------|--------------|------------------|------------|-------------|
| Date Entered PAS (mm/dd/yyyy) | Date Entered LOCCS (mm/dd/yyyy) | Batch Number | Transaction Code | Entered By | Verified By |
|-------------------------------|---------------------------------|--------------|------------------|------------|-------------|

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190860

8. Special Conditions.

- (a) The period of performance for the funding assistance specified in the Funding Approval ("Funding Assistance") shall begin on the date specified in item 4 and shall end on September 1, 2026. The Grantee shall not incur any obligations to be paid with such assistance after September 1, 2026.
- (b) The Recipient shall attach a schedule of its indirect cost rate(s) in the format set forth below to the executed Agreement that is returned to HUD. The Recipient shall provide HUD with a revised schedule when any change is made to the rate(s) described in the schedule. The schedule and any revisions HUD receives from the Recipient shall be incorporated herein and made a part of this Agreement, provided that the rate(s) described comply with 2 CFR part 200, subpart E.

| <u>Administering<br/>Department/Agency</u> | <u>Indirect cost rate</u> | <u>Direct<br/>Cost Base</u> |
|--|---------------------------|-----------------------------|
| _____                                      | _____ %                   | _____                       |
| _____                                      | _____ %                   | _____                       |
| _____                                      | _____ %                   | _____                       |
| _____                                      | _____ %                   | _____                       |
| _____                                      | _____ %                   | _____                       |

Instructions: The Recipient must identify each agency or department of the Recipient that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414(f)), and the type of direct cost base to which the rate will be applied (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rates for subrecipients.

- (c) In addition to the conditions contained on form HUD 7082, the grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and General Contractor Registration; and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.
- (d) The grantee shall ensure that no CDBG funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or



highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water-related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain.

- (e) The Grantee or unit of general local government that directly or indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.
- (f) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.
- (g) CDBG funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements." (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund).

**Funding Approval/Agreement**

Title I of the Housing and Community Development Act (Public Law 930383)  
 HI-00515R of 20515R

U.S. Department of Housing and Urban Development  
 Office of Community Planning and Development  
 Community Development Block Grant Program

OMB Approval No. 2506-0193  
 exp 5/31/2018

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|   | 5a. Project/Grant No. 1<br>B-19-UC-34-0112                 | 6a. Amount Approved<br>\$860,233.00            |
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|  |   |
|--|---|
| U.S. Department of Housing and Urban Development (By Name)<br>Annemarie C. Uebbing | Grantee Name (Contractual Organization)<br>John W. Bartlett |
| Title<br>CPD Director  | Title<br>Freeholder Director                                |
| Signature<br>  | Signature<br>   |
| Date (mm/dd/yyyy)<br>SEP 12 2019   | Date (mm/dd/yyyy)   |

|   |  |   |   |           |
|---|--|---|---|-----------|
| 7. Category of Title I Assistance for this Funding Action:<br>Entitlement, Sec 106(b) | 8. Special Conditions (check one)<br><input type="checkbox"/> None<br><input checked="" type="checkbox"/> Attached | 9a. Date HUD Received Submission (mm/dd/yyyy) 6/30/2019 | 10. check one<br><input checked="" type="checkbox"/> a. Orig. Funding Approval<br><input type="checkbox"/> b. Amendment<br>Amendment Number |           |
|   |  | 9b. Date Grantee Notified (mm/dd/yyyy) SEP 12 2019      |   |           |
|   |  | 9c. Date of Start of Program Year (09/01/2019)          |   |           |
| 11. Amount of Community Development Block Grant                                       |  |   |   |           |
|   |  | FY (2019)   | FY (2018)   | FY (2017) |
| a. Funds Reserved for this Grantee  |  | \$859,250.00  | \$ 983.00   | \$ .00    |
| b. Funds now being Approved   |  |   |   |           |
| c. Reservation to be Cancelled (11a minus 11b)  |  |   |   |           |

|  |   |
|--|---|
| 12a. Amount of Loan Guarantee Commitment now being Approved<br>N/A   | 12b. Name and complete Address of Public Agency<br>Passaic County<br>Passaic County Administration Building<br>401 Grand Street<br>Paterson, NJ 07505 |
| Loan Guarantee Acceptance Provisions for Designated Agencies:<br>The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it. | 12c. Name of Authorized Official for Designated Public Agency   |
|  | Title   |
|  | Signature   |

**HUD Accounting use Only**

| Batch | TAC | Program Y | A Reg Area | Document No. | Project Number | Category | Amount | Effective Date (mm/dd/yyyy) | F |
|-------|-----|-----------|------------|--------------|----------------|----------|--------|-----------------------------|---|
|       | 153 |           |            |              |                |          |        |                             |   |
|       | 176 |           |            |              |                |          |        |                             |   |
|       |     | Y         |            |              | Project Number |          | Amount |                             |   |
|       |     | Y         |            |              | Project Number |          | Amount |                             |   |

|                               |                                 |              |                  |            |             |
|-------------------------------|---------------------------------|--------------|------------------|------------|-------------|
| Date Entered PAS (mm/dd/yyyy) | Date Entered LOCCS (mm/dd/yyyy) | Batch Number | Transaction Code | Entered By | Verified By |
|-------------------------------|---------------------------------|--------------|------------------|------------|-------------|

Introduced on: September 24, 2019  
 Adopted on: September 24, 2019  
 Official Resolution#: R20190860

8. Special Conditions.

- (a) The period of performance for the funding assistance specified in the Funding Approval ("Funding Assistance") shall begin on the date specified in item 4 and shall end on September 1, 2026. The Grantee shall not incur any obligations to be paid with such assistance after September 1, 2026.
- (b) The Recipient shall attach a schedule of its indirect cost rate(s) in the format set forth below to the executed Agreement that is returned to HUD. The Recipient shall provide HUD with a revised schedule when any change is made to the rate(s) described in the schedule. The schedule and any revisions HUD receives from the Recipient shall be incorporated herein and made a part of this Agreement, provided that the rate(s) described comply with 2 CFR part 200, subpart E.

| <u>Administering<br/>Department/Agency</u> | <u>Indirect cost rate</u> | <u>Direct<br/>Cost Base</u> |
|--|---------------------------|-----------------------------|
| _____                                      | _____ %                   | _____                       |
| _____                                      | _____ %                   | _____                       |
| _____                                      | _____ %                   | _____                       |
| _____                                      | _____ %                   | _____                       |
| _____                                      | _____ %                   | _____                       |

Instructions: The Recipient must identify each agency or department of the Recipient that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414(f)), and the type of direct cost base to which the rate will be applied (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rates for subrecipients.

- (c) In addition to the conditions contained on form HUD 7082, the grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and General Contractor Registration; and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.
- (d) The grantee shall ensure that no CDBG funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or

highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water-related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain.

- (e) The Grantee or unit of general local government that directly or indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.
- (f) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.
- (g) CDBG funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements." (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund).