

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

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

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



## Public Meeting (Board Meeting)

### Meeting Venue

Date: Jun 09, 2015 - 5:30 PM

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

- A. Announcement of the Open Public Meeting Law
- B. Roll Call:
  - 1. Bartlett
  - 2. Best
  - 3. Cotroneo
  - 4. Duffy
  - 5. Lepore
  - 6. Deputy Director James
  - 7. Director Lora
- C. Invocation by: Freeholder Lora
- 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: May 26, 2015
- G. Approval of Proclamation:

1. Passaic County Board of Chosen Freeholders wishes to congratulate LAN Associates on their 50th Anniversary.
2. Passaic County Board of Chosen Freeholders wishes to recognize Connor Nestor for receiving the most distinguished Eagle Scout Award.
3. Passaic County Board of Chosen Freeholders wishes to honor Navnit Vora from Wayne, NJ for Asian Pacific American History Month.

H. Motion to suspend the Regular Order of Business:

I. Budget Matters:

1. Motion to open the Public Hearing on the 2015 "CAP" Resolution R-15-306 (adopted on first reading May 12, 2015) to Exceed Index Rate (N.J.S.A. 40A:4-45), all as noted in the resolution\_\_\_\_\_
2. Director: Does anyone present desire to be heard on the 2015 "CAP" Resolution R-15-306?
3. Motion to close the public hearing\_\_\_\_\_
4. Motion for final adoption of 2015 "CAP" Resolution R-15-306 to Exceed Index Rate, all as noted in the resolution\_\_\_\_\_
5. Motion to Open the Public Hearing on the 2015 Passaic County Budget (introduced May 12, 2014),\_\_\_\_\_
6. Director: Does anyone present desire to be heard on the 2015 Passaic County Budget?
7. Motion to Close the Public Hearing on 2015 Passaic County Budget\_\_\_\_\_
8. RESOLUTION TO AMEND BUDGET, ALL AS NOTED IN THE RESOLUTION
9. Motion to adopt the 2015 Passaic County Budget\_\_\_\_\_

J. Motion to resume the Regular Order of Business:

K. Freeholder Reports:

1. Freeholder Director Hector C. Lora
2. Freeholder Deputy Director Bruce James
3. Freeholder John W. Bartlett
4. Freeholder Theodore O. Best Jr.
5. Freeholder Ronda Casson Cotroneo

6. Freeholder Terry Duffy

7. Freeholder Pat Lepore

L. Communications:

1. The Pompton Lakes Elks, #1895 is requesting permission to hang a banner in Pompton Lakes across Wanaque Avenue from June 12th through July 12th, 2015 to promote their 12th Annual Antique Car and Truck Show, all as noted in the communication.

M. Oral Portion:

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

N. Resolutions - Consent Agenda:

**ADMINISTRATION AND FINANCE**

1. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO WINNER FORD OF CHERRY HILL, NJ FOR TWO 2015 FORD F-150 HOT SHOT DELIVERY VEHICLE WHEELBASE 145" 6 SWB BODY OR EQUAL FOR THE PASSAIC COUNTY DIVISION OF NUTRITION SERVICES AS PER BID, ALL AS NOTED IN THE RESOLUTION
2. RESOLUTION TO PURCHASE VIA STATE CONTRACT AND COUNTY COOPERATIVES, ALL AS NOTED IN THE RESOLUTION
3. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO BEYER BROS CORP OF FAIRVIEW, NJ FOR TWO GMC MODEL TK25753 SIERRA 4WD DOUBLE CAB WITH OPTION FOR SNOW PLOW AND ACCESSORIES FOR THE PASSAIC COUNTY ROADS DEPARTMENT AS PER BID, ALL AS NOTED IN THE RESOLUTION
4. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO JESCO INC OF SOUTH PLAINFIELD, NJ FOR ONE SELF LIFTING DETACHABLE LOWBOY TRAILER FOR THE PASSAIC COUNTY ROADS DEPARTMENT AS PER BID, ALL AS NOTED IN THE RESOLUTION
5. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO PARSONS BRINCKERHOFF INC OF NEW YORK, NY FOR RFP NJTPA FY 2015-2016 UPWP SUBREGIONAL STUDY PROGRAM, GREAT FALLS CIRCULATION STUDY FOR THE PASSAIC COUNTY PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT AS PER COMPETITIVE CONTRACT, ALL AS NOTED IN THE RESOLUTION

## **ADMINISTRATION AND FINANCE**

6. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO MAXOR CORRECTIONAL PHARMACY OF FRANKLIN, TN FOR RFP PHARMACEUTICAL SERVICES FOR THE PASSAIC COUNTY JAIL AS PER COMPETITIVE CONTRACT, ALL AS NOTED IN THE RESOLUTION
  
7. RESOLUTION RESCHEDULING THE CONFERENCE AND REGULAR MEETINGS OF THE BOARD OF CHOSEN FREEHOLDERS PREVIOUSLY NOTICED FOR JUNE 23, 2015 TO MONDAY, JUNE 22, 2015 AND DIRECTING THE CLERK TO THE BOARD TO ISSUE THE APPROPRIATE PUBLIC NOTICES AS TO SAID RESCHEDULED MEETING, ALL AS NOTED IN THE RESOLUTION
  
8. RESOLUTION ADOPTING A REVISED MANUAL OF PERSONNEL POLICIES AND PROCEDURES FOR THE COUNTY OF PASSAIC, ALL AS NOTED IN THE RESOLUTION
  
9. RESOLUTION REFERRING LITIGATION ENTITLED JOSE CARVAJAL, ET AL. VS. HOPE ACADEMY, ET AL. TO THE LAW FIRM OF HUNT, HAMLIN & RIDLEY TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED INT HE RESOLUTION
  
10. RESOLUTION REFERRING LITIGATION ENTITLED ANGELA CORALES VS. LUIS VARGAS, ET AL. TO THE LAW FIRM ADAMS GUTIERREZ & LATTIBOUDERE, LLC TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION
  
11. RESOLUTION REFERRING LITIGATION ENTITLED KENNETH FOLKES VS. CITY OF PATERSON, ET AL. TO THE LAW FIRM OF WISNIEWSKI & ASSOCIATES, LLC TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION
  
12. RESOLUTION REFERRING LITIGATION ENTITLED JUBRA'EEL A. LEBRON VS. SHERIFF RICHARD H. BERDNIK, ET AL. THE LAW FIRM BUGLIONE HUTTON & DEYOE, LLC TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION
  
13. RESOLUTION REFERRING LITIGATION ENTITLED CORIE MANN, ET AL. VS. COUNTY OF PASSAIC, ET AL. TO THE LAW FIRM OF FLORIO & KENNY, LLP TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION



## **ADMINISTRATION AND FINANCE**

14. RESOLUTION REFERRING LITIGATION ENTITLED LUZ NARANJO VS. SNR REALTY LLC, ET AL. TO THE LAW FIRM OF FOSTER & MAZZIE, LLC TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION
  
15. RESOLUTION REFERRING LITIGATION ENTITLED CORNELL E. PRIMUS VS. JUAN D. CAMACHO, ET AL. TO THE LAW FIRM WATERS, MCPHERSON, MCNEILL TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION
  
16. RESOLUTION REFERRING LITIGATION ENTITLED BIBIANA RODRIGUEZ VS. JOSE M .PADRON, ET AL. TO THE LAW FIRM WATERS, MCPHERSON, MCNEILL TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION
  
17. RESOLUTION REFERRING LITIGATION ENTITLED ANIBAL MOJICA VS. PASSAIC COUNTY, ET AL. TO THE LAW FIRM OF PAUL J. GIBLIN, JR., LLC, TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

## **HEALTH AND COMMUNITY AFFAIRS**

18. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO MUNICIPAL MEDIA CORPORATION FOR THE IMPLEMENTATION OF THE “MY WASTE” PROGRAM FOR ALL 16 OF PASSAIC COUNTY’S MUNICIPALITIES, ALL AS NOTED IN THE RESOLUTION
  
19. RESOLUTION AUTHORIZING THE ADOPTION OF THE EMERGENCY RESPONSE AND COST RECOVERY ORDINANCE AS AMENDED, ALL AS NOTED IN RESOLUTION

## **HUMAN SERVICES**

20. RESOLUTION ACCEPTING FUNDING IN THE AMOUNT OF \$13,502.73 THROUGH THE 2015 AREA PLAN CONTRACT FOR THE PURPOSE OF APPROPRIATING ADDITIONAL PAYMENT ADJUSTMENTS TO DIRECT CARE WORKERS (HOME HEALTH AIDES) FOR THE PERIOD OF JANUARY 1, 2015 THROUGH MARCH 31, 2015, ALL AS NOTED IN THE RESOLUTION

## **PUBLIC WORKS**

21. RESOLUTION AMENDING FEE SCHEDULE PREVIOUSLY APPROVED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF PASSAIC FOR THE PREAKNESS VALLEY GOLF COURSE FOR CALENDAR YEAR 2015, ALL AS NOTED IN THE RESOLUTION
  
22. RESOLUTION APPROVING ROAD OPENING PERMIT FOR THE CITY OF CLIFTON/JOHN GARCIA CONSTRUCTION, INC., CONTRACTOR, FOR SANITARY SEWER REPLACEMENT ON MAIN AVENUE AT WEST FIFTH STREET IN CLIFTON, NJ, ALL AS NOTED IN THE RESOLUTION

## **PUBLIC WORKS**

23. RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE ADVERTISEMENT AND RECEIPT OF BIDS FOR THE PROJECT KNOWN AS THE REPLACEMENT OF THE CLINTON ROAD BRIDGE NO. 1600-175 OVER MOSSMAN'S BROOK IN THE TOWNSHIP OF WEST MILFORD, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
24. RESOLUTION FOR CHANGE ORDER #1 FOR J.C. CONTRACTING AS IT PERTAINS TO THE MAIN AVENUE SAFETY IMPROVEMENTS IN THE CITY OF PASSAIC, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
25. RESOLUTION AUTHORIZING REVISED OFFER OF PURCHASE AND SALE FOR EASEMENTS OWNED BY A PRIVATE PARTY IN ORDER TO UNDERTAKE THE REPLACEMENT OF THE COLFAX AVENUE CULVERT OVER ACID BROOK PROJECT IN THE BOROUGH OF POMPTON LAKES, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
26. RESOLUTION AUTHORIZING THE OFFICE OF THE PASSAIC COUNTY COUNSEL TO SETTLE COUNT II OF A CONDEMNATION PROCEEDING IN CONNECTION WITH THE REPLACEMENT OF THE EIGHTH STREET BRIDGE PROJECT OVER THE PASSAIC RIVER BETWEEN THE CITY OF PASSAIC AND BOROUGH OF WALLINGTON FOR THE SUM OF \$93,500.00, ALL AS NOTED IN THE RESOLUTION
  
27. RESOLUTION AUTHORIZING TWO SEPARATE APPRAISAL REPORTS FOR PROPERTY AT 459 HAMBURG TURNPIKE, WAYNE, NEW JERSEY IN CONNECTION WITH THE NEXT PHASE OF THE IMPROVEMENT OF THE PATERSON-HAMBURG TURNPIKE PROJECT IN WAYNE, NJ, ALL AS NOTED IN THE RESOLUTION
  
28. RESOLUTION FOR CHANGE ORDER #1 TO P.M. CONSTRUCTION CORP. AS IT PERTAINS TO THE REPLACEMENT OF McBRIDE AVENUE CULVERT (STRUCTURE NO. 1600-94) OVER SLIPPERY ROCK BROOK IN THE CITY OF PATERSON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
29. RESOLUTION AUTHORIZING AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND THE METROPOLITAN MUSEUM OF ART FOR THE PURCHASE OF AN 18TH CENTURY JACOBAN CUPBOARD PRESENTLY BEING STORED AT THE PLANTATION HOUSE, ALL AS NOTED IN THE RESOLUTION
  
30. RESOLUTION AUTHORIZING A SECOND AMENDMENT TO THE CONTRACT FOR RICHARD GRUBB & ASSOCIATES, INC. AS IT CONCERNS THE RESTORATION AND RENOVATION OF THE DEY MANSION – PHASE II ARCHAEOLOGICAL SURVEY - IN THE TOWNSHIP OF WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION

## **PUBLIC WORKS**

31. RESOLUTION AUTHORIZING A NEGOTIATED PRICE FOR PROPERTY LOCATED AT 29 & 33 LINCOLN BOULEVARD, LINCOLN PARK, NJ AS IT RELATES TO THE COMPLETION OF THE REPLACEMENT OF TWO BRIDGES ROAD OVER THE POMPTON RIVER & WEST BELT EXTENSION IN THE TOWNSHIPS OF WAYNE AND FAIRFIELD AND THE BOROUGH OF LINCOLN PARK, NJ, ALL AS NOTED IN THE RESOLUTION
  
32. RESOLUTION TO AMEND CONTRACT FOR T&M ASSOCIATES AS IT CONCERNS THE WEASEL BROOK PARK IMPROVEMENTS IN THE CITY OF CLIFTON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
33. RESOLUTION AUTHORIZING AN AGREEMENT WITH ECONCONSULT SOLUTIONS OF PHILADELPHIA, PA FOR A COST/BENEFIT ANALYSIS AND REPORT RELATING TO THE PATERSON-HAMBURG TURNPIKE RECONSTRUCTION AND ALPS ROAD IMPROVEMENTS IN WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
34. RESOLUTION FOR AWARD OF CONSTRUCTION CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR PROVIDING SITE REMEDIATION SAMPLING, TESTING AND REPORTING TO NJDEP FOR UNDERGROUND STORAGE TANK CASES AT THE OLD ADMINISTRATION BUILDING AT 307 PENNSYLVANIA AVENUE IN PATERSON, NEW JERSEY AND LAMBERT CASTLE IN PATERSON, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
35. RESOLUTION FOR AWARD OF CONSTRUCTION CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR PROVIDING SITE REMEDIATION SAMPLING, TESTING AND REPORTING TO NJDEP FOR UNDERGROUND STORAGE TANK CASES AT THE PREAKNESS VALLEY GOLF COURSE MAINTENANCE YARD IN THE TOWNSHIP OF WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
36. RESOLUTION AUTHORIZING EMERGENCY CONTRACT TO P.M. CONSTRUCTION CORP. TO REPLACE THE WEASELDRIFT ROAD CULVERT OVER SLIPPERY BROOK IN WOODLAND PARK, NJ AND THE WASHINGTON PLACE CULVERT OVER A TRIBUTARY OF THE PASSAIC RIVER IN TOTOWA, NJ, ALL AS NOTED IN THE RESOLUTION
  
37. RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE COUNTY OF PASSAIC AND THE NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT TO PERMIT AGENCIES AND DEPARTMENTS OF THE COUNTY OF PASSAIC ACCESS TO THE WEB SITE NJEMGrants.org IN ORDER TO CLAIM AND PROCESS FUTURE FUNDING APPLICATIONS FOR PRESIDENTIAL-DECLARED MAJOR DISASTERS, ALL AS NOTED IN THE RESOLUTION

## **PUBLIC WORKS**

38. RESOLUTION FOR CHANGE ORDER #1 FOR DELL-TECH INC. AS IT PERTAINS TO THE DEY MANSION RESTORATION AND REHABILITATION IN WAYNE, NEW JERSEY, ALL AS NOTED IN THE RESOLUTION
  
39. RESOLUTION APPROVING THE WAIVER OF THE RESTRICTION ON ALCOHOLIC BEVERAGE USE IN COUNTY PARKS TO PERMIT THE PATERSON EDUCATION FUND TO SERVE WINE DURING ITS EVENT SCHEDULED FOR JUNE 14, 2015 AT THE BOAT HOUSE AT GARRET MOUNTAIN RESERVATION BETWEEN 12:00 NOON AND 6:00 P.M., ALL AS NOTED IN THE RESOLUTION

## **LAW AND PUBLIC SAFETY**

40. RESOLUTION AUTHORIZING PURCHASE OF VARIOUS ITEMS BY THE PASSAIC COUNTY PROSECUTOR'S OFFICE, ALL AS NOTED IN THE RESOLUTION
  
41. RESOLUTION AUTHORIZING THE REJECTION OF ALL BIDS FOR TWELVE (12) 2016 POLICE INTERCEPTORS FOR THE PASSAIC COUNTY SHERIFF'S DEPARTMENT, ALL AS NOTED IN THE RESOLUTION
  
42. RESOLUTION AUTHORIZING THE PASSIC COUNTY SHERIFF'S DEPARTMENT TO OBTAIN JUNK TITLES FOR UNCLAIMED OR ABANDONED MOTOR VEHICLES IN ORDER TO PROPERLY DISPOSE OF THE VEHICLES, ALL AS NOTED IN THE RESOLUTION
  
43. RESOLUTION AUTHORIZING A ONE YEAR EXTENSION OF THE CONTRACT BETWEEN PASSAIC COUNTY AND BIO-REFERENCE LABORATORIES TO PROVIDE LABORATORY SERVICES FOR THE PASSAIC COUNTY JAIL, ALL AS NOTED IN THE RESOLUTION

## **PLANNING AND ECONOMIC DEVELOPMENT**

44. RESOLUTION AUTHORIZING A NO-COST TIME EXTENSION TO THE CONTRACT WITH CAMOIN ASSOCIATES OF SARATOGA SPRINGS, N.Y., FOR THE DEVELOPMENT OF A COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs), ECONOMIC IMPACT ANALYSIS OF HURRICANE IRENE AND BUSINESS CONTINUITY DISASTER PLAN, ALL AS NOTED IN THE RESOLUTION
  
45. RESOLUTION AUTHORIZING A PUBLIC HEARING TO BE HELD ON SEPTEMBER 22, 2015 ON THE PASSAIC COUNTY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIC PLAN TO BE SUBMITTED TO THE US ECONOMIC DEVELOPMENT ADMINISTRATION, ALL AS NOTED IN THE RESOLUTION

## **PLANNING AND ECONOMIC DEVELOPMENT**

46. RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDS IN THE AMOUNT OF \$450,000.00, FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION-2014 TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FOR IMPROVEMENTS ALONG BROWERTOWN ROAD IN WOODLAND PARK AND LITTLE FALLS, ALL AS NOTED IN THE RESOLUTION
  
47. RESOLUTION OPPOSING A PROPOSED THE NJ TRANSIT RAIL SERVICE CUTS TO MONTCLAIR-BOONTON RAIL LINE SERVICING LITTLE FALLS AND WAYNE TOWNSHIPS AS WELL AS THE FARE HIKES PROPOSED FOR ALL NJ TRANSIT RIDERS, ALL AS NOTES IN THE RESOLUTION

## **LATE STARTERS**

48. RESOLUTION AUTHORIZING THE FINAL ONE-YEAR OPTION TO RENEW THE CONTRACT WITH GOURMET DINING CORRECTIONAL FOOD SERVICES, LLC TO PROVIDE FOOD SERVICES FOR THE PASSAIC COUNTY JAIL

### **O. 12. New Business:**

1. Personnel
2. Bills
3. Certification of Payroll
4. Receipt of Departmental Reports

### **P. 13. Adjournment**

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

**May 26, 2015**

A regular meeting of the Passaic County Board of Chosen Freeholders was held this day in the Freeholder's Chambers at 6:43 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
Bartlett	
Best	
Cotroneo	
Duffy	
Lepore	
Deputy Director James	
Director Lora	

**Invocation:** Lead by Director Lora

**Pledge of Allegiance:**

**Approval of Minutes;**

Motion made by Freeholder Best, second by Freeholder James, that the minutes for February 24, 2015, be approved which the motion was carried on a roll call of five votes in the affirmative with Freeholder Cotroneo and Duffy abstaining.

**Proclamation:**

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

At this time Director Lora asked if there were any Freeholder Reports.

1. Freeholder Director Hector C. Lora
2. Freeholder Deputy Director Bruce James
3. Freeholder John W. Bartlett
4. Freeholder Theodore O. Best, Jr.
5. Freeholder Ronda Casson Cotroneo
6. Freeholder Terry Duffy
7. Freeholder Pat Lepore

**COMMUNICATION: - None**

**ORAL PORTION:**

James: Motion to open the public portion.  
Duffy: Second.

ROLL CALL: Bartlett, Yes; Best, Yes; Cotroneo, Yes; Duffy, Yes; Lepore, Yes; James, Yes; Director Lora, Yes;

At this time the following people appeared before the Board:

1. Barbara McGurik
2. Gary McGuirk
3. Sam Merhi

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

ROLL CALL: Bartlett, Yes; Best, Yes; Cotroneo, Yes; Duffy, Yes; Lepore, Yes;  
James, Yes; Director Lora, Yes:

**Consent Agenda Resolutions:**

A motion was made by Freeholder James, second by Freeholder Bartlett to add Resolution K-27 thru K-29, 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 James, second by Freeholder Duffy to adopt Resolution K-1 thru L-29, and the motion was carried on roll call with seven (7) votes in the affirmative.

**"End of Consent Agenda"**

**New Business:**

**Personnel:**

A motion was made by Freeholder James, second by Freeholder Bartlett, 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) votes in the affirmative.

**Bills:**

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

Current Fund	4-01	129,258.96
Current Fund	5-01	3,485,785.07
HUD Budget Expenditures	5-25	<u>15.00</u>

**Year Total: \$3,485,800.07**

General Capital Fund Budget	C-04	1,387,721.44
State/Federal Grant Fund	G-01	299,133.29
Passaic Co Open Space Trst Fun	T-16	182,029.60
Professional Liability Trust	T-19	88,036.37
Trust Fund Other	T-20	2,210.17
Prosecutor's Confiscated Funds	T-23	<u>9,060.00</u>

**Year Total: \$327,835.92**

**Total of All Fun \$5,629,749.68**

Current Fund	4-01	629.40
Current Fund	5-01	10,817,683.37
Payroll Agency Deductions	5-05	2,186,266.61
HUD Budget Expenditures	5-25	11,245.88

State/Federal Grant Fund	G-01	471,699.52
Confiscated Trust Fund	T-15	55,110.00
Worker's Compensation Trust	T-18	169,147.26
Professional Liability Trust	T-19	5,249.96
Municipal Forfeiture Fund	T-22	131,997.63
Prosecutor's Confiscated Funds	T-23	28,891.17

**Total All Funds: \$13,877,920.80**

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

**Payroll Certification:**

A motion was made by Freeholder James, seconded by Freeholder Bartlett, that the payroll be certified and the Clerk of the Board notify the County Treasurer, which motion was approved on roll call, with seven (7) votes in the affirmative.

**Departmental Reports**

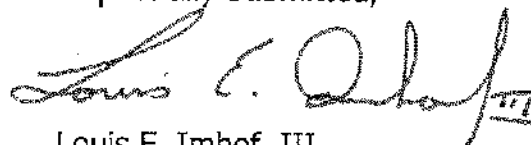
Departmental Reports were received and filed in the Office of the Clerk of the Board.

**Adjournment**

Motion made by Freeholder Duffy, seconded by Freeholder Cotroneo that the regular meeting be adjourned at 7:05 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

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: Motion for final adoption of 2015 "CAP" Resolution R-15-306 to Exceed Index Rate, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

COMMITTEE NAME

Official Resolution#							
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date							
Agenda Item	i-4						
CAF #							
Purchase Req. #							
Result							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓				✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓		✓		✓		

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

Dated: June 10, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: May 12, 2015 - 5:30 PM

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

Agenda: Motion to adopt on First Reading 2015 "CAP" Resolution to Exceed Index Rate (N.J.S.A. 40A:4-45), 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150306</b>						
Meeting Date	05/12/2015						
Introduced Date	05/12/2015						
Adopted Date	05/12/2015						
Agenda Item	i-1						
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>
Lora	✓				✓		
James	✓				✓		
Bartlett	✓			✓	✓		
Best Jr	✓				✓		
Cotroneo		✓					
Duffy		✓					
Lepore	✓		✓		✓		

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

Introduced on: June 9, 2015  
Adopted on:  
Official Resolution#:

Dated: June 10, 2015

## COUNTY OF PASSAIC

2015 "CAP" RESOLUTION TO EXCEED INDEX RATE  
(N.J.S.A.40A:45:15)

**WHEREAS**, the Local Government Cap Law, N.J.S.40A:4-45.1 et seq., provides that in the preparation of its annual budget, a county shall limit any increase in said budget to .5% unless authorized by resolution to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A:4-45.15a provides that a county may, when authorized by resolution, appropriate the difference between the amount of its final appropriation and the 2.0% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Board of Freeholders in the County of Passaic finds it advisable and necessary to increase its 2015 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Board of Chosen Freeholders hereby determines that a 2.0% increase in the budget for said year, amounting to \$4,499,169.74 in excess of the increase in the final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

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

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the 2015 budget year, the final appropriations of the County of Passaic shall, in accordance with this resolution and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$7,873,547.04 and that the 2015 county budget for the County of Passaic be approved and adopted in accordance with this resolution; and,

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

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

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

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION TO AMEND BUDGET, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150369</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	i-8						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

COUNTY OF PASSAIC

RESOLUTION TO AMEND BUDGET

WHEREAS, the County budget for the year 2015 was approved on May 12, 2015 ; and,

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to amend said approved budget,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Passaic, that the following amendments to the approved budget of 2015 be made:

RECORDED VOTE (Insert Last Names)	AYES	( Bartlett ( Best ( Cotroneo ( Duffy ( James Lepore	NAYS	( ( ( ( ( (	ABSTAIN	( ( ( ( ( (	Lora - Absent
CURRENT FUND BUDGET							
ANTICIPATED REVENUES							
						<u>From</u>	<u>To</u>
6. Amount to be Raised by Taxes for Support of County Budget:						335,458,448.02	335,617,867.02
7. TOTAL GENERAL REVENUES (Items 5 and 6)						457,071,344.65	457,230,763.65
8. GENERAL APPROPRIATIONS							
(A) Operations						<u>From</u>	<u>To</u>
Health & Welfare							
Welfare Board:							
Administrator (OE)						12,954,981.00	13,114,400.00
Total Health & Welfare						98,663,993.00	98,823,412.00
TOTAL OPERATIONS {Item 8(A) }						339,357,542.63	339,516,961.63
TOTAL OPERATIONS INCLUDING CONTINGENT						339,407,542.63	339,566,961.63
Detail:							
Other Expenses (Including Contingent)						201,239,394.63	201,289,394.63
Introduced on: June 9, 2015							
Adopted on: June 9, 2015							
Official Resolution No. 2015-189							
TOTAL GENERAL APPROPRIATIONS						457,071,344.65	457,230,763.65

BE IT FURTHER RESOLVED, that three certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the 2015 County Budget so amended.

IT IS HEREBY CERTIFIED that the Amended Budget hereto and hereby made a part hereof is a true copy of the Amended Budget approved by resolution of the Board of Chosen Freeholders on the 9th day of June, 2015

Certified by me, this 9th day of June, 2015

  
Clerk

IT IS HEREBY CERTIFIED that the Adopted Budget Amendment annexed hereto and hereby made a part of the 2015 Budget is a copy of the original on file with the Clerk of the Board of Chosen Freeholders, that all additions are correct, all statements contained herein are in proof and the total of anticipated revenues equals the total of appropriations.

Certified by me, this 9th day of June, 2015

  
Registered Municipal Accountant

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150369

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO WINNER FORD OF CHERRY HILL, NJ FOR TWO 2015 FORD F-150 HOT SHOT DELIVERY VEHICLE WHEELBASE 145" 6 SWB BODY OR EQUAL FOR THE PASSAIC COUNTY DIVISION OF NUTRITION SERVICES AS PER BID, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

ADULT DAY CARE

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150370						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-1						
CAF #	5-01-55-020-000-601						
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO WINNER FORD OF CHERRY HILL, NJ FOR TWO 2015 FORD F-150 HOT SHOT DELIVERY VEHICLE WHEELBASE 145" 6 SWB BODY OR EQUAL FOR THE PASSAIC COUNTY DIVISION OF NUTRITION SERVICES AS PER BID**

**WHEREAS**, there exists a need for two hot shot delivery vehicles for the Passaic County Division of Nutrition Services; and

**WHEREAS**, the County of Passaic issued a public solicitation to qualified vendors for SB-15-021 Two 2015 Ford F-150 Hot Shot Delivery Vehicle Wheelbase 145" 6 SWB Body or Equal for the Passaic County Division of Nutrition 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 County of Passaic, Department of Purchasing has reviewed and tabulated the bids as received on May 5, 2015 pursuant to N.J.S.A. 40A: 11-1 et. seq., and has made a recommendation to the Board of Chosen Freeholders for an award of contract to Winner Ford of Cherry Hill, NJ; and

**WHEREAS**, the Finance, Administration and Personnel Committee has reviewed this matter at its May 27, 2015 meeting and recommended this resolution to the full Board of adoption; and

**WHEREAS**, the contract period will be for twelve months from award of contract for an estimated price of \$111,860.00; and

**WHEREAS**, a certificate is attached hereto, indicating that \$111,860.00 in funds are available as recorded in purchase requisition #R5-03751 in the budget account #5-01-55-020-000-601 for the within contemplated expenditure; and

**WHEREAS**, Winner Ford of Cherry Hill, NJ 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 pursuant to the terms and conditions set forth above, it hereby authorizes an award of contract to Winner Ford of Cherry Hill, NJ for the services 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.

June 9, 2015

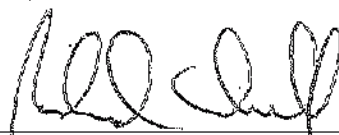
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 111,860.00

APPROPRIATION: 5-01-55-020-000-601

PURPOSE: To authorize award of contract to Winner Ford of Cherry Hill, NJ for two 2015 ford F-150 Hot Shot Delivery Vehicle.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:ft

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION TO PURCHASE VIA STATECONTRACT AND COUNTY COOPERATIVES, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
PURCHASING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150371</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-2						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION TO PURCHASE VIA STATE CONTRACT AND  
COUNTY COOPERATIVES**

**WHEREAS** various Passaic County Departments and Institutions have requested the purchase of items and services pursuant to State Contract, Cooperative Purchasing Agreements and/or Federal GSA Schedules as indicated in the attached correspondence for the Various Passaic County Departments; and

**WHEREAS** the Board of Chosen Freeholders is desirous of approving said purchase in accordance with the terms of the State Contract, Cooperative Purchasing Agreements and/or Federal GSA Schedules and authorizing the Purchasing Agent to issue the appropriate Purchase Order; and

**WHEREAS** the Passaic County Finance 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/services in accordance with the terms of the applicable State Contract described below:

<b>Vendor</b>	<b>EPLUS</b>
State:	#87720
Description:	Cisco Routers and Other Cisco Parts
Using Agency:	OEM, MIS, PCSD
Amount:	\$200,000.00

**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

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO BEYER BROS CORP OF FAIRVIEW, NJ FOR TWO GMC MODEL TK25753 SIERRA 4WD DOUBLE CAB WITH OPTION FOR SNOW PLOW AND ACCESSORIES FOR THE PASSAIC COUNTY ROADS DEPARTMENT AS PER BID, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

ROADS & BRIDGES/OPERATIONS

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150372						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-3						
CAF #	c-04-55-979-000-901						
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO BEYER BROS CORP OF FAIRVIEW, NJ FOR TWO GMC MODEL TK25753 SIERRA 4WD DOUBLE CAB WITH OPTION FOR SNOW PLOW AND ACCESSORIES FOR THE PASSAIC COUNTY ROADS DEPARTMENT AS PER BID**

**WHEREAS**, there exists a need for two trucks with snow plow and accessories for the Passaic County Roads Department; and

**WHEREAS**, the County of Passaic issued a public solicitation to qualified vendors for SB-15-023 Two GMC Model TK25753 Sierra 4WD Double Cab with Option for Snow Plow and Accessories for the Passaic County Roads Department 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 County of Passaic, Department of Purchasing has reviewed and tabulated the bids as received on May 14, 2015 pursuant to N.J.S.A. 40A: 11-1 et. seq., and has made a recommendation to the Board of Chosen Freeholders for an award of contract to Beyer Bros Corp of Fairview, NJ; and

**WHEREAS**, the Finance, Administration and Personnel Committee has reviewed this matter at its May 27, 2015 meeting and recommended this resolution to the full Board of adoption; and

**WHEREAS**, the contract period will be for twelve months from award of contract for an estimated price of \$108,068.00; and

**WHEREAS**, a certificate is attached hereto, indicating that \$108,068.00 in funds are available as recorded in purchase requisition #R5-03671 in the budget account #C-04-55-979-000-901 for the within contemplated expenditure; and

**WHEREAS**, Beyer Bros Corp of Fairview, NJ 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 pursuant to the terms and conditions set forth above, it hereby authorizes an award of contract to Beyer Bros Corp of Fairview, NJ for the services 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.

June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 108,068.00

APPROPRIATION: C-04-55-979-000-901

PURPOSE: To authorize award of contract to Beyer Bros Corp of Fairview for Two GMC Vehicles.

  
Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr





# County of Passaic

Administration Building Annex  
307 Pennsylvania Avenue • Paterson, New Jersey 07503

Res-Pg:n.3-5

ROAD DEPARTMENT

**Kenneth A. Simpson**  
*Passaic County*  
*Supervisor of Roads*

TEL.: (973) 881-4500  
FAX: (973) 742-2498  
kenneths@passaiccounty.org

May 15, 2015

Mr. Michael Marinello, Purchasing Director  
Passaic County Procurement Center  
495 River Street  
Paterson, New Jersey 07524

Re: (2) GMC Model TK24753 Sierra 4WD Double Cab Trucks with Snow Plow Option  
And accessories  
Bond Number - C-04-55-979-000-901

Dear Mr. Marinello:

Please be advised that I have reviewed the bids received by your department for the above referenced (2) GMC Model TK24753 Sierra 4WD Double Cab Trucks with Option Snow Plow and Accessories, which is to be purchased for the Passaic County Road Department. I have discussed this purchase with the Public Works Committee at their meeting of April 13, 2015, and I am therefore recommending that the bid be awarded to the lowest responsible bidder and only bidder, Beyer Brothers Corp., 109 Broad Avenue, Fairview, New Jersey 07022, in the amount of \$108,068.00.

If you should have any question with respect to this matter, or I can be of additional assistance, please feel free to contact me.

Very truly yours,

Kenneth A. Simpson  
Passaic County Supervisor of Roads

KAS/esc

**COUNTY OF PASSAIC  
RESOLUTION REQUEST FORM**

1. NAME OF REQUESTER: **KENNETH A. SIMPSON, PASSAIC COUNTY SUPERVISOR OF ROADS**  
Telephone #: **973-881-4500**

DESCRIPTION OF RESOLUTION: **AUTHORIZING THE PURCHASE OF TWO GMC MODEL 1K25753 SIERRA 4WD DOUBLE CAB TRUCKS WITH OPTION FOR SNOW PLOW AND ACCESSORIES FROM BEYER BROTHERS CORP., 109 BROAD AVENUE, FAIRVIEW, NEW JERSEY 07022 IN THE TOTAL AMOUNT OF \$108,068.00 AS THE LOWEST RESPONSIBLE BIDDER FOR BID NO. SB-15-023, 5/14/15. VEHICLES PURCHASED FOR USE BY PASSAIC COUNTY ROAD 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: \$ 108,068.00

**REQUISITION #** R5-03671

4. COMMITTEE REVIEW:	<u>DATE</u>
<input type="checkbox"/> Administration & Finance	_____
<input checked="" type="checkbox"/> Public Works / Buildings & Grounds	<u>4/13/15</u>
<input type="checkbox"/> Planning & Economic Development	_____
<input type="checkbox"/> Health, Human Services & Community Affairs	_____
<input type="checkbox"/> Law & Public Safety	_____
<input type="checkbox"/> Energy	_____
<input type="checkbox"/> Other Specify: _____	_____

5. DISTRIBUTION LIST:

- Administration
- Finance
- Counsel
- Clerk to the Board
- Procurement

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150372

**COUNTY OF PASSAIC**

ROADS DEPT, CO OF PASSAIC

(973) 973-881-4500

307 PENNSYLVANIA AVENUE

PATERSON, NJ 07503

REQUISITION NO. Res-Pg:n.3-7

NO.

R5-03671

S  
H  
I  
P  
T  
O

COUNTY OF PASSAIC  
ROAD DEPARTMENT  
307 PENNSYLVANIA AVENUE  
PATERSON, NJ 07503

V  
E  
N  
D  
O  
R

BEYER BROS. CORP.  
109 BROAD AVENUE  
FAIRVIEW, NJ 07022

VENDOR #: 04628

ORDER DATE: 05/15/15  
DELIVERY DATE:  
STATE CONTRACT:  
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
2.00	ROAD DEPARTMENT - PATERSON TWO GMC MODEL 1K25753 SIERRA 4WD DOUBLE CAB WITH OPTION FOR SNOW PLOW AND ACCESSORIES AS PER SB-15-023, 5/14/2015  DELIVER TO: PASSAIC COUNTY ROAD DEPT. ATTN: KENNETH SIMPSON 307 PENNSYLVANIA AVENUE PATERSON, NEW JERSEY 07503 973-881-4500  AS PER PASSAIC COUNTY CONTRACT RESOLUTION NO.	C-04-55-979-000-901	54,034.0000	108,068.00
			TOTAL	108,068.00

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150372

REQUESTING DEPARTMENT

DATE



# County of Passaic

Procurement Center  
495 River Street, Paterson, NJ 07524

Res-Pg:n.3-8

[mmarinello@passaiccountynj.org](mailto:mmarinello@passaiccountynj.org)

Tel: (973) 247-3300

Fax: (973) 742-8295

Michael Marinello, QPA  
Purchasing Agent

June 1, 2015

Board of Chosen Freeholders  
Administration Building

Re: Two (2) GMC Model TK25753 Sierra  
4WD Double Cab with Option for  
Snow Plow and Accessories for the  
Passaic County Roads Department

Contract Period: Twelve months from award of contract

ATTN: Lou Imhof, Clerk to the Board

Dear Mr. Imhof:

Bids were received at 10:30am, on May 14, 2015 in the Passaic County Procurement Center.  
The bids were received and read aloud as follows:

Beyer Bros Corp of Fairview, NJ

Bid upon \$54,034.00 per vehicle total  
\$108,068.00

This was solicited in a Fair and Open Process. Bids were received and evaluated by Kenneth A. Simpson, Passaic County Supervisor of Roads, and it is his recommendation that a contract be awarded to Beyer Bros Corp of Fairview, NJ as per the attached memo. This bid was evaluated on the basis of the vendor bidding the lowest responsible price.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Marinello".

Michael Marinello, QPA, CCPO  
Purchasing Agent

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

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



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO JESCO INC OF SOUTH PLAINFIELD, NJ FOR ONE SELF LIFTING DETACHABLE LOWBOY TRAILER FOR THE PASSAIC COUNTY ROADS DEPARTMENT AS PER BID, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
ROADS & BRIDGES/OPERATIONS

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150373</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-4						
CAF #	c-04-55-979-000-901						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO JESCO INC OF SOUTH PLAINFIELD, NJ FOR ONE SELF LIFTING DETACHABLE LOWBOY TRAILER FOR THE PASSAIC COUNTY ROADS DEPARTMENT AS PER BID**

**WHEREAS**, there exists a need for one lowboy detachable trailer for the Passaic County Roads Department; and

**WHEREAS**, the County of Passaic issued a public solicitation to qualified vendors for SB-15-024 One 35 Ton Self Lifting Detachable Lowboy Trailer for the Passaic County Roads Department 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 County of Passaic, Department of Purchasing has reviewed and tabulated the bids as received on May 19, 2015 pursuant to N.J.S.A. 40A: 11-1 et. seq., and has made a recommendation to the Board of Chosen Freeholders for an award of contract to Jesco Inc of South Plainfield, NJ; and

**WHEREAS**, the Finance, Administration and Personnel Committee has reviewed this matter at its May 27, 2015 meeting and recommended this resolution to the full Board of adoption; and

**WHEREAS**, the contract period will be for twelve months from award of contract for an estimated price of \$51,500.00; and

**WHEREAS**, a certificate is attached hereto, indicating that \$51,500.00 in funds are available as recorded in purchase requisition #R5-03745 in the budget account #C-04-55-979-000-901 for the within contemplated expenditure; and

**WHEREAS**, Jesco Inc of South Plainfield, NJ 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 pursuant to the terms and conditions set forth above, it hereby authorizes an award of contract to Jesco Inc of South Plainfield, NJ for the services 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.

June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 51,500.00

APPROPRIATION: C-04-55-979-000-901

PURPOSE: To authorize award of contract to Jesco Inc. of South Plainfield, NJ for Lowboy Trailer.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr





# County of Passaic

Administration Building Annex  
307 Pennsylvania Avenue • Paterson, New Jersey 07503

Res-Pg:n.4-5

ROAD DEPARTMENT

**Kenneth A. Simpson**  
Passaic County  
Supervisor of Roads

TEL.: (973) 881-4500  
FAX: (973) 742-2498  
kenneths@passaiccounty.org

May 20, 2015

Mr. Michael Marinello, Purchasing Director  
Passaic County Procurement Center  
495 River Street  
Paterson, New Jersey 07524

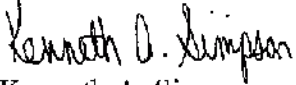
Re: 35 Ton Self-Lifting Detachable Lowboy Trailer, Bid No. SB-15-024  
Bond Number - C-04-55-979-000-901

Dear Mr. Marinello:

Please be advised that I have reviewed the bids received by your department for the above referenced 35 Ton Self-Lifting Detachable Lowboy Trailer, which is to be purchased for the Passaic County Road Department. I have discussed same with the Public Works Committee at their meeting of April 13, 2015 and I am therefore recommending that the bid be awarded to the lowest responsible bidder, Jesco, 497 Fishkill Avenue, Beacon, New York 12508, in the amount of \$51,500.00.

If you should have any question with respect to this matter, or I can be of additional assistance, please feel free to contact me.

Very truly yours,

  
Kenneth A. Simpson  
Passaic County Supervisor of Roads

KAS/esc

## COUNTY OF PASSAIC RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: **KENNETH A. SIMPSON, PASSAIC COUNTY SUPERVISOR OF ROADS**  
Telephone #: **973-881-4500**

DESCRIPTION OF RESOLUTION: RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 35 TON SELF-LIFTING DETACHABLE LOWBOY TRAILER AS PER SPECIFICATION CONTAINED IN BID NUMBER SB-15-024 FROM JESCO TRACTOR SERVICE, 1260 CENTENNIAL AVENUE, PISCATAWAY, NJ 08854. THE TOTAL CONTRACT AMOUNT OF \$51,500.00. VEHICLE PURCHASED FOR USE BY THE PASSAIC COUNTY ROAD 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: \$ 51,500.00

**REQUISITION #** R5-03745

4. COMMITTEE REVIEW:	<u>DATE</u>
<input type="checkbox"/> Administration & Finance	_____
<input checked="" type="checkbox"/> Public Works / Buildings & Grounds	<u>4/13/15</u>
<input type="checkbox"/> Planning & Economic Development	_____
<input type="checkbox"/> Health, Human Services & Community Affairs	_____
<input type="checkbox"/> Law & Public Safety	_____
<input type="checkbox"/> Energy	_____
<input type="checkbox"/> Other Specify: _____	_____

5. DISTRIBUTION LIST:

- Administration
- Finance
- Counsel
- Clerk to the Board
- Procurement

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150373

# COUNTY OF PASSAIC

ROADS DEPT, CO OF PASSAIC

(Q) 973-881-4500

307 PENNSYLVANIA AVENUE

PATERSON, NJ 07503

REQUISITION **Res-Pg:n.4-7**

NO.

R5-03745

S H I P  T O	COUNTY OF PASSAIC ROAD DEPARTMENT 307 PENNSYLVANIA AVENUE PATERSON, NJ 07503
V E N D O R	VENDOR #: 00126 JESCO TRACTOR SERVICE ATTN: KAREN REA 1260 CENTENNIAL AVENUE PISCATAWAY, NJ 08854

ORDER DATE: 05/20/15

DELIVERY DATE:

STATE CONTRACT:

F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ROAD DEPARTMENT - PATERSON ONE (1) 35 TON SELF-LIFTING DETACHABLE LOWBOY TRAILER AS PER SPECIFICATIONS CONTAINED IN BID NUMBER SB-15-024, 5/19/15  DELIVER TO: PASSAIC COUNTY ROAD DEPT ATTN: KENNETH A. SIMPSON 307 PENNSYLVANIA AVENUE PATERSON, NJ 07503 973-881-4500  AS PER PASSAIC COUNTY CONTRACT	C-04-55-979-000-901	51,500.0000	51,500.00
			TOTAL	51,500.00

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150373

REQUESTING DEPARTMENT

DATE



# County of Passaic

Procurement Center  
495 River Street, Paterson, NJ 07524

Res-Pg:n.4-8

[mmarinello@passaiccountynj.org](mailto:mmarinello@passaiccountynj.org)

Tel: (973) 247-3300

Fax: (973) 742-8295

**Michael Marinello, QPA**  
*Purchasing Agent*

June 1, 2015

Board of Chosen Freeholders  
Administration Building

Re: One 35 Ton Self Lifting  
Detachable Lowboy Trailer for the  
Passaic County Roads Department

Contract Period: Twelve months from award of contract

ATTN: Lou Imhof, Clerk to the Board

Dear Mr. Imhof:

Bids were received at 10:30am, on May 19, 2015 in the Passaic County Procurement Center. The bids were received and read aloud as follows:

Jesco Inc., South Plainfield, NJ                      Total bid \$51,500.00

H.A. DeHart & Sons Inc., Thorofare, NJ              Total Bid \$51,591.00

This was solicited in a Fair and Open Process. Bids were received and evaluated by Kenneth A. Simpson, Passaic County Supervisor of Roads, and it is his recommendation that a contract be awarded to Jesco Inc of South Plainfield, NJ as per the attached memo. This bid was evaluated on the basis of the vendor bidding the lowest responsible price.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Marinello".

Michael Marinello, QPA, CCPO  
Purchasing Agent

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO PARSONS BRINCKERHOFF INC OF NEW YORK, NY FOR RFP NJTPA FY 2015-2016 UPWP SUBREGIONAL STUDY PROGRAM, GREAT FALLS CIRCULATION STUDY FOR THE PASSAIC COUNTY PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT AS PER COMPETITIVE CONTRACT, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

PLANNING BOARD

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150374</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-5						
CAF #	g-01-41-834-015-233						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO PARSONS BRINCKERHOFF INC OF NEW YORK, NY FOR RFP NJTPA FY 2015-2016 UPWP SUBREGIONAL STUDY PROGRAM, GREAT FALLS CIRCULATION STUDY FOR THE PASSAIC COUNTY PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT AS PER COMPETITIVE CONTRACT**

**WHEREAS**, on April 30, 2015 proposals were received and opened for RFP-15-001 NJTPA FY 2015-2016 UPWP Subregional Study Program, Great Falls Circulation Study for Passaic County Planning and Economic Development Department 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 November 12, 2014 Resolution R20140873 was passed authorizing the use of competitive contracting pursuant to NJSA 40A;11-4.3; 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 to Parsons Brinckerhoff Inc of New York, NY for their proposal for NJTPA FY 2015-2016 UPWP Subregional Study Program, Great Falls Circulation Study for the Passaic County Planning and Economic Development Department; and

**WHEREAS**, the Finance, Administration and Personnel Committee has reviewed this matter at its May 27, 2015 meeting and recommended this resolution to the full Board of adoption; and

**WHEREAS**, the contract period will be through June 30, 2016 or through project completion; and

**WHEREAS**, a certificate is attached hereto, indicating that \$245,506.67 in funds are available in the budget account #G-01-41-834-015-233 as encumbered in requisition R5-03932 for the within contemplated expenditure; 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

**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 Parsons Brinckerhoff Inc of New York, NY; 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; and

**BE IT FURTHER RESOLVED** that the Clerk to the Board shall advertise in a paper of local circulation, the award of RFP NJTPA FY 2015-2016 UPWP Subregional Study Program, Great Falls Circulation Study as a competitive contract.

June 9, 2015

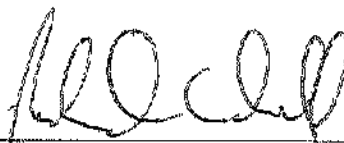
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 245,506.67

APPROPRIATION: G-01-41-834-015-233

PURPOSE: To authorize award of contract to Parsons  
Brinckerhoff Inc of NY for RFP NJTPA FY 2015-  
2016.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr





## County of Passaic

Department of Planning and Economic Development  
 930 Riverview Drive, Suite 250  
 Totowa, New Jersey 07512  
 (973) 569-4040 (973) 812-3450 Fax

www.passaiccountynj.org

MICHAEL LA PLACE, AICP, PP  
 Director

June 1, 2015

Michael Marinello Q.P.A., R.P.P.O.  
 Passaic County Purchasing Agent  
 495 River St, Second Floor  
 Paterson, NJ 07505

RE: Great Falls Circulation Study - RFP Review and Recommendation

Mr. Marinello,

The County received two responses to RFP-15-001 for professional services to assist with the completion of the Great Falls Circulation Study. The County was awarded and accepted \$240,000.00 from the North Jersey Transportation Planning Authority (Resolution R-20140580) in addition to a County match of \$60,000.00 to complete the study. A total of \$250,000.00 has been allotted in the total project budget for consultant support. The two responses that were received were from Vanasse Hangen Brustlin, Inc. (VHB) and the second from Parsons Brinckerhoff, Inc.

A committee was formed to review and score the two proposals accordingly. The corresponding scores and summary of those scores are attached to this document. The scoring was unanimous from the committee with each member scoring Parson Brinckerhoff's submission as the stronger proposal.

The matter was discussed with Freeholder Planning and Economic Development Committee on May 27<sup>th</sup> and the recommendation made to contract with Parsons Brinckerhoff, Inc. in the amount of \$245,506.67 to work in consultation with the Planning and Economic Development Department to complete the Great Falls Circulation Study. The recommendation received full support from the committee to move to the full Freeholder Board for consideration. The budget account number that will be used for the consultant contract expenditures is G-01-41-834-015-233 and the contract term will be until June 30, 2016 or through project completion.

Thank you.

Michael Lysicatos AICP, PP

Att: Project Scoring Summary  
 Edmonds Budget Account Status/ Transaction Audit

Cc: Carmen Santana  
 Michael La Place  
 Gerald Reiner  
 Helen Willis

### COUNTY OF PASSAIC RESOLUTION REQUEST FORM

- 1. NAME OF REQUESTER & Tel #: Michael Lysicatos. (973) 569-4047
- 2. DESCRIPTION OF RESOLUTION (PLEASE BE SPECIFIC AS POSSIBLE)

The resolution is to begin negotiations and award a contract in the amount of \$245,506.67 to Parson Brinkerhoff, Inc. to work in consultation with the Passaic County Department of Planning and Economic Development on the Great Falls Circulation Study. This work falls under Subregional Studies grant awarded to the County from the North Jersey Transportation Planning Authority.

- 3. CERTIFICATION INFORMATION:

AMOUNT OF EXPENDITURE \$245,506.67 R5-03932  
 BUDGET ACCOUNT # G-01-41-834-015-233

ATTACH A COPY OF A "DETAIL BUDGET ACCOUNT STATUS INCLUDING REQUISITION ITEMS" PAGE FROM EDMONDS

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A CERTIFICATION OF FUNDS IN ORDER TO BE PLACED IN THE AGENDA. IT IS THE RESPONSIBILITY OF THE REQUESTING DEPARTMENT TO IDENTIFY THE APPLICABLE BUDGET LINE TO THE FINANCE DEPARTMENT. FAILURE TO DO SO WILL RESULT IN DELAYS IN PROCESSING THE RESOLUTION REQUEST.

- 4. COMMITTEE REVIEW: DATE
- Administration & Finance \_\_\_\_\_
- Public Works / Buildings & Grounds \_\_\_\_\_
- Planning & Economic Development 5/27/2015
- Health, Human Services & Community Affairs \_\_\_\_\_
- Law & Public Safety \_\_\_\_\_
- Energy \_\_\_\_\_
- Other Specify: \_\_\_\_\_ \_\_\_\_\_

- 5. DISTRIBUTION LIST:

Administration  
 Finance  
 Counsel  
 Clerk to Board  
 Other(s)  
 Specify: \_\_\_\_\_

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150374

COUNTY OF PASSAIC  
 PLANNING DEPT, CO OF PASSAIC  
 (Q) 973-569-4038  
 930 RIVERVIEW DRIVE-SUITE 250  
 TOTOWA, NJ 07512

REQUISITION	
NO.	R5-03932

SHIP TO	COUNTY OF PASSAIC PLANNING BOARD 930 RIVERVIEW DRIVE-SUITE 250 TOTOWA, NJ 07512
VENDOR	VENDOR #: 10284 PARSONS BRINCKERHOFF, INC. 4139 OREGON PIKE EPHRATE, PA 17522

ORDER DATE: 06/02/15  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROFESSTONAL SVCS. ASSIST WITH THE GREAT FALLS CIRCULATION STUDY; AS PER R-2014-580; DATED 7/22/14	G-01-41-834-015-233	245,506.6700	245,506.67
			TOTAL	245,506.67

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150374

\_\_\_\_\_  
 REQUESTING DEPARTMENT DATE

Criteria	Allotted Points	VHB	Parsons Brinckerhoff
1. Cost Proposal	5	5	5
2. Consultant Team Qualifications	35	34	30
3. Technical Approach	50	40	48
4. Schedule and Deliverables	10	9	7
<b>Totals:</b>	<b>100</b>	<b>88</b>	<b>90</b>

## Blythe Eaman - NJTPA

Criteria	Allotted Points	VHB	Parsons Brinckerhoff
1. Cost Proposal	5	5	5
2. Consultant Team Qualifications	35	30	30
3. Technical Approach	50	40	50
4. Schedule and Deliverables	10	8	8
<b>Totals:</b>	<b>100</b>	<b>83</b>	<b>93</b>

## Michael Deutsch - City of Paterson

Criteria	Allotted Points	VHB	Parsons Brinckerhoff
1. Cost Proposal	5	5	5
2. Consultant Team Qualifications	35	30	32
3. Technical Approach	50	45	50
4. Schedule and Deliverables	10	8	8
<b>Totals:</b>	<b>100</b>	<b>88</b>	<b>95</b>

## Mathew Jordan - Passaic County Administration

Criteria	Allotted Points	VHB	Parsons Brinckerhoff
1. Cost Proposal	5	5	5
2. Consultant Team Qualifications	35	30	35
3. Technical Approach	50	43	50
4. Schedule and Deliverables	10	8	8
<b>Totals:</b>	<b>100</b>	<b>86</b>	<b>98</b>

## Michael Lysicatos - Passaic County Planning (Project Manager)

Criteria	Allotted Points	VHB	Parsons Brinckerhoff
1. Cost Proposal	5	5	5
2. Consultant Team Qualifications	35	30	33
3. Technical Approach	50	43	48
4. Schedule and Deliverables	10	9	7
<b>Totals:</b>	<b>100</b>	<b>87</b>	<b>93</b>

## Charles Silverstein - Passaic County Engineering

Criteria	Allotted Points	VHB	Parsons Brinckerhoff
1. Cost Proposal	5	5	5
2. Consultant Team Qualifications	35	35	35
3. Technical Approach	50	47	48
4. Schedule and Deliverables	10	8	8
<b>Totals:</b>	<b>100</b>	<b>95</b>	<b>96</b>

## Average Scores

Criteria	Allotted Points	VHB	Parsons Brinckerhoff
1. Cost Proposal	5	5.0	5.0
2. Consultant Team Qualifications	35	31.5	32.5
3. Technical Approach	50	43.0	49.0
4. Schedule and Deliverables	10	8.3	7.7
<b>Totals:</b>	<b>100</b>	<b>87.8</b>	<b>94.2</b>

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150374

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

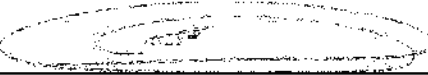
Location: County Administration  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO MAXOR CORRECTIONAL PHARMACY OF FRANKLIN, TN FOR RFP PHARMACEUTICAL SERVICES FOR THE PASSAIC COUNTY JAIL AS PER COMPETITIVE CONTRACT, ALL AS NOTED IN THE RESOLUTION

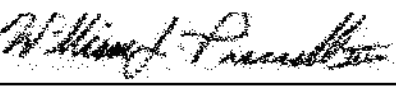
THIS RESOLUTION WAS REQUESTED BY:

JAIL & WORKHOUSE

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150375</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-6						
CAF #	5-01-25-157-005-M01						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO MAXOR CORRECTIONAL PHARMACY OF FRANKLIN, TN FOR RFP PHARMACEUTICAL SERVICES FOR THE PASSAIC COUNTY JAIL AS PER COMPETITIVE CONTRACT**

**WHEREAS**, on April 7, 2015 proposals were received and opened for RFP-15-011 Pharmaceutical Services for the Passaic County Jail 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 February 24, 2015 Resolution R20150124 was passed authorizing the use of competitive contracting pursuant to NJSA 40A;11-4.3; 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 to Maxor Correctional Pharmacy Services of Franklin, TN for their proposal for Pharmaceutical Services for the Passaic County Jail; and

**WHEREAS**, the Finance, Administration and Personnel Committee has reviewed this matter at its May 27, 2015 meeting and recommended this resolution to the full Board of adoption; and

**WHEREAS**, the contract period will be from April 1, 2015 through March 31, 2018 with two one-year options to renew as per the County of Passaic; and

**WHEREAS**, the estimated annual cost for pharmaceutical services at the Passaic County Jail are \$1,200,000.00 for a total of \$3,600,000.00 for the initial 3 year contract term; and

**WHEREAS**, a certificate is attached hereto, indicating that \$700,000.00 in funds are available in the budget account # 5-01-25-157-005-M01, prorated for the 7 months remaining in 2015 as encumbered in purchase requisition R5-03936 for the within contemplated expenditure with the remaining \$2,900,000.00 contingent on necessary funds being appropriated in future budgets; and

**WHEREAS**, Maxor Correctional Pharmacy Services of Franklin, TN 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

**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

**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 Maxor Correctional Pharmacy Services of Franklin, TN; 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; and

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

June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 3,600,000.00

APPROPRIATION: 5-01-25-157-005-M01 \$700,000.00  
\$2,900,000.00 Subject to inclusion and adoption  
of future year budgets.

PURPOSE: To authorize award of contract to Maxor Correctional  
Pharmacy of Franklin, TN for Pharmaceutical  
Services.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr



# PASSAIC COUNTY SHERIFF'S OFFICE

*Sheriff Richard H. Berdnik*

Undersheriff Joseph C. Dennis  
Undersheriff Mario Recinos  
Undersheriff Leonard Lovely



Warden Michael Tolerico, CPM, CJM  
Chief William McCrary  
Chief Serafino Caporuscio

DATE: May 26, 2015  
TO: Undersheriff L. Lovely  
FROM: Warden Michael Tolerico  
Cc: Undersheriff J. Dennis  
Sheriff Richard Berdnik

RE: RFP #15-011 Review Committee Results for Pharmaceutical Services at the Passaic County Jail

A Review Committee was convened for the purpose of evaluating requests for proposals submitted to the Purchasing Department on April 7, 2015, for Pharmaceutical Services for the Passaic County Jail.

The Committee met and each proposal was evaluated utilizing the following criteria: Technical (20%), Management (20%), and Cost (60%).

Below are the vendors that submitted proposals to RFP #15-011 and a summary of their evaluation:

Vendor	Total score	Rank
Maxor Correctional Pharmacy	86	1
Contract Pharmacy	83.5	2
Diamond Drugs	83.3	3
Westwood Pharmacy	83	4
Correct Rx Pharmacy	78.2	5
Specialty Rx	62.5	6
Pharma Corr	57.5	7
Curemed Pharmacy	23	8
Paterson Pharmacy	12	9
Safe Chain Solutions	7.5	10

Based on the above rankings, the committee recommends that the contract be awarded to **Maxor Correctional Pharmacy Services**. Maxor proposed a 30% cost discount on brand name medications, an 81% discount on generic medications and no prescription dispensing fee over a three-year contract period. The RFP also contained two one-year options to renew at the same costs and discounts. In addition, Maxor scored very high in the areas of Management and Technical.

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150375

Below is a detailed evaluation of how each vendor scored in the areas of Cost, Technical and Management, as well as notes pertaining to those scores.

	Paterson	Contract	Diamond	Maxor	Westwood	Correct	Specialty	Safe Chain	CureMed	Pharma Corr
<b>Cost = total 60 pts</b>	<b>8</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>43</b>	<b>39</b>	<b>44</b>	<b>1</b>	<b>16</b>	<b>28</b>
30 pts. max = Brand (best discount)	0	21	24	30	18	15	27	0	9	12
10 pts. max = Generic (best discount)	0	10	9	5	8	7	4	0	3	6
10 pts. max = Top 100 (best pricing)	5	10	7	4	9	8	3	1	2	6
10 pts. max = Advate (best pricing)	3	5	6	7	8	9	10	0	2	4
<b>Technical = 20 pts.</b>	<b>4</b>	<b>17.5</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>19.5</b>	<b>18.5</b>	<b>6.5</b>	<b>7</b>	<b>19.5</b>
<b>Management = 20 pts.</b>	<b>0</b>	<b>20</b>	<b>18.3</b>	<b>20</b>	<b>20</b>	<b>19.7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
10 pts. max = experience in jails	0	10	10	10	10	10	0	0	0	10
10 pts. max = References	0	10	8.3	10	10	9.7	0	0	0	0
<b>Total Points (100 possible):</b>	<b>12</b>	<b>83.5</b>	<b>83.3</b>	<b>86</b>	<b>83</b>	<b>78.2</b>	<b>62.5</b>	<b>7.5</b>	<b>23</b>	<b>57.5</b>
<b>Notes:</b>	<b>1,2,3,8</b>	<b>13</b>	<b>5,10</b>			<b>6,7</b>	<b>2, 12</b>	<b>1,2,3,8</b>	<b>2,3,8</b>	<b>3,4,9</b>

Notes key:

- 1 - Vendor didn't provide Brand or Generic discount pricing
- 2 - Vendor didn't provide references or information regarding expertise / experience in providing services to jails
- 3 - Vendor's references were not contacted, as they were not needed - Cost and/or Technical scores were too low.
- 4 - A perfect score of 10 in References would not have ranked this Vendor in top 3.
- 5 - 2 vendor references not satisfied with implementation process / 1 vendor experienced issues with delivery timeliness
- 6 - A vendor experienced issues with delivery timeliness
- 7 - did not provide references that are not current clients
- 8 - many technical areas of the proposal lacked a response
- 9 - non-compliant to 1 technical specs
- 10 - non-compliant to 2 technical specs
- 12 - non-compliant to 3 technical specs
- 13 - non-compliant to 5 technical specs

The committee recommends the contract be awarded at a not exceed amount of \$1,200,000.00 annually from account # 5-01-25-157-005-MO1 for a term of (3) three years expiring May 31, 2018, with two additional one-year options at the discretion of the County.

Respectfully,

30 of the Top 100 meds		Contract	Diamond	Maxor	Westwood	Correct
35	Risperdone 4 MG	570.75	259.25	7761.23	\$ 2,858.88	1369.43
38	Norvir 100MG	\$ 18,098.40	\$ 23,386.69	\$ 20,305.88	\$ 22,626.55	\$ 22,458.48
39	Truvada 200-300MG	\$ 89,640.66	\$ 115,893.57	\$ 100,606.80	\$ 112,104.72	\$ 111,272.00
53	Kaletra 200-50MG	\$ 10,966.14	\$ 14,183.53	\$ 12,312.97	\$ 13,720.17	\$ 12,858.48
69	Reyataz 300MG	\$ 44,831.18	\$ 62,538.88	\$ 54,289.70	\$ 42,694.24	\$ 60,044.85
73	Isentress 400MG	\$ 18,970.15	\$ 26,222.93	\$ 22,764.11	\$ 25,365.72	\$ 25,177.50
74	Viread 300MG	\$ 30,799.05	\$ 39,739.21	\$ 34,497.23	\$ 38,439.77	\$ 38,154.60
75	Prezista 800MG	\$ 35,851.02	\$ 51,132.35	\$ 44,387.83	\$ 49,460.72	\$ 48,111.84
79	Atripla 600-200-300MG	\$ 40,801.72	\$ 52,748.87	\$ 45,791.21	\$ 51,024.49	\$ 61,543.07
80	Eliquis 25MG	\$ 9,790.72	\$ 13,805.55	\$ 11,857.52	\$ 13,212.66	\$ 12,852.51
81	Invega 6MG	\$ 8,735.79	\$ 12,420.82	\$ 10,775.97	\$ 8,007.49	\$ 11,802.24
82	Sustiva 600MG	\$ 6,904.36	\$ 9,792.21	\$ 8,500.55	\$ 9,472.04	\$ 9,401.40
83	Emtriva 200MG	\$ 3,381.45	\$ 4,370.83	\$ 3,794.30	\$ 4,227.94	\$ 4,200.39
84	ProAir HFA 108 (90 Base)MCG/ACT	\$ 8,702.19	\$ 6,252.96	\$ 1,270.31	\$ 54.25	\$ 160.37
85	Fluphenazin 2.5MG/5ML c HCl	\$ 207.69	\$ 56.03	\$ 16.24	\$ 203.75	\$ 7.31
86	Epzicom 600-300MG	\$ 4,131.39	\$ 5,710.42	\$ 4,957.23	\$ 5,523.76	\$ 5,815.80
87	Lexiva 700MG	\$ 1,405.57	\$ 1,942.41	\$ 1,686.20	\$ 1,878.91	\$ 3,729.84
88	Reyataz 200MG	\$ 1,330.91	\$ 1,856.92	\$ 1,611.99	\$ 1,796.22	\$ 3,304.71
89	Humulin N 100UNIT/ML	\$ 6,968.86	\$ 1,102.29	\$ 801.69	\$ 8,933.09	\$ 421.25
90	Abilify 20MG	\$ 1,899.17	\$ 2,467.20	\$ 2,119.07	\$ 301.50	\$ 2,343.72
91	Aplisol(50 Tests) 5UNIT/0.1ML	\$ 4,314.38	\$ 977.62	\$ 100.58	\$ 1,120.72	\$ 1,351.14
92	Tubersol 5UNIT/0.1ML	\$ 1,057.53	\$ 1,423.24	\$ 134.23	\$ 1,120.72	\$ 1,351.94
93	Alvesco 80MCG/ACT	\$ 4,642.80	\$ 3,086.86	\$ 145.47	\$ 988.80	\$ 736.10
94	Humulin R 100UNIT/ML	\$ 2,453.19	\$ 392.77	\$ 285.66	\$ 3,109.30	\$ 150.10
95	Neupogen 300MCG/ML	\$ 6,583.28	\$ 8,844.24	\$ 6,203.40	\$ 4,369.10	\$ 8,277.48
96	Dicillin L-A 2400000UNIT/4 ML	\$ 1,792.66	\$ 2,492.97	\$ 600.13	\$ 2,750.24	\$ 1,659.13
97	Neupogen 480MCG/1.6ML	\$ 3,473.20	\$ 4,694.40	\$ 3,309.46	\$ 2,293.50	\$ 2,759.16
98	Risperdal 37.5MG/2ML Consta	\$ 1,419.49	\$ 1,993.28	\$ 860.31	\$ 958.65	\$ 897.64
100	Koate-DVI 1000 IU	\$ 979.90	\$ 710.00	\$ 695.40	\$ 870.00	\$ 642.59
		\$ 370,703.60	\$ 470,498.30	\$ 402,442.67	\$ 429,487.90	\$ 452,855.07

The above sampling is of 30 of the most expensive medications from the top 5 Vendor proposals. It shows that the Top 100 Sample market pricing is a poor cost comparison. For example, Maxor proposed the largest discount on brand medications (30% discount off AWP); however, Contract Pharmacy Services proposed a lower cost with a smaller 23% discount. Based in this information, it appears Vendors were not using the same AWP data. As such, less weight is being given to this area.

Passaic County Sheriff's Office  
 Passaic County Jail - Pharmaceutical RFP Score Sheet

Jail Pharmaceutical Services RFP #15-011 - Score sheet

	Paterson	Contract	Diamond	Maxor	Westwood	Correct	Specialty	Safe Chain	CureMed	Pharma Corr
<b>Est = total 60 pts</b>	<b>8</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>43</b>	<b>39</b>	<b>44</b>	<b>1</b>	<b>16</b>	<b>28</b>
0 pts. max = Brand (best discount)	0	21	24	30	18	15	27	0	9	12
0 pts. max = Generic (best discount)	0	10	9	5	8	7	4	0	3	6
10 pts. max = Top 100 (best pricing)	5	10	7	4	9	8	3	1	2	6
10 pts. max = Advate (best pricing)	3	5	6	7	8	9	10	0	2	4
<b>Technical = 20 pts.</b>	<b>4</b>	<b>17.5</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>19.5</b>	<b>18.5</b>	<b>6.5</b>	<b>7</b>	<b>19.5</b>
<b>Management = 20 pts.</b>	<b>0</b>	<b>20</b>	<b>18.3</b>	<b>20</b>	<b>20</b>	<b>19.7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
10 pts. max = experience in jails	0	10	10	10	10	10	0	0	0	10
10 pts. max = references	0	10	8.3	10	10	9.7	0	0	0	0
<b>Total Points (100 possible):</b>	<b>12</b>	<b>83.5</b>	<b>83.3</b>	<b>86</b>	<b>83</b>	<b>78.2</b>	<b>62.5</b>	<b>7.5</b>	<b>23</b>	<b>57.5</b>
Notes:	1,2,3,8	13	5,10			6,7	2,12	1,2,3,8	2,3,8	3,4,9
Notes key:	1 - Vendor didn't provide Brand or Generic discount pricing									
	2 - Vendor didn't provide references or information regarding expertise / experience in providing services to jails									
	3 - Vendor's references were not contacted, as they were not needed - Cost and/or Technical scores were too low.									
	4 - A perfect score of 10 in References would not have ranked this Vendor in top 3.									
	5 - 2 vendor references not satisfied with implementation process / 1 vendor experienced issues with delivery timeliness									
	6 - A vendor experienced issues with delivery timeliness									
	7 - did not provide references that are not current clients									
	8 - many technical areas of the proposal lacked a response									
	9 - non-compliant to 1 technical specs									
	10 - non-compliant to 2 technical specs									
	12 - non-compliant to 3 technical specs									
	13 - non-compliant to 5 technical specs									
Based on the Scoring Sheet, the Pharmaceutical RFP should be awarded to Maxor Correctional Pharmacy.										

Jail Pharmaceutical Service - RFP # 15-01.1 - Management scoring

Introduced on:  
 Adopted on:  
 Official Resolution #

Experience in Correctional facilities	Points	notes
Paterson Pharmacy	0	No Correctional experience identified
Contract Pharmacy	10	
Diamond Drugs	10	
Maxor Correctional Pharmacy	10	
Westwood Pharmacy	10	
Correct Rx Pharmacy	10	
Specialty Rx	0	No Correctional experience identified
Safe Chain Solutions	0	No Correctional experience identified
Curemed Pharmacy	0	No Correctional experience identified
Pharma Corr	10	

References	Points	ref #1	ref #2	ref #3	total	notes
Paterson Pharmacy	0	0	0	0	0%	Vendor didn't provide references or information regarding experience in providing services to jails
Contract Pharmacy	10	10	10	10	100%	Excellent references
Diamond Drugs	8.3	10	7	8	83%	2 references not satisfied with implementation process / 1 experienced difficulties with delivery timeliness
Maxor Correctional Pharmacy	10	10	10	10	100%	Excellent references
Westwood Pharmacy	10	10	10	10	100%	Excellent references
Correct Rx Pharmacy	9.7	10	9	10	97%	1 reference experienced difficulties timeliness of deliveries
Specialty Rx	0	0	0	0	0%	Vendor didn't provide references or information regarding experience in providing services to jails
Safe Chain Solutions	0	0	0	0	0%	Vendor didn't provide references or information regarding experience in providing services to jails
Curemed Pharmacy	0	0	0	0	0%	Vendor didn't provide references or information regarding experience in providing services to jails
Pharma Corr	0	0	0	0	0%	Vendor references were not contacted, not needed - Technical and Cost scores were too low.

Jail Pharmaceutical Services RFP 15-011 - Advate medication costs

	Paterson	Contract	Diamond	Maxor	Westwood	Correct	Specialty	Safe Chain	CureMed	Pharma Corr
<b>Advate costs (most expensive meds)</b>										
Advate 3000 IU \$ 4,467.60 \$	3,636.67 \$	3,000.00 \$	2,948.40 \$	2,750.00 \$	2,787.12 \$	2,475.00 \$	\$	\$	7,560.00 \$	4,305.00 \$
cost per unit \$ 1,4892 \$	1,2122 \$	1,0000 \$	0,9828 \$	0,9300 \$	0,9290 \$	0,8250 \$	\$	\$	2,5200 \$	1,4350 \$
weekly dose 10000 \$ 14,892.00 \$	12,122.23 \$	10,000.00 \$	9,828.00 \$	9,300.00 \$	9,290.40 \$	8,250.00 \$	\$	\$	25,200.00 \$	14,350.00 \$
Annual cost 52 \$ 774,384.00 \$	630,356.13 \$	520,000.00 \$	511,056.00 \$	483,600.00 \$	483,100.80 \$	429,000.00 \$	\$	\$	1,310,400.00 \$	746,200.00 \$
Current contract pricing (Maxor)	3000 IU weekly	3000 IU weekly	annual							
38288	\$42,064.98	\$1,0986	\$3,795.94	\$10,986.47	\$371,296.22					

Advate difference from current pricing \$ 59,059.92 \$ (\$1,296.22) \$ (\$60,240.22) \$ (\$87,096.22) \$ (\$88,195.42) \$ (\$142,296.22) \$ - \$ 739,103.78 \$ 174,903.78

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150375

Jail Pharmaceutical Service - RFP # 15-011 - Cost scoring

Cost Scoring totals

	Paterson	Contract	Diamond	Maxor	Westwood	Correct	Specialty	Safe Chain	CureMed	PharmaCorr
30 pts max = Brand (best discount)	0	21	24	30	18	15	27	0	9	12
10 pts max = Generic (best discount)	0	10	9	5	8	7	4	0	3	6
10 pts max = Top 100 (best pricing)	5	10	7	4	9	8	3	1	2	6
10 pts max = Advate (best pricing)	3	5	6	7	8	9	10	0	2	4
<b>60 pts max = total cost</b>	<b>8</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>43</b>	<b>39</b>	<b>44</b>	<b>1</b>	<b>16</b>	<b>28</b>

Cost Scoring breakdowns

Brand (discount from AWP)	30 points total (as Brand medication costs are the majority of total jail monthly medication costs)
Brand Name Rx Drugs PO	0 23 23.5 30 22 21 25 0 12 18
Brand Name Rx IM, SQ	0 23 23.5 30 22 21 25 0 8 18
Brand Name OTC and Stock	0 23 23.5 30 22 21 25 0 10 18

Generic (discount from AWP)	10 points total
Generic Rx Drugs Po	0 95 94 81 93 90 50 0 7 82
Generic Rx IM, SQ	0 95 94 81 93 90 50 0 5 82
Generic OTC and Stock	0 95 94 81 93 90 VAC+10% 0 6 82

dispensing fee per Rx \$3.75 all 0

Sample Top 100 meds	10 points total
	\$ 568,019.98 \$ 401,313.54 \$ 561,224.50 \$ 647,018.49 \$ 469,887.50 \$ 478,332.31 \$ 659,041.37 \$ 894,185.30 \$ 750,542.99 \$ 567,603.29

Advate medication costs	10 points total (currently PCJ's most costly medication)
cost per 3000 iu	\$ 4,467.50 \$ 3,036.67 \$ 3,000.00 \$ 2,948.40 \$ 2,787.12 \$ 2,475.00 \$ - \$ 7,560.00 \$ 4,305.00
cost per iu	\$ 1,489.2 \$ 1,212.22 \$ 1,000.00 \$ 982.8 \$ 929.0 \$ 825.0 \$ - \$ 2,520.00 \$ 1,435.00
weekly dose	\$ 14,892.00 \$ 12,122.23 \$ 10,000.00 \$ 9,828.00 \$ 9,290.40 \$ 8,250.00 \$ - \$ 25,200.00 \$ 14,350.00
Annual cost	\$ 774,384.00 \$ 630,356.13 \$ 520,000.00 \$ 511,056.00 \$ 483,600.00 \$ 429,000.00 \$ - \$ 1,310,400.00 \$ 746,200.00

Introduced on:  
Adopted on:  
Official Resolution#: R20150327

**COUNTY OF PASSAIC**  
 SHERIFF'S DEPT. ATTN: CAROLINE  
 CO OF PASSAIC, (Q) 973-247-3310  
 495 RIVER STREET- 2ND FLOOR  
 PATERSON, NJ 07524

Res-Pg. n. 6-12  
 REQUISITION

NO. R5-03936

ORDER DATE: 06/02/15  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

S H I P  T O	
V E N D O R	VENDOR #: 10270 MAXOR CORRECTIONAL PHARMACY SERVICES 320 S POLK, SUITE 800 AMARILLO, TX 79101

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PARTIAL PAYMENT PHARMACY JAIL THIS REPRESENT SEVEN MONTHS OF 2015 BUDGET AT 100K PER MONTH.	5-01-25-157-005-M01	700,000.0000	700,000.00
			TOTAL	700,000.00

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150375

\_\_\_\_\_  
 REQUESTING DEPARTMENT

\_\_\_\_\_  
 DATE



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION RESCHEDULING THE CONFERENCE AND REGULAR MEETINGS OF THE BOARD OF CHOSEN FREEHOLDERS PREVIOUSLY NOTICED FOR JUNE 23, 2015 TO MONDAY, JUNE 22, 2015 AND DIRECTING THE CLERK TO THE BOARD TO ISSUE THE APPROPRIATE PUBLIC NOTICES AS TO SAID RESCHEDULED MEETING, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#		R20150376					
Meeting Date		06/09/2015					
Introduced Date		06/09/2015					
Adopted Date		06/09/2015					
Agenda Item		n-7					
CAF #							
Purchase Req. #							
Result		Adopted					
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION RESCHEDULING THE CONFERENCE AND  
REGULAR MEETINGS OF THE BOARD OF CHOSEN  
FREEHOLDERS PREVIOUSLY NOTICED FOR JUNE 23,  
2015 TO MONDAY, JUNE 22, 2015 AND DIRECTING THE  
CLERK TO THE BOARD TO ISSUE THE APPROPRIATE  
PUBLIC NOTICES AS TO SAID RESCHEDULED MEETING**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic (the "Board") adopted a resolution (R20150001) at its Reorganization Meeting on January 8, 2015 establishing a schedule of Conference and Regular Meetings for the current year; and

**WHEREAS** pursuant to said resolution, Conference and Regular Meetings of the Board were scheduled and properly noticed for Tuesday, June 23, 2015 commencing at 5:30 p.m. (as to the Conference Meeting) and 6:00 p.m. (as to the Regular Meeting); and

**WHEREAS** a scheduling conflict has arisen between the Board's previously noticed meetings and the commencement exercises for the Passaic County Technical Institute which are also scheduled for June 23, 2015; and

**WHEREAS** in order to permit the Freeholders and other County officials to attend the PCTI commencement exercises, the Board is desirous of changing the date of its previously noticed Conference and Regular meetings to Monday, June 22, 2015, with the Conference Meeting to commence at 5:30 p.m. and the Regular Meeting to commence at 6:00 p.m., with the location remaining unchanged; and

**WHEREAS** the Administration, Finance and Personnel Committee considered this matter at its meeting of May 27, 2015 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 the Freeholder Conference and Regular Meetings previously scheduled for Tuesday, June 23, 2015 be and hereby are rescheduled for Monday, June 22, 2015 at the County Administration Building, 401 Grand Street, Paterson, New Jersey, with the Conference Meeting to commence at 5:30 p.m. and the Regular Meeting to commence at 6:00 p.m.; and

**BE IT FURTHER RESOLVED** that the Clerk to the Board be and hereby is authorized and directed to take all actions necessary to issue all required notices as to the rescheduled meeting in compliance with the Open Public Meetings Law.

Dated: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION ADOPTING A REVISED MANUAL OF PERSONNEL POLICIES AND PROCEDURES FOR THE COUNTY OF PASSAIC, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150377						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-8						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION ADOPTING A REVISED MANUAL OF  
PERSONNEL POLICIES AND PROCEDURES FOR THE  
COUNTY OF PASSAIC**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic (the “Board”) is vested with all the executive and legislative power of the County of Passaic, pursuant to N.J.S.A. 40:20-1, et seq.; and

**WHEREAS** the Board is committed to adopting and implementing employment policies that will ensure a productive workforce and the efficient delivery of County services, while simultaneously respecting the rights of County employees and ensuring compliance with all applicable laws governing public employment; and

**WHEREAS** in furtherance of these goals, the Board previously adopted a Personnel Manual for the County of Passaic by resolution dated September 14, 2010 (R-10-659); and

**WHEREAS** the Board is aware that County officials and Labor Counsel periodically review County policies to ensure compliance with changing legal requirements and best practices, and have recently developed a revised Personnel Manual based on said review; and

**WHEREAS** the Board is now desirous of adopting said revised Personnel Manual to in the form attached to this resolution; and

**WHEREAS** the Administration, Finance and Personnel Committee considered this matter at its meeting of April 29, 2015 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 the attached revised Personnel Manual be and hereby is adopted as containing the official policies of the County of Passaic concerning the matters addressed therein, and that all previous manuals and/or policies that are inconsistent with the provisions of the revised manual be and hereby are repealed to the extent of said inconsistency; and

**BE IT FURTHER RESOLVED** that the County Administrator, Director of Human Resources and Department Heads be and they hereby are authorized and directed to take all the appropriate actions required to implement the policies contained in the attached Personnel Manual; and

**BE IT FURTHER RESOLVED** that copies of this Resolution and the accompanying Policy be distributed to all County Employees; and

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

Dated: June 9, 2015

COUNTY OF PASSAIC  
PERSONNEL  
POLICIES AND PROCEDURES  
MANUAL



**TABLE OF CONTENTS**

AT-WILL STATEMENT & DISCLAIMER ..... 1

GENERAL PERSONNEL POLICY ..... 2

SECTION ONE..... 3

    Policies Relating to Employee Rights and Obligations..... 3

        State Residency Requirement ..... 3

        Equal Employment Opportunity Policy ..... 4

        Americans with Disabilities Act/Accommodation Policy ..... 5

        Pregnancy Accommodation..... 6

        Chronic Disease or Life Threatening Illness Policy ..... 7

        Safety Policy ..... 8

        Alcohol and Drug-Free Workplace..... 9

        Workplace Violence ..... 11

        Prohibited Discrimination and Harassment ..... 12

            Sexual Harassment ..... 12

            Other Prohibited Harassment ..... 13

            Applicability of Policy ..... 13

            Complaint Procedure..... 13

            Protection From Retaliation ..... 14

        Employee Discipline Policy..... 15

            Disciplinary Process ..... 16

        Grievance Policy ..... 18

        Access to Personnel Files Policy ..... 19

CODE OF ETHICS FOR OFFICERS AND EMPLOYEES UNDER THE JURISDICTION OF THE  
PASSAIC COUNTY ETHICS BOARD..... 20

    Political Activity ..... 31

    Resignation Policy: ..... 32

SECTION TWO..... 33

    Workplace Policies..... 33

    Employee Classification..... 33

        Civil Service Employees:..... 33

        General Employee Classification..... 34



Exempt and Non-Exempt Employees:.....34

Attendance Policy .....37

Payroll Policy.....41

    Payroll Information / Pay Method.....41

    Payroll Deductions .....41

Lactation Break Policy.....43

    Eligible Employees.....43

    Lactation Breaks.....43

    Compensation during Breaks .....43

    Administration of this Policy .....43

    Complaint Procedure.....44

    No Retaliation .....44

    Employees Covered under a Collective Bargaining Agreement.....44

Anti-Retaliation Policy .....45

Inclement Weather Policy.....46

    Storm or General Emergency Leave Policy .....46

Official Policy for Use of County Vehicles (Non-Law Enforcement) .....50

Telephone and Personal Communication Usage Policy .....55

    Land-line Telephones.....55

    County-Issued Mobile Phones/Devices.....55

    Prohibited Use of Personal Communication Devices .....55

    Other Personal Electronic Devices.....56

Computer Use, Electronic Mail and Internet Policy.....57

SECTION THREE ..... 60

    LEAVES OF ABSENCE & OTHER TIME OFF .....60

        Paid Holiday Policy.....60

        Vacation/Personal/Sick Leave Policy .....61

        County of Passaic - Donated Leave Program .....65

        Other Leaves of Absence .....69

    Family and Medical Leaves .....70

        Federal Family and Medical Leave Act.....70

        New Jersey Family Leave.....75

Military Leave.....79

New Jersey Military Leave for Public Employment.....82

New Jersey Military Leave and Reemployment Policy.....83

New Jersey Security and Financial Empowerment Act Leave.....84

New Jersey Emergency Responder Leave Policy.....88

SECTION FOUR .....89

    Compensation & Employee Benefits .....89

        Employee Benefits.....89

        Workers Compensation Policy .....93

            Workers’ Compensation Light Duty Policy .....93

        Miscellaneous .....95

            Parking Policy .....95

            Dress Code Policy .....95

            County Identification Policy .....95

            No Smoking Policy .....95

            Bulletin Board Policy.....96

            Educational Assistance and Training Policy .....96

            Conference and Seminar Policy .....97

            Use of County Property.....97

            Work Force Reduction Policy .....97

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE MANUAL ..... 98

ACKNOWLEDGEMENT OF RECEIPT OF PROHIBITED DISCRIMINATION AND  
HARASSMENT POLICY ..... 99

## AT-WILL STATEMENT & DISCLAIMER

### PLEASE READ CAREFULLY

The contents of this Personnel Policies and Procedures manual (“the Manual”) summarize the current benefits and guidelines within the County of Passaic (“the County”) and are intended as guidelines only. The County reserves the right to change, delete, suspend, or discontinue any part or parts of this Manual at any time, without prior notice, and any such action shall apply to existing as well as future employees. You should be aware that these benefits and guidelines may be changed at any time, and that depending upon the circumstances of a given situation, the County’s actions may vary from the provisions of this Manual. **As such, the contents of the Manual DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT.**

**It should be noted that nothing contained in this Manual should be construed as a guarantee of continued employment; but rather, EMPLOYMENT WITH THE COUNTY IS ON AN AT WILL BASIS. This means that either the employee or the County, with or without cause, may terminate the employment relationship at any time with or without notice, for any reason not expressly prohibited by law. Any exception must be expressly authorized and signed by the County Administrator or the County Executive.**

This Manual supersedes and replaces all prior personnel policy and benefit statements, whether oral or in writing. While some of the provisions contained herein refer specifically only to federal law, employees should be aware that the County will comply with all federal, state and local laws. Should any provision in this Manual be found to be unenforceable and/or invalid, such finding does not invalidate the entire Manual, but only the subject provision.

**This Manual has been written so as not to conflict with the collective bargaining agreements between the County and its unionized employees. If there is a conflict between this Manual and any collective bargaining agreement, the provisions of the collective bargaining agreement will prevail for represented employees.**

**This Manual has been written so as not to conflict with the provisions and mandates of the laws and regulations governing Civil Service employment in the State of New Jersey. If there is a conflict between this Manual and any such mandate pursuant to New Jersey Civil Service law such law will prevail for covered employees.**

**This Employee Manual takes effect on [EFFECTIVE DATE].**

## GENERAL PERSONNEL POLICY

It is the policy of the County of Passaic (hereinafter the "County") to treat employees and prospective employees in a fair and respectful manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the County as set forth in this document shall apply to all employees, volunteers, and elected or appointed officials. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law including but not limited to, the Attorney General's guidelines with respect to Police Department personnel matters and the New Jersey Civil Service Act, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall be controlling.

All employees, officers and Department and Division Heads shall be appointed and promoted by the County Board of Chosen Freeholders. No person shall be employed or promoted unless there exists a position created by the County, as well as the necessary budget appropriation and salary ordinance.

Nothing herein is intended to usurp the powers of County Constitutional Officers afforded by statute. The County has appointed the Director of Personnel to assist the County Administrator in implementing personnel practices.

As a general principle, the County has a "no tolerance" policy towards workplace policy violations. All County Officials and employees are to report anything perceived to be improper to the Director of Personnel. The County believes strongly in an Open Door Policy and encourages employees to talk with their supervisor. In the event that an employee's supervisor cannot address the concern, a Department Head, the Director of Personnel and/or County Counsel may also be able to assist in addressing the concern.

The Personnel Policies and Procedures Manual ("manual") adopted by the County is intended to provide guidelines covering public service by County employees and is not a contract. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for County personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the County. Certain County Departments (i.e. Preakness Healthcare Center, Sheriff's Department and Prosecutor's Office) may have specific operational policies that may deviate from the County's Personnel Manual. In the event that such other operational policies exist and terms contained therein conflict with the terms of this manual, the departmental policies shall control. However, nothing herein shall preclude Department Heads from enacting specific policies for the efficient operation of their office subject to approval by the County Administrator.

**SECTION ONE**

**Policies Relating to Employee Rights and Obligations**

**State Residency Requirement**

---

Every Passaic County employee shall have his/her principal place of residence in the State of New Jersey. New hires shall have one year from the time of taking office, employment or position to satisfy the requirement of principal residency. Failure to satisfy this requirement shall render the employee unqualified for holding office, employment or position with the County.

If however, a County employee holds an office, employment, or position with the County as of Sept. 1, of 2011 (the effective date of P.L.2011, c.70), but does not have his or her principal residence in this State on that effective date, he/shall will not be subject to the residency requirement while that employee continues to hold office, employment, or position without a break in public service of greater than seven days.

## **Equal Employment Opportunity Policy**

---

The County is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD) and all other applicable state or federal law. Under no circumstances will the County discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States Armed Forces, gender identity or expression, and/or any other characteristic protected by state or federal law. Accordingly, decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer, their Department Head, Director of Personnel, the County Administrator or County Counsel, or any other supervisor with whom they feel comfortable, using the complaint procedure set forth in the Harassment and Discrimination Policy set forth in this Manual.

Any employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of management through the complaint procedure set forth in the Prohibited Harassment and Discrimination Policy set forth in this Manual.

### Americans with Disabilities Act/Accommodation Policy

In compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination, the County does not discriminate based on disability. The County will endeavor to make every work environment accessible to persons with disabilities and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines.

The County is committed to complying with all the relevant and applicable provisions of the Americans with Disabilities Act (“ADA”), as amended by the Americans with Disabilities Amendments Act and related state laws. The County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability or because they are pregnant. The County will also make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability or who is pregnant who is an applicant or an employee unless undue hardship or a direct threat would result.

An applicant or employee who requires an accommodation in order to perform the essential functions of the job he or she holds or desires should contact the **Director of Personnel and/or Ken Hirman, who shall serve jointly as the Passaic County ADA coordinators for employees** and request such accommodation. The accommodation request can be written or oral and can be made by the employee or by someone else on the employee’s behalf. The accommodation request should specify the accommodation the employee needs to perform the job. If the requested accommodation is reasonable and will not impose an undue hardship or a direct threat, the County will make the accommodation in accordance with applicable law. The County may propose an alternative to the requested accommodation or substitute one reasonable accommodation for another, but the County retains the ultimate discretion to choose between reasonable accommodations.

Employees are expected to fully cooperate in the accommodation process. The duty to cooperate includes making every effort to provide management with current medical information. Employees who do not meaningfully cooperate in the accommodation process will waive the right to accommodation.

The County appointed ADA Coordinators shall be responsible for oversight of/ engaging in the interactive process/dialogue with employees and applicants with disabilities to identify reasonable accommodations. All decisions with regard to reasonable accommodations shall be made by the County Administrator in conjunction with the recommendations of the ADA Coordinators.

Any employees with questions regarding this policy should see the Director of Personnel.

### **Pregnancy Accommodation**

---

The County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment based on pregnancy or a pregnancy-related medical condition. The County will also make reasonable accommodations for the known limitations or needs of an otherwise qualified pregnant individual or an individual suffering from a pregnancy-related medical condition, who is an applicant or an employee unless undue hardship would result.

An applicant or employee who requires such an accommodation for needs related to pregnancy should contact Management and make such an accommodation request.

The accommodation request can be written or oral and can be made by the employee or by someone else on the employee's behalf. The accommodation request should specify the accommodation the employee needs to perform the job.

Accommodations shall be granted on a case-by-case basis, in the sole discretion of the County, pursuant to an interactive process. As part of the accommodation process, the County may require verification from the employee's medical physician.



### **Chronic Disease or Life Threatening Illness Policy**

---

The County encourages employees with chronic diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition and so long as their condition does not impose a public health risk. The County shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the County. The County will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Any and all medical records or information shall be kept in a separate employee file, separate from the employee's personnel file. Anyone inappropriately disclosing such information shall be subject to disciplinary action up to including termination.

## Safety Policy

---

The County endeavors to provide a safe and healthy work environment for all employees and shall comply with the requirements of the Public Employees Occupational Safety and Health Act (“PEOSHA”).

The County is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or unsafe public condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving County facilities, equipment or motor vehicles must also be immediately reported to the supervisor or Department Head and the County Insurance Department. Failure to do so constitutes grounds for disciplinary action. Employees are encouraged to discuss safety concerns with supervisory personnel.

## Alcohol and Drug-Free Workplace

---

The County is committed to protecting the safety, health security and well-being of all County employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat the safety of our workplace and to our goals. We have established an alcohol and drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

We encourage County employees to voluntarily seek help with drug and alcohol problems.

The County recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or department head to be under the influence of alcohol, or drugs during working hours or whose conduct otherwise causes a reasonable suspicion of same, shall be removed from duty and may be subject to discipline, up to and including termination. The supervisor or Department Head shall immediately report any reasonable suspicions of alcohol or drug use to the Director of Personnel and the County Administrator.

Being under the influence as well as the manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on County premises or during work hours by employees is strictly prohibited and may subject the employee to discipline up to and including termination.

An employee may be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. In the event of an accident at work, or in the course of your work for the County or while working on behalf of the County, testing will occur if supported by a reasonable suspicion to believe that an employee's use of such substances was a contributory cause of the accident.

Refusal to submit to testing when requested may result in disciplinary action up to and including termination. A Supervisor or Department Head that observes behavior constituting reasonable suspicion shall immediately contact the Director of Personnel and may not send the employee home as an alternative to testing.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone and Propoxyphene and alcohol. **Details regarding the particular procedures and method/s of testing are available from the Director of Personnel.**

The County may require follow-up testing for an employee whose employment is maintained after a positive test result. The County may also require return-to-duty testing prior to recommencing employment with the County after a positive test result.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees using prescription drugs that may affect job performance or safety shall notify the Director of Personnel or his or her designee who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with applicable law.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on the County property or while performing County business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited and may result in disciplinary action up to and including termination.

Where applicable, issues of impairment which concern the operation of a motor vehicle shall be governed by the appropriate provisions of the County's Vehicle Policy and Commercial Driver's License Policy available from the Director of the Department of Personnel. Such employees are subject to random drug testing as required by the federal government.

All information received by the organization through the drug-free workplace program is confidential communication. All results of drug and alcohol tests are confidential and will be kept in files separate from the employee's work or personnel file. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

**The employment terms set out in this policy work in conjunction with, and do not replace, amend or supplement any contrary terms or conditions of employment stated in any collective bargaining agreement that a union has with the County. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with the County, employees should refer to the specific terms of the collective bargaining agreement, which will control.**

*Employees who are employed in certain safety sensitive or highly regulated positions may be subject to separate and independent drug and alcohol policies and/or testing procedures or pre-employment testing procedures. Please consult with the Director of Personnel to determine if you are subject to a separate and/or additional policy(s) regarding drug and alcohol use and/or testing.*

## **Workplace Violence**

---

The County will not tolerate workplace violence. Violent acts or threats of violence made by an employee against another person or property are cause for immediate termination and will be fully prosecuted. This includes any violence or threats made on County property, or while conducting County business.

Prohibited conduct includes but is not limited to:

- Purposefully and knowingly causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or reasonably subjects another individual to emotional distress;
- Intentionally damaging County property or property of another employee;
- Possession of a weapon while on County property or while on County business except with the authority of a law enforcement unit; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported to the appropriate official (i.e. supervisor, Department Head or the Director of Personnel). The County will actively intervene in any potentially hostile or violent situation.

## **Prohibited Discrimination and Harassment**

---

The County is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has a right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other unlawful harassment. Discrimination or harassment based on a person's race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation or any other classification protected by federal state, or local law will not be tolerated within County employment.

### **Sexual Harassment**

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The following are examples of prohibited conduct:

- 1) Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly brushing against someone, or impeding the movement of another person;
- 2) Unwelcome sexually offensive comments such as slurs, jokes, epithets, and innuendo;
- 3) Unwelcome sexually oriented "kidding" or "teasing" or sexually oriented "practical jokes";
- 4) Suggestive or obscene written comments in notes, letters, invitations, or e-mail;
- 5) Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions;
- 6) Offensive visual contact such as staring, leering, gestures, or displaying obscene objects, pictures, or cartoons;
- 7) Inappropriate or suggestive comments about another person's physical appearance or dress;
- 8) Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or
- 9) Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor, e.g., suggesting that an individual will receive a poor performance review or be denied a raise unless he/she goes out on a date with a supervisor.

- 10) Posting comments or engaging in dialogue on social media or other internet venues that harass, offend or discriminate against, other employees of the County.

### **Other Prohibited Harassment**

In addition to prohibiting sexual harassment, the County prohibits the harassment of an individual based on his or her race, color, religion, national origin, age, veteran's status, sexual orientation, disability or membership in another group protected by federal, state, or local law. In this regard, harassment is defined as verbal, written or physical conduct to include postings or engaging in dialogue on social media or other internet venues – including but not limited to slurs, remarks, epithets, jokes, or intimidating or hostile acts – based on an employee's membership in a protected class, when such conduct has the purpose or effect of:

- 1) Substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment;
- 2) Otherwise adversely affecting an individual's employment opportunities; or
- 3) Unreasonably interfering with an individual's work performance

### **Applicability of Policy**

The prohibition against unlawful harassment applies to all employees (Department Heads, administrators, managers, supervisors, salaried, hourly, and temporary employees, etc.) as well as elected and appointed officials, contractors, customers, suppliers and guests. Similarly, all the County employees have a responsibility to keep the workplace free of unlawful harassment.

### **Complaint Procedure**

If any employee believes that he/she has been subject to sexual or other unlawful harassment or discrimination, he or she should immediately report the behavior to the employee's immediate supervisor, any other manager to whom they feel comfortable or to their Department Head or the Director of Personnel. In addition, any County employee must report any incident of unlawful harassment they may observe, even if they are not a target or victim.

Employees should report incidents in writing using the Employee Discrimination/Harassment Complaint form available from the Director of Personnel. However, the employee may also make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment or sexual harassment the employee may ask his or her supervisor, Department Head, Director of Personnel, County Administrator or County Counsel.

A supervisor who is made aware of a possible complaint of discrimination or harassment should notify the Director of Personnel or, if more comfortable, County Counsel immediately.

All complaints of harassment or discrimination will be promptly and thoroughly investigated. To the extent practicable under the circumstances, the investigation will be conducted in such a way as to maintain confidentiality to the extent possible.

If it is determined that inappropriate conduct has occurred, the County will act promptly to eliminate the offending conduct, which may include disciplinary action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as the County deems appropriate to prevent future harassment or discrimination.

Employees who make knowingly false or frivolous accusations, such as those made maliciously or recklessly will be subject to discipline up to and including termination.

#### **Protection From Retaliation**

The County will not retaliate against anyone for reporting or complaining about unlawful harassment or discrimination in good faith, or for participating in an investigation of alleged harassment, nor will it tolerate retaliation by supervisors, managers, co-workers, or anyone else. Discrimination or retaliation against any other individual who participates in the investigation of a complaint will likewise not be tolerated.



## Employee Discipline Policy

---

The purpose of this policy is to set forth in the County's policy on administering discipline for unsatisfactory conduct in the work place. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future. We ask for your full cooperation in meeting your responsibilities so that we can continue to maintain the positive, constructive atmosphere that has made the County the successful operation that we now enjoy.

It is important to note that every employee of the County is expected to act in a professional manner and meet work performance standards. Such behavior enhances the quality of the work environment. Out of necessity employees must conform to certain rules of conduct. Therefore, disciplinary measures must be applied when, through carelessness or deliberate intent, these rules are violated.

Employees who fail to comply with the County's rules or federal, state or local rules/regulations may be disciplined, up to and including termination, at the sole discretion of the County. The following is a partial list of behaviors which may lead to such discipline and/or termination:

An employee may be subject to discipline for any of the following but not limited to the following:

- Insubordination;
- Inability to perform duties
- Chronic or excessive absenteeism or lateness
- Conviction of a crime or disorderly persons offense
- Conduct unbecoming a public employee
- Neglect of duty
- Misuse of public property, including motor vehicles
- Discrimination that affects equal employment opportunity including sexual harassment
- Violation of Federal regulations concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and State and local policies
- Violation of New Jersey residency requirements as set forth in P.L. 2011, c. 70;
- Failure to report absences
- Unscheduled absence
- Abuse of accrued benefit time such as, chronic, excessive or patterned absence or repeated failure to report to work on a day or days prior to or following a vacation, holiday or any other unauthorized day of absence.
- Violation of County policies regarding harassment and discrimination theft or attempted theft of property belonging, but not limited, to the County, fellow employees, volunteers or visitors or others.
- Falsification of public records, including attendance and other personnel records
- Engaging in or failure to report physical altercations at any time while on County property

- Being under the influence of intoxicants (e.g., alcohol) or illegal drugs on County property and at any time during work hours
- Possession, sale, transfer or use of intoxicants or illegal drugs on County property and at any time during work hours
- Entering the building without prior authorization during non-scheduled work hours
- For-Profit soliciting on County premises *during employee's working time*. This includes but is not limited to distribution of literature or products and/or sales of products, such as those from Avon, Amway, etc. **Working time** shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the County. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times.
- Soliciting membership in fraternal, religious, social or political organizations during employee working time (as defined above).
- Deliberate destruction or damage to the County or a suppliers' property
- Sleeping on the job
- Carrying weapons of any kind on County premises and/or during work hours, unless carrying a weapon is a function of law enforcement job duties
- Violation of established safety and fire regulations
- Unauthorized absence from work area during working time such as roaming and/or loitering outside your work area during scheduled work hours
- Defacing walls, bulletin boards or any other County or supplier property
- Unauthorized disclosure of confidential County information (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) regarding employees or the public which you may come in contact with during the course of your employment.
- Gambling on County premises
- Horseplay, disorderly conduct and use of abusive and/or obscene language on County premises
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Violation of any County rules, policies, procedures and regulations
- Abuse of the County phone system
- Accepting offers of tips for services rendered
- Unauthorized use of County computers, Internet, and email in violation of the County's Computer Use, Electronic Mail and Internet Policy
- Violation of any of the policies set forth in this Manual and
- Other sufficient cause not enumerated above

### Disciplinary Process

In cases of employee misconduct, the County believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of such behavior. Employees who receive discipline that is based on behavioral issues may be referred to the County's Employee Assistance Program if the County deems appropriate. The County EAP may have the discretion to recommend a course of corrective training or counseling which may, at the County's

discretion be considered as a mitigating factor in the determination of any discipline the employee may receive.

Major disciplinary action includes termination, disciplinary demotion, suspension or alternate sanction fine exceeding five (5) working days

Minor discipline includes a formal written reprimand, suspension or alternate sanction fine of five (5) working days or less.

Employees who object to the terms or conditions of the discipline may be entitled to a hearing under the applicable grievance procedure and Civil Service procedure or in accordance with any respective collective bargaining agreement for covered employees.

In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing and to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; County Administrator or Director of Personnel review; written reprimand; enrollment in the Employee Assistance Program; suspension; fines and termination. At the discretion of the County, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

**NOTHING CONTAINED IN THIS SECTION SHALL BE CONSTRUED AS TO CREATE A CONTRACT FOR EMPLOYMENT OR EFFECT IN ANYWAY THE AT-WILL STATUS OF EMPLOYMENT.**

**This policy is written not to conflict with the collective bargaining agreement between the County of Passaic and its unionized employees. If there is a conflict between this policy and any collective bargaining agreement, the provisions of the collective bargaining agreement will prevail for represented employees.**

## Grievance Policy

---

A grievance is any formal dispute concerning the interpretation, application and enforcement of any County personnel policy or procedure. A grievance submitted by a union employee will be addressed pursuant to grievance procedure set forth in the applicable bargaining unit agreement. A grievance from a non-union employee must be submitted within five (5) working days after arising. Failure to report a grievance within such time period shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty (30) working days prior to the date the grievance was first presented in writing.

- **Step One:** Any employee or group of employees with a grievance shall communicate their grievance to their supervisor or Department Head who will discuss the matter with the Director of Personnel and/or the County Administrator. The supervisor or Department Head will communicate the decision to the employee within five (5) working days.
- **Step Two:** If the employee is not satisfied with the decision, the employee must submit a written grievance to the Director of Personnel detailing the facts and the relief requested. The decision in Step One will be deemed final if the employee fails to submit a written grievance within five (5) working days of the Step One decision. After consulting the Director of Personnel and County Counsel as appropriate, the County Administrator or hearing officer will render a written decision to the employee within five (5) working days after the Director of Personnel received the written grievance.

The above referenced grievance procedures do not apply to employee complaints made under the General Anti-Harassment/Discrimination Policy and the Anti-Retaliation Policy.

### **Access to Personnel Files Policy**

---

The Director of Personnel shall maintain the official personnel file for each employee. Personnel files are treated as confidential records that must be secured in the Personnel Office and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records are protected from unauthorized access. Any employee may review their file in the presence of Personnel Department staff upon reasonable written notice.

**CODE OF ETHICS FOR OFFICERS AND EMPLOYEES UNDER  
THE JURISDICTION OF THE PASSAIC COUNTY ETHICS BOARD**

---

The County of Passaic has created an Ethics Board which has adopted the following Ethics Code which contains certain provisions that are more restrictive than those established under the Local Government Ethics Law.

**I. Passaic County Ethics Board Declaration**

The Ethics Board finds and declares that:

- a. Public office and employment are a public trust;
- b. The vitality and stability of representative democracy depend upon the public's confidence in the integrity of its elected and appointed representatives;
- c. Whenever the public perceives a conflict between the private interests and the public duties of a government officer or employee, that confidence is imperiled;
- d. Governments have the duty both to provide their citizens with standards by which they may determine whether public duties are being faithfully performed, and to apprise their officers and employees of the behavior which is expected of them while conducting their public duties; and
- e. It is the purpose of this Code to provide a method of assuring that standards of ethical conduct and financial disclosure requirements for county officers and employees shall be clear, consistent, uniform in their application, and enforceable on a county wide basis, and to provide county officers or employees with advice and information concerning possible conflicts of interest which might arise in the conduct of their public duties.

**II. Definitions**

"Board", when used in its capitalized form, means the Passaic County Board of Ethics.

"Business organization" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union or other legal entity.

"County" means the County of Passaic or any agency thereof.

"Governing body" means the Board of Chosen Freeholders.

"Financial interest" or "interest" (when it appears in the singular and is not modified by the words "property" or "personal") means either the ownership or control of more than 5% of the profits, assets or stock of a business corporation or the ownership or control of the profits, assets or stock of a business corporation having a market value of \$10,000 or more, whichever

represents the lesser value. Financial interest shall not, however, include the control of assets in a non-profit entity or labor union.

"Agency" means any board, including but not limited to the Board of Social Services, and similarly situated boards, (but specifically excluding the County College Board or any board specifically within the jurisdiction of the Local Finance Board) agency, governing body, including the chief executive officer, bureau, division, office, commission or other governmental instrumentality within the authority of the County of Passaic, or which the County, in whole or in part, controls or contributes to their finances, and/or any independent authority created by or appointed under the authority of the County of Passaic, which performs, functions other than of a purely advisory nature, excluding, however, any entity created by the County of Passaic and one, or more than one, other county.

"Employee" means any person, whether compensated or not, whether part-time or full-time, employed by the County or serving on a County agency who is not a County officer, but shall not mean any employee of a school district.

"Officer" means any person whether compensated or not, whether part-time or full-time: (1) elected to any office of a County agency; (2). serving on a County agency; (3) who is a member of an independent county or regional authority; or (4) who is a managerial executive or confidential employee of the County or of a County agency, as defined in section 3 of the "New Jersey Employer-Employee Relations Act," P.L.1941, c.100 (C.34:13A-3), but shall not mean any employee of a school district or member of a school board.

"Member of the family" or "family" means the spouse, child, sibling, parent, grandparent, aunt, uncle, first cousin, in-law or members of the household of an officer or employee.

"Member of immediate family" means the spouse or dependent child of a county officer or employee residing in the same household.

"Local Finance Board" shall mean the Local Finance Board in the Division of Local Government Services in the State of New Jersey Department of Community Affairs.

"Substantial", when used to modify the words "benefit" and "involvement", shall mean that level of benefit received or to be received, directly or indirectly, as a result of a county employee's or county officer's vote or participation in a decision and/or that level of personal involvement with an outside business organization, legal entity, or individual seeking a contract, determination, or thing of value from the county by a county employee or county officer which might reasonably be expected to impair his/her objectivity or prejudice his/her independence of judgment in the exercise of his/her official duties.

With respect to Section V, Financial Disclosure Statement, the terms and definitions set forth in N.J.S.A. 40A:9-22.3 are applicable and are incorporated as though set forth in full herein.

### III. Passaic County Ethics Board: Jurisdiction

The Passaic County Ethics Board shall have jurisdiction to govern and guide the conduct of county government officers or employees regarding violations of the provisions of this code. County government officers or employees serving a county agency shall be under the jurisdiction of the board. The board in interpreting and applying the provisions of this act shall recognize that under the principles of democracy, public officers and employees cannot and should not be expected to be without any personal interest in the decisions and policies of government; that citizens who are government officers and employees have a right to private interests of a personal, financial and economic nature; and that standards of conduct shall distinguish between those conflicts of interest which are legitimate and unavoidable in a free society and those conflicts of interest which are prejudicial and material and are, therefore, corruptive of democracy and free society.

### IV. Ethical Standards for County Officers and Employees

County officers or employees shall comply with the following provisions:

#### A. General Prohibitions and General Precepts

a. No County officer or employee or member of his/her family shall have an interest in a business organization or engage in any business transaction or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

b. No independent county authority shall, for a period of two years next subsequent to the termination of office of a member of that authority:

(1) award any contract which is not publicly bid to a former member of that authority;

(2) allow a former member of that authority to represent, appear for or negotiate on behalf of any other party before that authority; or

(3) employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.

The restrictions contained in this subsection shall also apply to any business organization in which the former authority member holds an interest.

c. No county government officer or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others.

As an example, and with no intent to limit the scope or meaning of this prohibition, no county officer or employee shall demand, solicit, or request that any individual, business



entity, and/or non-profit organization that is seeking a contract with the county or county agency make or give any payment, gift, favor, loan, service, promise of future, employment or other thing of value, not set forth in the contract, to any individual, business entity, county officer, employee or agency.

d. No county government officer or employee shall act in his official capacity in any matter where he, a member of his family, or a business organization in which he has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgment.

e. No county officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of his/her official duties.

f. No county officer or employee, member of his/her family, or business organization in which he/she has an interest shall solicit or accept or arrange or be involved with the solicitation or acceptance of, any gift, favor, loan, political contribution, service, promise of future employment or other thing of value for his/her benefit or for the benefit of another based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him or her, directly or indirectly, and/or for the purpose of influencing another county officer or employee, directly or indirectly, in the discharge of his/her official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government officer in the discharge of his/her official duties.

g. No county officer or employee shall use, or allow to be used, his/her public office or employment, or any information, not generally available to the members of the public, which he/she receives or acquires in the course of and by reason of his/her office or employment, for the purpose of securing, financial gain for himself or herself, any member of his/her family, or any organization in which he/she is serving as officer, director, trustee, general partner or employee or in which he/she or his/her family has a financial interest or for any business organization with which he/she is associated.

h. No county officer or employee or business organization in which he/she has an interest shall represent any person or party other than the county government in connection with any cause, proceeding, application or other matter pending before any agency in the county government in which he/she serves. This provision shall not be deemed to prohibit one county government employee from representing another where the county government agency is the employer and the representation is within the context of official labor union or similar representational responsibilities.

i. No county officer shall be deemed in conflict with these provisions if, by reason of his/her participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him/her as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group.

j. No elected local government officer shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value

is promised to, given to or accepted by the officer or a member of his/her family, whether directly or, indirectly, in return therefore.

k. Nothing shall prohibit any county officer or employee, or members of his immediate family, from representing himself or herself, or themselves, in negotiations or proceedings concerning his, or their, own interests.

l. No County officer or employee shall vote or personally participate in the decision on any County measure, which would, if approved, result in the payment of money to a business entity, non-profit organization, political organization, or individual which employs said County officer or employee or which employs a member of his or her family.

m. No County officer or employee shall vote or personally participate in the decision on any County measure, which would, if approved, result in the payment of money or other thing of value to the County officer or employee casting the vote, or to a member of the County officer's or employee's family.

n. No County officer or employee shall vote or personally participate in the decision on any County measure, which would, if approved, result in the direct benefit to a business entity or non-profit organization in which he/she or his/her family has a financial interest or holds a position as an officer or trustee or has a personal involvement that might reasonably be expected to impair his/her objectivity or prejudice his/her independence of judgment in the exercise of his/her official duties.

o. When awarding a contract exempted by the New Jersey Statutes from bidding requirements, no County officer or employee shall authorize or vote on the letting of such contract with any business entity, non-profit organization, government agency, or individual which employs him/her, or in which he or she has a financial interest, or which provides a substantial benefit to that individual or to his/her family.

p. No County officer or employee shall negotiate a contract, participate in meetings to negotiate a contract, or be a party to a contract with any County policymaking group, department, bureau, office or program on behalf of any business entity, non-profit corporation, governmental agency, union, or individual which employs him/her or which provides a benefit to that individual or his/her family, or in which he/she has a financial or property interest.

q. No county officer or employee shall participate personally as an officer or employee in a judicial, administrative or other proceeding, application, request for a ruling or other determination on a contract, request for a contract, claim, controversy, charge, accusation, investigation, arrest, or other particular matter (herein, collectively referred to as "matter") in which he/she or, to his/her knowledge, his/her family, general partner, or organization in which he/she is serving as officer, director, trustee, general partner or employee, or involves a situation where his/her family, general partner or organization (in which he/she is serving as an officer, director, trustee, general partner, or employee) has a financial interest, property interest or substantial personal interest or is representing a party.

r. No county officer or employee where his/her official duties and responsibilities are involved shall knowingly participate in a county matter where he/she has a "financial interest" or involving a business organization in which he/she or a family member has a "financial interest", or participate in a county matter where he/she should have known of the involvement of a family member in which he/she or the family member

has a "financial interest."

s. No county officer or employee shall vote or personally participate in the decision on any measure which would, if approved, result in:

- (a) the appointment of a member of his or her family to a County government position;
- (b) the use of county funds to improve, purchase, or authorize construction upon land(s), or land(s) which abut land or which are within 200 feet of land, in which the county officer or employee has a property interest.

#### B. Duty to Disclose Prior Relationship

Any County officer or member of a County agency is charged with the affirmative duty of public disclosure of his/her business or personal relationship that might reasonably be expected to impair his/her objectivity or prejudice his/her independence of judgment in the exercise of his/her official duties with any person who appears, makes application before, or is considered for employment or appointment by that officer or agency. Thereafter, he/she shall abstain from any vote on the matter pending.

#### C. Post-Employment Restrictions

1. The county shall not allow a former county employee or former county officer, or a partnership, firm or corporation in which said former county employee or former county officer has a financial interest, to represent any person, party, or organization, other than the State, before or against that county agency with whom said former employee or former officer was employed or had functioned officially on behalf of for a period of 2 years from the termination of the office or employment with the county of said former employee or former officer. This prohibition shall not apply to former secretarial or clerical county employees. This prohibition shall not apply to lawyers formerly employed by the County Prosecutors' Office. With respect to lawyers formerly employed by the County Prosecutors' Office, the County Prosecutor's office shall object to any such former lawyer making an appearance or representation after leaving his/her employment with the County Prosecutor's Office on any matter which he/she personally worked and/or supervised.

2. No county agency shall award or enter into a contract which is not publicly bid with a former county employee or officer who was employed or had functioned officially on behalf of said county agency or with a partnership, firm or corporation in which said former county employee or former county officer is employed or has a financial interest, nor any partner, officer, or employee of any such partnership, firm, or corporation for a period of 2 years from the termination of said officer's or employee's office or employment with the county. This prohibition shall not apply to secretarial or clerical county employees.

3. Exceptions to these Post-Employment Restrictions may be permitted by prior

application of the County Agency to the Board for an advisory opinion, in situations where the County Agency deems the former employee or officer to have special expertise not otherwise readily available, in cases of hardship, when the appearance of a conflict is substantially outweighed by legitimate circumstances, or when other circumstances warrant such an exception.

#### D. Use of Government Property

a. No officer or employee should utilize County materials or facilities for any substantial personal purpose. Mailings at County expense should be made in conformance with the following guidelines:

- (1) Informational mailings should be used only when they further the official business of the County.
- (2) The use of County mailings in whole or in part for personal reasons unrelated to official business, or to seek financial or political support or other unfair advantage, is prohibited.
- (3) Descriptions and/or announcements of County services or County events may go out in several ways:
  - (i) unsigned material; e.g., fliers in the name of the entire agency;
  - (ii) a non-partisan letter by a County officer with specific responsibility for an area;
  - (iii) a non-partisan letter by the director, chairperson, or head of any County agency.

#### E. Political Activity

a. No County officer or employee shall make either directly or indirectly or through any political organization any threats or intimidations to any County employee relating to his or her employment with the County for the purpose of receiving political contributions.

b. The County shall prohibit the receipt of political contributions at any building or room occupied for the discharge of official County related business.

### V. Financial Disclosure Statement

In accordance with N.J.S.A. 40A:9-22.6, all officers shall annually file a financial disclosure statement. All financial disclosure statements shall include the following information which shall specify, where applicable, the name and address of each source-and the officer's job title:

- (1) Each source of income, earned or unearned, exceeding \$2,000.00 received by the officer or a member of his/her immediate family during the preceding calendar year. Individual client fees, customer receipts or commissions on transactions received through a business organization need not be separately reported as sources of income. If a publicly traded security is the source of income, the security need not be reported unless the officer or member of his/her immediate family has an interest in the business organization;
- (2) Each source of fees and honoraria having an aggregate amount exceeding \$250.00 from any single source for personal appearances, speeches or writings received by the officer or a member of his/her immediate family during the preceding calendar year;
- (3) Each source of gifts, reimbursements or prepaid expenses having an aggregate value exceeding \$400.00 from any single source, excluding relatives, received by the officer or a member of his/her immediate family during the preceding calendar year;
- (4) The name and address of all business organizations in which the officer or a member of his/her immediate family had an interest during the preceding calendar year; and
- (5) The address and brief description of all real property in the State in which the officer, or a member of his/her immediate family held an interest during the preceding calendar year.

b. The Local Finance Board shall prescribe a financial disclosure statement form for filing purposes. The Local Finance Board shall transmit sufficient copies of the forms to the Board for filing in accordance with this act. The Board shall make the forms available to the officers. The original statement shall be filed with the county clerk. A copy of the statement shall be filed with the Board. Officers shall file the initial financial disclosure statement within ninety (90) days following the effective date of this act. Thereafter, statements shall be filed on or before April 30th each year.

c. All financial disclosure statements filed shall be public records.

## **VI. Duties and Powers of Board of Ethics**

A. The Ethics Board shall have the following powers under N.J.S.A. 40A:9 - 22:

- a. To initiate, receive, hear and review complaints and hold hearings with regards to possible violations of the County's Code of Ethics or financial disclosure requirements by officers or employees serving the County;
- b. To issue subpoenas for the production of documents and the attendance of witnesses with respect to the Board's investigation of any complaint or the holding of a hearing;

- c. To forward to the County Prosecutor or the Attorney General, or other governmental body any information concerning violations of the County's Code of Ethics or financial disclosure requirements by officers or employees serving the County which may become the subject of criminal prosecution or may warrant the institution of other legal proceedings by the Attorney General;
- d. To render advisory opinions to officers or employees serving the County as to whether a given set of facts and circumstances would constitute a violation of any provisions of the County's Code of Ethics or financial disclosure requirements;
- e. To enforce the provisions of the County's Code of Ethics and financial disclosure requirements with regard to officers or employees serving the County and to impose penalties for the violation thereof as are authorized by the Local Government Ethics Law; and
- f. To adopt rules and regulations and do such other things as are necessary to implement the purposes of the Local Government Ethics Law and this Code.

## **VII. Advisory Opinions of Ethics Board**

A county government officer or employee may request and obtain from the Ethics Board an advisory opinion as to whether any proposed activity or conduct would in its opinion constitute a violation of the provisions of this code. Advisory opinions of the board shall not be made public, except when the board by the vote of two-thirds of all of its members directs that the opinion be made public. Public advisory opinions shall not disclose the name of the local government officer or employee unless the board in directing that the opinion be made public so determines.

## **VIII. Investigation; Hearings; Disciplinary Action; Violations**

### **A. Complaints To Board; Notice; Hearing; Decision**

The Board, upon receipt of a signed written complaint by any person alleging that the conduct of any officer or employee is in conflict with the provisions of this Code, shall acknowledge receipt of the complaint within 30 days of receipt and initiate an investigation concerning the facts and circumstances set forth in the complaint. The Board shall make a determination as to whether the complaint is within its jurisdiction or frivolous or without any reasonable factual basis. If the Board shall conclude that the complaint is outside its jurisdiction, frivolous or without factual basis, it shall reduce that conclusion to writing and shall transmit a copy thereof to the complainant and to the officer or employee against whom the complaint was filed. Otherwise the Board shall notify the officer or employee against whom the complaint was filed of the nature of the complaint and the facts and circumstances set forth therein. The officer or employee shall have the opportunity to present the Board with any statement or information concerning the complaint which he/she wishes. Thereafter, if the Board determines that a reasonable doubt exists as to whether the officer of employee is in conflict with the provisions of this Code, the Board shall conduct a hearing in the manner prescribed in this Code, concerning the possible violation and any other facts and

circumstances which may have come to the attention of the Board with respect to the conduct of the officer or employee. The Board shall render a decision as to whether the conduct of the officer or employee is in conflict with the provisions of this Code. This decision shall be made by no less than two-thirds of all members of the Board. If the Board determines that the officer or employee is in conflict with the provisions of this Code, it may impose any penalties which it believes appropriate within the limitations of this Code. A final decision of the Board may be appealed to the Local Finance Board within 30 days of the decision.

## B. Penalties

1. Any appointed county officer or employee found guilty by the Board of the violation of any provision of this Code of Ethics, shall be fined not less than \$ 100.00 nor more than \$500.00, which penalty may be collected in a summary proceeding pursuant to "the penalty enforcement law" (N.J.S.A. 2A:58-12 et seq.). The Board shall report its findings to the office or agency having the power of removal or discipline of the appointed officer or employee and may recommend that further disciplinary action be taken.

2. An elected county officer or employee found guilty by the Board of the violation of any provision of this Code of Ethics, shall be fined not less than \$100.00 nor more than \$500.00, which penalty may be collected in a summary proceeding pursuant to "the penalty enforcement law" (N.J.S.A. 2A:58-12 et seq.).

## C. Disciplinary Action

The finding by the Board that an appointed county officer or employee is guilty of the violation of the provision of this Code of Ethics, shall be sufficient cause for his/her removal, suspension, demotion or other disciplinary action by the officer or agency having the power of removal or discipline. When a person who is in the career service is charged with violating the provisions of this Code of Ethics, the procedure leading to removal, suspension, demotion or other disciplinary action shall be governed by any applicable procedures of Title 11A of the New Jersey Statutes and the rules promulgated pursuant thereto.

## D. Rules And Procedures Applicable To Hearings

1. All hearings required pursuant to this Code shall be conducted in conformity with the rules and procedures, insofar as they may be applicable, provided for hearings by a State agency in contested cases under the "Administrative Procedure Act," P.L. 1968, c. 410 (C.52:14B-1 et seq.).

2. It shall not be a defense that the alleged violator did not know of the specific section involved.

## IX. Preservation of Records

All statements, complaints, requests or other written materials filed pursuant to this

Code, and any ruling, opinions, judgments, transcripts or other official papers prepared pursuant to this Code shall be preserved for a period of at least five years from the date of filing or preparation, as the case may be.



### **Political Activity**

---

Employees have the same right as any other citizen to join political organizations and participate in political activities as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using County time, supplies or equipment in any political activity. Any violation of this policy must be reported to the employee's Department Head or to the Director of Personnel.

No County officer or employee shall make, either directly or indirectly, or through any political organization any threats or intimidations to any County employee relating to his/her employment with the County for the purposes of receiving political contributions.

- The County will strictly prohibit the receipt of political contributions in any building or room occupied for the discharge of official County-related business.

No employee in the career or senior executive service may directly or indirectly use his or her position to control or affect the political action of another person or engage in political activity during working hours.

No employee in the career, senior executive or unclassified services whose principal employment is in connection with a program financed in whole or in part by Federal funds or loans, may engage in any of the following prohibited activities:

- Be a candidate for public office in a partisan election.
  - This provision does not apply to the Governor, the mayor of a city, the elected head of an executive department or an individual holding elective office, where that office is the sole employment connection to federally funded programs;
- Use official authority or influence that interferes with or affects the results of an election or a nomination for office; or
- Directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

### **Resignation Policy:**

---

An employee who intends to resign or retire should notify their supervisor as soon as possible. County Division and Department Heads are required to submit a resignation letter in writing setting forth their proposed last day of work. After giving notice of resignation, employees are expected to assist their supervisor and co-workers by providing information concerning their current projects and help in the training of a replacement. During the last two (2) weeks of employment, the employee may not use paid time off except paid holidays.

Upon separation, the Department Head will prepare a Personal Action Form showing any pay or other money owed the employee. The employee's Department Head or Director of Personnel will conduct a confidential exit interview which will include but not be limited to return of employee identification card and all County-owned keys and equipment in the employee's possession.

A COBRA notification letter will be sent to the employee's home address.

With regard to resignations, additional provisions may apply to Civil Service employees regarding qualifying events, terms, and conditions of resignations.

## SECTION TWO

### Workplace Policies

#### Employee Classification

#### Civil Service Employees:

---

The County is a participant in the State of New Jersey Civil Service Commission. The New Jersey Civil Service Commission was designed to minimize the effect of politics on the functioning of government so that there would be continuity in government, no matter what party was in power at any given time. Having subscribed to the New Jersey Civil Service Commission, the County may not, under penalty of law, violate the provisions thereof. New Jersey Civil Service Commission has several classifications of employees and how the statutes affect each employee.

**Classified Status** – This means that an employee has passed a New Jersey Civil Service exam for the position that he holds, and is considered a “permanent” employee.

**Provisional Status** – Where there is no New Jersey Civil Service Commission list for a particular position, an employer may appoint an individual to a classified position, pending an examination. Once the examination has been given and a list has been promulgated, the employer must appoint someone from that list. The provisional may be appointed provided:

- a. The provisional is on the list.
- b. The provisional ranks in the top three interested parties, and
- c. No disabled veteran or veteran precedes the provisional on the list as an interested party.

It is important to note all veterans have absolute preference in entry-level open competitive exams and automatically go to the top of the list. In promotional exams, a veteran cannot be bypassed on a list once his name is reached and s/he has expressed an interest in the promotion. However, a non-veteran proceeding veterans within the first three (3) names on the list on a promotional list may be appointed before the veteran.

**Unclassified Status** - This category includes all elected officials, all appointments outlined in the state constitution, and a limited number of Department Heads, whose number are determined by the population of the County. It also includes all appointments made in the judicial system.

---

## General Employee Classification

---

**Full-Time Employees:**

Employees whose standard work week is 35 hours or more. Full-time employees are eligible for County-sponsored benefits in accordance with the County's Benefits Policy.

**Part-Time Employees:**

Employees whose standard work week is between 24-32 hours. Part-time employees are eligible for County-sponsored benefits in accordance with the County's Benefits Policy.

**Temporary Employees:**

From time to time, the County may hire employees for specific periods of time or for the completion of a specific project, generally of six months duration or less including, but not limited to seasonal and interim employees. Individuals hired under such conditions will be considered temporary employees. Temporary employees are not eligible for County-sponsored benefits except to the extent required by law.

At the time of hire, promotion or transfer, employees are classified as full-time, part-time or temporary and classified or unclassified. In addition, employees are classified as either non-exempt or exempt. If you are unsure which recognized classifications your position fits into, please ask the County Department of Personnel.

**Per Diem Employees:**

Per Diem employees are employees who work 19 hours or less. Per Diem employees are not entitled to County-sponsored benefits except to the extent required by law.

---

### Exempt and Non-Exempt Employees:

---

All employees are classified as either "exempt" or "non-exempt".

**Non-Exempt Employees:**

Employees in non-exempt positions are entitled to overtime pay in accordance with applicable law, which typically is at a rate of one and one-half (1½) times their base rate of pay for hours worked in excess of forty (40) hours per workweek. Non-exempt employees will be paid at a rate of two times their base hourly rate if they are required to work on a scheduled holiday. Recognized holiday hours and approved vacation will be included in total hours for the purpose of calculating hours worked in a workweek for overtime purposes; however, vacation, personal and other paid time off will not be included. Different provisions may apply for County employees working at County 24 hour facilities.

All non-exempt employees must keep track of their time. The County utilizes a “hand scan” time clock system for recording an employee’s hours of work. Each employee will be advised of the time clock procedures at the time the employee is programmed into the system and will be given a 4 or 5 digit code for access. Employees will generally be assigned to the hand-scan system closest to their work station but, at the discretion of the Department Head, employees may be assigned to any specific time clock.

All non-exempt employees log their work hours using the “hand scan” system at least four times daily: at the commencement of work; at lunch; upon return from lunch and at the end of the workday. All drivers must maintain written timesheets whenever needed, which must be signed and submitted to their supervisor on a weekly basis.

You are obligated to notify your Department Head/Supervisor immediately if you are having difficulties using the time clock system as failure to follow the time clock procedures may result in disciplinary action. The County will accommodate employees who may have special needs that may prevent or limit the employees’ ability to follow the time clock procedures. All employees are required to use the time clock system unless excused by the County Administrator.

The County time clock system identifies instances when employees fail to work a full scheduled day. In such instances, the employee may be disciplined for failure to meet time and attendance policies of the County. For non-exempt employees, such discipline may include, but is not limited to, a reduction of the employee’s wages to account for time not actually worked.

Non-exempt employees must not begin work before their scheduled starting time or work beyond their scheduled check-out time, unless overtime has been specifically authorized in advance by their supervisor. No employee may enter another employee’s time for any reason. If you forget to swipe or fill out your time card/sheet, bring this to the attention of your supervisor immediately.

Employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head. Employees working overtime without obtaining prior approval from the Department Head (or the County Administrator as appropriate) will be subject to disciplinary action up to and including termination.

Employees will also receive additional compensation at the rate of one (1) hour, based on their regular hourly rate, for every hour worked between 35 and 40 hours in a workweek. If a non-exempt employee works on Sunday or a paid holiday for which the employee is not regularly scheduled to work, the employee will receive overtime compensation at a rate of 2 hour(s) for each hour worked. If a non-exempt employee, not on regular call-out duty, is required to return to work in an emergency or because of unusual circumstance, the employee will receive overtime compensation for either the actual number of hours worked or three hours (3), whichever is greater, at the rate of one and on-half (1 ½ ) hours for each hour worked.

Department Heads may choose to require that overtime compensation be paid in lieu of overtime pay to applicable employees in the form of overtime pay based on their regular hourly rate at a

rate of one and one-half hours of compensatory time off ("Comp Time") for every hour worked in excess of 40 hours in a workweek. The maximum number of hours that an employee may accrue for future compensatory time off is determined by the Department Head. However, no more than 240 hours may be accrued for civilian employees or 480 hours if an employee works in a public safety activity may be accrued according to law. Compensatory time must be used within a 90-day period once earned unless the employee's Department Head or supervisor is unable to grant the use of Comp Time due to staffing and scheduling needs. Once this maximum has been accumulated, all additional hours will be compensated by overtime pay. Overtime and Comp Time that is accrued and taken must be noted on the employee's time sheet.

Employees must make a request to their supervisor at least two (2) days in advance when they want to utilize a full day of Comp Time. The supervisor will approve the request so long as the absence does not cause undue hardship to the operations of the applicable department.

**Exempt Employees:**

Exempt employees are not entitled to overtime pay. An exempt employee is expected, by the nature of his/her position, to complete the job responsibilities regardless of the constraints of a standard work week.

## Attendance Policy

---

The County recognizes the importance of planning our daily activities, whether they concern our personal lives or our lives within the workplace. Therefore, it is important that all employees know what their scheduled work hours are, and realize how important it is that we have a full team that can be depended on, day in and day out, to provide quality service to our customers.

Absenteeism and tardiness can have a direct effect on our ability to do this. Absenteeism and tardiness also place an additional burden on your coworkers, and thus, may negatively influence the safe and productive environment that we are trying to maintain.

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval.

### Work Hours

The normal working hours for administrative departments is 8:30 a.m. to 4:30 p.m. with lunch and breaks as set forth below. The working hours for other departments are established by departmental procedures and collective bargaining agreements.

Non-union personnel are entitled to a one-hour lunch period that is to be arranged by the supervisor so that offices continue to function. All other employees are entitled to lunch and break periods as specified by the departmental procedures and/or the applicable collective bargaining agreement. Lunch and breaks will be scheduled at the discretion of the Department Heads/Supervisor so that all office operations continue to function.

### Timekeeping For Non-Exempt Employees

Governing law requires the County to maintain attendance records for all non-exempt personnel. Your hours worked are recorded through a "hand scan" time clock system. Each non-exempt employee must record his/her time (or otherwise notify his/her supervisor) at least four times daily as follows:

1. When you report to work.
2. When you leave for lunch.
3. When you return from lunch.
4. When you leave work at the end of the day.

If you arrive early, you should not begin work or sign/punch in earlier than 10 minutes prior to the start of your shift, unless directed by your supervisor. Similarly, without supervisor permission, you should not sign/punch out more than 10 minutes after the end of your scheduled shift.

Since your wages are computed directly from your time recording system, it is important that you observe the following:

1. Record your time only on the time clock or other device to which you are assigned.
2. Immediately notify your supervisor if you have difficulty in recording, or forget to record, your time.
3. Do not permit another employee to record your time for you and likewise, do not record another employee's time, even if that employee requests you to do so, as such conduct will result in discipline, up to and including termination.
4. Review the accuracy of your time records before submitting them to your supervisor for processing. If you need to make a change on your time record to correct an error, make the correction before you submit it for final processing. When you sign and submit your records, you are certifying that they are complete and that they accurately reflect all hours that you worked.

Any violation of the above time clock rules may result in discipline, up to and including termination.

### **Reporting An Absence, Late Arrival or Early Departure**

Each employee is expected to maintain regular and on-time attendance. In the instance when an employee cannot avoid being late to work, is unable to work as scheduled, or needs to depart early, the employee must, provide as much notice as possible, but certainly no less than one hour before their scheduled starting time, through the following procedure:

- 1) Notify your manager or supervisor by telephone. If the supervisor is not available, leave a message notifying him or her of the absence. You must then call back to speak directly with the supervisor or manager. Do not leave a message for your supervisor or manager with another employee. Call back if the manager or supervisor is still unavailable. Repeat this procedure for each day of your absence.
- 2) Give the reason for your absence, and the date of your probable return to work.

The County may, at its discretion, require a note from your health care provider.

Failure to call in and speak with your supervisor before your scheduled starting time or to report to work for three (3) consecutive scheduled work days may, at the County's discretion, result in termination and be considered a "voluntary quit."



### **Reporting Extended Absences; Return to Work**

In the case of an extended absence, an employee is required to keep the supervisor informed as to the expected date of his/her return to work. In addition, when an employee is absent for four (4) consecutive days or more, he/she must contact their supervisor one (1) day in advance of the expected return to work date to discuss the details of their return. For the employee to be allowed to return to work, he/she will be required to submit appropriate documentation from a health care provider. Unless the absence is covered by FMLA, the documentation must include: the date(s) the employee was seen by the health care provider; the dates the employee was incapacitated; what, if any, restrictions would prevent the employee from performing normal job functions (and if restrictions exist, the County, in its sole discretion, will determine if it has a job for that employee to perform); and whether the employee is taking any medication that would affect the employee's personal safety or the safety of fellow employees.

If the absence is covered by FMLA, the County will provide the proper form for your health care provider to complete.

Failure to call in pursuant to this provision and/or return to work on the scheduled day may, at the County's discretion, result in termination and will be deemed a "voluntary quit."

### **Discipline for Absenteeism, Tardiness and Early Departure**

Employees who call-in sick on a day immediately preceding or following vacation time must submit documentation from their physician to substantiate the need for sick time.

Tardiness is defined as not being at your work station, ready to work, at the assigned starting time or the assigned time to return to work from either breaks or meals.

Early departure is leaving earlier than your scheduled quitting time, or leaving for breaks or meals earlier than scheduled.

At the discretion of the County, three (3) or more incidents within a rolling six (6) month period by non-exempt employees may result in disciplinary action taken, up to and including discharge. An "incident" includes:

- a) Each period of consecutive absence from work, whether reported or unreported and regardless of duration;
- b) Two (2) incidents of tardiness in reporting for work, or returning to work after breaks or meals;
- c) Two (2) early departures from work; and/or
- d) A combination of one (1) tardiness and one (1) early departure.

However, an "incident" does not include any FMLA leave, any leave covered by a state family or medical leave law, military leave, or workers' compensation leave.

In addition, chronic, habitual or excessive absenteeism, tardiness or early departure, may result in disciplinary action, up to and including discharge.

Finally, the failure of an employee to give his/her supervisor timely notice of an absence, tardiness, or early departure will be treated as a separate violation of these attendance standards and may result in disciplinary action, up to and including discharge.

**This policy is written not to conflict with the collective bargaining agreement between the County of Passaic and its unionized employees. If there is a conflict between this policy and any collective bargaining agreement, the provisions of the collective bargaining agreement will prevail for represented employees.**

## **Payroll Policy**

---

Non-union salaries will be determined by the Board of Chosen Freeholders. The County will not accept responsibility for any employeec's personal finances. The County will acknowledge judgments against an employeec's pay and will garnish wages as ordered, but will not act as a mediator between the employee and creditors.

### **Payroll Information / Pay Method**

Accurately recording time worked is the responsibility of every nonexempt employeec. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal and break period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. It is the employeec's responsibility to sign their time records to certify the accuracy of all time recorded. Hours worked must be submitted to, and approved by, the supervisor prior to processing in accordance with established procedures.

Altering, falsifying, tampering with time records, or recording time on another employeec's time record is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

Employees are paid in accordance with applicable state law, which generally means that non-exempt employees are paid every other Wednesday for all hours worked in the previous 2 weeks and exempt employees are also typically be paid every other Wednesday. If, however, a payday falls on a holiday, the payment will be issued on the day procceding the holiday, whenever possible. Payment shall be in the form of check or direct deposit into the employeec's bank account.

Upon receipt of your pay statement, please examine it promptly. In the event you have received an overpayment or underpayment, you must immediately notify the Payroll Department

Under no circumstances will an employee's paycheck be given to any other person, including relatives, without written permission from the employeec and a confirmation telephone call.

### **Payroll Deductions**

With the exception of federal, state, local and social security taxes, and health care premiums, no deductions will be made without written authorization of the employeec, unless required or allowed by law.

In addition, the County makes available certain voluntary deductions as part of the County's benefits program. The employeec's share of the benefit payment will be deducted each pay

period. Employees who elect to have voluntary deductions taken from their pay must complete the appropriate authorization form. If the employee is not receiving a payroll check due to an approved absence, he or she will still be required to pay their share of the cost to the County.

All employees are required to make contributions towards the cost of health care premiums pursuant to Chapter 78, P.L. 2011.

## **Lactation Break Policy**

---

### **Eligible Employees**

All nonexempt employees who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for up to one year after the birth of the employee's child. The County encourages all eligible employees who intend to take breaks under this policy to notify Department of Personnel of their intent, for example when they are discussing their return to work following leave relating to childbirth.

### **Lactation Breaks**

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their Department Head of the frequency, timing and duration of lactation breaks they need to take.

Please contact the Department of Personnel for information about the designated location for lactation breaks in closest proximity to your work area.

### **Compensation during Breaks**

Lactation breaks under this policy are unpaid. However, employees who use meal or lunch or other break time to express breast milk should let your Department Head know and will be compensated in accordance with the County's policy on meal or rest breaks.

Employees who are required to record time under the County's timekeeping policy must accurately record the start and end of lactation breaks in accordance with the County's "hand scan" time clock system both in and out for their lactation breaks in accordance with the County's timekeeping policy.

Uninterrupted lactation breaks do not count as hours worked.

Employees may begin work before the regularly scheduled start of their shift or continue working past the regularly scheduled end of their shift to make up any time used for lactation breaks. Employees who choose to do this should speak with their Department Head in advance to make appropriate arrangements.

Exempt employees may be provided break time in accordance with the procedures of this policy with pay when necessary to comply with state and federal wage and hour laws.

### **Administration of this Policy**

The Department of Personnel is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about lactation breaks that are not addressed in this policy, please contact the County Department of Personnel.

### **Complaint Procedure**

If you are subjected to any conduct that you believe violates this policy, you should promptly speak to, write or otherwise contact Department of Personnel, who will ensure that a prompt investigation is conducted and take prompt corrective action, if appropriate. Although not mandatory, a Complaint Form is available from the Department of Personnel to make your complaint if you wish to use it.

### **No Retaliation**

The County expressly prohibits any form of discipline, reprisal, intimidation, retaliation or discrimination against any individual for requesting or taking lactation breaks, or filing a complaint for violations of this policy, the Fair Labor Standards Act or applicable state or local law.

The County is committed to enforcing this policy and prohibiting retaliation against employees who request or take break time under this policy, or who file a related complaint. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Department of Personnel. If employees do not report retaliatory conduct, the County may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

For more information on the County's policy prohibiting retaliation, see the County's Anti-retaliation Policy.

### **Employees Covered under a Collective Bargaining Agreement**

The employment terms set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the County. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with the County, employees should refer to the specific terms of the collective bargaining agreement, which will control.

### **Anti-Retaliation Policy**

---

It is the intent of the County to adhere to all federal, state and local laws and regulations that apply to the County, many of which are reflected in the County's internal rules, policies and procedures, and the underlying purpose of this Policy is to support the County's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. To that end, the County encourages all employees to report wrongful, fraudulent or illegal workplace activities, policies or practices or governmental mismanagement or abuse of authority.

Employees are expected and encouraged to bring any such conduct or activity to the County's attention, and to provide management with a reasonable opportunity to investigate and correct the alleged unlawful activity. The County strictly prohibits retaliation in relation to such reporting activity. Similarly, the County strictly prohibits retaliation against employees based on the employee's permissible political activities or affiliations.

A Notice regarding rights and obligations regarding retaliation pursuant to New Jersey's Conscientious Employee Protection Act ("CEPA") is posted within each County work location. If you have questions regarding the particular location of the CEPA notice in your particular workplace location, please contact your immediate supervisor.

Any complaints regarding retaliation are to be directed to the Director of Personnel.

## **Inclement Weather Policy**

---

The County's policy is to close only when the Governor of the State declares a State of Emergency, which specifically includes a ban on travel. If an employee chooses not to report to work due to weather conditions, a full vacation day, personal or compensatory time will be charged. Sick time will only be charged for a legitimate illness with documentation. This provision does not apply to the County Essential Personnel as defined within this policy, who may be required to assist during an emergency.

### **Purpose**

To establish a policy and procedure governing work attendance during extreme weather conditions or other general emergencies to provide for the safety of those employees scheduled to work.

### **Definitions**

#### **Extreme Weather Conditions**

Heavy snowfalls, ice storms or other extreme weather conditions causing very hazardous driving conditions or the flooding of roads and highways

#### **Other General Emergencies**

- Conditions at the place of employment of such a nature that work would be hazardous, extremely difficult or impossible. Examples of such conditions are loss of heat, fire, fumes, flooding, etc.
- Riots and civil disorders.

#### **Essential Personnel**

County employees who are responsible for the health or safety of the public, for the protection of County property or the property of the general public. The classification of such employees is further discussed below within *Procedure Governing the Classification of County Employees as Essential Personnel*. These employees may also commonly be referred to as "Emergency Personnel."

## **Storm or General Emergency Leave Policy**

### **County Facility Open**

All County employees are required to report to work at their regularly scheduled shifts unless notified that their particular shift has been canceled because of exceptional conditions. If an employee is unable to report to work, he must report the absence to his supervisor as soon as possible on the same day.

If the County facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day. If a non-exempt employee elects not to report to work on a facility open day, the employee can elect to use any accrued, unused



vacation or personal time for the missed day. If sick time is used for the missed day, medical documentation is required. Alternatively, the employee may choose/may be required to not be paid for the day.

Exempt employees who do not report for work on an open facility day will be required to use any available accrued paid time in such instances. In the event that an exempt employee is unable to report to work for the full day and has no remaining accrued paid time, the employee will not be paid for the day and thus, **shall perform absolutely no work of any kind during any such day.**

Regardless of whether the facility remains open or closed on an inclement day, it is each employee's decision to determine whether he or she can safely arrive at work under the conditions. If an employee elects not to work on a given day, the employee must call or e-mail his or her supervisor pursuant to the County's Attendance Policy.

### **County Facility Closed**

Workdays on which County government is officially closed for the entire day are considered regular workdays for payroll purposes. Employees on approved leave granted before the official closing shall be charged for that leave. Employees on disability, family leave, suspension or any other non-pay status will remain in this status for the day(s) the county is closed.

Essential personnel required to work will receive the rate of 1 and ½ time their regular rate of pay for the day. Employees who are not required to work will receive regular pay for the day of closure. Hourly or non-exempt employees will only be paid for hours actually worked. Hourly or non-exempt employees may opt to apply accrued, unused vacation or sick time to a day of closure.

### **Exceptional Conditions**

In the event of extreme weather conditions or other general emergencies necessitating the closing of county departments and agencies, an announcement of this closing shall be posted on the County website ([www.passaiccountynj.org](http://www.passaiccountynj.org)) no later than 6:30 a.m. Additionally, announcements will be the following radio stations:

- WRNJ FM (1510 AM)
- WKXW (NJ 101.5 FM)
- WGHT (1500 AM)

### **Early Closing**

If extreme weather conditions or other general emergencies cause County departments or agencies to close before the end of the work shifts, all affected employees at work will receive time off work with pay, also entitled "storm or general emergency leave." No County department or agency shall be closed without the approval of the County Administrator, or, if he is not available, the

Freeholder Director or Deputy Director. The Office of the County Administrator will notify all departments and agencies of an early closing and announce a specific departure time.

### **Delayed Opening**

Specific weather conditions may result in a delayed opening. An announcement of the delay will be posted on the County website and made over the aforementioned radio stations between 6:30 and 8:30 a.m.

Individual departments should also create and utilize an emergency phone call listing to notify fellow employees. The time of the delayed opening is a benefit to provide for safer driving conditions for those employees coming to work. If any employee is absent on approved leave, with or without pay, whether previously approved or requested on the day of the delayed opening, that employee is to be charged for that time from the beginning of their normal workday.

Occasionally in emergency situations, individual employees may face special family situations (e.g. child care). Departments should be as flexible as possible when approving leave in these circumstances.

### **Employees Who Work Notwithstanding This Policy**

Except for Essential Personnel, all employees required by their supervisor to work, or are authorized to do so by their supervisor, even though their particular department or agency is closed under this Policy, shall be entitled to compensatory time off on a one hour-for-one hour basis, or by the overtime provisions of their collective bargaining contract, if covered by the same. Non-emergency employees who work without orders or authorization to do so when their department or agency is closed shall be subject to discipline up to and including termination.

### **Essential Personnel**

Essential personnel shall be required to report to work on their regular shifts, and at other times if ordered or requested to do so by their supervisors, notwithstanding the fact that County departments and agencies are closed under the provisions of this policy. Because of the nature of their work, they shall not be entitled to additional compensation as a result of this Policy.

### **Procedure Governing the Classification of County Employees as Essential Personnel**

- The following departments contain positions which meet the classification of Essential Personnel.
  - Buildings and Grounds
  - Emergency Management
  - Engineering
  - Health
  - Public Works- Roads
  - Preakness Health Care Center

- Parks and Recreation
- Sheriff (including jail and communications center)

The above list of departments should not be deemed to be exclusive. The County Administrator/Department Head shall determine which positions in each County Department shall meet the definition of Essential Personnel in accordance with this policy.

Any position in the above list of departments not classified as Essential by the respective Department Head shall be entitled to Storm or General Emergency Leave as provided by this policy. In addition, when certain employees are classified as Essential Personnel for only certain types of emergencies as defined by this policy, they shall be entitled to Storm or General Emergency Leave for all other emergency situations.

- Each County Department Head shall prepare a list of positions in his/hers department in which the incumbents should be classified as Essential Personnel. Such lists shall be submitted to the County Administrator on an annual basis. If no positions in a department are to be classified as Essential, the Department Head shall so inform the Administrator. The list of Essential positions or the statement that there are no such positions in a department shall not become official County policy without the signed approval of the Administrator.
- The Department Head shall notify the County Administrator if a new position is created meeting the Policy's definition of Essential Personnel. Likewise, the Department Head shall notify the Administrator if a position classified as Essential is abolished. The roster of Essential positions will be revised accordingly with the signed approval of the Administrator.
- Department heads may establish an on-call list in which the Essential assignment is rotated. Such action shall be reported to the County Administrator.
- County personnel should carry their official County Identification to identify their status as a County employee while traveling to work in the event it is necessary.

### **Exceptions**

Collective bargaining agreement provisions shall prevail where those contracts contain provisions that differ with this policy and procedure.

**Official Policy for Use of County Vehicles  
(Non-Law Enforcement)**

---

The County of Passaic owns and maintains a fleet of vehicles ("County Vehicles") that are used in furtherance of the business of the County. The following policy, adopted by the Passaic County Board of Chosen Freeholders, governs the use of all County Vehicles, with the exception of vehicles utilized for law enforcement purposes by the Sheriff's Department and Prosecutor's Office, and supersedes all other vehicle policies previously in effect.

Any employee violating the provisions contained herein will be subject to disciplinary action, up to and including termination, in accordance with applicable laws and regulations. Violations of this policy may also result in the denial of indemnification and/or defense by the County to the employee in any civil or criminal matter brought in any Court arising from improper use of a County vehicle. The County also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

**Driving Privileges and Licensure**

The use of a County Vehicle by a Passaic County employee is subject to the approval and discretion of the County Administrator. Any employee operating a County Vehicle must have, in his or her possession, a valid driver's license issued by a state regulatory body within the United States. Licenses issued by any territory or possession of the United States, the District of Columbia, or any international agency (including any province of the Dominion of Canada) must be expressly approved by the County Insurance Department before an employee will be permitted to operate a County Vehicle.

- A. Employees are required to file a copy of a valid driver's license with the County Insurance Department prior to the use of a County Vehicle.
  1. Upon request, an employee must provide a copy of their driver's license or other required documents within twenty-four (24) hours of said request.
  2. Employees shall inform the Insurance Department within twenty-four (24) hours of any changes in the status of their driving privileges.
  3. Failure to comply with the requirements of this section will result in an immediate suspension of an employee's privilege to operate a County vehicle and may also result in the denial of indemnification and/or defense by the County to the employee in any civil or criminal matter brought in any Court arising from the use of a County vehicle while said employee's driving privileges were suspended or revoked.
  
- B. The County reserves the right to obtain a driving abstract record from the New Jersey Motor Vehicle Service Commission or other regulatory and law enforcement agencies.

1. The County reserves the right to suspend an employee's County driving privileges if the County deems necessary based on the employee's driving record.
  2. The County shall utilize information obtained pursuant to this section only for the purposes of furthering the objectives of this Policy and for no other reason, and will not reveal personal or other information contained in an employee's driving abstract record to any party except where required by applicable law.
- C. The County occasionally offers safe driving courses and reserves the right to compel employee attendance at such courses.
- D. If requested by the County Administrator or Human Resources Department, you hereby agree to consent to a simulated road test to determine your fitness to safely operate a vehicle.
- E. In the event that you are under the influence of any medication (prescribed or over-the-counter) that might impair your ability to safely operate a vehicle, you must refrain from driving until you notify the County Department of Personnel and await clearance to resume driving.

### **Official Use Only**

The use of County Vehicles is restricted to official County business only. Employees shall not be permitted to use County vehicles for travel or activity unrelated to County business. Likewise, no supervisor may authorize such use or any use of a County Vehicle for other than County business or use which is otherwise inconsistent with this policy.

County Vehicles assigned to employees under this policy are to be operated only by the employee while acting within the scope of their employment. No employee shall authorize or permit any other non-county employee, including but not limited to family members of the employee, to operate or ride as a passenger in an assigned County Vehicle unless said passengers are assisting in the official business of the County.

### **Location of Vehicles**

Employees who are assigned the regular use of a County Vehicle for official business may, with written permission of his/her Department Head, take the County Vehicle home at night and keep said vehicle at home while off duty.

- A. The Insurance Committee must be notified, in writing, when such permission is granted to an employee. If the employee will be absent from duty for more than two (2) working days, or more than five (5) consecutive days, including weekends and holidays, he/she must surrender the County vehicle to his/her direct supervisor unless directed otherwise.
- B. An employee storing the vehicle at his residence must provide safe parking for the vehicle at all times.

**Commuting**

The use of a County Vehicle for driving to and from work is voluntary and does not entitle the employee to compensation or pay while engaged in that activity.

**Accidents and Incidents**

Prior to operation of any County vehicle, employees must consult their Department Head as to the appropriate steps to take if they become involved in an accident (filling out accident reports, obtaining witness names, etc.)

- A. In the event of an incident or accident involving the use of a County Vehicle, employees must immediately contact their Supervisor/Department Head and County Administration. The Insurance Department must be notified within forty-eight (48) hours of any accident/incident or, in the event of a weekend or holiday, by 10:00 am the morning following the County's reopening for business. All required reports and documentation must be submitted to the Insurance Commission within two (2) business days of receipt.
- B. An employee may be required to submit to an alcohol or drug screening test following an accident or incident if there is a reasonable suspicion to believe that the employee's use of drugs or alcohol may have contributed to the cause of the accident or as otherwise required by law or other policy of the County.

**Citations and Violations**

Operators of County Vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission.

- A. Drivers are responsible for paying any moving violation tickets and MUST notify the Insurance Committee of said violations within 48 hours of receipt of said ticket (regardless of the employee's decision to contest such ticket in municipal court).
- B. Drivers are responsible for paying all parking tickets incurred. The Insurance Committee should be notified of the receipt of a parking ticket within 48 hours of receipt of said ticket.
- C. Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZPass). Upon having been notified of said violation, either by direct mail or notice from the County, an employee shall, within ten (10) business days of such notice, provide acceptable proof to the County that the outstanding toll and any related fees have been paid.

## County Vehicle GPS Tracking Systems

Passaic County may install GPS equipment into any County vehicle. The purpose for the installation and use of this equipment is to increase productivity and promote safety for County employees who are authorized to use County-owned vehicles in the course of their employment. Such GPS equipment is the sole and exclusive property of the County and is only to be utilized by employees in conjunction with the authorized use of vehicles in the course and scope of their employment.

This County-owned GPS equipment will also be used to track and monitor the employee's use of the vehicle. Accordingly, the County reserves the right to monitor the location of the assigned vehicle without notice, at any time, and any such data collected from the GPS equipment is the sole and exclusive property of the County to be used for any purpose. Similarly, the County reserves the right to review the manner and use of the GPS equipment and physically inspect the equipment at any time with or without notice.

Employees are expected, at all times, to respect the integrity of the GPS equipment, and to maintain the equipment in proper working condition. If an employee discovers or recognizes that the GPS equipment is not in proper working condition, it is the employee's responsibility to bring this fact to the attention of his or her supervisor immediately.

Employees are prohibited from intentionally disabling or manipulating the function, operation or location service of GPS equipment. In addition, the employee is also responsible for the gross negligence, willful or reckless mistreatment or destruction of the GPS equipment. Violations of this policy shall subject the employee to discipline up to and including termination. In addition to termination of employment, the County reserves the right to file a legal action seeking monetary damages for any and all harm or destruction to GPS equipment resulting from an employee's intentional, reckless or grossly negligent misuse or mistreatment of the GPS equipment.

**General Policies and Procedures** - Employees authorized to use a County Vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

- A. Drivers must ensure that all required documents (driver's license, LD, badge/card, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.
- B. Employees assigned exclusive use of a County Vehicle are responsible for scheduling all repairs and manufacturer recommended maintenance in order to maintain all manufacturers' warranties (including routine oil changes). Contact the County Motor Pool to arrange maintenance and repairs.

- C. Vehicles are to be kept clean at all times. Assigned vehicles should be washed and vacuumed at least once a month unless prohibited by the New Jersey Department of Environmental Protection or other similar regulatory body.
- D. No smoking is allowed in County Vehicles at any time.
- E. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (BlackBerry, navigation systems, etc...) while driving County Vehicles is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.
- F. All occupants must wear seat belts at all times when the vehicle is in use and observe all road safe rules and regulations, such as "Wipers On, Lights On."
- G. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.
- H. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, they should pull off the road and seek appropriate assistance.

Violation of this policy may result in disciplinary action up to and including the suspension of my privilege to operate a County Vehicle and/or termination.



## Telephone and Personal Communication Usage Policy

---

### Land-line Telephones

County telephones are for official business use only during working time. Charges for all other usage, including personal calls and unauthorized use of such devices, must be reimbursed to the County. **Working time** shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the County. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times.

### County-Issued Mobile Phones/Devices

County-issued mobile devices may be issued to certain employees in the course of their employment with the County. Such County-issued devices are the sole and exclusive property of the County and are only to be utilized by employees in the course and scope of their employment during working time (any time in which the employee is engaged in or required to be performing work tasks for the County not to include times when employees are properly not engaged in performing work tasks, including break periods and meal times.) Employees will be charged for costs incurred due to their personal use of such devices.

Accordingly, the County reserves the right to monitor the use of the County-issued cell-phones without notice, at any time, and any such data collected from the mobile device equipment is the sole and exclusive property of the County to be used for any purpose. Similarly, the County reserves the right to review the manner and use of these mobile devices and physically inspect the equipment at any time with or without notice. Accordingly, the employee shall have **no reasonable expectation of privacy in any transmissions made or received using a County-issued mobile device.**

Employees are expected, at all times, to respect the integrity of the County-issued mobile devices and to maintain the equipment in proper working condition. If an employee discovers or recognizes that the mobile device is not in proper working condition, it is the employee's responsibility to bring this fact to the attention of his or her supervisor immediately.

Employees who will be out of the service area for an authorized business purpose must contact Administration office for application to be placed on roaming service.

Upon termination of employment or in the instance of an upgrade to the employee's phone or service, the employee must return the County-issued device to the Administration Office.

### Prohibited Use of Personal Communication Devices

To alleviate distraction and disruption of regular work routines, personal communication devices are strictly prohibited from use during working time (any time in which the employee is engaged in or required to be performing work tasks for the County not to include times when employees are properly not engaged in performing work tasks, including break periods and meal times.) while in work areas, except where the County has provided such device(s) to employees for

business use, or in case of an emergency (such as illness, accident, and calls of a similar emergent nature).

Employees are prohibited from using their personal communication device to copy and/or upload any, confidential information (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure). Employees must make reasonable efforts to obtain supervisor approval prior to making emergency calls during working time. Personal communication devices are defined as, but not limited to, cellular or two-way phones, text-messaging devices, iPhones, Android-enabled devices, BlackBerrys and pagers.

### **Other Personal Electronic Devices**

Employees are not permitted to utilize electronic devices such as personal laptops, game systems, MP3 players, portable DVD players or any other type of personal entertainment systems while at work. Violation of this policy may subject an employee to disciplinary action up to and including termination.

## Computer Use, Electronic Mail and Internet Policy

---

County e-mail, voicemail, computer systems and Internet service are for official County business and use for all other non-business purposes during working time is prohibited. **Working time** shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the County. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times. This includes, but is in no way limited to, the use of computers or County-issued mobile devices, use of social networking, gaming or TV/video. All e-mail, voice mail and internet messages are official documents subject to the provisions of the Open Public Records Act (“OPRA”) (N.J.S.A. 47:1A-1 et seq.).

The County operates in an environment where the use of computers, e-mail and the Internet are essential tools for certain employees. Those employees are encouraged to use computers, e-mail and the Internet. However, it is the responsibility of the employee to guarantee that these systems are solely used for business-related purposes during working time, (as defined above) and are used in a proper and lawful manner at all times.

- Employees are advised that all computers owned by the County are to be used for business purposes only during working time (as defined above), and that they have no expectation that any information stored in a County computer is private. Because e-mail messages are considered as business documents, the County expects employees to compose e-mails with the same care as a business letter or internal memo.
- Downloading or misusing software available through the Internet could violate copyright laws or licensing requirements. You should always comply with copyright, privacy, fair use and other applicable laws. Review the terms of use of all social media sites you visit and ensure your use complies with them. Where appropriate, reference all sources of particular information you post or upload and cite them accurately.
- Personal use of any computer during working time (as defined above) is prohibited. However, if authorized by your supervisor and if a terminal is available, you may use the on-line services if necessary on your personal time subject to the rules and restriction contained in this policy.
- The County reserves the right to block or cancel an employee’s access to Internet sites or the Internet as a whole while using business computers or on the County time.
- The e-mail and Internet systems, as well as the messages thereon, are the property of the County.
- The County reserves its right to monitor its computer systems, including but not limited to, e-mail messages, computer files and Internet usage, with or without notice, at any time, at the County’s discretion. The County also reserves the right to access and disclose such communications and recordings to third parties in certain circumstances. Therefore,

employees shall have no expectation of privacy in any transmissions made or received using County computers or email accounts.

- Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.
- The existence of personal access codes, passwords and/or "message delete functions," whether provided by the County or generated by the employee, do not restrict or eliminate the County's access to any of its electronic systems as the employees shall be on notice that they should not have any expectation of privacy when using these systems.
- Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet account without authorization.
- The County's network, including its connection to the Internet, is to be solely used for business-related purposes during working time (as defined above). If permission is granted, an employee's personal use of the County's computer, e-mail and connection to the Internet shall not interfere with the employee's duties and shall comply with the County policies and all applicable laws.
- Any messages or transmissions sent outside of the organization via e-mail or the Internet will pass through a number of different computer systems, all with different levels of security. Accordingly, employees must not send privileged and/or confidential communications (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure), via e-mail or the Internet unless the message is properly encrypted, and should consider a more secure method of communication for such data.
- Because postings placed on the Internet may display the County's address or other County related information, and thus reflect on the County, make certain before posting such information that it exhibits the high standards and policies of the County. Under no circumstances shall data of a confidential, nature (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) be posted on the Internet.
- If you identify yourself as a County employee in any manner on any internet posting or blog, comment on any aspect of the County's business or post a link to the County, you must include the following disclaimer in an openly visible location: "the views expressed on this post are mine and do not necessarily reflect the views of the County of Passaic or anyone associated/affiliated with the County of Passaic."
- Subscriptions to news groups or mailing lists are permitted only when the subscription is for a work-related purpose and authorized by Administration. Any other subscriptions are prohibited.

- All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must check with the County's Network Administrator before downloading.
- Any "unauthorized use" of e-mail or the Internet is strictly prohibited while at work or while using a County computer. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually suggestive, or discrimination based material; attempting to disable or compromise the security of information contained on the County's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination based messages. If an employee receives a message that is representative of an "unauthorized use" of the County's electronic media from someone outside of the County, it is the employee's duty to immediately inform the sender of such materials that he or she must refrain from sending such materials.
- Your Internet postings SHOULD NOT VIOLATE ANY OTHER APPLICABLE COUNTY POLICY, including, but not limited to, the following: *the County's Anti-Harassment and Discrimination Policy the County's Code of Ethics and Codes of Conduct Policies.*

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination.

**This policy shall not be construed to restrict employees' rights to share information about their employment terms and conditions communicate with each other; or engage in other concerted activities for their mutual aid and protection.**

## SECTION THREE

### Leaves Of Absence & Other Time Off

#### Paid Holiday Policy

---

Employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Election Day
- Thanksgiving Day
- Day after Thanksgiving
- ½ Day pm Before Christmas
- Christmas Day
- ½ Day pm Before New Year's

Employees who have an approved vacation/benefit time scheduled who call in sick the day before or day following a vacation, holiday and/or leave, and/or any other authorized day of absence may be required to submit a physician's statement.

The Freeholders reserve the right to change or delete the holidays set forth above. A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

**This policy is not intended to conflict with the collective bargaining agreement between the County and its unionized employees. If there is a conflict between this Manual and any collective bargaining agreement, the provisions of the collective bargaining agreement will prevail for represented employees.**

**LEAVES OF ABSENCE & OTHER TIME OFF**  
**Vacation/Personal/Sick Leave Policy**

---

**Vacation Leave Policy**

Unless otherwise stipulated in an employment agreement, collective bargaining agreement or Civil Service laws, vacation is an accrued benefit based on the following schedule:

**Full-Time Employees:**

- 1 day for each full month of continuous service during the first calendar year of employment (“Year 1”) after completing 90-day probationary period
- 12 days for Years 2 through 5, inclusive
- 15 days for Years 6 through 10, inclusive
- 18 days for Years 11 through 15, inclusive
- 20 days for Years 16 through 20, inclusive
- 22 days for Years 21 and over

During an employee’s ninety (90) day probationary period, no vacation time is earned or available. Upon completion of the probationary period, one day will be credited for each month worked (calculated back to date of hire).

**Part-Time Employees:**

Part-time employees shall accrue time on a pro-rata basis based on the schedule above.

An employee’s supervisor must approve the use of vacation time in advance. While approval of vacation leave shall not be unreasonably withheld, the use of vacation leave shall be subject to staffing levels as solely determined by the supervisor or Department Head. Employees should submit vacation requests as early as possible to ensure adequate staffing. Absent emergent circumstances, a request to use vacation leave submitted less than three (3) days prior to the day(s) off requested shall be granted at the discretion of the Department Head.

Employees shall be permitted to carry a maximum of one (1) year’s accrued vacation time in addition to the employee’s allotted time for the current year. No employee may carry more than one year’s worth of vacation time to the next year without written approval of the County Administrator.

Employees who have an approved vacation/benefit time scheduled who call in sick the day before or day following a vacation, holiday and/or leave, and/or any other authorized day of absence may be required to submit a physician’s statement.

**Personal Day Policy**

Upon completing a 90-day probationary period, employees are entitled to three (3) personal days per year. One (1) personal day shall accrue on the first day of January, May and September of each year.

In the event that a personal day was not scheduled in advance, employees shall contact the Department Head (or his designee) at least 30 minutes prior to the scheduled start of the work day.

During an employee's first year of service, personal days accrue at the rate of one (1) day per four (4) months of service.

Any unused personal days are forfeited at the end of each calendar year.

### **Sick Leave Policy**

Employees may accrue up to fifteen (15) working days of sick leave per calendar year

### **Accrual of Sick Time**

New employees shall only receive one working day for the initial month of employment if they begin work on the 1st through the 8th day of the calendar month, and one-half working day if they begin on the 9th through the 23rd day of the month.

After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with 15 sick days.

Part-time and 10-month employees shall be entitled to a proportionate amount of paid sick leave

An employee who exhausts all paid sick days in any one year shall not be credited with additional paid sick leave until the beginning of the next calendar year.

Paid sick days shall not accrue during a leave of absence without pay or suspension but shall continue to accrue during a voluntary furlough or furlough extension leave.

Sick leave credits shall not accrue after an employee has resigned or retired although his or her name is being retained on the payroll until exhaustion of vacation or other compensatory leave.

### **Carry-Over of Sick Time**

Unused sick leave shall accumulate from year to year without limit. The accumulation continues indefinitely until the time of the employee's retirement and employees shall be paid for one-half (½) of their total accumulated unused sick time up to twelve thousand dollars (\$12,000). Elected Officials and gubernatorial appointees are not covered under this policy.



**Permissible Use of Sick Time**

Sick time is intended for the following uses:

- Personal illness or injury of the employee or the employee's family member
- For medical care for a person illness or injury of the employee or the employee's family member
- Exposure to contagious disease
- Care, for a reasonable period of time, of a seriously ill member of the employee's immediate family
  - immediate family shall be defined as an employee's spouse, domestic partner child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household.
- Death in the employee's immediate family, for a reasonable period of time.
- By an employee with a disability for absences related to the acquisition or use of an aid for the disability when the aid is necessary to function on the job. In such cases, reasonable proof may be required by the appointing authority.

**Reporting Sick Time**

Employees needing to utilize a sick day shall contact the Department Head (or his designee) at least 30 minutes prior to the scheduled start of the work day.

Upon request, employees shall be required to produce verification to substantiate the need for and the appropriate use of sick time. Such shall consist of a note from a health care professional attesting to the existence of the employee's or his or her family member's illness or injury and/or the employee's fitness to return to work to their Department Head. Such note shall not include details regarding the employee or his or her family member's actual illness.

Employees who must take five (5) or more consecutive sick days may be eligible for benefits under New Jersey State Disability Benefits or the County's Workers' Compensation Policy and should contact the County Department of Personnel. Such absence may also qualify for leave pursuant to federal, state or local law. If you have questions as to whether your illness or injury or that of your family member may qualify you for any such leaves, please contact the County Department of Personnel.

**Advancement of Accrued Paid Time Prohibited**

Employees may carry accrued time forward as set forth above, but in no case may an employee borrow time from a future year.

**Incremental Use of Accrued Paid Time**

Employees are permitted to use vacation, sick and personal time in one-half (1/2) day increments. Accrued time, however, may not be taken in hourly increments.

**Absences Not Covered by this Policy**

This policy addresses absences for vacation/sick/personal leave. It does not cover other absences, such as unexcused absences or absences for family and medical leave, military service leave, military family leave, short- or long-term disability leave, workers' compensation leave, bereavement leave, jury duty leave, victims of crime leave or any other leaves offered by the County.

**No Accrual of Sick, Vacation or Personal Days During Certain Absences**

Employees may not accrue sick, vacation or personal days during unpaid leaves of absence or other periods of inactive service unless required by law.

**Administration of this Policy**

The Department of Personnel is responsible for the administration of the County's Personal/Vacation/Sick Policy. If you have any questions regarding this policy or if you have questions about Personal/vacation/sick days that are not addressed in this policy, please contact the Department of Personnel.

An employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

**Employees Covered under a Collective Bargaining Agreement**

The employment details set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the County. Wherever employment details in this policy differ from the terms expressed in your union's collective bargaining agreement with the County of Passaic, you should refer to the specific terms of the collective bargaining agreement, which will control.

## LEAVES OF ABSENCE & OTHER TIME OFF

### County of Passaic - Donated Leave Program

---

#### **Summary:**

The County of Passaic will permit employees to voluntarily donate accrued benefit time, (sick and/or vacation days) to a fellow employee of the County of Passaic who has exhausted their own earned leave as a result of a catastrophic health condition or injury suffered by themselves or an immediate family member which is expected to require a prolonged absence from work.

The Donated Leave Program will be administered in such a manner as to ensure the goals of the program are met without interfering with any employee's rights to privacy as otherwise protected by Federal or State law, rules or regulations.

#### **Eligibility:**

A permanent full-time employee of the County of Passaic shall be eligible to receive donated sick or vacation leave if the employee:

1. Has completed at least one year of continuous service;
2. Has exhausted all accrued sick, vacation, personal, compensatory and administrative leave as well as all sick leave injury benefits, if any;
3. Has not, in the two-year period immediately preceding the employee's need for donated leave, been disciplined in writing for chronic or excessive absenteeism, chronic or excessive lateness or abuse of leave; and
4. Either:
  - a) Suffers from a catastrophic health condition or injury;
  - b) Is needed to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury; or
  - c) Requires absence from work due to the donation of an organ (which shall include, for example, the donation of bone marrow).

#### **Definitions:**

"Catastrophic Health Condition or Injury" shall mean:

- With respect to an employee, a "catastrophic health condition or injury" is a life-threatening condition or combination of conditions or a period of disability required by his or her mental or physical health or the health of the employee's fetus and requiring the

care of a physician who provides a medical verification of the need for the employee's absence from work for 60 or more work days.

- With respect to an employee's immediate family member, a "catastrophic health condition or injury" is a life-threatening condition or combination of conditions or a period of disability required by his or her mental or physical health and requiring the care of a physician who provides a medical verification of the need for the family member's care by the employee for 60 or more work days.

"Immediate Family Member" shall mean: Father, mother, father-in-law, mother-in-law, spouse, domestic partner, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister. Any interpretation of this definition shall be made in the sole discretion of the County Administrator.

"Leave Recipient" shall mean an employee of the County of Passaic who is desirous of accepting leave time accrued and donated by fellow employees.

"Leave Donor" shall mean an employee of the County of Passaic who is desirous of providing, without compensation, accrued sick, vacation or personal days to a fellow employee dealing with a Catastrophic Health Condition or Injury.

#### **Procedure:**

1. Written Request - An employee of the County of Passaic may submit a request, in writing, to their Department Head to participate in the Donated Leave Program either as a Leave Recipient or Leave Donor. Upon receipt, the Department Head shall forward the request to the Human Resource Director who will verify whether the employee is eligible to participate in this program before sending the request to the County Administrator for final approval. A supervisor may submit a request to receive time on behalf of an employee unable to make the request.
2. Medical Verification - The employee requesting the employee's acceptance as a Leave Recipient shall submit to the County Director of Personnel medical verification, signed by a physician licensed by the State of New Jersey, concerning the nature and anticipated duration of the disability resulting from either the catastrophic health condition or injury, or the donation of an organ, as the case may be.

The medical verification required for the receipt of donated leave shall include the nature and anticipated duration of the catastrophic health condition or injury, or the donation of an organ. The same medical documentation set forth above will be required whether applying for donated leave to care for one's self or immediate family member. The form should be

**directly submitted to the Department of Personnel.**

3. Notice - Upon approval by the County Administrator, the Department Head or Supervisor shall, with the Leave Recipient's consent, post or circulate the employee's name along with those of other eligible employees in a conspicuous manner to encourage the donation of leave time. If the employee is unable to consent to this posting or circulation the employee's family may consent on his or her behalf.

**Participation Requirements:**

1. Leave Recipient must receive at least five sick days or vacation days or a combination thereof from one or more leave donors to participate in the donated leave program.
2. Leave Recipient may not collect temporary disability benefits (T.D.I.) or worker's compensation insurance benefits while utilizing time donated.
3. Leave Recipient is limited to a lifetime maximum of 260 donated sick days or vacation days and shall not receive any such days on a retroactive basis.
4. Leave Donors shall have remaining at least 20 days of accrued sick leave if donating sick leave and at least 12 days of accrued vacation leave if donating vacation leave.
5. Leave Donor shall donate only whole sick days or whole vacation days and may not donate more than 30 such days to any one recipient.
6. Leave Donor shall not revoke the leave donation.
7. While using donated leave time, the Leave Recipient shall accrue sick leave and vacation leave under the normal County policies and shall be entitled to retain such leave upon his or her return to work.
8. Upon a Leave Recipient's return to work or separation from County employment for any reason, any unused, donated leave shall be returned to the Leave Donors on a prorated basis upon the Leave Recipient's return to work, except that if the proration of leave days results in less than one day per donor to be returned, that the leave time shall not be returned.
9. Upon retirement, the Leave Recipient shall not be granted supplemental compensation on retirement for any unused days, which he or she had received through the leave donation program.
10. An employee shall be prohibited from threatening or coercing or attempting to threaten or coerce another employee for the purpose of interfering with rights involving the voluntary donation, receipt or use of donated leave time. Such prohibited acts shall include, but not be limited to, promising to confer or conferring a benefit such as an appointment or promotion or making a threat to engage in, or engaging in, an act of -retaliation against an employee.
11. Upon receipt of a request to donate time, the County Director of Personnel will verify that the Leave Donor is eligible to donate time and said Department will deduct appropriate time from the Leave Donor.

12. Leave Recipients may use donated leave in one-half day or whole day increments. Recipients may return to work on a part time, or intermittent basis, and remain eligible for the program as long as they do not exceed 260 days in a lifetime.
13. An incident is considered closed when the recipient is medically cleared to return to work without restrictions.
14. If the recipient returns to work or otherwise terminates employment, the remaining balance of unused donated leave must be equally returned to all donors in whole day increments only. Partial day increments will not be restored to the donor nor remain credited to the recipient.
15. An illness or injury of an immediate family member requiring an employee's absence from work to provide care must meet the same criteria applicable to an employee's own medical necessity.

**LEAVES OF ABSENCE & OTHER TIME OFF****Other Leaves of Absence**

---

**Bereavement Leave Policy:**

Employees are entitled to three (3) consecutive calendar days leave of absence for the death of an employee's immediate relative. Bereavement Leave shall not extend beyond three (3) consecutive calendar days immediately following the death of a family member unless approved by the County Administrator. "Immediate relative" includes spouse, civil union partner, child, parent, stepchild, stepparent, sibling, grandparents, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are paid for all working days during the Bereavement Leave. Employees may be asked for proof at the discretion of the Personnel Department or Administration.

**Jury Duty Policy:**

County employees are encouraged to fulfill their civic duty and serve as a juror when summoned by the courts. An employee required to render jury service shall be entitled to be absent from work during that service and will be paid their usual pay for each required day of jury service. If an employee is notified prior to the date of service that they are not required to report to the court, that employee must report to work. Employees summoned to jury duty should notify their supervisor as soon as possible but no later than one (1) week of receiving notice.

Following completion of service, employees shall submit official confirmation of service provided by the vicinage.

## LEAVES OF ABSENCE & OTHER TIME OFF

### Family and Medical Leaves

#### Federal Family and Medical Leave Act

---

In accordance with the federal Family and Medical Leave Act ("FMLA"), the County provides eligible employees with up to 12 weeks of unpaid medical and family leave during any 12-month period and up to 26 workweeks to care for a Covered Service member.

At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or an equivalent position. The following outlines employees' rights and obligations under the FMLA and the County's policies implementing the FMLA.

#### Leave Available

Eligible employees may take up to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for any one or more of the following reasons:

- The birth, adoption or placement for foster care of the son or daughter of an employee, and to care for such child;
- A serious health condition of a spouse, son, daughter or parent of an employee if the employee is needed to care for such family member; or
- A serious health condition of an employee that makes an employee unable to work. Generally, the incapacity must result in the employee's inability to work for more than three consecutive days, although certain exceptions to this rule,
- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of the Regular Armed forces, National Guard or Reserves on active duty status during the deployment to a foreign country, and or has been notified of an impending call to active duty status as such in support of a contingency operation.

The definition of a "serious health condition" is governed by applicable law. If you have any further questions about what constitutes a "serious health condition," please contact the Department of Personnel.

In addition, eligible employees who are either spouse, son, daughter, parent or next of kin of a Covered Servicemember shall be entitled to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the Covered Servicemember. During this single 12-month period, an eligible employee who qualifies for leave to provide care for the Covered Servicemember shall be entitled to no more than a combined total of 26 workweeks of leave.

#### Definitions

**"Covered Servicemember"** means a member of the Armed Forces, including a member of the National Guard or Reserves, or a recent veteran who has been discharged, other than dishonorably, within the five years preceding the family



member's initial request for leave, who has a serious injury or illness who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

**"Eligible Employee"** means an individual who has been employed by the County for at least 12 months, has worked at least 1,250 hours during the preceding 12-month period, and is employed at a worksite with at least 50 employees within 75 miles of that worksite.

**"Next of kin"** means the nearest blood relative of the individual.

**"Qualifying Exigency"** covers a number of broad categories of reasons and activities, including short-notice deployment to a foreign country, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-dept activities, and additional activities agreed to by the employer and the employee.

**"Serious Health Condition"** means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. It generally includes a period of incapacity due to pregnancy, prenatal care, a chronic health condition, a permanent or long-term health condition, or restorative or preventive treatment.

**"Serious Injury or Illness"** means an injury or illness incurred by a Covered Servicemember in the line of duty or on active duty in the Armed Forces, National Guard of Reserves, incurred in the line of duty on active duty or whose pre-existing condition has been aggravated by his/her active duty service, that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank or rating.

### **Eligibility**

Any employee who has been employed by the County for twelve (12) months or more and worked 1,250 hours or more in the twelve (12) month period preceding the first day of the requested leave may be eligible for an unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period. The 12 month period shall be determined by using a **rolling 12 month period that commences with the first day of leave taken.**

Leave to care for a child after birth, adoption, or foster care must conclude within 12 months of the child's birth or placement. If both spouses work for the County they may only take a total of 12 weeks between them during the 12 month period in order to care for a child after birth, adoption, or foster care or to care for a parent with a serious health condition and a combined 26 weeks in a single 12 month period for military caregiver leave or a combination of military caregiver leave and other FMLA qualifying reasons. Each spouse may be entitled to additional leave for other qualifying reasons under the FMLA, such as the employee's own illness or for the serious illness of the employee's child. Any questions regarding such additional leave should be addressed to the Director of Personnel.

**Notice**

When the leave is foreseeable, at least thirty (30) days' advance notice to the Director of Personnel is required. If thirty (30) days' notice cannot be provided, as much notice as is practical should be provided. Failure to give reasonable notice may delay the availability of the leave.

**Certification**

Where leave is taken to care for a family member with a serious health condition or because of the employee's own serious health condition, medical certification is required and periodic recertification may be required. In addition, where the leave is taken because of the employee's own serious health condition, a certification of fitness to return to work will be required.

The County, at its expense, may require an examination by a second healthcare provider designated by the County. If the second healthcare provider's opinion conflicts with the original medical certification, the County, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

For military exigency leave, an employee may be required to provide certification that the covered military member is a member of the regular Armed Forces, National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation, as well as certification from the employee about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member. Absent unusual circumstances, both certifications must be provided within fifteen (15) days.

For military caregiver leave, the employee may be required to provide information from the health care provider and employee and/or Covered Service member to support such leave. Absent unusual circumstances, such certification must be provided within fifteen (15) days.

The County will also require periodic status reports from employees concerning their intended return date. An unexcused failure to provide requested documentation may result in the denial or suspension of leave. The County may attempt to clarify or authenticate the certification or may require additional certifications to support the need for leave. When leave is taken to care for a family member, the County may require the employee to provide documentation or a statement of family relationship (e.g., birth certificate or court document) and proof of the need to care for the family member.

**Utilization of Paid Leave**

Generally, FMLA leave is unpaid. However, depending upon the circumstances, employees may be entitled to receive short-term disability, workers' compensation benefits, paid family leave benefits, or other state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee's unpaid leave. An employee who is eligible for these benefits may also choose to use accumulated paid leave during their approved unpaid leave. Employees may not receive more than 100% of salary at any time.

**Coordination with other Leave Policies**

The period of time attributable to the employee's absence due to any workers' compensation, disability, or sick leave, will be counted against available leave under this policy to the extent permitted by law. In the event that additional family, medical or sick leave is available pursuant to state laws, this leave will also run concurrently with FMLA leave to the extent permitted by law.

**Intermittent Leave**

When medically necessary, leave taken because of a serious health condition of an employee or family member or to care for a Covered Servicemember may be taken on an intermittent or reduced work schedule basis. The employee and employer shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the employer's operations, subject to the approval of the employee's health care provider. The County may require an employee taking intermittent or reduced work schedule leave to transfer temporarily to an alternative position with equivalent pay and benefits that is better suited to the leave schedule.

**Employment and Benefits Protection**

During the leave, health benefits will continue for up to twelve (12) weeks in each rolling twelve (12) month period under the same conditions as if the employee continued to work. Employees must, however, pay the same amount for any benefits continued as they do prior to the leave. Other benefits, if any, will continue during the leave under the same conditions as if the employee continued to work.

If paid leave is substituted for unpaid FMLA leave, the County will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium in accordance with a payment method that is devised and mutually agreed upon between you and the County. Employees should consult with the Department of Personnel prior to taking an approved leave. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums.

With regard to the employee's contribution portion of his/her health benefits pursuant to Chapter 78, P.L. 2011 and any voluntary supplemental benefits that the employee may have, the employee is solely responsible for making payment arrangements with the Department of Personnel or for any voluntary benefits, to the respective insurance company. Your healthcare coverage may cease if your premium payment is more than 30 days late. If and when your payment is more than 15 days late we will send you a letter to this effect.

With regard to any pension contribution that you may have, you must contact the Department of Personnel to make payment arrangements concerning contributions or credits paid toward your pension benefits. Employees should consult with the Department of Personnel prior to taking an approved leave.

If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums.

Before returning to work following a medical leave (except for intermittent or reduced schedule leave) due to the employee's own serious health condition, the employee will be required to present a fitness for duty certification from his/her health care provider that he/she is medically able to resume work. If the date on which the employee is scheduled to return to work from FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to the County within two business days of the change.

Subject to some exceptions, most employees will be returned to the position they left or to a position equivalent in pay, benefits and other terms of employment. Individuals identified as "key employees" (the highest paid 10% of salaried employees at the work site or within a 75 mile radius of that work site) at the beginning of their leave may not be returned to their former or equivalent position if restoration will cause substantial economic injury to the County. Employees will be informed of their key employee status at the beginning of the leave period.

A failure to return from FMLA leave for reasons other than the employee's own serious health condition may result in termination of employment. In the event that an employee cannot return to work at the end of FMLA leave due to a continuation of his/her own serious health condition, they must contact the Department of Personnel before the expiration of the leave to discuss their options under state and federal law.

### **State Leave Laws**

Certain states provide additional leave similar to that provided under the FMLA. The County will comply with these state law provisions to the extent they provide for more generous benefits. State leave law benefits will run concurrently with FMLA benefits to the extent permitted by law.

### **Questions**

Employees are encouraged to discuss questions regarding the FMLA or parallel state leave laws with the Director of Personnel.

## LEAVES OF ABSENCE & OTHER TIME OFF

### New Jersey Family Leave

---

The County provides eligible employees with up to 12 weeks of unpaid, job-protected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

#### Eligible Employees

To be eligible for NJFLA leave, you must have worked at least 12 months for the County and have worked at least 1,000 hours for the County over the previous 12 months.

#### Qualifying Reasons for Leave

You may take NJFLA leave to care for:

- A newly born or adopted child, but the leave must start within 12 months of the birth of the child or the placement of the child for adoption.
- An immediate family member (your spouse, civil union partner, child under 18 years old, child with a physical or mental impairment who is incapable of self-care, parent or parent-in-law) with a serious health condition.

Leave taken for reasons above must be consecutive and must begin by the end of the 12-month period after the birth or placement for adoption or foster care.

#### Leave Benefits

You may take up to a maximum of 12 weeks of NJFLA leave in a 24-month period, which is measured as a rolling 24-month period that commences with the first day of NJFLA leave taken.

You may take NJFLA leave to care for a seriously ill family member:

- As a single block of time.
- By reducing your normal weekly, [but not daily,] work schedule for no more than 24 consecutive weeks in a 24-month period.
- Intermittently in increments lasting at least one week, but less than 12 weeks in a consecutive 12-month period, when medically necessary.

Employees permitted to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the County's operations.

The total time within which an **intermittent leave** is taken may not exceed a 12 month period, if such leave is taken in connection with a single serious health condition. Intermittent leaves taken in connection with more than one serious health condition episode must be taken within a consecutive 24 month period, or until such time as the employee's 12 week family leave entitlement is exhausted, whichever is shorter.

An employee taking a family leave on a **reduced leave schedule** shall not be entitled to such leave for more than a consecutive 24 week period. An eligible employee shall be entitled to only one leave on a reduced leave schedule during any consecutive 24 month period. Any remaining family leave to which the employee is entitled subsequent to the expiration of a leave taken on a reduced leave schedule may be taken on a consecutive or intermittent basis.

Depending on the purpose of your leave, you may choose to use accrued paid leave, concurrently with some or all of your NJFLA leave.

You will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of your NJFLA leave.

The County will notify employees of their options to continue to participate in our group health plans during NJFLA leave.

### **Required Notice and Certifications**

When requesting NJFLA leave, you must give the County 30 days' advance written notice. If advance written notice is not possible because of an emergency, you must give the County reasonable oral notice and then follow up with written notice.

You also must give the County medical certification supporting the need for leave. The County reserves the right to require second or third medical opinions and periodic re-certifications. You must also provide periodic reports during your leave regarding your status and intent to return to work as deemed appropriate by the Personnel Department.

If you fail to provide the required documentation, the County may delay the start of your leave, withdraw any designation of NJFLA leave or deny the leave, in which case your absences will be treated in accordance with the County's standard leave of absence and attendance policies and you may be subject to discipline up to and including termination of employment. If you provide false or misleading information or omit material information about a NJFLA leave, you will be subject to discipline up to and including immediate termination of employment.

### **Benefits Protection**

During your family leave of absence, your health benefits will be maintained under the same conditions as if you continued to work. If you decide to return to work when your family leave of absence ends, you may be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you decide not to return to work when your family leave of absence ends, you may be required to reimburse the County for the health insurance premiums paid on your behalf during your leave of absence (except if your failure to return to work was caused by the continuation, recurrence, or onset of serious health condition which would entitle you to a leave of absence under the law or other circumstances beyond your control).

With regard to any pension contribution that you may have, you must contact the Pension Department to make payment arrangements concerning contributions or credits paid toward you

pension benefits. Employees should consult with the Department of Personnel prior to taking an approved leave.

### **Returning to Work after NJFLA Leave**

On returning to work after NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the 12-week NJFLA entitlement will be subject to the County's standard leave of absence and attendance policies. This may result in termination if your continued absence is unauthorized (for example, if you have no other County-provided leave available to you).

### **Retaliation Prohibited**

The County and the NJFLA prohibit the Interference with, restraint of or denial of any right provided under the NJFLA and/or discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA.

The County encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of the Personnel Department.

### **New Jersey Family Leave Insurance**

The New Jersey Family Leave Insurance ("NJFLI") provides up to 6 weeks of benefits to covered employees for the following reasons:

If you are taking leave to bond with a newborn or newly adopted child or to care for a family member (child, parent, spouse, domestic partner or civil union partner) with a serious health condition, you may be eligible for New Jersey Family Leave Insurance (NJFLI) benefits from the state of New Jersey. Eligibility for benefits and the maximum weekly benefit are determined by the state of New Jersey.

Employees may be eligible for NJFLI benefits for up to six weeks. The County requires employees to use up to two weeks of accrued paid leave in lieu of the NJFLI benefits where permitted by law. Use of Compensatory time may be used at the employee's option. Your job is not protected while you are receiving NJFLI benefits unless you are eligible for leave under the Family and Medical Leave Act or New Jersey Family Leave Act.

Employees must provide the County with advance notice of need for leave, as follows:

- At least 30 days before leave to bond with a newborn or newly adopted child, unless the time of the leave is unforeseeable or the time of the leave changes for unforeseeable reasons.
- In a reasonable and practicable manner for leave to care for a seriously ill family member on a continuous, non-intermittent basis, unless an emergency or other unforeseen circumstance precludes advance notice.

- At least 15 days before leave to care for a seriously ill family member on an intermittent basis unless an emergency or other unforeseen circumstance precludes advance notice.

If you have questions regarding New Jersey Family Leave Benefits please contact the County Department of Personnel or the New Jersey Department of Labor and Workforce Development.



## LEAVES OF ABSENCE & OTHER TIME OFF

### Military Leave

---

#### **Federal Military Service Leave Policy**

#### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Employees who have the obligation to serve, as members of the United States military, either as members of a state militia or as reservists in any of the branches of the armed forces, shall be entitled to such benefits as provided by applicable law. In the event an employee serving as a reservist is called to active duty, they shall promptly notify their Department Head and provide a copy of any applicable orders. Employees serving as members of any state militia shall similarly notify the County Department of Personnel of their annual service obligations as soon as they become known.

The County recognizes that employees may need to be absent from work to serve in the US military. The County provides military service leaves of absence to all regular full-time, part-time and probationary employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

#### **Procedures**

If you need to take military service leave, you must provide advance notice to the Department of Personnel. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of military necessity or for other reasons, you should give as much advance notice to the County as possible.

Written notice is preferred, but not required. Where possible, please submit a copy of your military orders, training notice or order to active duty, along with a Request for Leave of Absence to your supervisor or the County Department of Personnel.

#### **Eligibility Requirements**

##### **Eligible Employees**

All regular full-time, part-time and probationary employees are eligible for military service leave if they are absent from work because of eligible military service. Employees who were only employed for a brief, non-recurrent (one-time only) period before the start of military service are not eligible for leave under this policy.

##### **Eligible Military Service**

For purposes of this policy, eligible military service means certain types of service (listed below) in the following branches of the US military:

- Armed Forces (Army, Navy, Air Force, Marine Corps and Coast Guard), including the Reserves.

- National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training or full-time National Guard duty.
- Commissioned Corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or national emergency.
- Eligible employees may take leave under this policy for the following types of military service:
  - Active duty.
  - Active duty for training.
  - Initial active duty for training.
  - Inactive duty training.
  - Full-time National Guard duty.
  - Funeral honors duty performed by National Guard or Reserve members.
  - Submitting to an examination to determine your fitness for any of these services.
  - Service as an intermittent disaster response appointee of the National Disaster Medical System when you are activated under federal authority or attending authorized training in support of a federal mission.

### **Compensation During Leave**

Military service leave is unpaid. However, employees may use any or all of their accrued but unused vacation or other paid time off during their military service leave.

### **Benefits of Employment During Leave**

During military service leave, all benefits provided to employees are governed by the terms and conditions of the applicable policies and procedures governing employee benefits in accordance with applicable law. For all other non-seniority benefits an employee on military service leave will receive the same rights and benefits as employees on other unpaid leave of absences.

### **Reemployment**

You may be eligible for reemployment after your military service leave if you meet certain criteria under the law and certain exceptions do not apply to your reemployment. If you would like to return to work, you must report to work or submit an application for reemployment to the County Department of Personnel, including your military discharge documentation, if available, as follows:

- If your military service was for less than 31 days, you must report to work on the first regularly scheduled workday that is at least eight hours after you return home from military service.
- If your military service was for 31 to 180 days, you must apply for reemployment within 14 days following completion of military service.
- If your military service was for more than 180 days, you must apply for reemployment within 90 days following completion of military service.

If you are unable to comply with this schedule through no fault of your own or if you are injured or recovering from an injury, please speak with the County Department of Personnel as soon as possible to determine if you are eligible for additional time to apply for reemployment and/or about any reasonable accommodation that you may require in order to perform your work. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to the County's rules about unexcused absences.

If the employee's leave was for more than 30 days, the County has the right to request supporting documentation to justify the employee's reemployment.

Employees will be reemployed in the positions and in the priority as dictated by law. Nothing in this policy requires the County to reemploy individuals who are not eligible for reemployment rights under applicable law.

### **Discrimination and Retaliation Prohibited**

The County prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the US military. Specifically, no one will be denied employment, reemployment, promotion or any other benefit of employment or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US military. In addition, no one will be disciplined, intimidated or otherwise retaliated against because that person exercised rights under this policy or applicable law.

The County is committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report such conduct, the County may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

### **State or Local Military Service Leave Laws**

Where state or local military service leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by such laws, will apply.

### **Administration of this Policy**

The County Department of Personnel is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about military service leave that are not addressed in this policy, please contact the County Department of Personnel.

### **New Jersey Military Leave for Public Employment**

---

A permanent or full-time temporary officer or employee of the County who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other affiliated organization, including the National Guard of other states, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, for up to 30 work days in any calendar year.

Such leave of absence shall be in addition to the regular vacation or other accrued leave to which the employee is entitled. Any leave of absence for such duty in excess of 30 work days shall be without pay but without loss of time.

A full-time temporary officer or employee who has been so employed for less than one year shall receive leave without pay but without loss of time.

County employees who have entered or enter, the active military or naval service of the United States or of New Jersey, in time of war or an emergency, or for or during any period of training, or pursuant to or in connection with any system of selective service, or who, has entered or shall enter , in time of war, the active service of the United States Merchant Marine, or the active service of the Women's Army Auxiliary Corps, the Women's Reserve of the Naval Reserve or any similar organization authorized by the United States to serve with the Army or Navy, shall be granted leave of absence for the period of service and for a further period of three months after discharge from such service. If any employee shall be incapacitated by wound or sickness at the time of his discharge from such service, his leave of absence shall be extended until three months after his recovery from such wound or sickness, or until two years from the date of his discharge from such service, whichever shall first occur.

No employee will be terminated during such period of leave of absence because of his entry into such service, or because of reasons of economy or efficiency or other related reason if entry into active military service in the Armed Forces of the United States was in time of war or an emergency.

During their leave, employees will be entitled to all the rights, privileges and benefits that s/he would have had or acquired if s/he had actually served in such office, position or employment during such period of leave of absence except, unless otherwise provided by law, the right to compensation.

Such leave of absence may be granted with or without pay as provided by law. Such person shall be entitled to resume the position or employment that s/he held at the time s/he entered service, provided the employee notifies the County of his intent to return and applies for reemployment before the expiration of his or her leave of absence.

If the County's circumstances have so changed for reasons of economy or efficiency or other related reason as to make it impossible or unreasonable for the employee who entered service in

time of war or other emergency to resume the office, position or employment held prior to entrance into such service, the County will restore the employee to a position of like seniority, status and pay, or any position available, if requested by the employee, for which the person is able or qualified to perform the duties.

Upon resumption of the employee's employment, the employee temporarily filling the position will immediately cease his or her position.

No employee separated from such service by a dishonorable discharge shall be entitled to any of the rights, privileges or benefits of this policy.

---

**New Jersey Military Leave and Reemployment Policy**

---

The County will provide the necessary time off to employees who must fulfill military obligations in any Armed Forces, National Guard, other uniformed services or state military, as required by federal and state law. If employees return to work or apply for reemployment on a timely basis, they will be reinstated in accordance with federal and state law.

Military leave will be unpaid, except exempt employees who are paid on a salary basis will be paid for any workweek in which the employee performs work. In addition, employees may choose to use accrued vacation for military leave in lieu of unpaid leave.

If you need to take military leave, you must give advance notice of your service obligations to your supervisor, unless military necessity makes advance notice impossible. Military orders should be presented to your supervisor and arrangements for leave made as early as possible before the beginning of leave.

Additional information regarding military leave may be obtained from the County Department of Personnel.

## LEAVES OF ABSENCE & OTHER TIME OFF

### New Jersey Security and Financial Empowerment Act Leave

---

In accordance with the New Jersey Security and Financial Empowerment Act (“NJ SAFE Act”), the County provides eligible employees with up to 20 days of unpaid leave during any 12-month period to attend to a variety of matters related to an act of domestic violence or sexual assault committed against the employee or a family or household member. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or an equivalent position. The following outlines employees’ rights and obligations under the NJ SAFE Act, and the County’s policies implementing the NJ SAFE Act.

#### Leave Available

Eligible employees may take no more than 20 days of unpaid leave during any 12-month period, to be used in the 12-month period following any qualifying incident to engage in any of the following activities (as it applies to them personally, or to a family member as defined below):

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by the incident;
- Obtaining services from a victim services organization;
- Obtaining psychological or other counseling;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the victim’s safety or to ensure his or her economic security;
- Seeking legal assistance, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence;
- or
- Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

#### Definitions

“Employee” means a person who is employed for at least 12 months by an employer, with respect to whom benefits are sought under the NJ SAFE Act, for not less than 1,000 base hours during the immediately preceding 12-month period.

“Domestic Violence” means the occurrence of one or more of the following acts inflicted upon a person by a spouse, domestic partner, civil union partner, cohabitant, or emancipated minor child: homicide; assault; terroristic threats; kidnapping; criminal restraint; false imprisonment; sexual assault; criminal sexual contact; lewdness; criminal mischief; burglary; criminal trespass; harassment; or stalking.

“Sexually violent offense” means aggravated sexual assault; sexual assault; aggravated criminal sexual contact; kidnapping and endangering the welfare of a child; criminal sexual contact; felony murder if the underlying crime is sexual assault; an attempt to commit any of these enumerated offenses; or any offense for which a court makes a specific finding on the record

that, based on the circumstances of the case, the person's offense should be considered a sexually violent offense.

"Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.

"Designated domestic violence agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

"Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.

### **Eligibility Requirements**

Any employee who was a victim of an incident of domestic violence or a sexually violent offense, or whose child, parent, spouse, domestic partner, or civil union partner was a victim, and who has been employed by the County for 12 months or more and worked 1,000 hours or more in the 12 month period preceding the first day of the requested leave may be eligible for an unpaid leave of absence of up to 20 days in one 12-month period, to be used in the 12-month period immediately following any incident of domestic violence or any sexually violent offense.

Each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided that the employee has not exhausted the allotted 20 days for the 12-month period.

### **Notice Requirements**

When the necessity for the leave is foreseeable, the employee must provide written notice to the County Department of Personnel as far in advance as is reasonable and practical under the circumstances.

### **Certification and Reporting Requirements**

The County will require documentation of the domestic violence or sexually violent offense which is the basis for the leave. Sufficient documentation includes one or more of the following:

- a domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
- a letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- documentation of the conviction of a person for the domestic violence or sexually violent offense;
- medical documentation of the domestic violence or sexually violent offense;

- certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or employee's child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense; or
- other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's child, parent, spouse, domestic partner, or civil union partner in dealing with the domestic violence or sexually violent offenses.

### **Utilization of Paid Time Off**

Generally, NJ SAFE Act leave is unpaid. However, depending on the circumstances, employees may be entitled to receive state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee's unpaid leave. An employee who is eligible for these benefits may also choose to use accumulated paid leave during his or her approved unpaid leave. Employees may not receive more than 100% of salary at any time.

Employees who are not eligible for such state-sponsored wage replacement benefits are required to use their accumulated paid time off during an approved unpaid leave. Use of paid time off will not serve to extend the length of the employee's leave of absence under this policy.

### **Coordination with other Leave Policies**

The period of time attributable to the employee's absence due to any disability or sick leave will be counted against available leave under this policy to the extent permitted by law. In the event that additional family, medical or sick leave is available pursuant to federal or state laws, this leave will also run concurrently with NJ SAFE Act leave to the extent permitted by law. You will be provided with detailed information from Department of Personnel.

### **Intermittent Leave**

Unpaid leave may be taken intermittently in intervals of no less than one day.

### **Employment and Benefits Protection**

During the leave, health benefits will continue under the same conditions as if the employee continued to work.

If an employee is enrolled in voluntary supplemental benefits the employee is solely responsible for making payment arrangements with the respective insurance company. Employees should consult with Department of Personnel prior to taking an approved leave. If you fail to return to work after your NJ SAFE Act leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums.

Subject to some exceptions, most employees will be returned to the position they left or to a position equivalent in pay, benefits and other terms of employment.



A failure to return from NJ SAFE Act leave for reasons other than the employee's own serious health condition and/or disability may result in termination of employment. In the event that an employee cannot return to work at the end of NJ SAFE Act leave due to a continuation of his/her own serious health condition and/or disability, they must contact Department of Personnel before the expiration of the leave to discuss their options under state and federal law.

### **Federal and Other State Leave Laws**

The County will comply with any federal or state leave laws to the extent they provide for more generous benefits. State and federal leave law benefits will run concurrently with NJ SAFE Act benefits to the extent permitted by law.

### **Questions**

Employees are encouraged to discuss questions regarding the NJ SAFE Act or other leave laws with Department of Personnel.

## LEAVES OF ABSENCE & OTHER TIME OFF

### New Jersey Emergency Responder Leave Policy

---

The County will not terminate, dismiss or suspend you if you are not able to report to work because you are serving as a protected volunteer emergency responder during a state of emergency declared by the President of the United States or the State of New Jersey, or if you are actively engaged in responding to an emergency alarm. You are not protected if, by law or contract, you are an essential employee.

You are a protected emergency responder if your official duties include responding to a fire or emergency call as:

- A member of a volunteer fire company.
- A volunteer member of a first aid, rescue or ambulance squad.
- A member of any county or municipal volunteer Office of Emergency Management.

You must provide the County with the following:

- Notice that you are providing emergency services at least one hour before you are scheduled to report to work.
- A certification from the incident commander or other official or officer in charge stating that you were actively engaged in and necessary for providing emergency services, and the date and time you were relieved from emergency duty as well as a copy of the incident report when you return to work.

You may use accrued vacation or sick time for time missed from work to serve as a volunteer emergency responder.

## SECTION FOUR

### Compensation & Employee Benefits

#### Employee Benefits

---

##### **Health Insurance and Prescription Benefits Package:**

Full-time employees and their immediate family members, including civil union partners, are offered health insurance and prescription drug coverage administered by a health insurance fund.

Part-time employees are also offered health insurance and prescription drug coverage plans which may differ from those offered to full-time employees.

The County reserves the right to change network providers, claims agents, and insurance mechanisms. The health insurance and prescription benefit plan is on file in the County Department of Personnel. In addition, a Summary Plan Description is provided to all employees upon hire and during open enrollment periods. The County reserves the right to modify benefit levels for non-unionized employees at any time.

Employees of the County are required to contribute toward the cost of the premium for health and prescription coverage pursuant to Chapter 2, P.L. 2010, and Chapter 78, P.L. 2011

Effective June 28, 2011, as per Chapter 78, P.L. 2011, the percentage rate of contributions will be determined by the employee's annual salary and selected level of coverage. Employees should contact the County Department of Personnel to determine their contribution.

Health insurance coverage for employees who separate employment with the County will terminate at the end of the month when the separation date is prior to the 10<sup>th</sup> day of same month, or the end of the following month if separation is after the 10<sup>th</sup> day of the month.

Employees on Military Leave receive full medical benefits for the duration of their active duty service.

Upon termination of coverage, employees may be able to extend health insurance coverage for themselves and/or their dependents by taking advantage of the provisions of COBRA. Upon separation, employees shall receive a notice of COBRA rights. For more information, consult the County Department of Personnel.

Certain Employees may be eligible to continue to receive health insurance coverage paid for by the County ("retiree health benefits") upon retirement. Pursuant to Chapter 78, P.L. 2011, certain employees will be required to make contributions to health care benefits coverage upon retirement.

For more information regarding eligibility for such benefits employees should refer directly to the County's Resolution/s governing retiree health benefits available from the Office of the Director of the Department of Personnel or contact the Health Benefits Department of the

County Department of Personnel or refer to their respective applicable collective bargaining agreement.

Employees that are approved for an ordinary or accidental disability retirement may also qualify for retiree health benefits. See the Department of Personnel for information on whether you qualify for retiree health benefits. Employees receiving retiree health benefits must notify the Employee Benefits Clerk in writing, with proof of enrollment, when they become eligible for Medicare Parts A and B. The County currently reimburses employees qualifying for retiree health benefits for the cost of Medicare Part B. For more information, consult the Employee Benefit Clerk in the Personnel Department.

See the Department of Personnel for information on whether you qualify for retiree health benefits.

#### **Dental Benefits Policy:**

Employees and their immediate family members, including civil union partner, are offered dental insurance coverage administered by a health insurance fund. As per Chapter 2, P.L. 2011 and Chapter 78, P.L. 2011, employees will be required to make contributions to health care benefits coverage. The percentage rate of contributions will be determined based on the employee's annual salary and selected level of coverage. Employees should contact the County Department of Personnel to determine their contribution.

The County reserves the right to change provider networks, claims agents, and insurance mechanisms. The complete benefit plan is on file in the County Department of Personnel and a summary plan description will be provided to all employees upon hire and during open enrollment periods. The County reserves the right to change benefit levels for non-unionized employees at any time. The summary plan description shall control with regard to terms and conditions of coverage.

Dental insurance coverage for employees who separate employment with the County will terminate at the end of the month when the separation date is prior to the 10<sup>th</sup> day of same month, or the end of the following month if separation is after the 10<sup>th</sup> day of the month.

Employees on Military Leave receive full medical benefits for the duration of their active duty service.

Upon termination of coverage, employees may be able to extend dental insurance coverage for themselves and/or their dependents by taking advantage of the provisions of COBRA. Upon separation, employees shall receive a notice of COBRA rights. For more information, consult the County Department of Personnel.

#### **Prescription Eye Glasses Benefit Policy:**

The County offers employees a voluntary eyeglass plan. If an employee elects such coverage, the employee pays the entire cost of such coverage. Information is available in the Personnel Department.

**Life Insurance:**

The County offers life insurance to employees in the amount of \$4,000.

**Voluntary Benefit:**

The County offers various other voluntary benefit plans which if elected are paid for solely by the employee. Such benefit plans are available through AFLAC, UNUM or other similar companies approved by the Board of Chosen Freeholders. Information is available in the Personnel Department.

**Deferred Compensation Policy:**

The County offers employees voluntary deferred compensation plans that are paid for solely by the employee. Information is available in the Personnel Department. The County may add deferred compensation providers at various times at the discretion of the Board.

**Longevity Policy:**

All employees (excluding elected officials and gubernatorial appointees) are entitled to longevity benefits for active continuous years of service to the County and shall receive additional compensation as follows:

- 2% of base after completion of seven (7) years
- 4% of base after completion of ten (10) years
- 6% of base after completion of fifteen (15) years
- 8% of base after completion of twenty (20) years
- 10% of base after completion of twenty-five (25) years

**Part-Time Employees:**

- Part-time employees shall receive longevity pay on a pro-rata basis based on the schedule above.

Employees who are receiving longevity pay that have a break in service for greater than one year shall complete one full year of active service before resuming longevity pay.

Effective July 1, 1998, all persons newly hired by the County of Passaic shall not receive any longevity bonus benefit payments based upon prior employment with any other public entity other than the County of Passaic, its agencies or its instrumentalities (R-26-6-23-98).

**Retirement Policy:**

Under State law, all eligible employees must enroll in the New Jersey Public Retirement System, Defined Contribution Retirement Program, or the Police and Fire Fighters Retirement System as applicable. The employee's contribution to the plan will be made via a payroll deduction. Pursuant to Chapter 78, P.L. 2011, certain employees will be required to make contributions to health care benefits coverage upon retirement.

Retirement benefit options are available to employees who meet the eligibility requirements under the State Of New Jersey Division Of Pension and Benefits law. For your eligibility requirements contact the County of Passaic Finance Department Pension Division.

Employees who decide to file retirement paperwork must do so through their Pension MBOS account. Employees who chose to do so without the assistance of the Passaic County Pensions Division shall be required to notify the County Pension Division and their Department Head within 10 working days from the date they file for retirement regarding their plans to retire.

The State retirement plans request six (6) months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and coworkers by providing information concerning their current projects and help in the training of a replacement. The Department Head shall prepare an Employee Personnel Action Form and CAMPS form showing any pay or other money owed the employee.

The Director of Personnel or his/her designee will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return their Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo

Upon submitting retirement application to the New Jersey State Division of Pension and Benefits, the employee shall be considered terminated from employment.

#### **Ordinary Disability Retirement**

For your eligibility requirements contact the County of Passaic Finance Department Pension Division.

Upon submitting retirement application to the New Jersey State Division of Pension and Benefits, the employee shall be considered terminated from employment.

#### **Accidental Disability Retirement**

For your eligibility requirements contact the County of Passaic Finance Department Pension Division.

Upon submitting retirement application to the New Jersey State Division of Pension and Benefits, the employee shall be considered terminated from employment.

## Workers Compensation Policy

---

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the **New Jersey Workers Compensation Act**. The County covers workers compensation benefits through a self-insured plan. Any occupational injury or illness must be immediately reported to the supervisor or Department Head. All required medical treatment must be performed by a workers compensation physician appointed by the County. Workers' Compensation is *not a leave entitlement* but only a wage replacement arrangement.

Payment for unauthorized medical treatment may not be covered pursuant to the Worker's Compensation Act.

No temporary Workers Compensation benefits other than the payment of medical bills shall be paid until the employee has been disabled for a period of seven (7) calendar days from the work-related injury unless otherwise required by law.

While receiving workers' compensation benefits, the pension portion of an employee's benefits will still be paid by the County. If, however, an employee is receiving workers' compensation with pay, (which is defined as one hundred (100%) percent compensation of salary) the employee is responsible for all deductions including pension. The above work-related injury policy may not affect certain employees represented by a bargaining unit. All employees are urged to check their union contracts for specific language concerning their rights.

The County will not tolerate retaliation or discrimination against an individual because the individual has filed a claim for workers' compensation benefits. This prohibition includes denying or limiting any request for leave because an individual asserted a claim for workers' compensation benefits.

### Workers' Compensation Light Duty Policy

The County will endeavor to bring employees with temporary **work-related injuries or illnesses** back on the job as soon as possible. The County may recognize a special obligation arising out of the employment relationship and create a **temporary** light duty position for an employee when s/he has been injured while performing work for the Department and, as a consequence, is unable to perform his/her regular job duties.

The County will not treat an employee with a disability less favorably than an individual without a disability or screen out an individual on the basis of disability in granting such requests for light duty.

The County will grant such request, at its sole discretion, and on a case-by case basis in consideration of the medical report submitted by the workers compensation physician, the recommendation of the insuring entity and Departmental staffing needs and requirements.

The County reserves the right to grant, refuse or terminate a light duty assignment at any time without cause unless it is in conflict with the mandates of the ADA, FMLA or NJFLA or other state or federal leave laws where applicable.

The employee and/or the Third Party Administrator (“TPA”) are obligated to inform the County of the employee’s medical progress and the County shall have the right to review same periodically.

Light duty assignments may be in any department and not just the employee’s normal department.

Employees on light duty will receive their regular salaries. If light duty is approved, the employee or TPA must keep the County Administrator, Director of Personnel and Department Head informed of the medical progress. If at the end of light duty period the employee is not able to return to work without restrictions the employee should contact the Department of Personnel to discuss his or her options under state or federal law. This policy does not affect an employee’s rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.



## **Miscellaneous**

---

### **Parking Policy**

At locations where parking is scarce, the County endeavors to provide reserved parking spots to all employees. Reserved spots are to be used by the employee assigned to that spot. Assigned spots should not be “loaned” to members of the public including family members and friends of the employee. If an employee does not utilize the spot assigned to them, the County Administrator reserves the right to revoke and reassign said space. Provision of a parking space is a privilege and not a right of employment. Parking spots may be revoked at the discretion of the County Administrator.

The parking garage beneath 401 Grand Street is restricted and secure. No employee who has not previously been assigned a space in this garage should attempt to enter. Nor should any employee attempt to enter this garage on foot as a means to access the building.

### **Dress Code Policy**

Dress, grooming and personal hygiene must be appropriate for the position. Employees are expected to demonstrate good judgment, professional taste and dress appropriately in business attire.

Passaic County requires employees to dress in a professional manner appropriate for the particular position that they hold.

Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards.

Employees are prohibited from wearing the following in the workplace: jeans, athletic clothing, shorts, sneakers, sandals (flip flops), t-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a business-like appearance. Tattoos and body piercing, other than earrings, should be covered by clothing where practical. Employees violating this policy shall be subject to discipline up to and including termination and/ or non-exempt employees may be sent home without pay if applicable.

### **County Identification Policy**

All employees are required to obtain a county-issued identification and renew it when it expires. Identification must be worn at all times in a conspicuous manner. Employees who do not have identification or have an expired identification must contact the Personnel Office.

### **No Smoking Policy**

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air outweighs the rights of smokers to smoke in such areas. In accordance with State law, the County has adopted a smoke-free policy for all buildings and vehicles. County facilities shall be smoke-free and no employee or visitor will be permitted to

smoke cigarettes or electronic cigarettes anywhere in County buildings. Employees are permitted to smoke only outside County buildings and such locations as not to allow the re-entry of smoke into building entrances or designated areas. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

The County strictly prohibits discrimination of an employee based on the fact that s/he smokes or uses tobacco products. Discipline based strictly on violation of the County's no smoking policy shall not constitute such discrimination.

### **Bulletin Board Policy**

The bulletin boards located in the County administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the County Administrator may post, remove, or alter any notice.

### **Educational Assistance and Training Policy**

Employees who have completed one year of employment with the County of Passaic and have not acquired any disciplinary infractions within the preceding two (2) years from the requested tuition reimbursement may be eligible for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's work. Approval for tuition reimbursement will be subject to sufficient funds in the budget and upon approval of the Department Head.

Upon approval employees are permitted to attend classes, free of tuition, at Passaic County Community College for classes directly related to their employment. Such courses may only be taken during non-working hours. The County Administrator will have the sole discretion to determine whether a particular course or program is "directly related" to the employee's work and therefore subject to the waiver of tuition obligation. Employees must obtain this determination before enrolling in a course or program in order to be eligible for such a waiver.

Classes taken at other accredited institutions, and directly related to an employee's work, may be reimbursed. The reimbursement schedule is as follows:

- 100% for A grade
- 90% for B grade
- 80% for C grade (or classes taken pass/fail)

Employees receiving a grade lower than C shall receive no reimbursement of the tuition cost for training or college courses that they take on their own initiative.

The employee may be required to repay the County for any tuition reimbursement the employee received if the employee's employment with the County ceases within twenty-four (24) months of receipt of such tuition reimbursement. When enrollment for short training courses or seminars is requested by the County, employees will receive full reimbursement.

Employees requesting to enroll in classes must properly fill out the request form.

This policy is written not to conflict with the collective bargaining agreement between the County of Passaic and its unionized employees. If there is a conflict between this policy and any collective bargaining agreement, the provisions of the collective bargaining agreement will prevail for represented employees.

### **Conference and Seminar Policy**

Requests to attend a conference or seminar must be approved by the Department Head and the County Administrator. Requests shall be made sufficiently in advance to take advantage of discounts for early registration and must therefore be submitted to the Department Head at least thirty (30) days prior to the event. Employees requesting to attend a conference or seminar must properly fill out the request form and include the conference schedule, registration information and estimated costs. A copy of this form is available from the Office of the Director of Personnel.

Conferences and seminars are meant for professional development and attendees are therefore expected to participate fully and professionally. Copies of any certifications received should be provided to the Personnel Department for inclusion in the employee's personnel file. Employees may be required to provide proof of session attendance.

### **Use of County Property**

No County officer or employee should utilize County materials or facilities for any substantial personal purpose. Mailings at County expense should be made only if they further County business.

### **Work Force Reduction Policy**

Pursuant to N.J.A.C. 4A: 8-1.1, the County may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives to the extent applicable. Seniority, lateral or other re-employment rights for employees in Career Service titles will be determined by the New Jersey Civil Service Commission.

**ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE MANUAL**

---

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Employee Manual (“Manual”) of the County of Passaic:

- I have received a copy of the Manual and acknowledge that it is my obligation to promptly read and familiarize myself with its contents. I further understand that unless I have a written contract with terms to the contrary or I am subject to any collective bargaining or Civil Service regulations to the contrary that are applicable to my employment, my employment is terminable at will, either by myself or by the County of Passaic, at any time, with or without notice and with or without cause, and that nothing contained in this Manual alters my "at will" employment relationship.
- I am aware that during the course of my employment, confidential information will be made available to me (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure). I agree to keep such confidential and proprietary information, as defined in this Manual, confidential.
- I am aware that this Manual sets forth the policies and benefits of the County of Passaic and supersedes any documents that I may have previously received with respect to the policies and benefits of the County of Passaic, except with respect to any written contract of employment I may have signed by the COUNTY ADMINISTRATOR or the COUNTY EXECUTIVE or his/her respective authorized designee. Any County or department-specific policies or procedures remain in full force and effect.
- Where there are official plan documents relating to such benefits as health insurance from the County of Passaic, the provisions of the plan documents shall control.
- I understand that the policies, rules and benefits described in this Manual are subject to change at the sole discretion of the County of Passaic any time.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Manual.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF PROHIBITED  
DISCRIMINATION AND HARASSMENT POLICY**

---

**I have this day received a copy of the Prohibited Discrimination and Harassment Policy of the County of Passaic, which supersedes any and all prior issued sexual harassment policies and any and all statements by anyone regarding sexual harassment and discrimination. I have reviewed this policy and understand and agree to abide by the terms and conditions contained therein. I also have reviewed and understand the complaint procedure under this policy.**

**Should I have any additional questions regarding the Prohibited Discrimination and Harassment Policy, I will bring them to the attention of the County Department of Personnel.**

**NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**EMPLOYEE  
SIGNATURE** \_\_\_\_\_

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED JOSE CARVAJAL, ET AL. VS. HOPE ACADEMY, ET AL. TO THE LAW FIRM OF HUNT, HAMLIN & RIDLEY TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED INT HE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20150378						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-9						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION REFERRING LITIGATION ENTITLED  
JOSE CARVAJAL, ET AL. VS. HOPE ACADEMY, ET AL. TO  
THE LAW FIRM OF HUNT, HAMLIN & RIDLEY 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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Jose Carvajal, et al. vs. Hope Academy, et al, Superior Court of New Jersey Docket No.: PAS-L-942-15 (the “Case”); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Hunt, Hamlin & Ridley, for defense, which firm is included in the pool of qualified Outside Counsel and/or Special

Litigation Counsel established by prior resolutions, for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Jose Carvajal, ET AL. to the law firm of Hunt, Hamlin & Ridley to provide outside legal services to Passaic County



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED ANGELA CORALES VS. LUIS VARGAS, ET AL. TO THE LAW FIRM ADAMS GUTIERREZ & LATTIBOUDERE, LLC TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20150379						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-10						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION REFERRING LITIGATION ENTITLED  
ANGELA CORALES VS. LUIS VARGAS, ET AL. TO THE  
LAW FIRM ADAMS GUTIERREZ & LATTIBOUDERE,  
LLC 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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Angela Corales vs. Luis Vargas, et al., Superior Court of New Jersey, Docket No.: PAS-L-1631-15 (the “Case”); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Adams Gutierrez & Lattiboudere, LLC for defense, which firm is included in the pool of qualified Outside Counsel

and/or Special Litigation Counsel established by prior resolutions,  
for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015

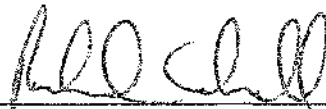
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Angela Corales VS. Luis Vargas, ET AL. to the law firm Adams Gutierrez & Lattiboudere, LLC to provide outside legal services to Passaic County



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED KENNETH FOLKES VS. CITY OF PATERSON, ET AL. TO THE LAW FIRM OF WISNIEWSKI & ASSOCIATES, LLC TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20150380						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-11						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015



**RESOLUTION REFERRING LITIGATION  
ENTITLED KENNETH FOLKES VS. CITY OF PATERSON,  
ET AL. TO THE LAW FIRM OF WISNIEWSKI &  
ASSOCIATES, LLC 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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Kenneth Folkes vs. City of Paterson, et al., Superior Court of New Jersey, Docket No.: PAS-L-3477-14 (the “Case”); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Wisniewski & Associates, LLC for defense, which firm is included in the pool of qualified Outside Counsel and/or

Special Litigation Counsel established by prior resolutions, for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015

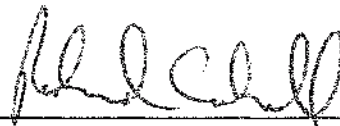
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Kenneth Folkes VS. City of Paterson, ET AL. to the law firm of Wisniewski & Associates, LLC to provide outside legal services to Passaic County



---

Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED JUBRA'EEL A. LEBRON VS. SHERIFF RICHARD H. BERDNIK, ET AL.THE LAW FIRM BUGLIONE HUTTON & DEYOE, LLC TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

COUNTY COUNSEL

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#		R20150381					
Meeting Date		06/09/2015					
Introduced Date		06/09/2015					
Adopted Date		06/09/2015					
Agenda Item		n-12					
CAF #							
Purchase Req. #							
Result		Adopted					
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION REFERRING LITIGATION ENTITLED  
JUBRA'EEL A. LEBRON VS. SHERIFF RICHARD H.  
BERDNIK, ET AL. THE LAW FIRM BUGLIONE HUTTON  
& DEYOE, LLC 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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Jubra'eel Lebron vs. Sheriff Richard H. Berdник, et al., United States District Court, Civil No. 15-2839 (the “Case”); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Buglione Hutton & DeYoe, LLC for defense, which firm is included in the pool of qualified Outside Counsel

and/or Special Litigation Counsel established by prior resolutions,  
for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Jubra'EEL A. Lebron VS. Sheriff Richard H. Berdnik, ET AL. the law firm Buglione Hutton & Deyoe, LLC to provide outside legal services to Passaic County

  
Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED CORIE MANN, ET AL. VS. COUNTY OF PASSAIC, ET AL. TO THE LAW FIRM OF FLORIO & KENNY, LLP TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20150382						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-13						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION REFERRING LITIGATION ENTITLED CORIE MANN, ET AL. VS. COUNTY OF PASSAIC, ET AL. TO THE LAW FIRM OF FLORIO & KENNY, LLP 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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Corie Mann, et al. vs. County of Passaic, et al., Superior Court of New Jersey Docket No.: PAS-L-1325-15 (the “Case”); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Florio and Kenny, LLP, for defense, which firm is included in the pool of qualified Outside Counsel and/or Special

Litigation Counsel established by prior resolutions, for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015


CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Corie Mann, ET AL. VS. County of Passaic, ET AL. to the law firm of Florio & Kenny, LLP to provide outside legal services to Passaic County



---

Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED LUZ NARANJO VS. SNR REALTY LLC, ET AL. TO THE LAW FIRM OF FOSTER & MAZZIE, LLC TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20150383						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-14						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION REFERRING LITIGATION ENTITLED  
LUZ NARANJO VS. SNR REALTY LLC, ET AL. TO THE  
LAW FIRM OF FOSTER & MAZZIE, LLC 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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Luz Naranjo vs. SNR Realty, LLC, et al., Superior Court of New Jersey, Docket No.: PAS-L-606-15 (the “Case”); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Foster & Mazzie, LLC for defense, which firm is included in the pool of qualified Outside Counsel and/or Special



Litigation Counsel established by prior resolutions, for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015


CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Luz Naranjo VS. SNR Realty LLC, ET AL. to the law firm of Foster & Mazzie, LLC to provide outside legal services to Passaic County



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

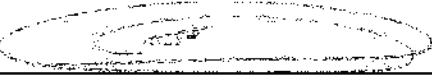
Date: Jun 09, 2015 - 5:30 PM

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

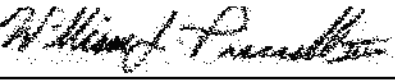
Agenda: RESOLUTION REFERRING LITIGATION ENTITLED CORNELL E. PRIMUS VS. JUAN D. CAMACHO, ET AL. TO THE LAW FIRM WATERS, MCPHERSON, MCNEILL TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150384</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-15						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION REFERRING LITIGATION  
ENTITLED CORNELL E. PRIMUS VS. JUAN D.  
CAMACHO, ET AL. TO THE LAW FIRM WATERS,  
MCPHERSON, MCNEILL 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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Cornell E. Primus vs. Juan D. Camacho, et al., Superior Court of New Jersey Docket No.: PAS-L-1238-15 (the “Case”); and

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

Special Litigation Counsel established by prior resolutions, for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015

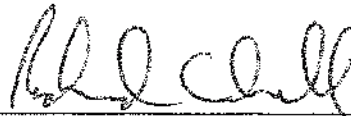
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Cornell E. Primus VS. Juan D. Camacho, ET AL. to the law firm Waters, Mcpherson, Mcneill to provide outside legal services to Passaic County



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED BIBIANA RODRIGUEZ VS. JOSE M. PADRON, ET AL. TO THE LAW FIRM WATERS, MCPHERSON, MCNEILL TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20150385						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-16						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION REFERRING LITIGATION  
ENTITLED BIBIANA RODRIGUEZ VS. JOSE M .PADRON,  
ET AL.TO THE LAW FIRM WATERS, MCPHERSON,  
MCNEILL 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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Bibiana Rodriguez vs. Jose M. Padron, et al. Superior Court of New Jersey Docket No.: PAS-L-003252-14 (the “Case”); and

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

Special Litigation Counsel established by prior resolutions, for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Bibiana Rodriguez VS. Jose M. Padron, ET AL. to the law firm Waters, Mcpherson, Mcneill to provide outside legal services to Passaic County

  
Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION REFERRING LITIGATION ENTITLED ANIBAL MOJICA VS. PASSAIC COUNTY, ET AL. TO THE LAW FIRM OF PAUL J. GIBLIN, JR., LLC, TO PROVIDE OUTSIDE LEGAL SERVICES TO PASSAIC COUNTY, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150386</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-17						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION REFERRING LITIGATION  
ENTITLED ANIBAL MOJICA VS. PASSAIC COUNTY, ET  
AL. TO THE LAW FIRM OF PAUL J. GIBLIN, JR., LLC  
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 2014, by Resolution R-20140618 adopted on August 19, 2014, 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 Anibal Mojica vs. Passaic County, et al., Superior Court of New Jersey, Docket No.: HUD-L-1614-15 (the “Case”); and

**WHEREAS** the Board is desirous of assigning the Case to the law firm of Paul J. Giblin, Jr., LLC for defense, which firm is included in the pool of qualified Outside Counsel and/or Special

Litigation Counsel established by prior resolutions, for a fee not to exceed \$7,500.00; 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.

Dated: June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$7,500.00

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

PURPOSE: To refer litigation entitled Anibal Mojica VS. Passaic County, ET AL. to the law firm of Paul J. Giblin, Jr., LLC to provide outside legal services to Passaic County



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO MUNICIPAL MEDIA CORPORATION FOR THE IMPLEMENTATION OF THE "MY WASTE" PROGRAM FOR ALL 16 OF PASSAIC COUNTY'S MUNICIPALITIES, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
RECYCLING

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Health and Community Affairs

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150387</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-18						
CAF #	G-01-41-761-009-213						
Purchase Req. #	R5-003365						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO  
MUNICIPAL MEDIA CORPORATION FOR THE  
IMPLEMENTATION OF THE “MY WASTE” PROGRAM FOR ALL  
16 OF PASSAIC COUNTY’S MUNICIPALITIES**

**WHEREAS** the County of Passaic through the Office of Recycling and Natural Resources coordinates outreach and education programs to support and enhance municipal, state and national resource reduction programs; and

**WHEREAS** the Office of Recycling and Natural Resources has identified the “My Waste” system as an effective tool to further their mission; and

**WHEREAS** the “My Waste” system will benefit the residents of all 16 municipalities within the County of Passaic by providing on-line access to a municipality’s specific solid waste and recycling program information in addition to County sponsored programs such as e-waste recycling, personal document shredding days, and other valuable programs; and

**WHEREAS** the Office of Recycling and Natural Resources has not found a similar system which will offer the same customized services for the residents of Passaic County, and has therefore determined this system to be proprietary in nature; and

**WHEREAS** the Freeholder Committee for Health, Education and Community Services reviewed this matter and recommends approval by the full Board; and

**WHEREAS** this contract is permitted to be awarded without public bidding as “the performance of goods or services for the support or maintenance of proprietary computer hardware and

software” is an exception to bidding in accordance with N.J.S.A. 40A:11-5(1)(dd) of the Local Public Contract Law; and

**WHEREAS** the amount of these services is in excess of the monetary threshold set forth under the Pay to Play Law (N.J.S.A. 19:44A-20.4, et seq); and

**WHEREAS** the said Board by Resolution 06-97 dated February 14, 2006, established a policy of only awarding contracts in excess of the monetary threshold set forth under the Pay to Play Law, only under a fair and open process; and

**WHEREAS** the Board is desirous of making an exception to that policy in this case in order to be able to utilize the services of Municipal Media Corporation to provide the within stated goods and services; and

**WHEREAS** a certification is attached hereto indicating that \$29,500.00 in funds are available as encumbered in Purchase Requisitions #R5-003365 for the contemplated expenditure;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby awards a contract to Municipal Media Corporation of Toronto, Canada for the above referenced good and services in accordance with the terms and conditions as set forth above; and

**BE IT FURTHER RESOLVED** that this contract is being awarded as an exception to the policy of the Board as set forth in its Resolution R-06-97 dated February 14, 2006 and the policy of the Board as set forth in Resolution R-06-97 shall remain in full force and effect; and

**BE IT FURTHER RESOLVED** that the Director, Purchasing Agent and Clerk to the Board are hereby authorized to execute the said Agreement on behalf of the County of Passaic.

TSC:lc

Dated: June 9, 2015

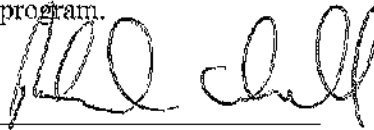
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 29,500.00

APPROPRIATION: G-01-41-761-009-213

PURPOSE: Resolution authorizing award of contract to Municipal Media Corporation for the implementation of the "My Waste" program.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr

### COUNTY OF PASSAIC RESOLUTION REQUEST FORM

1. NAME OF REQUESTER & Tel #: Nina Seiden 973-305-5736

2. DESCRIPTION OF RESOLUTION (PLEASE BE SPECIFIC AS POSSIBLE)

Approval for funding of MyWaste  
on-line computer program and mobile  
application for Passaic County regarding solid  
waste and recycling programs. Services to  
be provided by Municipal Media Corporation.

3. CERTIFICATION INFORMATION:

AMOUNT OF EXPENDITURE: \$ 29,500.00

BUDGET ACCOUNT # G-01-41-761-009-213

ATTACH A COPY OF A "DETAIL BUDGET ACCOUNT STATUS INCLUDING REQUISITION ITEMS" PAGE FROM EDMONDS

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A CERTIFICATION OF FUNDS IN ORDER TO BE PLACED IN THE AGENDA. IT IS THE RESPONSIBILITY OF THE REQUESTING DEPARTMENT TO IDENTIFY THE APPLICABLE BUDGET LINE TO THE FINANCE DEPARTMENT. FAILURE TO DO SO WILL RESULT IN DELAYS IN PROCESSING THE RESOLUTION REQUEST.

4. COMMITTEE REVIEW:

DATE

- Administration & Finance \_\_\_\_\_
- Public Works / Buildings & Grounds \_\_\_\_\_
- Planning & Economic Development \_\_\_\_\_
- Health, Human Services & Community Affairs 6/2/15
- Law & Public Safety \_\_\_\_\_
- Energy \_\_\_\_\_
- Other Specify: \_\_\_\_\_

5. DISTRIBUTION LIST:

Introduced on: June 9, 2015 Administration  
 Adopted on: June 9, 2015 Finance  
 Official Resolution#: R2015097 Counsel  
 Clerk to Board  
 Other(s)  
 Specify:



# Proposal



Municipal Media Inc.  
1321 Upland Drive, Suite 1284  
Houston, TX 77043

Passaic County, NJ

September 18, 2014

Feature	Highlights
Technology formats	<ul style="list-style-type: none"> <li>• Separate listing in the 'my-waste®' mobile app for each municipality (with County name included)</li> <li>• Customized plug-in for each municipal website and also one for the county website that allows Users to get information based on the municipality for where they live</li> </ul>
Personalized collection schedules	Yes, based on an address database or maps. Includes all county and local collections and events.
Collection schedule export	Resident chooses which collections/events to export to their everyday calendar.
Collection reminders	<p>Available by email, phone*, text* &amp; pop-up (for smartphones)</p> <ul style="list-style-type: none"> <li>• Residents select the collections/ events they want a reminder for</li> <li>• Can choose to receive a reminder <u>only when there is a holiday change</u></li> <li>• Ability to send a reminder when there is no collection that day (e.g. holiday dates) – means when collection is delayed, the resident <u>finds out in advance</u> of the regular day</li> </ul>
Downloadable calendar	<p>Personalized for each resident</p> <ul style="list-style-type: none"> <li>• Eco friendly 6-months per page PDF</li> <li>• PDF can be read by software for visually impaired</li> </ul>
What Goes Where search	<p>Over 1,800 search terms</p> <ul style="list-style-type: none"> <li>• Custom descriptions for any material or group of materials</li> <li>• Includes "What Happens Next" recycling information</li> <li>• Ability to add photo for any material (coming fall 2014)</li> </ul>
Depots	Complete depot listings, with database information about what material each depot accepts.
Events	Ability to add unlimited events.

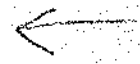
Notifications (Messages)	<p>Available by email, Twitter, Facebook, phone*, text* &amp; pop-up (for smartphones)</p> <ul style="list-style-type: none"> <li>Residents select the <u>types of notifications</u> they wish to receive (e.g. emergency notifications, recycling tips, etc.)</li> </ul>
Report-a-Problem	<p>Residents can select typical problems from a dropdown list, and send them directly to the county/department or city/department responsible for handling these problems. Types of problems that can be reported include:</p> <ul style="list-style-type: none"> <li>Missed collection</li> <li>Illegal dumping</li> <li>Graffiti</li> </ul>
Initial set-up	<p>Complete set-up is performed by 'my-waste®' staff using information from various websites and any additional materials you provide. All additional required information is gathered through direct communication.</p> <p>Event and collection schedules are created for each municipality and provided to you for approval. A collection database or relevant maps are to be supplied by the County or municipalities.</p>
Management console	<p>County and municipal staff are trained on the Management Console, where program information is maintained and updated, as necessary. Also available through the console are reports and communication tools.</p>
Fees	<p>There is a one-time fee of \$7,000 to set-up all 16 municipalities and the County.</p> <p>In addition to the set-up fee, there is an ongoing annual fee of \$22,500 that covers the entire county participation in the 'my-waste' program. Note that in the first year both fees are invoiced once set-up has been completed. Thereafter, only the annual fee is invoiced - each year on the anniversary date.</p> <p><i>*Additional telcom fees apply to text messages and phone calls (if you decide to offer these communication options)</i></p>
Term	<p>Term is just one year with annual renewals at your option.</p>

# 'my-waste' Quotation

Passaic County

Tuesday, September 10, 2014

Municipality	Population	One-time Set-up Fee	Annual Fee
Patterson City	146,199	3,900	6,500
Clifton City	84,136	3,400	5,500
Passaic City	69,781	3,400	5,500
Wayne Township	54,717	0	4,750
West Milford Township	25,850	2,700	4,500
Hawthorne Borough	18,791	2,300	3,500
Little Falls Township	14,432	2,000	3,000
Ringwood Borough	12,228	2,000	3,000
Woodland Park Borough	11,819	2,000	3,000
Wanaque Borough	11,116	2,000	3,000
Pompton Lakes Borough	11,097	2,000	3,000
Totowa Borough	10,804	2,000	3,000
North Haledon Borough	8,417	1,800	2,500
Haledon Borough	8,318	1,800	2,500
Bloomingdale Borough	7,656	1,800	2,500
Prospect Park Borough	5,865	1,800	2,500
	501,226	\$34,900	\$58,250
Special Discounted County Rate		\$7,000	\$22,500
Discount		80%	61%



\*based on population

COUNTY OF PASSAIC  
 HEALTH DEPT, CO OF PASSAIC  
 (O) 973-881-4396  
 18 CLARK STREET  
 PATERSON, NJ 07505

REQUISITION	
NO.	R5-03365

ORDER DATE: 05/01/15  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

S H I P  T O	
V E N D O R	VENDOR #: 11415 MUNICIPAL MEDIA CORPORATION 276 CARLAW AVENUE, #208A TORONTO, ON M4M CANADA

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	My-waste Recycling Mobile App Recycling On-line Program -Initial Set-Up cost: \$7,000.00 and Annual Fee cost: \$22,500.00.  See attached copy of request to purchase form, Invoice #4552, dated 11/13/2014, Quotation, Proposal and copy of the resolution.	G-01-41-761-009-213	29,500.0000	29,500.00
			TOTAL	29,500.00

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150387

\_\_\_\_\_  
 REQUESTING DEPARTMENT DATE

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

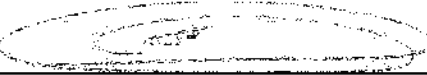
Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE ADOPTION OF THE EMERGENCY RESPONSE AND COST RECOVERY ORDINANCE AS AMENDED, ALL AS NOTED IN RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
HEALTH DEPT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Health and Community Affairs  
COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150388</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-19						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING THE ADOPTION OF THE  
EMERGENCY RESPONSE AND COST RECOVERY ORDINANCE  
AS AMENDED**

**WHEREAS** the County of Passaic has established a County Health Department which has been certified as a Local Health Agency by the Department of Environmental Protection pursuant to the County Environmental Health Act, (N.J.S.A. 26:3A-2-22 et seq.); and

**WHEREAS** pursuant to the County Environmental Health Act; specifically, N.J.S.A. 26:3A-2-34, a governing body of a county with an approved certified Local Health Agency is permitted to formulate and adopt Emergency Response and Cost Recovery Ordinance to deal with the cost of Hazardous Materials incidents clean-up which may occur within the boundaries of the County in question; and

**WHEREAS** the Passaic County Health Department, pursuant to its Certification, is responsible for the handling of hazardous materials incidents that occur in Passaic County; and

**WHEREAS** the Passaic County Board of Chosen Freeholders has also designated the Passaic County Sheriff's Department as its agent to assist it in responding to Hazardous Materials incidents; and

**WHEREAS** in order to effectively handle hazardous material incidents that occur in this County, it is also desirable that the County be able to recover the costs incurred as a result of the clean-up of these incidents; and

**WHEREAS** this proposed amended Ordinance was reviewed by the Freeholders Committee for Health, Education and Community Services, at its meeting of March 9, 2015, who is recommending its adoption; and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic is desirous of amending said Emergency Response and Cost Recovery Ordinance;

**NOW THEREFORE BE IT RESOLVED** that the Board of Chosen Freeholders of the County of Passaic which authorized the Clerk to the Board to notify the public of the First Reading of the proposed Amendment to the Ordinance published on May 23, 2015 and held on May 26, 2015 and whereby the Second Reading was published in the Herald and the Record on June 5, 2015 and having been heard at 5:30 p.m. at the Freeholders Conference Agenda, is hereby adopted; and

**BE IT FURTHER RESOLVED** that the Clerk to the Board and Freeholders is hereby authorized to Certify this Ordinance on behalf of the County of Passaic.

TSC:lc

Dated: June 9, 2015

**PASSAIC COUNTY HEALTH DEPARTMENT**  
**EMERGENCY RESPONSE AND COST RECOVERY AMENDED ORDINANCE**  
**SUMMARY AND CHART ATTACHMENTS**

This Ordinance is enacted pursuant to and consistent with the County Environmental Health Act, N.J.S.A. 26:3A2-21 et seq., and the Spill Compensation and Control Act N.J.S.A. 58:10-23.11 et seq. The purpose is to prohibit the unauthorized and/or unpermitted discharge of hazardous substances within the County of Passaic. The Ordinance also authorizes the Passaic County Department of Health to conduct emergency response actions and to establish the procedures and protocols for such actions. As such the Ordinance provides for the recovery of those costs incurred by the Passaic County Health Department and/or its agents in an emergency response action.

The original Ordinance was enacted pursuant to Resolution R-1 on June 23, 1998 and submitted to the Commissioner of the New Jersey Department of Environmental Protection pursuant to N.J.S.A. 26:3A2-27, corrections were required and a revised Ordinance was approved by the Freeholders on November 10, 1998 as Resolution R-10 and submitted to Commissioner Shinn on November 12, 1998 and on February 8, 1999 an Order was issued approving the Passaic County Health Department Emergency Response & Cost Recovery Ordinance as revised. The Ordinance became effective February 9, 2000.

This Amended Ordinance is for the purposes of bringing in line the cost for recovery to reflect the current salaries and fringe costs incurred by the County in responding to emergency environmental responses. Attached hereto are the charts reflective of the proposed recovery costs by the Health Department as well as the Sheriff's Department between whom there exist an Inter-Departmental Agreement to perform emergency response clean-up efforts.



<u>Investigators</u>	<u>Annual</u>	<u>Fringe</u>	<u>Total</u>	<u>Hourly Rate</u>
Demirkol, Serhat	\$45,091	\$24,222.89	\$69,313.89	\$40.42
Dutta, Arvind	\$72,187	\$38,778.86	\$110,965.86	\$64.70
Fen, Paul	\$53,814	\$28,908.88	\$82,722.88	\$48.23
Newman, Michelle	\$57,190	\$30,722.47	\$87,912.47	\$51.26
Romero, Richard	\$45,091	\$24,222.89	\$69,313.89	\$40.42
Siano, James	\$52,079	\$27,976.84	\$80,055.84	\$46.68

<u>Administrative costs</u>	<u>% of time</u>
Pappas, Lynn	\$108,414.10 90% \$97,572.69
Gungil, Charlene	\$153,720.00 75% \$115,290.00

<u>Support Staff Expenses</u>	<u>% of time</u>
Lane, Nanuette	\$101,741.12 75% \$76,305.84
Papaleo, Sherry	\$65,995.07 75% \$49,496.30
	\$338,664.83

<u>Other Expenses</u>	<u>Duty Officer</u>	<u>Budget</u>
\$57,800.00	\$33,800.00	\$24,000.00

<u>Support Expenses</u>	\$430,264.83
-------------------------	--------------

<u>Percentage Per Investigator</u>		
Each CEHA Investigator	17%	\$71,710.81

	<u>PSC + Support Exp</u>	<u>Unit Rate</u>	<u>Indirect Cost</u>	<u>Unit Hourly Rate</u>	<u>Mean</u>
Fen	\$154,433.69	\$90.05	\$30.30	\$120.35	\$120.86
Dutta	\$182,676.66	\$106.52	\$35.84	\$142.36	
Siano	\$151,766.64	\$88.49	\$29.78	\$118.27	
Romero	\$141,024.69	\$82.23	\$27.67	\$109.90	
Newman	\$159,623.27	\$93.07	\$31.32	\$124.39	
Demirkol	\$141,024.69	\$82.23	\$27.67	\$109.90	

<u>Total working hours</u>	<u>fringe</u>	<u>indirect</u>
1,715	53.72	33.65

Date of Incident:						
Responsible Party:						
DEP Incident Number:						
#	Responder Title	Dispatched	Cleared	Hours	Rate	Costs
1	On-Scene Incident Commander			0.00	\$75.00	\$ -
0	Hazmat Responder, Specialist			0.00	\$70.00	\$ -
1	Hazmat Responder, Technician			0.00	\$65.00	\$ -
0	Hazmat Responder, Operations			0.00	\$55.00	\$ -
0	Hazmat Responder, Awareness			0.00	\$50.00	\$ -
<b>Total Responders</b>						\$ -
	<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
<b>SURVEY EQUIPMENT</b>						\$ -
	APD 2000 WMD / Chemical Detector	\$ 250.00	Per Deployment			\$ -
	Canberra Radiation Personal Dosimeter	\$ 25.00	Each Per Deployment			\$ -
	MSA Combustible Gas Indicator / Multi-Gas Meter (CGI)	\$ 50.00	Per Deployment			\$ -
	MSA Combustible Gas Indicator / Multi-Gas Meter (CGI w/PID)	\$100.00	Per Deployment			\$ -
	RAE MiniRae PID	\$ 50.00	Per Deployment			\$ -
	Thermo Identifinder Isotope Identifying Gamma-Dose-Neutron Radiation Survey/ Spectrometer System	\$ 300.00	Per Deployment			\$ -
	GPS Navigaton System	\$ 30.00	Per Deployment			\$ -
	PROENGIN AP2C WMD Chemical Agent Flame Spectrophotometer	\$ 250.00	Per Deployment			\$ -
	Ludlum Radiation Survey White-box Kit	\$ 150.00	Per Deployment			\$ -
	Area-RAE Single PID/Multi Gas Detector	\$ 100.00	Per Deployment			\$ -

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
Area-RAE RDK PID/Multi Gas Detectors/Receiver	\$ 250.00	Per Deployment			\$ -
BADD BioWarfare Agent Detection Device	\$ 50.00	Each Test			\$ -
HazmatID FTIR Spectrophotometer	\$ 250.00	Mobilization			\$ -
Thermal Imaging Camera	\$ 100.00	Per Deployment			\$ -
					\$ -
<b>SAMPLING RATES &amp; EQUIPMENT</b>					\$ -
					\$ -
Bailer - Disposable	\$ 10.00	Each			\$ -
CHLOR-N-OIL	\$ 25.00	Per Sample			\$ -
CoLiWaSa Glass Drum Sampling Tube	\$ 10.00	Each			\$ -
DRAGER Colorimetric Tubes	\$ 60.00	Per Chemical Per Box			\$ -
Electronic pH Tester	\$ 25.00	Per Sample			\$ -
HAZCAT Analysis	\$ 50.00	Per Sample			\$ -
M256A1 Chemical Agent Detector	\$ 250.00	Sample Event			\$ -
M8 Chemical Agent Detector	\$ 50.00	Sample Event			\$ -
M9 Chemical Agent Detector	\$ 50.00	Sample Event			\$ -
Draeger CDS WMD Colorimetric Tubes	\$ 100.00	Sample Event			\$ -
Draeger CMS Hazmat/WMD Colorimetric Chips	\$ 100.00	Sample Event			\$ -
Field Hydrocarbon Analysis	\$ 50.00	Per Sample			\$ -
pH Paper	\$ 5.00	Per Sample			\$ -
pH Paper	\$ 25.00	Per Box			\$ -
Sample Collection - Basic	\$ 10.00	Each			\$ -
Sample Collection - Advanced	\$ 25.00	Each			\$ -
Sample Collection - WMD	\$ 50.00	Each			\$ -
					\$ -
<b>DRUMS &amp; SORBENTS</b>					\$ -
					\$ -
5-Gallon Pail Poly Overpack	\$ 25.00	Each			\$ -
30-Gallon Steel Overpack Drum	\$ 50.00	Each			\$ -
35 Gallon Poly Overpack Drum	\$ 75.00	Each			\$ -
55 Gallon Steel Overpack Drum	\$ 75.00	Each			\$ -
					\$ -
55 Gallon Poly Overpack Drum	\$ 100.00	Each			\$ -

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
85 Gallon Steel Overpack Drum	\$ 120.00	Each			\$ -
95 Gallon Poly Overpack Drum	\$ 200.00	Each			\$ -
Open Head Drum, 55 gal.	\$ 40.00	Each			\$ -
Sorbent Boom, 5"x10', Oil Only,	\$ 40.00	Per Link			\$ -
Sorbent Boom, 8"x10', Oil Only	\$ 40.00	Per Link			\$ -
Sorbent Pads, 18"x18", Oil Only	\$ 75.00	Bundle			\$ -
Sorbent Pads, 18"x18", Universal	\$ 100.00	Bundle		0.00	\$ -
Sorbent Sweep, 19"x100', Oil Only	\$ 85.00	Bundle			\$ -
Vinyl Containment Boom, 1'x100'	\$ 50.00	Per Day			\$ -
Vinyl Containment Boom, 1'x100'	\$ 1,500.00	Replacement cost, each			\$ -
Sorbent Clay	\$ 15.00	50 lb. Bag			\$ -
					\$ -
<b>ENTRY RATES</b>					\$ -
					\$ -
LEVEL A+ Flash Suit, Single Use Suit	\$ 1,500.00	Per Entry			\$ -
LEVEL A Tychem TK or BR, Single Use Suit	\$ 800.00	Per Entry			\$ -
LEVEL B+, Disposable Coverall Ensemble	\$ 150.00	Per Entry			\$ -
LEVEL B, Disposable Coverall Ensemble	\$ 100.00	Per Entry			\$ -
LEVEL C+, WMD Disposable Coverall Ensemble	\$ 125.00	Per Entry			\$ -
LEVEL C, Disposable Saran Coverall Ensemble	\$ 75.00	Per Entry			\$ -
LEVEL D, Poly-coated Coverall Ensemble	\$ 50.00	Per Entry			\$ -
FIRE TURN-OUT Gear w/ SCBA	\$ 150.00	Per Entry			\$ -
NOMEX Coveralls	\$ 250.00	Replacement Cost, Each			\$ -
					\$ -
<b>ADDITIONAL PPE</b>					\$ -
					\$ -
<b>Respiratory</b>					\$ -
Dust Masks	\$ 20.00	Dozen			\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
40mm CBRNE Canister	\$ 50.00	Each			\$ -
Spare Air Tanks	\$ 50.00	Per Bottle			\$ -
Cascade System	\$ 250.00	Per Use			
OVI/Acid Gas Respirator Canister	\$ 50.00	Each			\$ -
P100 Respirator Canister	\$ 50.00	Each			\$ -
<b>Gloves</b>					\$ -
Butyl-STD Outer Tank Gloves	\$ 40.00	Per Pair			\$ -
Kevlar Outer Gloves	\$ 15.00	Per Pair			\$ -
Leather Palm Gloves	\$ 5.00	Per Pair			\$ -
Neoprene Outer Gloves	\$ 25.00	Per Pair			\$ -
Nitrile Inner Gloves	\$ 25.00	Per/ Box			\$ -
Nitrile Outer Gloves	\$ 25.00	Per Pair			\$ -
Silvershield Barrier Outer Gloves	\$ 10.00	Per Pair			\$ -
Viton Outer Gloves	\$ 50.00	Per/ Pair			\$ -
<b>Boots</b>					\$ -
Latex Boot Covers	\$ 5.00	Per/ Pair			\$ -
Haz-Max Boot, Bata	\$ 75.00	Per Pair, Replacement			\$ -
Hazmat Boot, Tingley	\$ 75.00	Per Pair, Replacement			\$ -
Steel-Toe Safety Boot	\$150.00	Per Pair, Replacement			\$ -
<b>Miscellaneous</b>					\$ -
Duct-Tape, Silver	\$ 10.00	Per Roll			\$ -
Chem-Tape	\$ 30.00	Per Roll			\$ -
Safety Glasses	\$ 5.00	Per Pair			\$ -
Goggles	\$ 5.00	Per Pair			\$ -
					\$ -
<b>SERVICES</b>					\$ -
					\$ -
Dye Tracing	\$ 40.00	Per Deployment			\$ -
Magnetometer	\$ 50.00	Per Survey			\$ -
Pipe and Cable Locator/ Tracer	\$ 100.00	Per Survey			\$ -
					\$ -
Tank Cutting		TBD			\$ -
Video Taping	\$ 75.00	Each Recording			\$ -
					\$ -
<b>EQUIPMENT</b>					\$ -
					\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
Response SUV (Avalanche)	\$ 50.00	Each, Per Deployment		0.00	\$ -
HazMat 1 Response Truck (Spartan/Rescue One)	\$ 200.00	Per Deployment		1.00	
HazMat 2 Response Truck (GMC/Rescue One)	\$ 100.00	Per Deployment			\$ -
SOD Van, SUV or Vehicle	\$ 25.00	Each, Per Deployment			\$ -
Pickup Truck or SUV, 4WD	\$ 35.00	Each, Per Deployment		1.00	
Mobile Command Unit (Farber)	\$ 450.00	Per Deployment			\$ -
Ambulance, w/ 2 EMTs	\$ 50.00	Per Hour			\$ -
Police Unit, traffic detail	\$ 50.00	Per Hour			
Winch	\$ 100.00	Per Deployment			\$ -
Hand Tools	\$ 35.00	Per Set			\$ -
Camera Digital	\$ 35.00	Per Day			\$ -
					\$ -
Decon Brush - Short or Long	\$ 6.00	Each			\$ -
Drum Upender	\$ 30.00	Replacement Cost, Each			\$ -
Bolt Cutter (Medium)	\$ 10.00	Each Deployment			\$ -
Fire Extinguisher - 2.5 Lbs	\$ 30.00	Each			\$ -
Fire Extinguisher - 5 Lbs	\$ 40.00	Each			\$ -
First Aid Kit	\$15.00	Per Use			\$ -
Garden Hose: 25'	\$15.00	Each			\$ -
Garden Hose: 50'	\$25.00	Each			\$ -
Generator w/ lights	\$ 100.00	Per Deployment			\$ -
Hudson Sprayer	\$ 35.00	Replacement Cost, Each			\$ -
Machete w/ Case	\$ 35.00	Replacement Cost, Each			\$ -
Man Hole Hook	\$ 25.00	Replacement Cost, Each			\$ -
Mercury Spill Kit	\$ 100.00	Each Kit			\$ -
Portable Decon Pool with Shower	\$ 300.00	Mobilization			\$ -
DECON Shelter & Equipment	\$ 500.00	Mobilization			\$ -
18" Cut Out Saw	\$ 200.00	Per Day			\$ -
Containment Pool	\$ 75.00	Each			\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
Chlorine A Kit		Each Use			\$ -
Chlorine B Kit		Each Use			\$ -
Chlorine C Kit		Each Use			\$ -
Non-Spark Tool Kit		Each Use			\$ -
Power Tool Kit		Each Use			\$ -
Plug & Patch Kit		Each Use			\$ -
Gap-Seal, Universal	\$ 20.00	Each			\$ -
					\$ -
<b>MISCELLANEOUS</b>					\$ -
					\$ -
Alkonox Soap	\$ 30.00	Per Box			\$ -
Caution Tape	\$ 5.95	Roll			\$ -
	\$ 50.00				\$ -
Poly Sheeting - 6 mil., 12' x 100'		Roll			\$ -
Weil Rope, 1/4", Polypropylene	\$ 5.00	50 Feet			\$ -
Mean Streak Markers	\$ 3.00	Each			\$ -
Trash Bags - 33 Gal.	\$ 5.00	Dozen		0.00	\$ -
Trash Bags - 55 Gal.	\$ 10.00	Dozen			\$ -
Class B AR-AFFF Foam 5 Gal	\$ 125.00	Per Pail			\$ -
Wood Stakes	\$ 3.00	Each			\$ -
Batteries AA (4)	\$ 6.50				\$ -
Batteries AAA (4)	\$ 6.50				\$ -
Batteries C (2)	\$ 6.50				\$ -
Batteries D (2)	\$ 6.50				\$ -
Batteries 9V (1)	\$ 6.00				\$ -
Flashlight (3D Cell)	\$ 7.76				\$ -
Fog Proof Solution	\$ 3.48				\$ -
Hand Cleaner (Waterless)	\$ 5.49				\$ -
Insect Repellant	\$ 3.00				\$ -
Kaydry - Delicate Wipes	\$ 6.10				\$ -
Lantern (6 volt)	\$ 7.42				\$ -
Lantern Battery	\$ 2.26				\$ -
Measuring Tape: 100'	\$ 24.38				\$ -
Measuring Tape: 200'	\$ 47.96				\$ -
Measuring Tape: 300'	\$ 70.60				\$ -
Measuring Wheel w/ Case	\$ 115.71				\$ -
Paper Towels - All purpose	\$ 4.91				\$ -
Plastic Bucket	\$ 4.49				\$ -
Poison Ivy Cleaner	\$ 2.75				\$ -
Poison Ivy Lotion	\$ 6.35				\$ -
Poly - Sm / Med / Lg / XL / 2X / 3X *	\$ 4.11				\$ -
Poly Sheeting - 12' x 100'	\$ 36.65				\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

Passaic County Sheriff's Department  
 Hazardous Materials Team  
 Costs Recovery Sheet

Res-Pg:n.19-12

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
Respirator Wipes - 100 / box = \$10.70	\$ 0.11				\$ -
Rolls Plastic, 40 mil.	\$80.00				\$ -
Sun Block - SPF 30	\$ 5.35				\$ -
Survey Flags / per 100	\$ 6.60				\$ -
Survey Tape	\$ 0.60				\$ -
Tank Gauge Stick (folding)	\$ 15.18				\$ -
Teflon Tape	\$ 1.33				\$ -
Teflon Well Rope	\$ 98.00				\$ -
Tick Remover	\$ 2.51				\$ -
Tick Repellant	\$ 2.95				\$ -
Trash Bags - 33 Gal. / 125 case = \$24.79	\$0.20				\$ -
Trash Bags - 55 Gal. / each	\$ 0.60				\$ -
Trash Bags - 85 Gal. / each	\$ 1.05				\$ -
Water Level Indicator Paste	\$ 1.26				\$ -
Well Rope (Poly): 500'	\$ 14.85				\$ -
Well Rope (Poly): 1000'	\$ 28.25				\$ -
Well Rope (Poly): 500' / 1000'	\$ 28.25				\$ -
		Equipment	Sub Total		\$ -
		Responders	Sub Total		\$ -
			Total		\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388



**PASSAIC COUNTY HEALTH DEPARTMENT**  
**EMERGENCY RESPONSE AND COST RECOVERY AMENDED ORDINANCE**  
**SUMMARY AND CHART ATTACHMENTS**

This Ordinance is enacted pursuant to and consistent with the County Environmental Health Act, N.J.S.A. 26:3A2-21 et seq., and the Spill Compensation and Control Act N.J.S.A. 58:10-23.11 et seq. The purpose is to prohibit the unauthorized and/or unpermitted discharge of hazardous substances within the County of Passaic. The Ordinance also authorizes the Passaic County Department of Health to conduct emergency response actions and to establish the procedures and protocols for such actions. As such the Ordinance provides for the recovery of those costs incurred by the Passaic County Health Department and/or its agents in an emergency response action.

The original Ordinance was enacted pursuant to Resolution R-1 on June 23, 1998 and submitted to the Commissioner of the New Jersey Department of Environmental Protection pursuant to N.J.S.A. 26:3A2-27, corrections were required and a revised Ordinance was approved by the Freeholders on November 10, 1998 as Resolution R-10 and submitted to Commissioner Shinn on November 12, 1998 and on February 8, 1999 an Order was issued approving the Passaic County Health Department Emergency Response & Cost Recovery Ordinance as revised. The Ordinance became effective February 9, 2000.

This Amended Ordinance is for the purposes of bringing in line the cost for recovery to reflect the current salaries and fringe costs incurred by the County in responding to emergency environmental responses. Attached hereto are the charts reflective of the proposed recovery costs by the Health Department as well as the Sheriff's Department between whom there exist an Inter-Departmental Agreement to perform emergency response clean-up efforts.

<u>Investigators</u>	<u>Annual</u>	<u>Fringe</u>	<u>Total</u>	<u>Hourly Rate</u>
Demirkol, Serhat	\$45,091	\$24,222.89	\$69,313.89	\$40.42
Dutta, Arvind	\$72,187	\$38,778.86	\$110,965.86	\$64.70
Fen, Paul	\$53,814	\$28,908.88	\$82,722.88	\$48.23
Newman, Michelle	\$57,190	\$30,722.47	\$87,912.47	\$51.26
Romero, Richard	\$45,091	\$24,222.89	\$69,313.89	\$40.42
Siano, James	\$52,079	\$27,976.84	\$80,055.84	\$46.68

Administrative costs

% of time

Pappas, Lynn	\$108,414.10	90%	\$97,572.69
Gungil, Charlene	\$153,720.00	75%	\$115,290.00

Support Staff Expenses

% of time

Lane, Nanuette	\$101,741.12	75%	\$76,305.84
Papaleo, Sherry	\$65,995.07	75%	\$49,496.30
			\$338,664.83

Other ExpensesDuty OfficerBudget

\$57,800.00	\$33,800.00	\$24,000.00
-------------	-------------	-------------

Support Expenses

\$430,264.83
--------------

Percentage Per Investigator

Each CEHA Investigator	17%	\$71,710.81
------------------------	-----	-------------

	<u>PSC + Support Exp</u>	<u>Unit Rate</u>	<u>Indirect Cost</u>	<u>Unit Hourly Rate</u>	<u>Mean</u>
Fen	\$154,433.69	\$90.05	\$30.30	\$120.35	\$120.86
Dutta	\$182,676.66	\$106.52	\$35.84	\$142.36	
Siano	\$151,766.64	\$88.49	\$29.78	\$118.27	
Romero	\$141,024.69	\$82.23	\$27.67	\$109.90	
Newman	\$159,623.27	\$93.07	\$31.32	\$124.39	
Demirkol	\$141,024.69	\$82.23	\$27.67	\$109.90	

<u>Total working hours</u>	<u>fringe</u>	<u>indirect</u>
1,715	53.72	33.65

Date of Incident:						
Responsible Party:						
DEP Incident Number:						
#	Responder Title	Dispatched	Cleared	Hours	Rate	Costs
1	On-Scene Incident Commander			0.00	\$75.00	\$ -
0	Hazmat Responder, Specialist			0.00	\$70.00	\$ -
1	Hazmat Responder, Technician			0.00	\$65.00	\$ -
0	Hazmat Responder, Operations			0.00	\$55.00	\$ -
0	Hazmat Responder, Awareness			0.00	\$50.00	\$ -
<b>Total Responders</b>						\$ -
	<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
<b>SURVEY EQUIPMENT</b>						\$ -
	APD 2000 WMD / Chemical Detector	\$ 250.00	Per Deployment			\$ -
	Canberra Radiation Personal Dosimeter	\$ 25.00	Each Per Deployment			\$ -
	MSA Combustible Gas Indicator / Multi-Gas Meter (CGI)	\$ 50.00	Per Deployment			\$ -
	MSA Combustible Gas Indicator / Multi-Gas Meter (CGI w/PID)	\$100.00	Per Deployment			\$ -
	RAE MiniRae PID	\$ 50.00	Per Deployment			\$ -
	Thermo Identifinder Isotope Identifying Gamma-Dose-Neutron Radiation Survey/ Spectrometer System	\$ 300.00	Per Deployment			\$ -
	GPS Navigaton System	\$ 30.00	Per Deployment			\$ -
	PROENGIN AP2C WMD Chemical Agent Flame Spectrophotometer	\$ 250.00	Per Deployment			\$ -
	Ludlum Radiation Survey White-box Kit	\$ 150.00	Per Deployment			\$ -
	Area-RAE Single PID/Multi Gas Detector	\$ 100.00	Per Deployment			\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
Area-RAE RDK PID/Multi Gas Detectors/Receiver	\$ 250.00	Per Deployment			\$ -
BADD BioWarfare Agent Detection Device	\$ 50.00	Each Test			\$ -
HazmatID FTIR Spectrophotometer	\$ 250.00	Mobilization			\$ -
Thermal Imaging Camera	\$ 100.00	Per Deployment			\$ -
					\$ -
<b>SAMPLING RATES &amp; EQUIPMENT</b>					\$ -
					\$ -
Bailer - Disposable	\$ 10.00	Each			\$ -
CHLOR-N-OIL	\$ 25.00	Per Sample			\$ -
CoLiWaSa Glass Drum Sampling Tube	\$ 10.00	Each			\$ -
DRAGER Colorimetric Tubes	\$ 60.00	Per Chemical Per Box			\$ -
Electronic pH Tester	\$ 25.00	Per Sample			\$ -
HAZCAT Analysis	\$ 50.00	Per Sample			\$ -
M256A1 Chemical Agent Detector	\$ 250.00	Sample Event			\$ -
M8 Chemical Agent Detector	\$ 50.00	Sample Event			\$ -
M9 Chemical Agent Detector	\$ 50.00	Sample Event			\$ -
Draeger CDS WMD Colorimetric Tubes	\$ 100.00	Sample Event			\$ -
Draeger CMS Hazmat/WMD Colorimetric Chips	\$ 100.00	Sample Event			\$ -
Field Hydrocarbon Analysis	\$ 50.00	Per Sample			\$ -
pH Paper	\$ 5.00	Per Sample			\$ -
pH Paper	\$ 25.00	Per Box			\$ -
Sample Collection - Basic	\$ 10.00	Each			\$ -
Sample Collection - Advanced	\$ 25.00	Each			\$ -
Sample Collection - WMD	\$ 50.00	Each			\$ -
					\$ -
<b>DRUMS &amp; SORBENTS</b>					\$ -
					\$ -
5-Gallon Pail Poly Overpack	\$ 25.00	Each			\$ -
30-Gallon Steel Overpack Drum	\$ 50.00	Each			\$ -
35 Gallon Poly Overpack Drum	\$ 75.00	Each			\$ -
55 Gallon Steel Overpack Drum	\$ 75.00	Each			\$ -
					\$ -
55 Gallon Poly Overpack Drum	\$ 100.00	Each			\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
85 Gallon Steel Overpack Drum	\$ 120.00	Each			\$ -
95 Gallon Poly Overpack Drum	\$ 200.00	Each			\$ -
Open Head Drum, 55 gal.	\$ 40.00	Each			\$ -
Sorbent Boom, 5"x10', Oil Only,	\$ 40.00	Per Link			\$ -
Sorbent Boom, 8"x10', Oil Only	\$ 40.00	Per Link			\$ -
Sorbent Pads, 18"x18", Oil Only	\$ 75.00	Bundle			\$ -
Sorbent Pads, 18"x18", Universal	\$ 100.00	Bundle		0.00	\$ -
Sorbent Sweep, 19"x100', Oil Only	\$ 85.00	Bundle			\$ -
Vinyl Containment Boom, 1'x100'	\$ 50.00	Per Day			\$ -
Vinyl Containment Boom, 1'x100'	\$ 1,500.00	Replacement cost, each			\$ -
Sorbent Clay	\$ 15.00	50 lb. Bag			\$ -
<b>ENTRY RATES</b>					\$ -
LEVEL A+ Flash Suit, Single Use Suit					\$ -
LEVEL A Tychem TK or BR, Single Use Suit					\$ -
LEVEL B+, Disposable Coverall Ensemble					\$ -
LEVEL B, Disposable Coverall Ensemble					\$ -
LEVEL C+, WMD Disposable Coverall Ensemble					\$ -
LEVEL C, Disposable Saran Coverall Ensemble					\$ -
LEVEL D, Poly-coated Coverall Ensemble					\$ -
FIRE TURN-OUT Gear w/ SCBA					\$ -
NOMEX Coveralls					\$ -
<b>ADDITIONAL PPE</b>					\$ -
<b>Respiratory</b>					\$ -
Dust Masks	\$ 20.00	Dozen			\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
40mm CBRNE Canister	\$ 50.00	Each			\$ -
Spare Air Tanks	\$ 50.00	Per Bottle			\$ -
Cascade System	\$ 250.00	Per Use			
OV/Acid Gas Respirator Canister	\$ 50.00	Each			\$ -
P100 Respirator Canister	\$ 50.00	Each			\$ -
<b>Gloves</b>					\$ -
Butyl-STD Outer Tank Gloves	\$ 40.00	Per Pair			\$ -
Kevlar Outer Gloves	\$ 15.00	Per Pair			\$ -
Leather Palm Gloves	\$ 5.00	Per Pair			\$ -
Neoprene Outer Gloves	\$ 25.00	Per Pair			\$ -
Nitrile Inner Gloves	\$ 25.00	Per/ Box			\$ -
Nitrile Outer Gloves	\$ 25.00	Per Pair			\$ -
Silvershield Barrier Outer Gloves	\$ 10.00	Per Pair			\$ -
Viton Outer Gloves	\$ 50.00	Per/ Pair			\$ -
<b>Boots</b>					\$ -
Latex Boot Covers	\$ 5.00	Per/ Pair			\$ -
Haz-Max Boot, Bata	\$ 75.00	Per Pair, Replacement			\$ -
Hazmat Boot, Tingley	\$ 75.00	Per Pair, Replacement			\$ -
Steel-Toe Safety Boot	\$150.00	Per Pair, Replacement			\$ -
<b>Miscellaneous</b>					\$ -
Duct-Tape, Silver	\$ 10.00	Per Roll			\$ -
Chem-Tape	\$ 30.00	Per Roll			\$ -
Safety Glasses	\$ 5.00	Per Pair			\$ -
Goggles	\$ 5.00	Per Pair			\$ -
<b>SERVICES</b>					\$ -
Dye Tracing	\$ 40.00	Per Deployment			\$ -
Magnetometer	\$ 50.00	Per Survey			\$ -
Pipe and Cable Locator/ Tracer	\$ 100.00	Per Survey			\$ -
Tank Cutting		TBD			\$ -
Video Taping	\$ 75.00	Each Recording			\$ -
<b>EQUIPMENT</b>					\$ -
					\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
Response SUV (Avalanche)	\$ 50.00	Each, Per Deployment		0.00	\$ -
HazMat 1 Response Truck (Spartan/Rescue One)	\$ 200.00	Per Deployment		1.00	
HazMat 2 Response Truck (GMC/Rescue One)	\$ 100.00	Per Deployment			\$ -
SOD Van, SUV or Vehicle	\$ 25.00	Each, Per Deployment			\$ -
Pickup Truck or SUV, 4WD	\$ 35.00	Each, Per Deployment		1.00	
Mobile Command Unit (Farber)	\$ 450.00	Per Deployment			\$ -
Ambulance, w/ 2 EMTs	\$ 50.00	Per Hour			\$ -
Police Unit, traffic detail	\$ 50.00	Per Hour			
Winch	\$ 100.00	Per Deployment			\$ -
Hand Tools	\$ 35.00	Per Set			\$ -
Camera Digital	\$ 35.00	Per Day			\$ -
					\$ -
Decon Brush - Short or Long	\$ 6.00	Each			\$ -
Drum Upender	\$ 30.00	Replacement Cost, Each			\$ -
Bolt Cutter (Medium)	\$ 10.00	Each Deployment			\$ -
Fire Extinguisher - 2.5 Lbs	\$ 30.00	Each			\$ -
Fire Extinguisher - 5 Lbs	\$ 40.00	Each			\$ -
First Aid Kit	\$15.00	Per Use			\$ -
Garden Hose: 25'	\$15.00	Each			\$ -
Garden Hose: 50'	\$25.00	Each			\$ -
Generator w/ lights	\$ 100.00	Per Deployment			\$ -
Hudson Sprayer	\$ 35.00	Replacement Cost, Each			\$ -
Machete w/ Case	\$ 35.00	Replacement Cost, Each			\$ -
Man Hole Hook	\$ 25.00	Replacement Cost, Each			\$ -
Mercury Spill Kit	\$ 100.00	Each Kit			\$ -
Portable Decon Pool with Shower	\$ 300.00	Mobilization			\$ -
DECON Shelter & Equipment	\$ 500.00	Mobilization			\$ -
18" Cut Out Saw	\$ 200.00	Per Day			\$ -
Containment Pool	\$ 75.00	Each			\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
Chlorine A Kit		Each	Use		\$ -
Chlorine B Kit		Each	Use		\$ -
Chlorine C Kit		Each	Use		\$ -
Non-Spark Tool Kit		Each	Use		\$ -
Power Tool Kit		Each	Use		\$ -
Plug & Patch Kit		Each	Use		\$ -
Gap-Seal, Universal	\$ 20.00	Each			\$ -
<b>MISCELLANEOUS</b>					\$ -
Alkonox Soap	\$ 30.00	Per Box			\$ -
Caution Tape	\$ 5.95	Roll			\$ -
Poly Sheeting - 6 mil., 12' x 100'	\$ 50.00	Roll			\$ -
Weil Rope, 1/4", Polypropylene	\$ 5.00	50 Feet			\$ -
Mean Streak Markers	\$ 3.00	Each			\$ -
Trash Bags - 33 Gal.	\$ 5.00	Dozen		0.00	\$ -
Trash Bags - 55 Gal.	\$ 10.00	Dozen			\$ -
Class B AR-AFFF Foam 5 Gal	\$ 125.00	Per Pail			\$ -
Wood Stakes	\$ 3.00	Each			\$ -
Batteries AA (4)	\$ 6.50				\$ -
Batteries AAA (4)	\$ 6.50				\$ -
Batteries C (2)	\$ 6.50				\$ -
Batteries D (2)	\$ 6.50				\$ -
Batteries 9V (1)	\$ 6.00				\$ -
Flashlight (3D Cell)	\$ 7.76				\$ -
Fog Proof Solution	\$ 3.48				\$ -
Hand Cleaner (Waterless)	\$ 5.49				\$ -
Insect Repellant	\$ 3.00				\$ -
Kaydry - Delicate Wipes	\$ 6.10				\$ -
Lantern (6 volt)	\$ 7.42				\$ -
Lantern Battery	\$ 2.26				\$ -
Measuring Tape: 100'	\$ 24.38				\$ -
Measuring Tape: 200'	\$ 47.96				\$ -
Measuring Tape: 300'	\$ 70.60				\$ -
Measuring Wheel w/ Case	\$ 115.71				\$ -
Paper Towels - All purpose	\$ 4.91				\$ -
Plastic Bucket	\$ 4.49				\$ -
Poison Ivy Cleaner	\$ 2.75				\$ -
Poison Ivy Lotion	\$ 6.35				\$ -
Poly - Sm / Med / Lg / XL / 2X / 3X *	\$ 4.11				\$ -
Poly Sheeting - 12' x 100'	\$ 36.65				\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388



<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Comment / ID</u>	<u>Quantity</u>	<u>Total</u>
Respirator Wipes - 100 / box = \$10.70	\$ 0.11				\$ -
Rolls Plastic, 40 mil.	\$80.00				\$ -
Sun Block - SPF 30	\$ 5.35				\$ -
Survey Flags / per 100	\$ 6.60				\$ -
Survey Tape	\$ 0.60				\$ -
Tank Gauge Stick (folding)	\$ 15.18				\$ -
Teflon Tape	\$ 1.33				\$ -
Teflon Well Rope	\$ 98.00				\$ -
Tick Remover	\$ 2.51				\$ -
Tick Repellant	\$ 2.95				\$ -
Trash Bags - 33 Gal. / 125 case = \$24.79	\$0.20				\$ -
Trash Bags - 55 Gal. / each	\$ 0.60				\$ -
Trash Bags - 85 Gal. / each	\$ 1.05				\$ -
Water Level Indicator Paste	\$ 1.26				\$ -
Well Rope (Poly): 500'	\$ 14.85				\$ -
Well Rope (Poly): 1000'	\$ 28.25				\$ -
Well Rope (Poly): 500' / 1000'	\$ 28.25				\$ -
		Equipment	Sub Total		\$ -
		Responders	Sub Total		\$ -
			Total		\$ -

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150388

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION ACCEPTING FUNDING IN THE AMOUNT OF \$13,502.73 THROUGH THE 2015 AREA PLAN CONTRACT FOR THE PURPOSE OF APPROPRIATING ADDITIONAL PAYMENT ADJUSTMENTS TO DIRECT CARE WORKERS (HOME HEALTH AIDES) FOR THE PERIOD OF JANUARY 1, 2015 THROUGH MARCH 31, 2015, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Human Services

COMMITTEE NAME

Official Resolution#		R20150389						
Meeting Date		06/09/2015						
Introduced Date		06/09/2015						
Adopted Date		06/09/2015						
Agenda Item		n-20						
CAF #								
Purchase Req. #								
Result		Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	
Lora		✓						
James	✓				✓			
Bartlett	✓		✓		✓			
Best Jr	✓				✓			
Cotroneo	✓			✓	✓			
Duffy	✓				✓			
Lepore	✓				✓			

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

Dated: June 10, 2015

**RESOLUTION ACCEPTING FUNDING IN THE AMOUNT OF \$13,502.73 THROUGH THE 2015 AREA PLAN CONTRACT FOR THE PURPOSE OF APPROPRIATING ADDITIONAL PAYMENT ADJUSTMENTS TO DIRECT CARE WORKERS (HOME HEALTH AIDES) FOR THE PERIOD OF JANUARY 1, 2015 THROUGH MARCH 31, 2015**

**WHEREAS** the Department of Senior Services provides and coordinates numerous services and sponsors many activities for senior citizens; and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic is desirous of accepting funding in the amount of \$13,502.78 through the 2015 Area Plan Contract for the purpose of appropriating additional payment adjustments to Direct Care Workers (Home Health Aides) for the period of January 1, 2015 through March 31, 2015; and

**WHEREAS** this matter was reviewed and approved by the Human Services Committee;

**NOW THEREFORE BE IT RESOLVED** that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the acceptance of funding in the amount of \$13,502.78 through the 2015 Area Plan Contract for the purpose of appropriating additional payment adjustments to Direct Care Workers (Home Health Aides) for the period of January 1, 2015 through March 31, 2015; and

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

JDP:lc

Dated: June 9, 2015

## COUNTY OF PASSAIC RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: **Mary Kuzinski**  
Telephone #: **973-569-4070**

DESCRIPTION OF RESOLUTION: Resolution to accept funding in the amount of \$13,502.78 through the 2015 Area Plan Contract for the purpose of appropriating additional payment adjustments to direct care workers (home health aides) for the period of January 1, 2015 through March 31, 2015.

Whereas the total sum to be paid are as follows:

2. CERTIFICATION INFORMATION Account: G-01-41-802-015-213

ATTACH A COPY OF *THE REQUISITION FROM EDMUND*:

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 EXPENDITION:

4. BUDGET ACCOUNT:

5. COMMITTEE REVIEW: DATE

<input type="checkbox"/> Administration & Finance	_____
<input type="checkbox"/> Public Works / Buildings & Grounds	_____
<input type="checkbox"/> Planning & Economic Development	_____
<input type="checkbox"/> Health, Human Services & Community Affairs	_____
<input type="checkbox"/> Law & Public Safety	_____
<input type="checkbox"/> Energy	_____
<input type="checkbox"/> Other Specify: _____	_____

6. DISTRIBUTION LIST:

Administration  
 Finance  
 Counsel  
 Clerk to the Board  
 Procurement

Specify: \_\_\_\_\_



## State of New Jersey

DEPARTMENT OF THE TREASURY  
OFFICE OF MANAGEMENT & BUDGET  
P.O. BOX 221  
TRENTON, NJ 08625-0221

CHRIS CHRISTIE  
*Governor*

ANDREW P. SIDAMON-ERISTOFF  
*State Treasurer*

KIM GUADAGNO  
*Lt. Governor*

CHARLENE M. HOLZBAUR  
*Director*

May 1, 2015

Dear Valued Service Provider:

The State of New Jersey fiscal year 2015 Appropriations Act included funding of \$13,200,000 for Community Provider Contract Adjustments. In addition to funding, the Act provided the following requirements in language:

"Of the amount hereinabove appropriated for Community Provider Contract Adjustments, amounts shall be transferred to departments and divisions contracting with community care providers in order to provide an upward contract adjustment effective January 1, 2015 for such providers, which shall be provided as payments to direct care workers. Contract adjustments shall be prorated to all such eligible providers proportional to their annual contract base. No later than January 1, 2015, the Director of the Division of Budget and Accounting shall submit a report to the Joint Budget Oversight Committee, detailing, for each department and division: the specific community care providers that will receive an upward contract adjustment in FY2015; for each provider receiving an upward adjustment, the contract base dollar amount upon which each contract adjustment was calculated and the dollar amount of the upward contract adjustment to be received in FY2015; the sum of the contract bases of all community providers receiving an upward adjustment; an explanation of how the amounts associated with the upward contract adjustment were calculated; and the manner in which the department or division administering each contract will ensure that the contract adjustment will be used to provide increased payments to direct care workers."

Based on that criteria, your organization will receive your prorated allocation. As required by the Act, your allocation must be distributed to direct care workers. Because the Director of the Division of Budget and Accounting must report to the Joint Budget Oversight Committee the method used to ensure the funds are distributed to direct care workers, you must complete a certification form attesting that the funds were disbursed as directed. The form can be found at [www.state.nj.us/treasury/omb/index.shtml](http://www.state.nj.us/treasury/omb/index.shtml). Click on the link for "Community Provider Certification", and a web-based application will allow you to complete and submit the form electronically via email to [certification@treas.nj.gov](mailto:certification@treas.nj.gov). The certification must be electronically signed by your Chief Financial Officer and submitted no later than 3 weeks after receiving the funds. If your entity is a sole proprietorship and does not have a Chief Financial Officer, the certification must be electronically signed by the sole proprietor.

Should the State not receive this certification within the three weeks, your entity will be required to return the allocation to the State. It should also be noted that the allocation is non-recurring, and is not included in your base contract in fiscal 2016.

Please direct any questions you may have to your contract manager. Thank you for your continued service to the citizens of New Jersey.

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150389

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AMENDING FEE SCHEDULE PREVIOUSLY APPROVED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF PASSAIC FOR THE PREAKNESS VALLEY GOLF COURSE FOR CALENDAR YEAR 2015, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150390</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-21						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AMENDING FEE SCHEDULE PREVIOUSLY  
APPROVED BY THE BOARD OF CHOSEN FREEHOLDERS OF  
THE COUNTY OF PASSAIC FOR THE PREAKNESS VALLEY  
GOLF COURSE FOR CALENDAR YEAR 2015**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic (the “Board”) is vested with all of the executive and legislative powers of the County of Passaic pursuant to N.J.S.A. 40:20-1, et seq.; and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic by Resolution R-2014-0956 dated December 9, 2014 set the green fees for golf play at the Passaic County-owned Preakness Valley Golf Course for the 2015 season; and

**WHEREAS** that adopted fee schedule for the first time mandated that all Golf Course employees pay the rate of \$20 for a round of 18-hole golf at the Course; and

**WHEREAS** the Preakness Valley Golf Course Manager has recommended that the fee schedule approved by the said Board be slightly modified to permit employees of the Golf Course who work part time be reduced for 18 holes of play from \$20 to \$10; and

**WHEREAS** the Freeholder Committee for Public Works and Buildings & Grounds has reviewed this matter and is recommending 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 amends the fee schedule approved by the Board for calendar year 2015 for play at the Preakness Valley Golf Course to permit part

time employees of the Golf Course only to pay the reduced rate of \$10 rather than \$20 for each round of 18-hole play at the Course.

**BE IT FURTHER RESOLVED** that in all other respects the fee schedule approved by the Board in its Resolution R-2014-0956 dated December 9, 2014 shall remain in full force and effect.

**BE IT FURTHER RESOLVED** that this amendment shall take effect immediately.

June 9, 2015



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION APPROVING ROAD OPENING PERMIT FOR THE CITY OF CLIFTON/JOHN GARCIA CONSTRUCTION, INC., CONTRACTOR, FOR SANITARY SEWER REPLACEMENT ON MAIN AVENUE AT WEST FIFTH STREET IN CLIFTON, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20150391						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-22						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION APPROVING ROAD OPENING PERMIT FOR THE CITY OF CLIFTON/JOHN GARCIA CONSTRUCTION, INC., CONTRACTOR, FOR SANITARY SEWER REPLACEMENT ON MAIN AVENUE AT WEST FIFTH STREET IN CLIFTON, NJ**

**WHEREAS** the Supervisor of Passaic County Roads is in receipt of a request for a Road Opening Permit from the City of Clifton/John Garcia Construction, Inc., contractor, to open up a section of Main Avenue at West Fifth Street in Clifton, New Jersey for a distance in excess of 60 linear feet for sanitary sewer replacement; and

**WHEREAS** the Board of Chosen Freeholders adopted a resolution on the date of September 12, 1991 with respect to requirements concerning road opening permits relative to construction and reconstruction of County roadways; and

**WHEREAS** due to a misunderstanding about which entity was to perform the sanitary sewer work here, the said Board adopted Resolution R-2015-0357 dated May 26, 2015 that now is being rescinded in light of this amended Resolution; and

**WHEREAS** the Supervisor of Passaic County Roads has reviewed the aforesaid request and recommends that this Board grant permission to the City of Clifton/John Garcia Construction to open said County road and to issue the necessary number of Road Opening Permits pursuant not only to the terms set forth above, but to the conditions set forth in the County Supervisor's letter dated May 14, 2015 (copy of said letter is attached hereto and made a part hereof); and

**WHEREAS** the City of Clifton has requested that the County of Passaic waive the fees associated with the permit request and bond requirements as a municipality in the County of Passaic; and

**WHEREAS** Passaic County will be included as a bond holder and additional insured; and

**WHEREAS** this application was discussed at the Public Works and Buildings & Grounds Committee meeting of May 11, 2015 and recommended to the full Board for approval;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby grants permission to John Garcia Construction, Inc. to open up sections of the above-stated County road in Clifton, New Jersey for a distance in excess of 60 linear feet for sanitary sewer replacement pursuant to the terms and conditions set forth above, and subject to the payment of all road opening fees prior to the opening of said roadway and to the adherence to the pavement trench restoration requirements of Passaic County.

**BE IT FURTHER RESOLVED** that R-2015-0357 dated May 26, 2015 is hereby rescinded and replaced by this new one.

June 9, 2014



# County of Passaic

Administration Building Annex  
307 Pennsylvania Avenue • Paterson, New Jersey 07503

RECEIVED  
2015 MAY 18 P 2:12

PASSAIC COUNTY  
CLERK'S OFFICE

ROAD DEPARTMENT

TEL.: (973) 881-4500

FAX: (973) 742-2498

kenneths@passaiccounty.org

Kenneth A. Simpson  
Passaic County  
Supervisor of Roads

May 14, 2015

Mr. Michael Glovin, Esq.  
Asst. Passaic County Counsel  
401 Grand Street  
Paterson, New Jersey 07505

Re: John Garcia Construction Co., Inc.  
Main Avenue at West Fifth Street, Clifton  
(Request for Bond and Fee Waiver)

Dear Mr. Glovin:

At the May 11, 2015 meeting of the Public Works and Buildings & Grounds Committee, a request was heard from the City of Clifton for a road opening permit bond and fee waiver for a sanitary sewer repair on Main Avenue at West Fifth Street in the City of Clifton. The total fees are \$800.00 and the total amount bond is \$6,000.00.

The Committee directed that a resolution be made granting the request from the City of Clifton for a waiver of the fees and bond for said permits with the following condition:

1. The road opening must be restored in accordance with the Passaic County Trench Restoration Detail on file in the Passaic County Road Department office.
2. The roadway must be milled and paved from curb to curb for the entire length of the roadway opening.
3. A formal letter from the City of Clifton to the Supervisor of Roads requesting the fees be waived.
4. The letter must state that the County will be covered under the City of Clifton bond.
5. The letter must state that a licensed Engineer in the State of New Jersey will certify all inspections on the project.

Introduced on: May 26, 2015  
Adopted on:  
Official Resolution#:

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150391



# County of Passaic

Administration Building Annex  
307 Pennsylvania Avenue • Paterson, New Jersey 07503

ResPg:ko1855  
ResPg:2155

ROAD DEPARTMENT

Kenneth A. Simpson  
Passaic County  
Supervisor of Roads

TEL: (973) 881-4500  
FAX: (973) 742-2498  
kenneths@passaiccounty.org

If you have any questions, please call the Road Department Clerk, Gladys De Jesus, Monday through Friday from 8:00 AM to 3:00 PM at (973) 881-4500.

Very truly yours,

A handwritten signature in black ink that reads "Kenneth A. Simpson".

Kenneth A. Simpson  
Supervisor of Roads

KAS/gdj  
Enclosure

Cc: Freeholder Cotroneo, Chair, Public Works and Buildings & Grounds Committee  
Anthony DeNova, Passaic County Administrator  
Steven Edmond, P.E., Passaic County Engineer

Introduced on: May 26, 2015  
Adopted on:  
Official Resolution#:

2

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150391

May 8, 2015 3:38 PM

No. 0942



# City of Clifton

DIVISION OF ENGINEERING  
909 CLIFTON AVENUE  
CLIFTON, NEW JERSEY

MICHAEL J. LARDNER, P.E.  
ACTING CITY ENGINEER

973-470-5793  
FAX: 973-470-5808  
mlardner@cliftonnj.org

May 8, 2015

Kenneth Simpson, P.E.  
Road Supervisor  
307 Pennsylvania Avenue  
Paterson, NJ 07655

Re: Main Avenue and West 5<sup>th</sup> Sanitary Sewer Replacement  
Garcia Construction, Inc.

Dear Mr. Simpson:

Garcia Construction, Inc. was contracted by the City of Clifton to work on the above project which involves opening the County Right-of-Way in Main Avenue. Passaic County will be included as a bond holder and additional insured. Please consider waiving the permit and application fees and bonding requirements for the County Right-of-Way Entry Permit. Thank you in advance for your assistance in this matter.

Sincerely,

Michael J. Lardner, P.E.  
Acting City Engineer

Introduced on: May 28, 2015  
Adopted on:  
Official Resolution#:

Project: W. 5th Sewer Replacement Passaic County Letter.doc

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150391

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE ADVERTISEMENT AND RECEIPT OF BIDS FOR THE PROJECT KNOWN AS THE REPLACEMENT OF THE CLINTON ROAD BRIDGE NO. 1600-175 OVER MOSSMAN'S BROOK IN THE TOWNSHIP OF WEST MILFORD, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>		<b>R20150392</b>					
Meeting Date		06/09/2015					
Introduced Date		06/09/2015					
Adopted Date		06/09/2015					
Agenda Item		n-23					
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

Res. Pg. n.23-2

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND AUTHORIZING THE ADVERTISEMENT AND RECEIPT  
OF BIDS FOR THE PROJECT KNOWN AS THE  
REPLACEMENT OF THE CLINTON ROAD BRIDGE NO. 1600-  
175 OVER MOSSMAN'S BROOK IN THE TOWNSHIP OF  
WEST MILFORD, NEW JERSEY**

**WHEREAS** the Passaic County Engineer's Office has received the Plans and Specifications for the Project known as the Replacement of the Clinton Road Bridge No. 1600-175 over Mossman's Brook in the Township of West Milford, NJ; and

**WHEREAS** 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 June 2, 2015 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 receive bids; and

**WHEREAS** this matter has been discussed by the Freeholder members of the Committee for Public Works & Buildings & Grounds at a meeting on June 1, 2015 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.

June 9, 2015





# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.

County Engineer

TEL: (973) 881-4456

FAX: (973) 742-3936

TDD: (973) 279-9786

June 2, 2015

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

**RE: Replacement of the Clinton Road Bridge No. 1600-175  
Over Mossman's Brook  
West Milford Township, Passaic County  
Approval of Plans and Specifications  
Authorization To Bid**

Dear Members of the Board:

This Office has reviewed the Construction Plans and Specifications for the Replacement of the Clinton Road Bridge located in the Township of West Milford as prepared by the County Consultant Hutch Mott MacDonald, and found them to be in accordance with the County Engineering Standard.

The project consist of the replacement of the existing structurally deficient bridge with a new structure.

The above referenced project was discussed at the Public Works & Buildings and Grounds Committee meeting of June 1, 2015 and recommended for approval to the full Board.

Based upon the above, this office recommends that the Board of Chosen Freeholders adopt necessary resolution approving Plans and Specifications and authorizing the Department of Purchasing to advertise and receive bids.

Very truly yours,

Steven J. Edmond, P.E.  
County Engineer

SJE:SG:sg

Cc: County Administrator  
County Counsel  
Director of Finance  
PWC Chair

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150392

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III  
Administrator

William J. Pascrell, III, Esq.  
County Counsel

Louis E. Imhof, III, RMC  
Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION FOR CHANGE ORDER #1 FOR J.C. CONTRACTING AS IT PERTAINS TO THE MAIN AVENUE SAFETY IMPROVEMENTS IN THE CITY OF PASSAIC, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150393</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-24						
CAF #	C-04-55-129-001-911						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION FOR CHANGE ORDER #1 FOR J.C. CONTRACTING AS IT PERTAINS TO THE MAIN AVENUE SAFETY IMPROVEMENTS IN THE CITY OF PASSAIC, NEW JERSEY**

**WHEREAS** a contract was awarded to J.C. Contracting for the project known as the Main Avenue Safety Improvements in the City of Passaic, New Jersey; and

**WHEREAS** it is now necessary that a change order be made which addresses an omission from the original bid on trainee participation, as evidenced in attached letter dated June 2, 2015; and

**WHEREAS** this matter was discussed and reviewed by the Freeholder Committee for Public Works and Buildings & Grounds at a meeting on June 1, 2015 who recommended that it be approved by the entire Board; and

**WHEREAS** a certification is attached to reflect the availability of funds;

**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 June 2, 2015 and attached hereto, be and the same is hereby approved:

CHANGE ORDER NO. 1

1. DESCRIPTION AND VALUE OF CHANGE

See June 2, 2015 letter attached hereto

Addition \$ 36,044.80

REASON FOR CHANGE

See June 2, 2015 letter attached hereto

## 2. STATEMENT OF CONTRACT AMOUNT

Original Contract Amount		\$ 978,684.84
Previous Additions		\$ -0-
Total		\$ 978,684.84
Previous Deductions		\$ -0-
Net Prior to This Change		\$ 978,684.84
Amount of This Change	Add	\$ 36,044.80
Contract Amount to Date		\$1,014,729.64

June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: S 36,044.80

APPROPRIATION: C-04-55-129-001-911

PURPOSE: Resolution approving change order #1 for J.C. Contracting as it pertains to the main avenue safety improvements.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 2, 2015

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

Re: Main Avenue Safety Project  
Cities of Passaic  
**Change Order #1 (Add)**

Members of the Board:

Attached for your approval is Change Order #1 to be issued to the Contractor, reflecting an increase in the contract amount due to the following:

This Federally funded contract requires 440 hours of Trainee participation. This requirement was inadvertently omitted from the bid sheet. This change order will be passed on to NJDOT.

The total amount of the increase is \$36,044.80, resulting in a new contract amount of \$1,014,729.64.

This matter was discussed with the Public Works and Buildings and Grounds Committee at its meeting of June 1, 2015.

I respectfully request that the Board of Chosen Freeholders ADOPT a RESOLUTION approving Change Order #1 in the amount of +\$36,044.80.

Very truly yours

A handwritten signature in black ink, appearing to read "Timothy R. Mettlen".

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

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

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150393

COUNTY OF PASSAIC

DEPARTMENT OF PUBLIC WORKS CHANGE ORDER No. 1 (Add)  
 ENGINEERING DIVISION PROJECT No.  
 401 GRAND STREET  
 PATERSON, NEW JERSEY 07505 DATE: May 12, 2015

PROJECT TITLE: Main Avenue Safety Improvements  
 LOCATION: City of Passaic  
 DATE OF CONTRACT: March 10, 2015  
 OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
 CONTRACTOR: J.C. Contracting, 25 Orange Street, Bloomfield, NJ 07003

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

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>AMOUNT</u>
<u>Extras</u>					
	Total Extras				\$ -
<u>Supplementals</u>					
S-1	Trainee Hours	440	MH	\$ 81.92	\$ 36,044.80
	Total Supplementals				\$ 36,044.80
	<b>Total Additions</b>				\$ 36,044.80

1. DESCRIPTION AND VALUE OF CHANGE (Con't)

ADD TO THE AMOUNT OF CONTRACT.....	\$	36,044.80
ORIGINAL DATE FOR COMPLETION.....		September 7, 2015
ADD TO OR DEDUCT FROM - THE PRESENT CONTRACT TIME.....		Calendar Days
NEW DATE FOR COMPLETION IS.....		September 7, 2015

2. REASON FOR CHANGE

Item S-1

Trainee Hours were assessed to this Federal Project but were overlooked in preparing the bid packages.

3. STATEMENT OF CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT.....	\$	978,684.84
PREVIOUS ADDITIONS.....	\$	-
TOTAL.....	\$	978,684.84
PREVIOUS DEDUCTIONS.....	\$	-
NET PRIOR TO THIS CHANGE.....	\$	978,684.84
AMOUNT OF THIS CHANGE.....	\$	36,044.80
CONTRACT AMOUNT TO DATE.....	\$	1,014,729.64

COUNTY OF PASSAIC

DEPARTMENT OF PUBLIC WORKS CHANGE ORDER No.  
ENGINEERING DIVISION PROJECT No.  
401 GRAND STREET  
PATERSON, NEW JERSEY 07505

1 (Add)

DATE: May 12, 2015

PROJECT TITLE: Main Avenue Safety Improvements  
LOCATION: City of Passaic  
DATE OF CONTRACT: March 10, 2015  
OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
CONTRACTOR: J.C. Contracting, 25 Orange Street, Bloomfield, NJ 07003

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 J.C. Contracting

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: \_\_\_\_\_  
Hector C. Lora, Freeholder - Director



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING REVISED OFFER OF PURCHASE AND SALE FOR EASEMENTS OWNED BY A PRIVATE PARTY IN ORDER TO UNDERTAKE THE REPLACEMENT OF THE COLFAX AVENUE CULVERT OVER ACID BROOK PROJECT 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150394</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-25						
CAF #	C-04-55-113-109-901						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING REVISED OFFER OF PURCHASE  
AND SALE FOR EASEMENTS OWNED BY A PRIVATE PARTY  
IN ORDER TO UNDERTAKE THE REPLACEMENT OF THE  
COLFAX AVENUE CULVERT OVER ACID BROOK PROJECT IN  
THE BOROUGH OF POMPTON LAKES, NEW JERSEY**

**WHEREAS** the County of Passaic is planning on undertaking a project known as the Replacement of the Colfax Avenue Culvert over Acid Brook (County Structure No. 1600-184) in the Borough of Pompton Lakes which requires that the County obtain easements owned by private parties; 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 of Harry L. Schwarz & Co. of Dover, 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 easements; and

**WHEREAS** the subject matter of the necessary acquisitions and easements from the private parties consisting of permanent easements from three property owners adjacent to the Culvert were authorized by the Board of Chosen Freeholders of the County of Passaic by Resolution R-2014-0775 dated October 14, 2014; and

**WHEREAS** one of those properties, 210 Colfax Avenue, Pompton Lakes, New Jersey, Block 6000, Lot 1, in which the

County needs a permanent construction and bridge maintenance easement consisting of 393 square feet plus damages to the remaining was valued by Harry L. Schwarz at \$4,000.00; and

**WHEREAS** after negotiation the owner of the property, Guiseppe Esposito, agreed to accept the sum of \$4,800.00 for the needed easement; and

**WHEREAS** the negotiated price was reviewed by the members of the Freeholder Committee for Public Works and Buildings & Grounds at its June 1, 2015 meeting 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 \$4,800.00 for the permanent construction and bridge maintenance easement at 210 Colfax Avenue (Block 6000, Lot 1) in Pompton Lakes, New Jersey in connection with the project known as the Replacement of the Colfax Avenue Culvert over Acid Brook in the Borough of Pompton Lakes, New Jersey as more particularly described above.

**BE IT FURTHER RESOLVED** that the Director and Clerk to the Board be authorized to execute a revised Contract of Purchase pursuant to the above-mentioned terms and conditions.

June 9, 2015

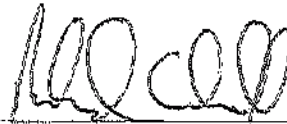
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 4,800.00

APPROPRIATION: C-04-55-113-109-901

PURPOSE: Resolution authorizing revised offer of purchase and sale for easements owned by a private party of Colfax Avenue Culvert over Acid Brook Project.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE OFFICE OF THE PASSAIC COUNTY COUNSEL TO SETTLE COUNT II OF A CONDEMNATION PROCEEDING IN CONNECTION WITH THE REPLACEMENT OF THE EIGHTH STREET BRIDGE PROJECT OVER THE PASSAIC RIVER BETWEEN THE CITY OF PASSAIC AND BOROUGH OF WALLINGTON FOR THE SUM OF \$93,500.00, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150395</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-26						
CAF #	C-04-55-990-001-901						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING THE OFFICE OF THE PASSAIC COUNTY COUNSEL TO SETTLE COUNT II OF A CONDEMNATION PROCEEDING IN CONNECTION WITH THE REPLACEMENT OF THE EIGHTH STREET BRIDGE PROJECT OVER THE PASSAIC RIVER BETWEEN THE CITY OF PASSAIC AND BOROUGH OF WALLINGTON FOR THE SUM OF \$93,500.00**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic by Resolution R-2015-150 dated February 24, 2015 authorized the Office of the Passaic County Counsel to file a condemnation action in the Superior Court of New Jersey Law Division to obtain lands and property rights needed to complete the Project known as the Replacement of the Eighth Street Bridge over the Passaic River Between the City of Passaic and Borough of Wallington and that suit was filed on or about May 5, 2015; and

**WHEREAS** one of the properties needed consists of lands and easements at 2-72 Eighth Street, Passaic, New Jersey (Block 1024, Lot 54); namely, a partial fee simple taking of 1,150 square feet and a temporary construction easement of 7,656 square feet; and

**WHEREAS** the value of the square footage needed for the above-referenced partial fee and the easement plus damage to the remaining portion of the property was estimated to be \$40,300.00 based upon an appraisal which was completed by Value Research Group, LLC on July 24, 2014, which sum will be deposited into the Superior Court Clerk's Trust fund shortly after the condemnation action is filed; and

**WHEREAS** after the Summons and Complaint was served upon the property owner, the attorney for said property owner, 8<sup>th</sup> Street Passaic, LLC, commenced negotiations and after discussions, tentatively agreed to settle this matter for the sum of \$93,500.00 to avoid the costs of a commissioners' hearing on this property and because the property owner will lose one of his tenants because of the temporary construction easement for at least two years; and

**WHEREAS** this matter was discussed at the Freeholder Committee for Public Works and Buildings & Grounds meeting on June 1, 2015 at which time it was recommended for approval by the entire Board; and

**WHEREAS** a certification is attached hereto 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 the Office of the Passaic County Counsel to settle Count II of the lawsuit in condemnation entitled "County of Passaic v. Noah Realty Corp. et als", Docket No. PAS-L-1586 having to do with the condemnation of certain property at 2-72 Eighth Street, Passaic, New Jersey (Block 1024, Lot 54) in connection with the Replacement of the Eighth Street Bridge Project over the Passaic River Between the City of Passaic and Borough of Wallington, New Jersey for the sum of Ninety-Three Thousand Five Hundred (\$93,500.00) Dollars.

**BE IT FURTHER RESOLVED** that the Office of the Passaic County Counsel be authorized by execute any documents necessary to effectuate this settlement.

June 9, 2015



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 93,500.00

APPROPRIATION: C-04-55-990-001-901

PURPOSE: Resolution authorizing the office of the Passaic County Council to settle Count II of a condemnation proceeding in connection with the replacement of the Eight Street Bridge.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

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



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING TWO SEPARATE APPRAISAL REPORTS FOR PROPERTY AT 459 HAMBURG TURNPIKE, WAYNE, NEW JERSEY IN CONNECTION WITH THE NEXT PHASE OF THE IMPROVEMENT OF THE PATERSON-HAMBURG TURNPIKE PROJECT 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20150396						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-27						
CAF #	C-04-55-129-001-920						
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING TWO SEPARATE APPRAISAL REPORTS FOR PROPERTY AT 459 HAMBURG TURNPIKE, WAYNE, NEW JERSEY IN CONNECTION WITH THE NEXT PHASE OF THE IMPROVEMENT OF THE PATERSON-HAMBURG TURNPIKE PROJECT IN WAYNE, NJ**

**WHEREAS** the County of Passaic is planning on undertaking the next phase of the ongoing Project to improve the Paterson-Hamburg Turnpike in the Township of Wayne, NJ from the current entrance of the North Jersey Country Club to Ratzer Road; and

**WHEREAS** the Passaic County Engineer has identified that one (1) of the properties that is going to be needed in connection with the Project is the entire parcel at 459 Hamburg Turnpike, (Block 2800, Lot 10) in Wayne, NJ; and

**WHEREAS** that property is presently owned by Monica and Ashley Berdnik who are family members of the current Sheriff of the County of Passaic; and

**WHEREAS** under the circumstances, the Freeholder Committee for Public Works and Buildings & Grounds authorized that the Office of the Passaic County Counsel solicit quotations from the County's pool appraisers for both 2014 and 2015 with the goal of commissioning two separate appraisers for this assignment; and

**WHEREAS** the two lowest proposals for the appraisals of the six received has been submitted by Harry L. Schwarz & Co. of 28-30 North Sussex Street, P.O. Box 1008, Dover, NJ in a proposal dated May 20, 2015 in the amount of Twelve Hundred (\$1,200.00) Dollars and by New Jersey Realty Advisory Group, LLC, 333 State

Street, PO Box 807, Perth Amboy, NJ pursuant to a proposal dated May 18, 2015 in the amount of Fifteen Hundred (\$1,500.00) Dollars (both proposals attached hereto and made a part hereof); 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 bids and the contract itself must be available for public inspection; and

**WHEREAS** both appraisers have qualified as pool appraisers for the County of Passaic through a fair and open process under Resolution(s) R-2013-1042 dated December 30, 2013 and R-2015-310 dated May 12, 2015; and

**WHEREAS** the Freeholder Committee for Public Works and Buildings & Grounds has reviewed these proposals and is recommending to the full Board that the appraisers be retained for these appraisals; and

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

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes an agreement by and between the County of Passaic and both Harry L. Schwarz & Co. of Dover, NJ in the amount of \$1,200.00 and New Jersey Realty Advisory Group, LLC of Perth Amboy, NJ in the amount of \$1,500.00 to conduct separate appraisal reports for the entire property at 459 Hamburg Turnpike, Wayne, NJ in connection with the next phase of the

Improvement of the Paterson-Hamburg Turnpike in the Township of Wayne, NJ.

**BE IT FURTHER RESOLVED** that the Director and Clerk to the Board as well as the County Counsel be authorized to execute both agreements 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.

June 9, 2015

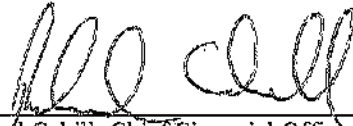
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 2,700.00

APPROPRIATION: C-04-55-129-001-920

PURPOSE: Resolution authorizing two separate appraisal reports for property at 459 Hamburg Turnpike.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr

**HARRY L. SCHWARZ & CO.**

Established 1897

Licensed Real Estate Broker - New Jersey  
 Appraisals - Property Management - Consulting  
 28-30 North Sussex Street  
 P.O. Box 1008  
 Dover, New Jersey 07802-1008  
 Voice: (973) 366-5600 Fax: (973) 366-6594

RECEIVED  
 2015 MAY 26 P 4:01

Patricia A. Schwarz  
*President*

Robert G. Schwarz, MAI, NJ-SCGREA  
*Chairman / Broker of Record (1967 to present)*

Sidney M. Schwarz, MAI, SRPA, CPM  
*1935 to 2004*

Harry L. Schwarz  
*1897 to 1965*

**BROKERAGE DIVISION:**  
**S & R SCHWARZ & CO., INC., REALTORS**  
 Licensed Real Estate Broker - New Jersey  
 Robert G. Schwarz, MAI, NJ-SCGREA  
*President / Broker of Record*

May 20, 2015

Michael H. Glovin, Esq.  
 Assistant County Counsel  
 County of Passaic  
 Administration Building, Room 214  
 401 Grand Street  
 Paterson, New Jersey 07505-2023

Re: RFP Appraisal Services  
 Block 2800, Lot 10  
 459 Hamburg Turnpike  
 Township of Wayne, Passaic County, NJ

Dear Mr. Glovin:

In accordance with your request dated May 15, 2015, and after reviewing available data, it is our understanding that the County of Passaic requires an appraisal of the property referenced below to estimate its full fee simple value for a complete taking. The taking is part of an improvement project to the Paterson-Hamburg Turnpike in Wayne, NJ.

Owner (per tax records)	Property Address	Block	Lot	Description of Parcel to be valued
Monica & Ashley Berdnik	459 Hamburg Turnpike Wayne, NJ	2800	10	.128+/- acre lot improved with 2,144+/- square foot single family residence

**Harry L. Schwarz & Co.**

Michael H. Glovin, Esq.  
Assistant County Counsel  
County of Passaic

May 20, 2015

**Purpose of the Appraisal**

The purpose of this assignment is to provide the County of Passaic with an estimate of the Fee Simple Market Value of the property listed above, to aid the County of Passaic in the proposed acquisition of this property. This valuation assignment will estimate the value of the subject property, at its Highest and Best Use, in its "as is" condition as of the date of inspection.

**Scope of Work**

By acceptance of this assignment, we are acknowledging that we have the experience and knowledge to complete the assignment competently, in accordance with the competency provision in USPAP.

The value estimate will reflect our opinion of the market value of the subject property. The market value estimate is of the fee simple estate.

Prior to commencement of the assignment, the property owner will be notified in writing by certified mail, return receipt requested, offering them the opportunity to accompany us during the on-site inspection of the property. After an inspection of the subject property and the neighborhood, we will prepare an appraisal of the property and report our estimate of market value using our narrative summary format. The property is a single family residence, which is located in an Industrial Park zone. The appraisal will consider those approaches to value appropriate for this type of assignment; namely, the Cost Approach and the Sales Comparison, also referred to as the Market Data Approach. The Income Approach to value may not be appropriate and may not be used in the final valuation for this assignment. This is not considered a departure from recognized valuation methodology according to the Uniform Standards of Professional Appraisal Practice.

The appraisal and report will be prepared in compliance with Standard 2.2(a) of the 2014-2015 Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation and the Appraisal Institute, the Professional Code of Ethics of the Appraisal Institute and the Green Acres appraisal guidelines. The appraisal will adequately identify the real estate and property interests to be appraised. The purpose and the intended use of the appraisal will be considered, as well as the effect on use and value of existing land use regulations and any reasonable and probable modifications of the land use regulations.

The economic demand, physical adaptability of the real estate, the neighborhood trends and the Highest and Best Use will be analyzed and reported. The valuation process will include the collecting, verifying and analyzing of physical, functional and external market factors that may affect the value of the property under appraisal.



**Harry L. Schwarz & Co.**

Michael H. Glovin, Esq.  
Assistant County Counsel  
County of Passaic

May 20, 2015

**Scope of Work (Cont'd.)**

The scope of the work will include, but not be limited to, meeting with the property owners or their representatives to inspect the subject property. The project maps prepared for the County of Passaic will be studied. The neighborhood will be evaluated and data gathered regarding state, county and local demographics and local area data. The Wayne Township Zoning ordinance, master plan and other mapped data will be analyzed, as well as the USGS and NJDEP prepared flood hazard, wetlands, NJ Highlands maps and data.

We will research the local real estate market for comparable data. This involves seeking sales of similar tracts and similar residences in Wayne and other nearby communities. Comparable real property sales will be collected from sources including, but not limited to, the local multiple listing service, Costar comparable data service, First American Corelogic data service, and the County Board of Taxation's SR-1A reports. Sales will be verified adequately and commensurate with the purpose of the assignment and analyzed. All data will be analyzed and conclusions as to market value will be based on our analysis of what might be expected in the local market for the subject property, as of the value date.

If the Cost Approach is used, the Marshall and Swift, the NJ Tax Assessors Manual or similar service will be utilized to estimate the replacement cost of any improvements. The valuation estimate will assume that municipal, county, state and/or federal regulations under which the property or the current use might be governed are in compliance and that there are no environmental problems or issues that affect the value, except, if applicable, the presence and effect of the Highlands Preservation Act, wetlands and transition buffers, soil conditions and flood hazard zones.

**Extraordinary Assumptions**

An extraordinary assumption is an assumption that is specific to this particular appraisal assignment, which, if found to be false, could alter the appraiser's opinions or conclusions. Extraordinary assumptions are made so as to bring clarity to the opinion of value and to make the conclusions more meaningful. The appraisal may mention other assumptions, either general or specific to this assignment, throughout the report. For this assignment no extraordinary assumptions will be made, unless based on an independent professional NRE report that might be prepared for and provided by the County of Passaic.

**Harry L. Schwarz & Co.**

Michael H. Glovin, Esq.  
Assistant County Counsel  
County of Passaic

May 20, 2015

**Hypothetical Conditions**

A hypothetical condition is one which is contrary to what actually exists, but is supposed for the purposes of analysis. These conditions could be with regard to physical, legal or economic characteristics of the Subject Property; or about conditions external to the property. Typically a hypothetical condition may be presented to the appraiser by the client for the purposes of specificity of value or may be utilized by the appraiser for illustrative purposes. For this appraisal, no hypothetical conditions will be assumed unless reported by an independent professional whose NRE report will be prepared for and provided by the County of Passaic prior to commencement of the assignment.

**Intended User and Intended Use**

The appraisal and report will be prepared for the County of Passaic as the intended user and it will be for the County of Passaic's sole and exclusive use in estimating market value for the purposes outlined herein. By acceptance of this proposal, the County of Passaic agrees to obtain written authorization from us before using the analyses or the written report for any other use or purpose other than to aid in establishing the market value of the property for the proposed land swap, which is the intended use of the appraisal, or before releasing the analyses or report for any other use, or before releasing the analyses or report to any other party or parties, except as required by law, or to parties with an equitable interest in the property, or to municipal, county or state officials, or any Federal and/or State agencies or courts involved with or reviewing this matter. It is specifically understood that the appraisal will not be utilized for sale brochures or marketing, tax assessment appeals or mortgage lending or underwriting purposes.

The possession of the appraisal report, or any copy or portion thereof, by any representative of the client or any third party does not include or confer any rights of publication or redistribution of the report other than to such persons or entities identified in this agreement who shall be advised in writing of Harry L. Schwarz & Co's rights under this agreement prior to their receipt of the appraisal report. All rights, title and interest in any data gathered in the course of preparing the appraisal and report, excluding any data furnished by or on the client's behalf, and the content of the report prepared pursuant to this agreement shall be vested in Harry L. Schwarz & Co.

Subject to the foregoing, the representatives of the client shall have the right to possess a copy of the report and to disclose the conclusions to the client's attorneys, accountants or other professional advisors as related to the property that is the object of this assignment, provided that such attorneys, accountants or advisors are advised in writing of Harry L. Schwarz & Co's rights under this agreement prior to receipt of the appraisal report.

**Harry L. Schwarz & Co.**

Michael H. Glovin, Esq.  
Assistant County Counsel  
County of Passaic

May 20, 2015

**Appraisal Fees, Payment and Delivery of Report**

We will provide the County of Passaic with the appraisal and two (2) written reports and one electronic copy of the market value of the subject property that will meet the County's requirements. Our total fee for the preparation of the appraisal and the written report will be One Thousand Two Hundred (\$1,200.00) Dollars.

Any invoice for services rendered pursuant to this agreement is based upon the fees specified in this agreement. Invoices are considered due upon receipt and will be deemed delinquent if not paid within 30 days of the date of the invoice. The client will be assessed a late charge of 1-1/2% per month if payments are not received prior to the date the invoice is deemed delinquent as defined herein. Additional late charges will be assessed each additional month thereafter that an invoice remains unpaid in whole or in part. In the event collection efforts are pursued to recover unpaid balances owed by the client, the client agrees to pay all costs of collection, including, but not limited to, attorneys' fees at trial or on appeal.

**Cancellation**

The client may cancel this agreement at any time prior to the delivery of the appraisal report upon written notification to us. The client agrees to pay us for work completed on assignment prior to our receipt of their written cancellation notice, unless otherwise agreed upon between us in writing.

**Other Costs, Expenses and Services**

The appraisal fee does not include the cost of certain expenses that may be necessary for the preparation of the report; for example, but not limited to, structural and engineering studies of the improvements, environmental and wetlands studies or survey work. If requested that we hire professionals to provide these services, an itemized bill for these expenses plus 15% for overhead and coordination will be presented upon the completion of the report. Any additional expenses or work contracted must be confirmed in writing prior to expenditure or proceeding. Payment for additional expenses, if incurred, will be due in full upon delivery of the report.

Legal counsel is beyond the scope of our services and is neither implied nor included. Preparation of any appeal forms, income or estate tax forms and/or representation as an advocate before the IRS, any State's Department of Treasury or Department of Taxation, the County Board of Taxation or in the New Jersey Tax Court or in Superior Court is neither offered, implied, inferred nor included.

**Harry L. Schwarz & Co.**

Michael H. Glovin, Esq.  
Assistant County Counsel  
County of Passaic

May 20, 2015

**Expert Testimony**

**The fee quoted does not include any depositions, completion of interrogatories, preparation for or expert valuation testimony in court or attendance before any board or agency of inquiry or any additional conferences and meetings regarding this matter after delivery of the appraisal and report.**

After delivery of the appraisal and report should the client or the client's representatives wish us to testify in any proceeding, attend any conferences, prepare or complete interrogatories or depositions, or negotiate with any other party, an additional fee will be charged based on the number of hours spent for preparation, negotiating and/or testifying invoiced at the rate of \$800 per full day and \$500 per half day. Any additional work requested will be invoiced on an hourly basis at the rates shown on the attached fee schedule. Payment terms are the same as for the written appraisal report.

**Property Access**

The client agrees to arrange or provide me or my staff with access to the property on 10-days prior notice. For this purpose only, notice must be given by certified mail, return receipt requested to the property owner.

**Delivery of Appraisal Reports**

Due to legal requirements for written notice to the property owner, the appraisal report can be delivered within about four (4) weeks of the date we are notified in writing that we have been retained to prepare the appraisal under the terms outlined above and receipt of any independent professional's NRE report, if prepared. The completion date can only be met if we receive any relevant information needed for the preparation of the appraisal in a timely manner; including, if available, surveys, wetlands, flood maps and environmental data, and engineering studies, and, if appropriate, a detailed 3-year history of the property's income and expenses and copies of all current or existing leases.

The foregoing estimated date of delivery or completion schedule does not constitute a guarantee that the assignment will be completed within such time periods; however, we will use commercially reasonable efforts to complete the assignment on or before the date of delivery or pursuant to the completion schedule. In the event we are unable to complete the assignment within the time set forth herein, we will provide the client's representatives with reasonable notice of any anticipated delays, and will in good faith agree with you upon an alternative date of delivery or completion schedule.

**Harry L. Schwarz & Co.**

Michael H. Glovin, Esq.  
Assistant County Counsel  
County of Passaic

May 20, 2015

**Confidentiality**

Neither I nor any of my employees will provide a copy of the written appraisal report to, or disclose the results of the appraisal that has been prepared for the client in accordance with this agreement, with any party other than your representatives unless the authorizes to disclose such results, except as stipulated in the "Confidentiality Section" of the "ETHICS RULE" of the Uniform Standards of Professional Appraisal Practice (USPAP).

**General In formation**

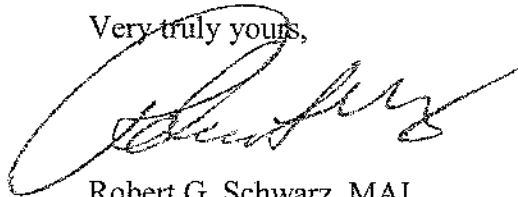
Additional printed copies of the summary appraisal report will be available at a cost of \$45.00 per copy plus delivery charges. The delivery method and delivery addresses for such additional copies must be specified by written notice.

For your review, herewith is included a copy of my **Professional Qualifications**, the **"Assumptions and Limiting Conditions"** and the **"Certification"** under which the appraisals will be prepared. Please review this proposal and the attachments.

Preparation of the appraisals will commence upon receipt of a signed copy of this letter, an initialed copy of the "Assumptions and Limiting Conditions", the "Certification" and the fee schedule.

Should you have any questions about any terms set forth in this letter or in the attachments, please contact me. I look forward to working with you on this assignment.

Very truly yours,



Robert G. Schwarz, MAI  
NJ-SCGREA #42RG00017000

**Attachments**

Proposals/passaic co 459 hamburg tpk waync bid  
DM:rs

Accepted by:

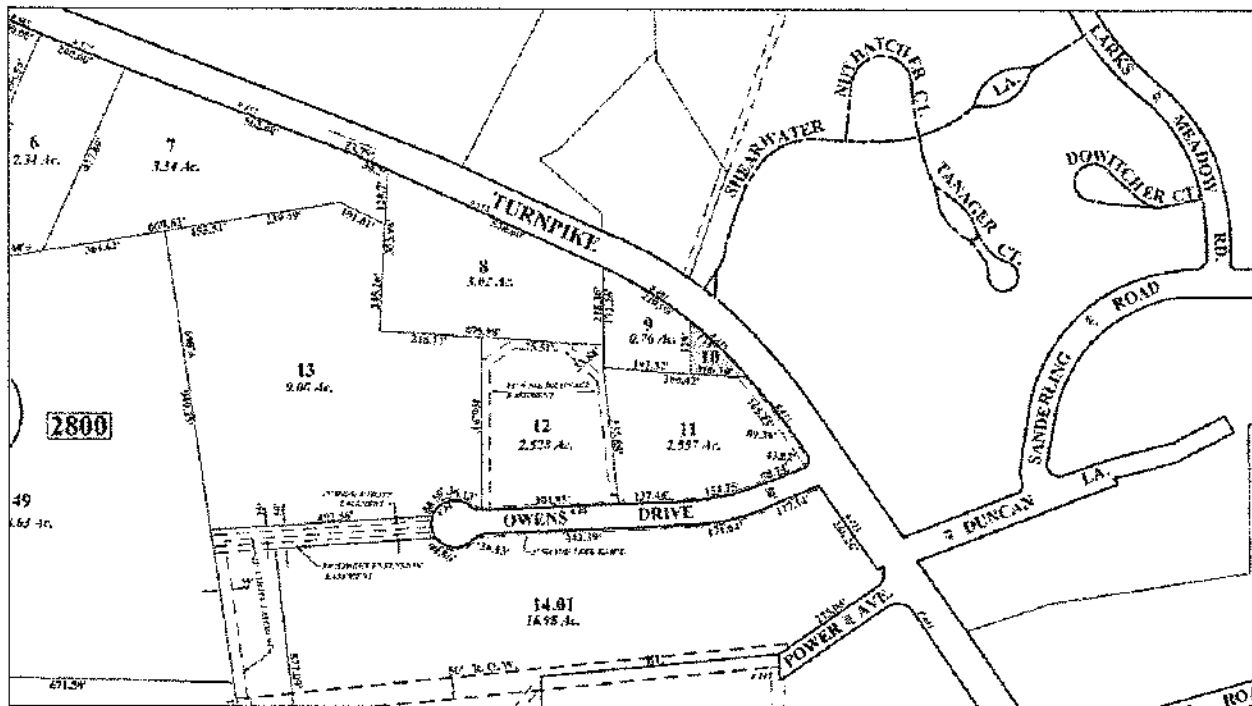
\_\_\_\_\_ Date \_\_\_\_\_  
Michael H. Glovin, Esq. for the County of Passaic

Harry L. Schwarz & Co.

Michael H. Glovin, Esq.  
Assistant County Counsel  
County of Passaic

May 20, 2015

Copy of Tax Map of Subject Property



**Robert G. Schwarz, MAI**QualificationsEDUCATION

Graduate John J. Pershing College - Business Administration & Economics - 1971  
 Real Estate Appraisal Courses sponsored by the Appraisal Institute at University of Tampa, University of Nebraska, University of Georgia, University of Indiana and University of Maryland, Rutgers University  
 Graduate - Morristown School, Morristown, NJ - 1966

BUSINESS AFFILIATION

President - Harry L. Schwarz & Co., one of the oldest Real Estate firms in New Jersey, Est. July 1, 1897; specializing in Appraisals, Property Management, Real Estate Consulting  
 President - S & R Schwarz & Co., Inc., Realtors; Residential, Commercial, Industrial Brokerage

TEACHING EXPERIENCE

Lecturer on Economics at Maureen J. Pershing College - 1970  
 Taught the New Jersey Real Estate Salesperson Pre-licensing Course  
 Arbitration mediator for the Morris County Board of Realtors

PROFESSIONAL MEMBERSHIPS & LICENSES

Senior Designation, MAI; Appraisal Institute (1986)  
 State Certified General Real Estate Appraiser - New Jersey  
 Licensed Real Estate Broker - New Jersey  
 NJ SADC Approved Appraiser; NJDOT Approved Appraisal; NJDEP Approved Appraiser  
 Member North Central Jersey Boards of Realtors, New Jersey Association of Realtors, National Association of Realtors  
 President Morris County Board of Realtors - 1983

PARTIAL LIST OF CLIENTS:

Allamuchy Township	Argonaut Realty, Div. of GM	Chabad of NW NJ
Commonwealth Land & Title Co.	Conrail	Denville Township
Dover, Town of	Fulton Bank of NJ	GPU Energy/JCP&L Co
Hanover Township	Heritage Comm Bank.	Jefferson Township
Mendham Township	Merrill Creek Reservoir	Mobil Oil Corp.
Morris Cty Bd of Freeholders	Morris Cty Flood Mit. Comm	Morris Cty Park Commission
Morris Cty Preservation Trust	Morris Plains Borough	Mt. Arlington Borough
New Jersey Transit	Randolph Twp	Roxbury Township
Sparta Township	Spartan Oil Co	State of NJ- Green Acres
State of NJ, DOT	Sussex Co ARC	Trinity Lutheran Church
Uniroyal Corp.	Valley National Bank	Wanaque Borough
Warren Cty Bd of Freeholders	Washington Township	West Morris Rgn'l School District
Many Private Estates, Attorneys, Accountants and Individuals		

EXPERIENCE:

Appraised homes, estates, factories, lakefront properties, restaurants and special purpose properties in Bergen, Gloucester, Morris, Passaic, Somerset, Sussex, Union, Warren Counties in New Jersey, Pike and Wayne Counties in Pennsylvania. Leased and sold homes, vacant land, estates, factories, stores and commercial properties in northern New Jersey. Qualified before Morris, Sussex, Warren, and Hunterdon County Boards of Taxation, Superior Court and Tax Court of New Jersey, Municipal Zoning Boards of Adjustment in Morris, Sussex and Warren Counties.

**Dawn McDermott, SCGREA**QUALIFICATIONSEDUCATION:

Bachelor of Science in Business Administration; Wake Forest University, 1983

Appraisal Institute Courses:

Real Estate Appraisal Principles; Basic Valuation Procedures; Capitalization Theory & Techniques, Part A & Part B; Uniform Standards of Professional Practice; USPAP Updates; Case Studies in Real Estate Valuation; Report Writing & Valuation Analysis; Litigation Valuation; Eminent Domain & Condemnation; Subdivision Analysis; Feasibility, Market Value & Investment Timing; Valuation of Detrimental Conditions in Real Estate; Analyzing Operating Expenses

Other Courses:

Various courses and seminars on topics ranging from tax appeals and use of appraisal manuals to environmental hazards and valuation issues

PAST & PRESENT BUSINESS AFFILIATIONS:

1988 to present - Staff Appraiser

Harry L. Schwarz & Co.

Dover, NJ

1984 to 1988 - Project Manager

Klusza & Associates, Inc.

Real Estate Appraisers & Consultants

Lakeland, FL

PROFESSIONAL AFFILIATIONS:

Certified General Appraiser, License No. 42RG 00026200

Practicing Affiliate, Appraisal Institute

Affiliate Member, Garden State Multiple Listing Service

PARTIAL LIST OF CLIENTS:

Boonton, Town of	Brownwood Realty	Chatham Borough
Church of Jesus Christ of Latter- Day Saints		Denville Township
East Hanover Bd of Ed	Gearhart Chevrolet	Grecco Realty
GPU Energy	Heritage Community Bank	Kevil Chevrolet
Macedo Industrial Park	Mobil Oil Corp.	Morris County Park Commission
Morris County Vo-Tech	Fulton Bank of NJ	Spartan Oil Company
State of New Jersey, DOT	State of NJ- Green Acres	Valley National Bank
Vernon Township	Wharton Borough	Warren Cty Bd of Freeholders
Many Private Estates, Attorneys, Accountants and Individuals		

EXPERIENCE:

Appraised homes, estates, multi-family properties, condominiums, shopping centers, office buildings, restaurants, mixed use properties, industrial properties, special purpose properties, and all types of vacant land, in Bergen, Essex, Hunterdon, Morris, Passaic, Somerset, Sussex, and Warren Counties in New Jersey



**Robert G. Schwarz, MAI**

ASSUMPTIONS & LIMITING CONDITIONS

It is assumed that title to the property is good and marketable. No survey has been made and the value estimate is given without regard to question of title, boundaries, encumbrances or encroachments. No responsibility is assumed for matters of a legal nature.

The appraiser herein, by reason of this appraisal, shall not be required to give testimony or to appear in court or at any hearing with regard to the property in question without special financial arrangements having been completed.

The by-laws and Regulations of the professional appraisal organizations with which the Appraiser is affiliated govern disclosure of the contents of the appraisal.

As required by the New Jersey State Board of Real Estate Appraisers, the Appraisal Institute and by applicable law, this appraisal has been made in accordance with the Uniform Standards of Professional Practice (USPAP) as promulgated by the Appraisal Foundation and as required by Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA).

However, the "Departure Provisions" of the USPAP are invoked herein where the requirements of USPAP are non-applicable; such as, the requirements for the Cost Approach to Value and the Income Approach to Value techniques and the analyses in cases involving the appraisal of vacant land. Also, The "Departure Provisions" are invoked and the USPAP not applicable in cases where government agencies; such as, the New Jersey Department of Transportation, the New Jersey Department of Environmental Protection and others have their own formats, procedural handbooks and content requirements, as well as the appraisal content requirements set forth in the URAR formats approved by Fannie Mae, Freddie Mac and other federal agencies. Also, The "Departure Provisions" are invoked for cases involving the New Jersey Tax Court, County Tax Boards and other Courts in general where FIRREA is superseded by an official court jurisdiction, which wishes to consider a summary appraisal. These provisions are also invoked in cases where a client or attorney specifically requests a brief or summary type report in a non-federal related matter.

Neither all nor any part of the contents of this report, especially any conclusions as to the value, the identity of the Appraiser or the firm with which the Appraiser is connected, or any references to the professional appraisal organizations with which the Appraiser is affiliated, shall be disseminated to the public through advertising media, public relations media, new media, sales media or any other public means of communications without the prior written consent and approval of the undersigned.

Initial here \_\_\_\_\_

**Robert G. Schwarz, MAI**CERTIFICATION

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report area true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest with respect to the parties involved.
4. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within a three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report, and I have no bias with respect to the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
9. I have made a personal inspection of the property that is the subject of this report.
10. No one provided significant real property appraisal assistance to the person signing this certification, except as may be set forth in the letter of transmittal of this report.
11. I certify that the use of this report is subject to the requirements of the Appraisal Institute relating to review by duly authorized representatives.
12. As of the date of this report, I, Robert G. Schwarz, have completed the requirements under the continuing education program of the Appraisal Institute and the State of New Jersey.

---

Robert G. Schwarz, MAI  
NJ-SCGREA #42RG00017000

Initial here \_\_\_\_\_

Harry L. Schwarz & Co.

Appraisal Services Fee Schedule for: Passaic County Appraisals

<u>Service /Staff</u>	<u>Hourly Rate</u>
Appraiser - MAI, SCGREA	\$ 90.00
Appraiser - SCGREA	\$ 90.00
Research Assistant/Non-Licensed Staff Appraiser	\$ 50.00
Clerical	\$ 35.00
Cost of Add'l Appraisal Reports (per copy)	\$ 45.00
Outside Professionals	Cost + 15%
Photographs (per photograph)	\$ 1.50
Tolls, parking, photocopying, etc.	At Cost

Initial here \_\_\_\_\_

# New Jersey Realty Advisory Group, LLC

333 State Street, PO Box 807, Perth Amboy, NJ 08861  
Phone: (732) 853-0271 \* Fax: (732) 853-0273

May 18, 2015

Michael H. Glovin  
County of Passaic  
401 Grand Street  
Patterson, NJ 07505

RE: Request for Quotes for Appraisal Services for:  
459Hamburg Turnpike  
Wayne, NJ  
Block 2800, Lot 10

Dear Mr. Glovin:

In response to the request for proposals for the above captioned project, the New Jersey Realty Advisory Group, LLC would like to submit and bid for this property.

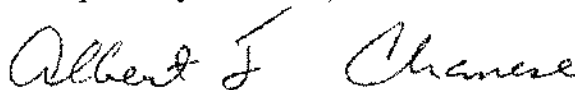
It is my understanding that we are to arrive at a market value for the parcel for potential public acquisition for the purposes of open space preservation, as well as passive and/or active recreation.

Our fee for this assignment will be \$1,500. The assignment will be completed within 21 days of the authorization to proceed. We will provide you with 3 bound copies of the report along with a PDF copy of the deliverables.

In addition, our hourly rate for pre-trial conferences of in-court appearance in the event of condemnation is \$225.

If you have any additional questions or comments, please email me or call me at (732) 853-0271.

Respectfully submitted,



Albert F. Chanese, MAI

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION FOR CHANGE ORDER #1 TO P.M. CONSTRUCTION CORP. AS IT PERTAINS TO THE REPLACEMENT OF McBRIDE AVENUE CULVERT (STRUCTURE NO. 1600-94) OVER SLIPPERY ROCK BROOK IN THE CITY OF 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20150397						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-28						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION FOR CHANGE ORDER #1 TO P.M. CONSTRUCTION CORP. AS IT PERTAINS TO THE REPLACEMENT OF McBRIDE AVENUE CULVERT (STRUCTURE NO. 1600-94) OVER SLIPPERY ROCK BROOK IN THE CITY OF PATERSON, NEW JERSEY**

**WHEREAS** a contract was awarded to P.M. Construction Corp. for the project known as the Replacement of McBride Avenue Culvert (Structure No. 1600-94) over Slippery Rock Brook in the City of Paterson, NJ; and

**WHEREAS** it is now necessary that a change order be made reflecting a net deduction of work item quantities required to complete the Project; and

**WHEREAS** this matter was discussed and reviewed by members of the Freeholder Public Works and Buildings & Grounds Committee at the meeting of June 1, 2015 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 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 June 3, 2015 and attached hereto, be and the same is hereby approved:

**CHANGE ORDER NO. 1**

**DESCRIPTION AND VALUE OF CHANGE**

See letter June 3, 2015 attached hereto

Deduction                      \$ 23,788.00

## REASON FOR CHANGE

See letter June 3, 2015 attached hereto

## 1. STATEMENT OF CONTRACT AMOUNT

Original Contract Amount		\$1,434,204.00
Previous Additions		-0-
Total		1,434,204.00
Previous Deductions		-0-
Net Prior to This Change		1,434,204.00
Amount of This Change	Deduct	23,788.00
Contract Amount to Date		1,410,416.00

June 9, 2015



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 3, 2014

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

RE: Replacement of McBride Avenue Culvert (Structure No. 1600-094)  
Over Slippery Rock Brook  
City of Paterson, Passaic County  
CHANGE ORDER #1

Members of the Board:

Attached for your Approval is Change Order #1 to be issued to the Contractor, reflecting a net deduction of work item quantities required to complete this Project.

The work involves:

1. *Item No. 1 – Performance Bond and Payment Bond:* The Contractor's paid premium for the performance and payment bond was less than the bid amount. This resulted in a decrease of the quantity of the pay item Performance Bond and Payment Bond.
2. *Item No. 15 – Temporary Crash Cushion, Internal Barrier System, 8 Modules (If and Where Directed):* The Temporary Crash Cushion, Internal Barrier System, 8 Modules was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Temporary Crash Cushion, Internal Barrier System, 8 Modules (If and Where Directed).
3. *Item No. 16 – Flashing Arrow Board, 2'x4' (If and Where Directed):* The Flashing Arrow Board, 2'x4' was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Flashing Arrow Board, 2'x4' (If and Where Directed).
4. *Item No. 17 – Portable Variable Message Sign (If and Where Directed):* The Portable Variable Message Sign was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Portable Variable Message Sign (If and Where Directed).

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150397



5. *Item No. 18 – Removable Black Line Masking Tape, 4” (If and Where Directed):* The Removable Black Line Masking Tape, 4” was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Removable Black Line Masking Tape, 4” (If and Where Directed).
6. *Item No. 19 – Temporary Pavement Marking Tape, 4” (If and Where Directed):* The Temporary Pavement Marking Tape, 4” was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Temporary Pavement Marking Tape, 4” (If and Where Directed).
7. *Item No. 22 – Pedestrian Traffic Access:* The Pedestrian Traffic Access was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Pedestrian Traffic Access.
8. *Item No. 62 – Concrete Headwall:* Due to field adjustments, a smaller quantity was required for the project. This resulted in a decrease in the quantity of the pay item Concrete Headwall.
9. *Item No. 63 – Concrete Pedestal:* Due to field adjustments, a smaller quantity was required for the project. This resulted in a decrease in the quantity of the pay item Concrete Pedestal.
10. *Item No. 27 – Excavation, Test Pits (If and Where Directed):* During construction, additional test pits were required to perform the work. This resulted in an increase in the quantity of the pay item Excavation, Test Pits (If and Where Directed).
11. *Item No. 29 – Hot Mix Asphalt Milling, 3” or Less:* Field adjustments required to increase the limits of the milling. This resulted in an increase in the quantity of the pay item Hot Mix Asphalt Milling, 3” or Less.
12. *Item No. 48 – 24” Ductile Iron Sewer Pipe (If and Where Directed):* Due to unforeseen field conditions, additional length of ductile iron sewer pipe was required. This resulted in an increase of the quantity of the pay item 24” Ductile Iron Sewer Pipe (If and Where Directed).
13. *Item No. SA-1 Drill Rebar into Rock for East Culvert Footing:* Due to unforeseen field conditions, rebar was required to be drilled in the rock for the east culvert footing. This resulted in the establishing the pay item Drill Rebar into Rock for East Culvert Footing.
14. *Item No. SA-2 – Miscellaneous Concrete, Class ‘B’:* Due to unforeseen field conditions, miscellaneous concrete was required for the project. This resulted in the establishing the pay item Miscellaneous Concrete, Class ‘B’.

Board of Chosen Freeholders  
June 3, 2014  
Page 3 of 3

15. *Item No. SA-3 – Manholes*: Due to unforeseen field conditions, two manholes were required to be installed in the project limits. This resulted in the establishing the pay item Manholes.

The total net change order is a decrease of \$23,788.00.

The above-mentioned Change Order was reviewed and recommended for Approval by the Public Works and Buildings & Grounds Committee at their meeting of June 1, 2014.

Therefore, I recommend the Board of Chosen Freeholders ADOPT the necessary RESOLUTION to APPROVE this issue CHANGE ORDER #1 to the Contractor, P.M. Construction Corp. of Hillside, New Jersey in the amount of \$23,788.00 (Twenty Three Thousand Seven Hundred Eighty Eight Dollars and Zero Cents), which results in a *decrease* to the adjusted Contract amount. The total contract amount up and including Change Order #1 is \$1,410,416.00.

Very truly yours,



Steven J. Edmond, P.E.  
County Engineer

Attachment

JCP

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

K:\Users\jonathan\_p\Paterson\McBride\Construction\Change Orders\CO#1 - BCF\_2015\_06\_03.doc

## COUNTY OF PASSAIC

ENGINEERING DIVISION  
401 GRANT STREET  
PATERSON, NEW JERSEY 07505

CHANGE ORDER No. 1

DATE: 5/28/2015

PROJECT TITLE: Replacement of McBride Avenue Culvert (Structure No. 1600-94)  
LOCATION: McBride Avenue over Slippery Rock Brook, City of Paterson  
DATE OF CONTRACT: August 2014  
OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
CONTRACTOR: P.M. Construction Corp  
1310 Central Avenue, Hillside, NJ 07205

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 - QUANTITIES OF CONTRACT PAY ITEMS</u>					
1	Performance Bond and Payment Bond	0.109096	L.S.	\$17,205.00	\$1,877.00
15	Temporary Crash Cushion. Internal Barrier System, 8 Modules (If and Where Directed)	2	UNIT	\$1,800.00	\$3,600.00
16	Flashing Arrow Board. 2'x4' (If and Where Directed)	2	UNIT	\$2,600.00	\$5,200.00
17	Portable Variable Message Sign (If and Where Directed)	2	UNIT	\$7,000.00	\$14,000.00
18	Removable Black Line Masking Tape, 4" (If and Where Directed)	2,000	LF	\$2.25	\$4,500.00
19	Temporary Pavement Marking Tape, 4" (If and Where Directed)	5,500	LF	\$2.25	\$12,375.00
22	Pedestrian Traffic Access	1	LS	\$7,500.00	\$7,500.00
62	Concrete Headwall	5.3	CY	\$1,750.00	\$9,275.00
63	Concrete Pedestal	16.9	CY	\$975.00	\$16,477.50
TOTAL DEDUCTIONS					(\$74,804.50)
<u>ADDITIONS - QUANTITIES OF CONTRACT PAY ITEMS</u>					
27	Excavation, Test Pits (If and Where Directed)	4	UNIT	\$750.00	\$3,000.00
29	Hot Mix Asphalt Milling, 3" or Less	347	SY	\$27.00	\$9,369.00
48	24" Ductile Iron Sewer Pipe (If and Where Directed)	18.1	L.F.	\$375.00	\$6,787.50
<u>SUPPLEMENTAL PAY ITEMS</u>					
SA-1	Drill Rebar into Rock for East Culvert Footing	1	LS	\$2,700.00	\$2,700.00
SA-2	Miscellaneous Concrete, Class 'B'	35	CY	\$460.00	\$16,100.00
SA-3	Manholes	2	UNIT	\$6,530.00	\$13,060.00
TOTAL ADDITIONS					\$51,016.50
NET CHANGE ORDER (DEDUCTION)					(\$23,788.00)

1. DESCRIPTION AND VALUE OF CHANGE (Con't)

SUBTRACT TO THE AMOUNT OF CONTRACT.....	(\$23,788.00)
ORIGINAL TIME FOR COMPLETION.....	June 6, 2015
ADD TO OR DEDUCT FROM - THE PRESENT CONTRACT TIME..	None
NEW DATE FOR SUBSTANTIAL COMPLETION IS.....	June 6, 2015

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150397

## COUNTY OF PASSAIC

ENGINEERING DIVISION  
401 GRAND STREET  
PATTERSON, NEW JERSEY 07505

CHANGE ORDER No. 1

DATE: 5/28/2015

PROJECT TITLE: Replacement of McBride Avenue Culvert (Structure No. 1600-94)  
LOCATION: McBride Avenue over Slippery Rock Brook, City of Paterson  
DATE OF CONTRACT: August 2014  
OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
CONTRACTOR: P.M. Construction Corp  
1310 Central Avenue, Hillside, NJ 07205

**2. REASON FOR CHANGE**

*Item No. 1 - Performance Bond and Payment Bond:* The Contractor's paid premium for the performance and payment bond was less than the bid amount. This resulted in a decrease of the quantity of the pay item Performance Bond and Payment Bond

*Item No. 15 - Temporary Crash Cushion, Internal Barrier System, 8 Modules (If and Where Directed):* The Temporary Crash Cushion, Internal Barrier System, 8 Modules was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Temporary Crash Cushion, Internal Barrier System, 8 Modules (If and Where Directed).

*Item No. 16 - Flashing Arrow Board, 2'x4' (If and Where Directed):* The Flashing Arrow Board, 2'x4' was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Flashing Arrow Board, 2'x4' (If and Where Directed)

*Item No. 17 - Portable Variable Message Sign (If and Where Directed):* The Portable Variable Message Sign was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Portable Variable Message Sign (If and Where Directed).

*Item No. 18 - Removable Black Line Masking Tape, 4" (If and Where Directed):* The Removable Black Line Masking Tape, 4" was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Removable Black Line Masking Tape, 4" (If and Where Directed).

*Item No. 19 - Temporary Pavement Marking Tape, 4" (If and Where Directed):* The Temporary Pavement Marking Tape, 4" was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Temporary Pavement Marking Tape, 4" (If and Where Directed).

*Item No. 22 - Pedestrian Traffic Access:* The Pedestrian Traffic Access was ultimately not required for this project. This resulted in a decrease of the quantity of the pay item Pedestrian Traffic Access.

*Item No. 62 - Concrete Headwall:* Due to field adjustments, a smaller quantity was required for the project. This resulted in a decrease in the quantity of the pay item Concrete Headwall.

*Item No. 63 - Concrete Pedestal:* Due to field adjustments, a smaller quantity was required for the project. This resulted in a decrease in the quantity of the pay item Concrete Pedestal.

*Item No. 27 - Excavation, Test Pits (If and Where Directed):* During construction, additional test pits were required to perform the work. This resulted in an increase in the quantity of the pay item Excavation, Test Pits (If and Where Directed)

*Item No. 29 - Hot Mix Asphalt Milling, 3" or Less:* Field adjustments required to increase the limits of the milling. This resulted in an increase in the quantity of the pay item Hot Mix Asphalt Milling, 3" or Less.

*Item No. 48 - 24" Ductile Iron Sewer Pipe (If and Where Directed):* Due to unforeseen field conditions, additional length of ductile iron sewer pipe was required. This resulted in an increase of the quantity of the pay item 24" Ductile Iron Sewer Pipe (If and Where Directed).

*Item No. SA-1 Drill Rebar into Rock for East Culvert Footing:* Due to unforeseen field conditions, rebar was required to be drilled in the rock for the east culvert footing. This resulted in the establishing the pay item Drill Rebar into Rock for East Culvert Footing.

*Item No. SA-2 - Miscellaneous Concrete, Class 'B':* Due to unforeseen field conditions, miscellaneous concrete was required for the project. This resulted in the establishing the pay item Miscellaneous Concrete, Class 'B'.

Introduced on: SA-3 - June 9, 2015 Due to unforeseen field conditions, two manholes were required to be installed in the project  
Adopted on: This resulted in establishing the pay item Manholes.  
Official Resolution#: R20150397

COUNTY OF PASSAIC

ENGINEERING DIVISION  
 40. GRAND STREET  
 PATERSON, NEW JERSEY 07655

CHANGE ORDER No. 1

DATE: 5/28/2015

PROJECT TITLE: Replacement of McBride Avenue Culvert (Structure No. 1600-94)  
 LOCATION: McBride Avenue over Slippery Rock Brook, City of Paterson  
 DATE OF CONTRACT: August 2014  
 OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
 CONTRACTOR: P.M. Construction Corp  
1310 Central Avenue, Hillside, NJ 07205

3. STATEMENT OF CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT.....	\$1,434,204.00
PREVIOUS ADDITIONS.....	\$0.00
TOTAL.....	\$1,434,204.00
PREVIOUS DEDUCTIONS.....	\$0.00
NET PRIOR TO THIS CHANGE.....	\$1,434,204.00
AMOUNT OF THIS CHANGE..... DEDUCT.....	(\$23,788.00)
CONTRACT AMOUNT TO DATE.....	\$1,410,416.00

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.

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 P.M. Construction Corp.

SIGNATURE  DATE 05/03/2015

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 Project Inspector)

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

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

ACCEPTED BY: BOARD OF CHOSEN FREEHOLDERS OF PASSAIC COUNTY

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
Hector C. Lora, Freeholder - Director

Introduced on: **June 9, 2015**  
 Adopted on: **June 9, 2015**  
 Official Resolution#: **R20150397**

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND THE METROPOLITAN MUSEUM OF ART FOR THE PURCHASE OF AN 18TH CENTURY JACOBAN CUPBOARD PRESENTLY BEING STORED AT THE PLANTATION HOUSE, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20150398						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-29						
CAF #	T-16-56-850-003-DPM						
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING AGREEMENT BY AND BETWEEN  
THE COUNTY OF PASSAIC AND THE METROPOLITAN  
MUSEUM OF ART FOR THE PURCHASE OF AN 18<sup>TH</sup> CENTURY  
JACOBAN CUPBOARD PRESENTLY BEING STORED AT THE  
PLANTATION HOUSE**

**WHEREAS** the Passaic County Department of Parks owns the Dey Mansion in the Township of Wayne, the former headquarters of George Washington during a portion of the American Revolutionary War in 1780, which houses a collection of 18<sup>th</sup> and 19<sup>th</sup> century artifacts; and

**WHEREAS** several of the artifacts on display at the Mansion are actually owned by the Metropolitan Museum of Art on Fifth Avenue in New York City and are being displayed on a long-term loan basis; and

**WHEREAS** by Resolution R-12-689 dated September 11, 2012 the Board of Chosen Freeholders of the County of Passaic authorized the purchase of 17 of the 18 artifacts that were on long-term loan to the Dey Mansion from the said Metropolitan Museum; and

**WHEREAS** the said Metropolitan Museum recently contacted the Passaic County Historian about recalling the Court Cupboard but at the same time notified the County that it was open to selling the said Cupboard to the County for the amount of \$1,000.00, which is well below the appraised value of the item, for the Dey Mansion's permanent collection; and

**WHEREAS** the Freeholder Committee for Finance and Administration at its May 27, 2015 meeting reviewed the matter and recommended that the full Board authorize the purchase

from the Passaic County Open Space Fund due to the historical nature of the artifact; 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 hereby authorizes an agreement by and between the County of Passaic and the Metropolitan Museum of Art for the purchase of an 18<sup>th</sup> Century Jacobean Cupboard in the amount of \$1,000.00, which has been on a long-term loan at the Dey Mansion in Wayne, New Jersey and presently being stored at the Plantation House.

**BE IT FURTHER RESOLVED** that the Director and Clerk to the Board as well as the County Counsel be authorized to execute the agreement on behalf of the County of Passaic.

June 9, 2015



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 1,000.00

APPROPRIATION: T-16-56-850-003-DPM

PURPOSE: Resolution authorizing agreement with the  
Metropolitan Museum of Art.



Richard Cabill, Chief Financial Officer

DATED: June 9, 2015

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING A SECOND AMENDMENT TO THE CONTRACT FOR RICHARD GRUBB & ASSOCIATES, INC. AS IT CONCERNS THE RESTORATION AND RENOVATION OF THE DEY MANSION – PHASE II ARCHAEOLOGICAL SURVEY - 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20150399						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-30						
CAF #	C-04-55-102-000-902						
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING A SECOND AMENDMENT TO  
THE CONTRACT FOR RICHARD GRUBB & ASSOCIATES, INC.  
AS IT CONCERNS THE RESTORATION AND RENOVATION OF  
THE DEY MANSION – PHASE II ARCHAEOLOGICAL SURVEY -  
IN THE TOWNSHIP OF WAYNE, NEW JERSEY**

**WHEREAS** a professional archaeological/engineering consultant services contract was awarded to Richard Grubb & Associates, Inc. in the amount of \$27,896.00 as it concerns the Restoration and Rehabilitation of Dey Mansion – Phase II Archaeological Survey – at 199 Totowa Road in Wayne, New Jersey by Resolution R-12-580 dated July 17, 2012; and

**WHEREAS** a contract modification was given to said Richard Grubb & Associates, Inc. in the amount of \$36,753.00 by Resolution R-12-1040 dated December 28, 2012; and

**WHEREAS** Richard Grubb & Associates has been notified by the New Jersey Historic Preservation Office that during a recent review letter that the County was being requested to perform additional archaeological monitoring during the installation of a new perimeter French drain on the Mansion; and

**WHEREAS** the Passaic County Engineer by letter dated June 1, 2015 is recommending that said Richard Grubb & Associates, Inc., the archaeological/engineering consultant, be awarded a contract modification to perform these additional monitoring services in the amount of \$11,120.00 pursuant to its proposal dated May 11, 2015 (copy of letter and proposal attached hereto and made a part hereof);

**WHEREAS** said Richard Grubb & Associates, Inc. was one of the professional consultants qualified as a pool engineer by Resolution R-12-70 dated February 7, 2012 as a result of a fair and open process as permitted by the Pay-to-Play Law (N.J.S.A. 19:44A-20.4 et seq.); and

**WHEREAS** the matter was reviewed by the members of the Freeholder Committee for Public Works and Buildings & Grounds at their meeting on June 1, 2015 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 second amendment to the original professional engineering consulting services contract for Richard Grubb & Associates, Inc. for the Restoration and Renovation of the Dey Mansion – Phase II Archaeological Survey - in the Township of Wayne, New Jersey for additional work outside the original scope of the project as set forth above and in its May 11, 2015 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.

June 9, 2015

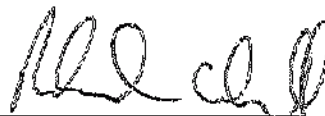
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 11,120.00

APPROPRIATION: C-04-55-102-000-902

PURPOSE: Resolution authorizing a second contract amendment to Richard Grubb & Associates, Inc. to perform additional services.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 1, 2015

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

PROJECT: Archaeological Monitoring, Restoration and Rehabilitation of the Dey Mansion  
199 Totowa Road Wayne Township  
Passaic County New Jersey  
**AWARD OF CONTRACT- Richard Grubb and Associates**

Members of the Board:

Richard Grubb & Associates has been notified by New Jersey Historic Preservation Office in a review letter dated August 20, 2013, the New Jersey Historic Preservation Office (HPO) requested archaeological monitoring for the installation of the perimeter drain ("French Drain") along the northern wall of Dey Mansion. Richard Grubb has provided a proposal to perform this additional work in the amount of \$11,120.00. Copy of this proposal is attached.

The above referenced matter was discussed at the Public Works Committee meeting of June 1, 2015. 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 awarding a contract to Richard Grubb and Associates in the amount of \$11,120.00 for archeological monitoring related to current construction at the Dey Mansion, subject to the availability of funds.

Very truly yours,

Steven J. Edmond, P.E.  
County Engineer

/AET

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

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150399



## HEADQUARTERS

259 Prospect Plains Road | Building D | Cranbury, New Jersey 08512 | 609-655-0692

May 11, 2015

Andrew Thompson, AIA, LEED AP BD+C  
 Passaic County Architect  
 401 Grand Street, Room 524  
 Paterson, New Jersey 07505-2023

VIA E-MAIL: [andrewt@passaiccountynj.org](mailto:andrewt@passaiccountynj.org)

Re: Archaeological Monitoring, Restoration and Rehabilitation of the Dey Mansion, 199 Totowa Road, Wayne Township, Passaic County, New Jersey

Dear Mr. Thompson:

Richard Grubb & Associates (RGA) is pleased to submit this proposal for archaeological monitoring associated with the Dey Mansion restoration and rehabilitation project. The project is being funded by a grant from the New Jersey Historic Trust (NJHT). The Dey Mansion was listed on the State and National Registers of Historic Places in 1970 (NR: 12/18/1970; SR: 9/11/1970). In a review letter dated August 20, 2013, the New Jersey Historic Preservation Office (HPO) requested archaeological monitoring for the installation of the perimeter drain ("French Drain") along the northern wall of Dey Mansion. Archaeological monitoring work will be performed as outlined in Specifications Section 013513.22: "Archeological Resource Monitoring and Identification". The archaeologist overseeing this work will meet the National Park Service standards of 36 CFR Part 61.

Based on email correspondence with Steve Edmond on March 20, 2014, it is assumed that the excavations for the installation of the drain will be accomplished in two (2) days. A daily rate is included should any finds warranting further study are identified or construction work takes longer than anticipated.

The following tasks will be accomplished as part of the archaeological monitoring:

- Attendance at a pre-construction meeting (for the perimeter drain) and coordination with the HPO, as necessary.
- Preparation of a brief archaeological monitoring plan for approval of the HPO and NJHT prior to construction of the perimeter drain along the northern wall.
- Archaeological monitoring during construction and installation of the perimeter drain to document stratigraphy, investigate artifact deposits, and identify cultural features. Stratigraphic profiles exposed will be documented using field notes and digital photography. Should cultural features be exposed, documentation will be completed as outlined in the Section 013513.22 of the specifications. Archaeological sampling may be required. Recovered artifacts will be placed in polyethylene bags with an accompanying tag that lists the appropriate provenience information.

ADDITIONAL OFFICES | Florida | Pennsylvania | Maryland | Ohio

Richard Grubb & Associates, Inc. | www.rgaincorporated.com | mail@rgaincorporated.com  
 Adopted on: June 9, 2015

© 2015 Richard Grubb &amp; Associates, Inc.

Archaeological Monitoring, Dey Mansion  
Perimeter Drain Installation, Northern Wall  
May 11, 2015  
Page 2

- The processing and cataloging of recovered artifacts. An artifact inventory will be prepared.
- Preparation of an updated archaeological site form.
- Preparation of a brief report detailing the results of the archaeological monitoring.

### Cost Estimates

The lump sum cost for archaeological monitoring, artifact analysis and report preparation will be \$11,120.00, including expenses. This cost includes two days of archaeological monitoring by two archaeologists and anticipates the recovery of up to 200 artifacts. The services of two research assistants are also included for two days should any archaeological resources be identified that require excavation.

Should archaeological monitoring exceed the number of days listed above, a daily rate of \$881.00, will apply. The daily rate includes the services of one archaeologist. The fieldwork assumes an 8-hour workday and that evening and weekend monitoring will not be necessary.

### Assumptions

It is assumed that if archaeological resources (i.e. cultural features) are identified during construction, brief work stoppages may be necessary to document and assess the significance of the resource(s). Based on the results of previous archaeological work, it is anticipated that builder's trenches, midden deposits, posts, pits, and other cultural remains dating from the eighteenth to the mid-nineteenth century could be identified during the course of monitoring.

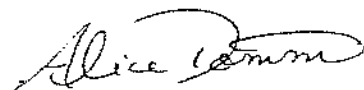
The specifications indicate that the archaeological monitors will be notified of construction work in the north wall perimeter drain area. The specifications require at least a week's notice prior to archaeological monitoring activities. It is assumed that artifact work in accordance with 36 CFR Part 79 will not be required. Upon submission and approval of the draft report, RGA will submit the artifacts to Dey Mansion for permanent storage.

### Deliverables

One (1) copy of the draft report will be submitted to Passaic County for review and comment. Upon receipt of all comments, two (2) copies of the final report, one (1) with digital photographs on a CD for submittal to the HPO, will be produced. The draft report will be completed within approximately sixty (60) days of the completion of archaeological monitoring.

Please contact Michael Gall at 609-655-0692, ext. 318, or Paul McEachen at ext. 309 if you have any questions. RGA looks forward to continuing to work for Passaic County on this project.

Very truly yours,



Alice Domm  
Chief Executive Officer

AD:pm



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING A NEGOTIATED PRICE FOR PROPERTY LOCATED AT 29 & 33 LINCOLN BOULEVARD, LINCOLN PARK, NJ AS IT RELATES TO THE COMPLETION OF THE REPLACEMENT OF TWO BRIDGES ROAD OVER THE POMPTON RIVER & WEST BELT EXTENSION IN THE TOWNSHIPS OF WAYNE AND FAIRFIELD AND THE BOROUGH OF LINCOLN 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150400</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-31						
CAF #	C0455107110 901						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING A NEGOTIATED PRICE FOR PROPERTY LOCATED AT 29 & 33 LINCOLN BOULEVARD, LINCOLN PARK, NJ AS IT RELATES TO THE COMPLETION OF THE REPLACEMENT OF TWO BRIDGES ROAD OVER THE POMPTON RIVER & WEST BELT EXTENSION IN THE TOWNSHIPS OF WAYNE AND FAIRFIELD AND THE BOROUGH OF LINCOLN PARK, NJ**

**WHEREAS** the County of Passaic is undertaking a Project known as the Replacement of the Two Bridges Road Bridge over the Pompton River and West Belt Extension in the Townships of Wayne (Passaic County) and Fairfield (Essex County) and the Borough of Lincoln Park (Morris County); and

**WHEREAS** this project, which involves a bridge owned jointly by the County of Morris and County of Passaic, has qualified for Federal Aid through the New Jersey Department of Transportation; and

**WHEREAS** the Passaic County Engineer has identified that one of the properties that is going to be needed in connection with the Project is the parcel at 29 and 33 Lincoln Boulevard in the Borough of Lincoln Park in Morris County; and

**WHEREAS** the owner of the property, Eugene Paroczay, who learned during the appraisal process of the need for his property, recently had the tenant who leased the house on the parcel move out; and

**WHEREAS** Mr. Paroczay, believing that the purchase of his property was imminent, offered to refrain from releasing the house as long as the County of Passaic agreed to pay the prior rental at the rate of \$1,500 per month plus the cost of utilities; and

**WHEREAS** since the County of Passaic would have to do a

33 Lincoln Boulevard in Lincoln Park, the Office of the Passaic County Counsel recommended that the County of Passaic, as part of the Project, pay the requested rent plus the actual costs of utilities for the months of January, February, March and April 2015 after which time, hopefully, the County would be in a position to make an offer to purchase the entire property; and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic by Resolution R-2015-176 dated March 10, 2015 authorized the payment of the rent for the months of January, February, March and April 2015 plus utilities in order for the appraisal process to be completed; and

**WHEREAS** Value Research Group, LLC of 301 South Livingston Avenue, Suite 104, Livingston, New Jersey completed its appraisal report dated December 17, 2014 which has, in conformity with federal aid guidelines, been approved for the property at 29 & 33 Lincoln Boulevard, Lincoln Park, New Jersey in the amount of \$270,000.00; 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 necessary real property acquisitions through bona fide negotiation with the affected property owner; and

**WHEREAS** the said Board by Resolution R-2015-0256 dated April 14, 2015 authorized the Office of the Passaic County Counsel to make an offer of purchase and sale to the record title holders of the property, Ernest and Eugene Paroczay; and

**WHEREAS** after negotiation the owners of the property agreed to accept the sum of \$295,000.00 for the property plus the

**WHEREAS** the negotiated price was reviewed by the members of the Freeholder Committee for Public Works and Buildings & Grounds at its June 1, 2015 meeting at which time it was recommended that it be approved by the entire Board; and

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

**NOW THEREFORE BE IT FURTHER RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the negotiated price of \$295,000.00 plus the rent for the month of May 2015 in the amount of \$1,500.00 for the property at 29 & 33 Lincoln Boulevard (Block 104, Lot 1) in Lincoln Park, New Jersey in connection with the Project known as Two Bridges Road over the Pompton River & West Belt Parkway Between the Townships of Wayne and Fairfield and the Borough of Lincoln Park, NJ as more particularly described above.

**BE IT FURTHER RESOLVED** that the Director and Clerk to the Board be authorized to execute a revised Contract of Purchase pursuant to the above-mentioned terms and conditions.

June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 296,500.00

APPROPRIATION: C-04-55-107-110-901

PURPOSE: Resolution authorizing a negotiated price for property located at 29 & 33 Lincoln Boulevard, Lincoln Park, NJ and rental payment.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION TO AMEND CONTRACT FOR T&M ASSOCIATES AS IT CONCERNS THE WEASEL BROOK PARK IMPROVEMENTS 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150401</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-32						
CAF #	C-04-55-119-001-920						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION TO AMEND CONTRACT FOR T&M ASSOCIATES  
AS IT CONCERNS THE WEASEL BROOK PARK  
IMPROVEMENTS IN THE CITY OF CLIFTON, NEW JERSEY**

**WHEREAS** a professional engineering consultant services contract was awarded to T&M Associates by Resolution R-2013-427 dated June 25, 2013 as it concerns the Weasel Brook Park Improvements in the City of Clifton, New Jersey; and

**WHEREAS** as part of the consultant services for the above referenced project, T&M Associates has submitted a request for additional work via e-mail which is detailed in their May 20, 2015 proposal in the amount of \$5,000.00 to perform a preliminary environmental assessment report; and

**WHEREAS** the Passaic County Engineer by letter dated June 4, 2015 is recommending that said T&M Associates be awarded a contract modification to perform these additional engineering services for an amount of \$5,000.00 pursuant to its proposal dated May 20, 2015 (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 June 1, 2015 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 an amendment to the original professional engineering

engineering services for the Weasel Brook Park Improvements in the City of Clifton, NJ for additional work outside the original scope of the project as set forth above and in its additional 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.

June 9, 2015



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 5,000.00

APPROPRIATION: C-04-55-119-001-920

PURPOSE: Resolution to amend contract for T&M Associates as it concerns the Weasel Brook Park Improvements in the city of Clifton, NJ.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 4, 2015

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

PROJECT: Weasel Brook Park Improvements  
City of Clifton, Passaic County  
**Contract Modification #1 – T&M Associates**

Members of the Board:

T&M Associates has submitted a request for additional work needed for the Weasel Brook Park Improvements project in the City of Clifton in the amount of \$5,000.00. This work includes preparation, performing, and submitting a Preliminary Assessment Report of the project site to be compliant with the funding requirements of the Green Acres Program. Copy of this proposal dated May 20, 2015 is attached.

The above-mentioned matter was discussed at the Public Works Committee meeting of June 1, 2015 and a contract modification to T&M Associates 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 for design services to T&M Associates in the amount of \$5,000.00 for additional work for Weasel Brook Park Improvements 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,

Steven J. Edmond, P.E.  
County Engineer

/jcp

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

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150401

\\jsers\jonathan.m\proposals\Weasel Brook Improvements\BCF\_Contract Modification\_2015\_06\_04.doc



YOUR GIRLS. OUR MISSION.

PASCOH-15002

May 20, 2015

VIA EMAIL

Jonathan Pera, P.E.  
Principal Engineer  
Passaic County Engineering Department  
401 Grand Street, Room 524  
Paterson, New Jersey 07505-2023

Re: Proposal for Professional Services  
Preliminary Assessment Per Green Acres Program Regulation (NJAC 7:26E)  
Improvements to Weasel Brook Park

Dear Mr. Pera:

T&M Associates (T&M) is pleased to submit this scope and budget for the preparation and submittal of a Green Acres Program compliant Preliminary Assessment (PA) for the project referenced above (the Park Site). T&M acknowledges that the scope and area of improvements to the Park Site for this current Green Acres funded project are limited to the westerly portion of the Site including the Pond and softball field area. However, this PA will encompass the entire Park in order to ensure compliance with the Green Acres Program requirements. If during the course of this project, Green Acres confirms that the PA area should be limited to the area of improvements, T&M will adjust scope and area accordingly.

#### **Green Acres Preliminary Assessment (PA) Scope of Work**

As required by the Green Acres Program, the PA will be completed in accordance with the NJDEP 7:26E-3.1-3.2 *Preliminary Assessment Report* procedure as presented by the NJDEP's *Technical Requirements for Site Remediation* (last amended July 2013). The purpose of the PA is to determine if contaminants are or were present at the Site; or have migrated to or are migrating from the Site due to the presence of any potentially contaminated areas of concern (AOCs).

AOCs are defined at N.J.A.C. 7:26E-1.8 as,

"...any existing or former distinct location or environmental medium where any hazardous substance, hazardous waste, or pollutant is known or suspected to have been discharged, generated, manufactured, refined, transported, stored, handled, treated or disposed, or where any hazardous substance, hazardous waste, or pollutant has or may have migrated..."

A summary of the PA scope of work and components as presented by the Green Acres Program is as follows:

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150401



PASCOH-15002

May 20, 2015

**Le:** Jonathan Pera, P.E., Principal Engineer  
Passaic County Engineering Department

Page 2

**Re:** Proposal for Professional Services  
Preliminary Assessment Per Green Acres Program Regulation (NJAC 7:26E)  
Improvements to Weasel Brook Park

- Present a Site history of ownership and operations of the Site from the time the property was naturally vegetated without limitation, or as early as possible based on available historical resources;
- Present a brief description of any past industrial/commercial operations conducted on the Site by each owner and operator;
- List all raw materials, finished products, formulations and hazardous substances, hazardous wastes and pollutants which are or were present at the Site, including intermediates and by-products;
- Present and past production processes, including dates and their respective water uses, including ultimate and potential discharge and disposal points, and how and where materials are or were received on-Site;
- List all former and current containers, container or bulk storage areas, above and below ground tanks, above and below ground waste and product delivery lines, surface impoundments, landfills, septic systems and other structures, vessels, conveyances or units that contain or previously contained hazardous substances, hazardous waste, and pollutants;
- Present an interpretation of the aerial photographic history of the Site based on available current and historical color, black and white and infrared aerial photographs (scale 1:18,000 or less) of the Site and surrounding area at a frequency which provides a historical perspective of Site activities. Evaluate the photographic history back to 1932 or earliest photograph available;
- Identify any data or information concerning known discharges that have occurred on the Site;
- Identify remediation activities previously conducted or currently underway at the Site including dates of discharges, remedial actions, and all existing sampling data concerning contaminants at the Site. If a government agency was involved, the name of the lead government agency, case identification number, and current case status;
- Identify all remedies previously approved by the NJDEP in a remedial action workplan or equivalent document to determine if remedy remains protective of public health, safety and the environment;
- Identify all existing environmental sampling data concerning contaminants at the Site;
- Identify any known changes in Site conditions or new information developed since completion of previous sampling or remediation;
- Identify all Federal, state and local environmental permits including permits for all previous and current owners or operators, applied for or received, or both, for the Site;
- Identify all administrative, civil, or criminal enforcement actions for alleged violations of environmental laws concerning the Site;
- Identify all areas where non-indigenous fill materials were used to replace soil or raise the topographic elevation of the Site, including the dates of emplacement;



PASCOH-15002  
May 20, 2015

Le: Jonathan Pera, P.E., Principal Engineer  
Passaic County Engineering Department

Page 3

Re: Proposal for Professional Services  
Preliminary Assessment Per Green Acres Program Regulation (NJAC 7:26E)  
Improvements to Weasel Brook Park

- Identify all waste disposal records for any on-Site landfill that describes the nature, quantity, location and date of the placement in the landfill. Include waste disposal records for all wastes, drums tanks, pressurized gas cylinders and all hazardous wastes;
- Identify all permit requirements pursuant to a Solid Waste Operating Permit, or Disruption and Closure Permit granted pursuant to NJAC 7:26;
- Conduct a Site visit to confirm the findings of the review of historic information obtained through diligent inquiry;
- The PA report will include copies of the U.S.G.S. 7.5 minute topographic quadrangle which depicts the Site as well as an accurately scaled Site Map detailing lot and block, location of current and former buildings, fill areas, and any areas of concern identified through diligent inquiry;
- The PA report will include a *Case Inventory Document* prepared pursuant to the NJDEP guidance as well as a *Green Acres Preliminary Assessment Checklist*;
- For each AOC at the Site for which a final remediation document was filed or issued, the Preliminary Assessment Report (PAR) will include a comparison of contaminant concentrations remaining in the AOC with the NJDEP's current remediation standards;
- Prepare a PAR which presents a summary of the data and information evaluated by areas of concern (AOCs) identified during performance of the PA for the Site. As required at N.J.A.C. 7:26E-3.2(a)6, the PAR shall include "A recommendation for each area of concern identified at the Site, supported by a written rationale, that either:
  - A. Additional investigation is necessary because:
    1. The area of concern is potentially contaminated; or
    2. There is an order of magnitude change in an applicable remediation standard and the prior remediation is no longer protective of the public health and safety and the environment because it is not in compliance with the standard applicable at the time of the comparison; or
  - B. Additional remediation is not necessary because the area of concern is not suspected to contain contaminants above any applicable remediation standard or criterion.

*End of PAR scope of work*



PASCOM-15002  
May 20, 2015

Le: Jonathan Pera, P.E., Principal Engineer  
Passaic County Engineering Department

Page 4

Re: Proposal for Professional Services  
Preliminary Assessment Per Green Acres Program Regulation (NJAC 7:26E)  
Improvements to Weasel Brook Park

#### PRELIMINARY ASSESSMENT

#### CLIENT ITEMS/RESPONSIBILITIES OF PASSAIC COUNTY

It is understood that the following items, information and arrangements to be supplied and/or finalized by the Borough will be utilized in the scope of services described within this proposal:

1. The County will provide all information in its possession, custody, or control, which may relate to the Site, including survey maps or sketches illustrating the limits and legal boundaries of the Site and copies of any previous environmental assessments and Site Investigation Reports.
2. The County should provide all available recorded land title records and judicial records for environmental liens or activity and use limitations that may be in force at the Site.
3. The County will provide all information in their possession that may identify recognized environmental conditions (RECs) and/or Areas of Concern (AOCs) associated with the Site.

#### ENVIRONMENTAL DUE DILIGENCE LIMITATIONS

The scope of services for this phase of the project will be completed in compliance with the procedures referenced above. The scope of work includes the file review, historical research, and a visual reconnaissance of the Site to identify areas of concern (AOCs) at the Site in accordance with the NJDEP TRSR. The scope of services does not include the acquisition of soil and/or groundwater samples for the purpose of evaluating the potential impairment or contamination of any areas of environmental concern.



PASCOH-15002  
May 20, 2015

Le: Jonathan Pera, P.E., Principal Engineer  
Passaic County Engineering Department

Page 5

Re: Proposal for Professional Services  
Preliminary Assessment Per Green Acres Program Regulation (NJAC 7:26E)  
Improvements to Weasel Brook Park

**PAYMENT AND DELIVERY SCHEDULE**

T&M proposes to complete the PA for a not to exceed fee of \$5,000.00; to be billed in accordance with our current arrangement with the County. The typical completion period for the PA is 30-45 days. However, T&M understands that the original due date for this submittal to Green Acres may have passed, therefore the completion period for this PA will be expedited to the extent possible while maintaining compliance with the required PA procedure.

We thank you for the opportunity to submit this proposal. Please feel free to contact me directly with any questions regarding our scope, sequence or fees.

Very truly yours,

T&M ASSOCIATES

---

EVAN STONE, LLA, CPSI, ASLA  
GROUP MANAGER

---

JOSEPH S. MARTIN, CHMM  
PRINCIPAL ENVIRONMENTAL SCIENTIST

ES:JM:

H:\Pasc\#Proposals\15002\Draft Material\EIS-Weasel Brook Park Green Acres PA Proposal.docx

bcc: Timothy Kinsella  
Joseph Martin

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150401

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING AN AGREEMENT WITH ECONSULT SOLUTIONS OF PHILADELPHIA, PA FOR A COST/BENEFIT ANALYSIS AND REPORT RELATING TO THE PATERSON-HAMBURG TURNPIKE RECONSTRUCTION AND ALPS ROAD IMPROVEMENTS IN 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20150402						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-33						
CAF #	C-04-55-129-920						
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015



**RESOLUTION AUTHORIZING AN AGREEMENT WITH  
ECONSULT SOLUTIONS OF PHILADELPHIA, PA FOR A  
COST/BENEFIT ANALYSIS AND REPORT RELATING TO THE  
PATERSON-HAMBURG TURNPIKE RECONSTRUCTION AND  
ALPS ROAD IMPROVEMENTS IN WAYNE, NEW JERSEY**

**WHEREAS** there exists a need for a professional consultant as it pertains to the preparation of a Cost/Benefit Analysis that is required as part of the County of Passaic's grant application for a Transportation Investment Generating Economic Recovery Grant (TIGER) in the amount of \$20,800.00 to help fund the improvement of two sections of the Paterson-Hamburg Turnpike in Wayne, New Jersey; and

**WHEREAS** the Passaic County Engineer solicited proposals from three consultants specializing in preparing a Cost/Benefit Analysis for federal grant applications; and

**WHEREAS** the Passaic County Engineer by letter dated June 4, 2015 is recommending that Econsult Solutions, 1435 Walnut Street, Philadelphia, PA be retained to perform the needed Cost/Benefit Analysis in the amount of \$15,000.00 plus direct expenses in conformity with their May 18, 2015 proposal (copy of letter attached hereto and made a part hereof); and

**WHEREAS** this proposal is not subject to the requirements of Pay to Play Law (N.J.S.A. 19:44A-20.3 et seq.) inasmuch as the value of this contract is below the threshold set forth therein; 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 bids and the contract itself must be available for public inspection; and

**WHEREAS** the aforesaid proposal was reviewed by the Freeholder members of the Public Works and Buildings & Grounds Committee who are recommending it 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** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes a professional consulting agreement by and between the County of Passaic and Econsult Solutions of Philadelphia, PA for the preparation of a Cost/Benefit Analysis and Report in conformity with their May 18, 2015 proposal in the amount of \$15,000.00 plus direct expenses.

**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.

June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 15,000.00

APPROPRIATION: C-04-55-129-001-920

PURPOSE: Resolution authorizing an agreement with E-Consult Solutions for cost benefit analysis.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

June 4, 2015

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 Paterson Hamburg Turnpike Improvements  
ShopRite to Ratzer/Pompton Roads  
Alps Road Intersection Improvement  
Township of Wayne  
TIGER Grant – Cost/Benefit Analysis  
Award of Consulting Services – Econsult Solutions, Inc.  
Non-Fair and Non-Open Process

Members of the Board:

The County of Passaic is applying for a Transportation Investment Generating Economic Recovery (TIGER) grant for the improvement of two sections of the Paterson Hamburg Turnpike in Wayne in the amount of \$20,800,000. A requirement of the grant is for a Cost/Benefit Analysis be submitted with the application.

Three Consultants specializing in federal applications in preparing Cost/Benefit Analysis were requested to submit proposals. The results are as follows:

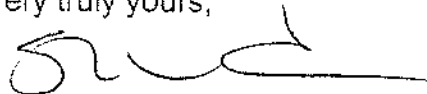
Econsult Solutions Philadelphia, PA	\$15,000.00
Triad Associates Vineland, NJ	Declined
Kimley Horn New York City, NY	Declined

The above referenced matter was discussed via e-mail with the Public Works Committee on June 1, 2015 and an award of contract to Econsult Solutions is recommended to the full Board.

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150402

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution awarding a contract to Econsult Solutions in the amount of \$15,000.00 for the TIGER Cost/Benefit Analysis for two improvement to the Paterson Hamburg Turnpike, Wayne subject to the availability of funds. A non-fair and non-open process award is required as Econsult Solutions is not on Passaic County's Qualification List of Professionals.

Very truly yours,



Steven J. Edmond, P.E.  
County Engineer

SJE:ibm  
Attachment

cc: County Administrator  
County Counsel  
Finance Director  
PWC Chair



1435 Walnut Street, Ste. 300  
Philadelphia, PA 19102  
215-717-2777  
econsultsolutions.com

Mr. Steven Edmond  
Passaic County Engineer  
Passaic County Administration Building  
401 Grand St, Room 524  
Paterson, NJ 07505

May 18, 2015

Re: *Benefit Cost Analysis of the Paterson-Hamburg Turnpike Reconstruction and Alps Road Improvements, County of Passaic, New Jersey*

Dear Mr. Edmond:

Econsult Solutions, Inc. (ESI) is pleased to submit this proposal to prepare a Benefit Cost Analysis (BCA) for the reconstruction and improvements of the Paterson-Hamburg reconstruction in the County of Passaic, New Jersey. The BCA is in support of your application in the current round of Transportation Investment Generating Economic Recovery (TIGER) funding and the BCA will conform to the requirements of the TIGER application process.

Determining the costs, benefits, and positive impacts of large infrastructure projects requires rigorous data-driven analyses. Every year, Econsult Solutions, Inc. provides applicants for the TIGER Discretionary grants with support for submitting accurate, convincing, and competitive grant applications.

We work with public agencies to help them show to what extent their project will have positive economic, transportation, social, and environmental impacts and achieve the desired outcomes of the TIGER program. Key services include:

- Cost-benefit analyses;
- Review and analysis of applications prior to submission;
- Full preparation of application package.

#### Experience

Econsult Solutions, Inc. brings a wealth of experience as transportation experts and urban economists. We clearly understand the requirements and expectations of the US Department of Transportation, and know how to present strong, solid cases to the evaluation committees.

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150402

ESI has prepared numerous BCA's in support of TIGER applications for projects in Pennsylvania, New Jersey, Connecticut and Massachusetts. ESI has prepared BCA's in successful TIGER Applications for SEPTA (GSX/ SEPTA Separation on the West Trenton Line), Philadelphia Center City District (Dilworth Plaza), Waterbury CT (Trail and Station Access), and New Haven CT (Downtown Crossing) (in conjunction with another firm).

ESI principles Richard Voith and Peter Angelides are experts in BCA, they have both taught semester long courses in BCA - Dr. Voith at the Wharton School of the University of Pennsylvania and Dr. Angelides at the University of Minnesota, and Dr. Angelides continues to teach BCA at the University of Pennsylvania's Fels Institute of Government as part of other courses.

### Project Understanding

The County of Passaic is considering significant design and infrastructure investments to reconstruct the Paterson-Hamburg Turnpike in the Township of Wayne, County of Passaic, New Jersey. The investment is intended to improve safety and traffic flow. The project potentially includes:

1. Widening of travel lanes from the current 10.5 feet to 12 to 14 foot lanes;
2. Installing a 5<sup>th</sup>, shared turn center lane to allow turning vehicles to leave the thru lanes prior to slowing and stopping in preparation for left turns across the roadway;
3. Realigning the intersection of Paterson-Hamburg Turnpike with Duncan Lane and Powers Avenue to convert the existing dog-leg intersection to a four-way intersection, reducing congestion at this dual signalized intersection;
4. Flattening the horizontal curve in the vicinity of Preakness Brook Bridge west of Shearwater Lane;
5. Upgrading and optimizing all traffic signals along the length of the project.

In addition, the County of Passaic would like to improve the Paterson-Hamburg Turnpike Intersection with Alps Road, in the Township of Wayne, County of Passaic, New Jersey. The project will extend approximately 1,700 feet along Paterson-Hamburg Turnpike and 700 feet either direction along Alps Road and Alps Road Extension, which is the busiest intersection in Wayne Township. The project will include:

1. Constructing 2 2-way jughandles to provide alternatives to prohibited left turns off of Paterson-Hamburg Turnpike.
2. Adding signals to each end of both jughandles.
3. Adding turn and thru lanes at the Alps Road approaches.
4. Widening of the Paterson Hamburg Turnpike lanes to a minimum of 12' with turn ramps into the shopping centers and jughandles.
5. Building a signal controlled center lane turn lane into the major shopping center.



### Scope and Deliverables

ESI will prepare a BCA that will delineate the set of costs and benefits associated with these projects, estimate their dollar value, and determine the benefit cost ratio. The analysis will address, but not be limited to, the following benefits:

#### *Benefits*

- Increased mobility and access to local businesses
- Improved traffic flow
- Reduced congestion associated with increased transit use
- Safety improvements for drivers, cyclists and pedestrians

#### *Costs*

- Investment required
- Other potential impact (no additional impacts known at this time)

The BCA will conform to the DOT guidelines and will include:

- Item 1: A self-contained Excel Workbook with the calculations, back-up, and tables needed for the application;
- Item 2: A short (approximately 2-page) narrative of the BCA, which your writers can adapt, expand and synch with the rest of the application; and
- Item 3: At your option, we can more fully narrate the BCA so that the text “drops in” to the application with only minor editing needed.

Note that there is no guarantee that the benefits of the project will outweigh the costs under the TIGER BCA methodology.

### Data Requirements

We will need several types of information to prepare the BCA. On the benefits side, we will need a narrative for the project, including an implementation schedule, and information on how the project affects vehicle miles traveled (VMT), reduction in congestion, the projected number of added users (pedestrians, cyclists), environmental benefits embedded in the construction of the facilities, safety improvements (how many fewer auto or pedestrian fatalities and injuries per year), and other information that quantifies, in their natural units, the benefits of the project. We also expect to visit the site to understand the project and its benefits better. On the cost side, we would need expenditures, including a breakdown between materials and labor, and an estimate of construction expenditure schedules. If there are expenditures that need to be made even if the TIGER grant is not awarded, we need information on those expenditures as well.

PASSAIC COUNTY: PATERSON-HAMBURG TURNPIKE AND ALPS ROAD – TIGER APPLICATION

We expect that much of the necessary information is contained in the material you already provided to ESI.

#### Schedule and Fees

We understand that the TIGER application process is time sensitive, with completed applications due by June 5. ESI will complete a draft BCA by May 29, 2015, assuming timely receipt of the requested information, and will submit a final report within one business day of receiving comments from you.

Our proposed fee for items 1 and 2 would be \$12,500 and an additional \$2,500 for item 3. We will also bill for direct expenses, at cost. We anticipate one visit by one person to the project site, and may need to purchase data. Expenses will not exceed \$750 without your authorization. We will bill \$4,000 upon contract signing and the remainder upon delivery of the final report.

ESI is very interested in this project and appreciates your consideration. The project will be led by Peter Angelides, PhD, AICP, Vice-President and Principal. Dr. Angelides has significant experience preparing BCAs for TIGER applications, and in the quantitative analyses involved in completing this type of work. Biographies, resumes, or curricula vitae can be made available upon request.

Thank you very much for the opportunity to bid on this work. Please let us know if you need further information.

Best regards,



Peter Angelides, PhD, AICP  
Principal

PASSAIC COUNTY: PATERSON-HAMBURG TURNPIKE AND ALPS ROAD - TIGER APPLICATION

If the proposed terms are acceptable, please so indicate by signing below and remitting a copy of this agreement, along with initial payment, to Econsult Solutions, Inc.:

Accepted:

Accepted:



By:

By: Peter Angelides  
Principal

May 18, 2015

Date

Date

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION FOR AWARD OF CONSTRUCTION CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR PROVIDING SITE REMEDIATION SAMPLING, TESTING AND REPORTING TO NJDEP FOR UNDERGROUND STORAGE TANK CASES AT THE OLD ADMINISTRATION BUILDING AT 307 PENNSYLVANIA AVENUE IN PATERSON, NEW JERSEY AND LAMBERT CASTLE 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>		<b>R20150403</b>					
Meeting Date		06/09/2015					
Introduced Date		06/09/2015					
Adopted Date		06/09/2015					
Agenda Item		n-34					
CAF #		C-04-55-129-001-908					
Purchase Req. #							
Result		Adopted					
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION FOR AWARD OF CONSTRUCTION CONTRACT  
TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR  
PROVIDING SITE REMEDIATION SAMPLING, TESTING AND  
REPORTING TO NJDEP FOR UNDERGROUND STORAGE TANK  
CASES AT THE OLD ADMINISTRATION BUILDING AT 307  
PENNSYLVANIA AVENUE IN PATERSON, NEW JERSEY AND  
LAMBERT CASTLE IN PATERSON, NEW JERSEY**

**WHEREAS** the County of Passaic had four open underground storage tanks that were apparently never properly closed in conformity with the regulations of the New Jersey Department of Environmental Protection (NJDEP); and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic are now desirous of providing site remediation, sampling, and needed tests and reporting in order to bring proper closure to these said tanks; and

**WHEREAS** T. Slack Environmental Services of Kenilworth, New Jersey holds a State Contract (#A75551) for these types of services; and

**WHEREAS** said T. Slack has submitted a proposal dated May 29, 2015 to perform the necessary service for two of the old tank locations; namely, at the Old Administration Building, 307 Pennsylvania Avenue in Paterson, NJ and Lambert Castle in Paterson, NJ for the sum of \$13,728.00 (copy of May 29, 2015 recommendation letter and proposal attached hereto and made a part hereof); and

**WHEREAS** the Freeholder Committee for Public Works and Buildings & Grounds at its June 1, 2015 meeting reviewed this matter and recommended this Resolution to the full Board for adoption; and

**WHEREAS** a certification is attached hereto and made a part hereof 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 hereby authorizes an award of contract to T. Slack Environmental Services of Kenilworth, New Jersey to do site remediation, sampling and needed tests and reporting to NJDEP for the former underground storage tanks at 307 Pennsylvania Avenue, the site of the Old Administration Building, and at Lambert Castle pursuant to its proposal and applicable State Contract.

**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.

June 9, 2015

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 13,728.00

APPROPRIATION: C-04-55-129-001-908

PURPOSE: Resolution to award of construction contract to T.Slack Environmental Services, Inc. for site remediation.



Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 4, 2015

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

PROJECT: Underground Storage Tank – Additional Site Remediation for Groundwater Issues  
Old Administration Building, Paterson  
Lambert Castle, Paterson  
State Contract #A75551, T. Slack Environmental Services, Inc.  
**AWARD OF CONSULTING DESIGN SERVICES**

Dear Members of the Board:

The County of Passaic is desirous to provide additional site remediation for groundwater issues and reporting as required by NJDEP for an open Underground Storage Tank case for the former heating oil tank at the Old Administration Building located at 307 Pennsylvania Avenue in Paterson, and an open Underground Storage Tank case for the former gasoline tank at Lambert Castle in Paterson. Under State Contract (#A75551), the County has received a proposal from T. Slack of Kenilworth, New Jersey to provide these services in the amount of \$13,728.00.

This matter was discussed at the Public Works Committee meeting of June 1, 2015 and an award of contract to T. Slack Environmental Services of Kenilworth, New Jersey 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 for additional site remediation for groundwater issues and reporting of the former underground storage tank at Old Administration building and at Lambert Castle in the amount of \$13,728.00 to T. Slack Environmental Services, Inc. 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,

Steven J. Edmond, P.E.  
County Engineer

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution: R20150403  
County Administrator  
County Counsel  
Director of Finance



NJDEP  
UST CERTIFICATION PROGRAM  
#US00334

NJ BUSINESS REGISTRATION  
#0106912



May 29, 2015

Mr. Steven J. Edmond, PE  
COUNTY OF PASSAIC  
County Engineer's Office  
401 Grand Street, Room 524  
Paterson, NJ 07505  
Phone: 973-881-4456

Email: [stevee@passaiccountynj.org](mailto:stevee@passaiccountynj.org)

RE: Environmental Services – Administration Building and Lamberts Castle

Proposal No: TS-20770

Dear Mr. Edmond:

T. Slack Environmental Services, Inc. (TSES) is pleased to submit the following proposal and cost breakdown to complete the NJDEP requirements for soils and ground water relative to the removal of (1) former gasoline UST. All pricing is based upon our existing purchase order with the County. All unit costs are consistent with our NJ State Contract No: A75551.

The following Scope of Work has been compiled in accordance with NJAC 7:26E – Technical Requirements for Site Remediation.

Scope of Work:

**Site #1 - Lambert Castle - PI# 016612**

This Site has an active Classification Exception Area Limited Use (CEA) for lead contaminated groundwater resulting from a former leaking gasoline UST. It is our contention that the lead exceedence is a regional issue and not directly due to the former tank. An Owner is not responsible for the remediation of regional/background contamination however must demonstrate through sampling that the exceedence is in fact site wide

TSES will review the closure documents and report submittals at the NJDEP. Using a modified Remedial Action Report, our LSRP will memorialize all prior remediation work performed on the tank and certified the work is complete and compliant. In addition our LSRP will collect two rounds of ground water from all seven wells to confirm that lead concentrations are equally distributed across the site. A final Remedial Investigation Remedial Action Report will be compiled along with the appropriate NJDEP forms. Once the final Response Action Outcome is prepared, TSES will arrange for a NJDEP Licensed Driller to seal the wells for final case closure.

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150403

**Site #2 – Passaic County Old Admin Bldg PI#007514**

A leaking #2 heating oil tank was removed and remediated at the above referenced site. In order to achieve case closure the existing down gradient well will require two consecutive clean sampling events over a 30 day period. Once two consecutive rounds are achieved, this well MUST be sealed by a NJ Licensed Driller. A final Remedial Investigation Remedial Action Report will be compiled along with the appropriate NJDEP forms. Once the final Response Action Outcome is prepared, TSES will arrange for a NJDEP Licensed Driller to seal the wells for final case closure.

Please accept the following costs:

ITEM DESCRIPTION	QTY	UNIT	RATE	LINE TOTAL
Ground Water Sampling Equipment	24	Hours	\$50.00	\$1,200.00
Service Vehicle	24	Hours	\$50.00	\$1,200.00
Laborer - Sampling Technician	24	Hours	\$63.00	\$1,512.00
Well Abandonment	1	Each	650	\$650.00
LSRP Oversight and Report Prep	50	Hours	\$80.00	\$4,000.00
Ground Water Testing and Reports	20	Each	\$230.00	\$4,600.00
CONTRACT BALANCE				-\$7,624.00
			<b>TOTAL</b>	<b>\$5,538.00</b>

Please note if you wish to seal the wells at Lambert Castle as part of case closure (recommended but not required) the following additional costs would apply. Well abandonment for the Administration Building is included in the above cost breakdown for \$650.00 as is required for case closure.

Well Drilling Rig, Operator, Grout and removal of pads for (7) monitor wells totaling 630 linear feet	630	linear foot	\$13.00	\$8,190.00
---	-----	----------------	---------	------------

Submitted by:

Karen D. Lacey, LSRP

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION FOR AWARD OF CONSTRUCTION CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR PROVIDING SITE REMEDIATION SAMPLING, TESTING AND REPORTING TO NJDEP FOR UNDERGROUND STORAGE TANK CASES AT THE PREAKNESS VALLEY GOLF COURSE MAINTENANCE YARD 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150404</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-35						
CAF #	c-04-55-129-001-908						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION FOR AWARD OF CONSTRUCTION CONTRACT  
TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR  
PROVIDING SITE REMEDIATION SAMPLING, TESTING AND  
REPORTING TO NJDEP FOR UNDERGROUND STORAGE TANK  
CASES AT THE PREAKNESS VALLEY GOLF COURSE  
MAINTENANCE YARD IN THE TOWNSHIP OF WAYNE, NEW  
JERSEY**

**WHEREAS** the County of Passaic previously had four open underground storage tanks that were apparently never properly closed in conformity with the regulations of the New Jersey Department of Environmental Protection (NJDEP); and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic are now desirous of providing site remediation, sampling, and needed tests and reporting in order to bring proper closure to these said tanks; and

**WHEREAS** T. Slack Environmental Services of Kenilworth, New Jersey holds a State Contract (#A75551) for these types of services; and

**WHEREAS** said T. Slack has submitted a proposal dated May 29, 2015 to perform the necessary service for one of the old tank locations; namely, at the Preakness Valley Golf Course Maintenance Yard in the Township of Wayne, NJ for the sum of \$22,696.50 (copy of May 29, 2015 recommendation letter and proposal attached hereto and made a part hereof); and

**WHEREAS** the Freeholder Committee for Public Works and Buildings & Grounds at its June 1, 2015 meeting reviewed this matter and recommended this Resolution to the full Board for adoption; and

**WHEREAS** a certification is attached hereto and made a part hereof 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 hereby authorizes an award of contract to T. Slack Environmental Services of Kenilworth, New Jersey to do site remediation, sampling and needed tests and reporting to NJDEP for the former underground gasoline storage tank at the Preakness Valley Golf Course Maintenance Yard pursuant to its proposal and applicable State Contract.

**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.

June 9, 2015

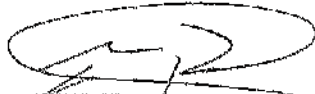
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: S 22,696.50

APPROPRIATION: C-04-55-129-001-908

PURPOSE: Resolution to award of construction contract to T.Slack Environmental Services, Inc. for site remediation Golf Course.



Flavio Rivera, Acting Treasurer

DATED: June 9, 2015



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 4, 2015

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

PROJECT: Underground Storage Tank – Additional Site Remediation for Groundwater Issues  
Passaic County Golf Course, Wayne  
State Contract #A75551, T. Slack Environmental Services, Inc.  
**AWARD OF CONSULTING DESIGN SERVICES**

Dear Members of the Board:

The County of Passaic is desirous to provide additional site remediation for groundwater issues and reporting as required by NJDEP for an open Underground Storage Tank case for the former gasoline tank at the Passaic County Golf Course in Wayne Township. Under State Contract (#A75551), the County has received a proposal from T. Slack of Kenilworth, New Jersey to provide these services in the amount of \$22,696.50.

This matter was discussed at the Public Works Committee meeting of June 1, 2015 and an award of contract to T. Slack Environmental Services of Kenilworth, New Jersey 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 for additional site remediation for groundwater issues and reporting of the former underground storage tank at the Passaic County Golf Course in the amount of \$22,696.50 to T. Slack Environmental Services, Inc. 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,

Steven J. Edmond, P.E.  
County Engineer

/jcp

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

Introduced on: June 8, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150404



NJDEP  
 UST CERTIFICATION PROGRAM  
 #US00334

NJ BUSINESS REGISTRATION  
 #0106912



May 29, 2015

Mr. Steven J. Edmond, PE  
 COUNTY OF PASSAIC  
 County Engineer's Office  
 401 Grand Street, Room 524  
 Paterson, NJ 07505  
 Phone: 973-881-4456

Email: [stevee@passaiccountynj.org](mailto:stevee@passaiccountynj.org)

RE: Environmental Services – Passaic County Golf Course

Proposal No: TS-20771

Dear Mr. Edmond:

T. Slack Environmental Services, Inc. (TSES) is pleased to submit the following proposal and cost breakdown to complete the NJDEP requirements for ground water relative to the removal of (1) former gasoline UST. All unit costs are consistent with our NJ State Contract No: A75551.

The following Scope of Work has been compiled in accordance with NJAC 7:26E – Technical Requirements for Site Remediation.

Scope of Work:

#### **Passaic County Golf Course Maintenance Building**

Ground water impacts over the applicable remediation standards were identified in and around the former location of a 1000 gallon gasoline UST located by the maintenance building. Soil remediation was performed and resulted with post remediation soil samples below the unrestricted use remediation standards. In order to move toward case closure, a ground water remedial investigation must be implemented.

TSES proposes to installed (3) monitor wells and (1) temp point at the AOC. Our LSRP will collect two rounds of ground water from four wells to confirm that ground water impacts are either compliant with current remediation standards or are decreasing in concentration over time. If two consecutive clean ground water events are achieved, a final Remedial Investigation Remedial Action Report will be compiled along with the appropriate NJDEP forms. Once the final Response Action Outcome is prepared, TSES will arrange for a NJDEP Licensed Driller to seal the wells for final case closure. If ground water exceedences persist, our LSRP will prepare and submit a Restricted Use Ground Water Remedial Action Permit for Natural Monitored Attenuation. This will restrict the use of the ground water to non-potable use and allow for case compliance.

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150404

180 MARKET STREET, KENILWORTH, NEW JERSEY 07033

PHONE: 908.964.5360 • FAX: 908.964.4244 • E-MAIL ADDRESS: TSLACKENV@COMCAST.NET

The final NJDEP submittal will include case closure of all areas of concern identified at the Golf Course, a complete Receptor Evaluation with a Well Search GIS submittal, all LSRP forms and electronic deliverables.

Please accept the following costs: Please note that the maximum number of sampling events has been included in the following breakdown. Final billing will be for the actual sampling events required to achieve case compliance (minimum of two events, maximum ten events).

ITEM DESCRIPTION	QTY	UNIT	RATE	LINE TOTAL
Ground Water Sampling Equipment	10	Events	\$250.00	\$2,500.00
Service Vehicle	10	Events	\$125.00	\$1,250.00
Drillers Helper	8	Hours	\$63.00	\$504.00
Well Drilling Rig & Operator	40	Hours	\$275.00	\$11,000.00
Disposal of Drill Cuttings	9	Drums	\$125.00	\$1,125.00
Ground Water Sampling Tech	40	Hours	\$80.00	\$3,200.00
LSRP Oversight and Report Prep	60	hours	\$80.00	\$4,800.00
CONTRACT BALANCE				(\$1,682.50)
TOTAL ESTIMATED COST				\$22,696.50

Submitted by:

Karen D. Lacey, LSRP

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING EMERGENCY CONTRACT TO P.M. CONSTRUCTION CORP. TO REPLACE THE WEASELDRIFT ROAD CULVERT OVER SLIPPERY BROOK IN WOODLAND PARK, NJ AND THE WASHINGTON PLACE CULVERT OVER A TRIBUTARY OF THE PASSAIC RIVER IN TOTOWA, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#		R20150405					
Meeting Date		06/09/2015					
Introduced Date		06/09/2015					
Adopted Date		06/09/2015					
Agenda Item		n-36					
CAF #							
Purchase Req. #							
Result		Adopted					
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING EMERGENCY CONTRACT TO  
P.M. CONSTRUCTION CORP. TO REPLACE THE  
WEASELDRIFT ROAD CULVERT OVER SLIPPERY BROOK IN  
WOODLAND PARK, NJ AND THE WASHINGTON PLACE  
CULVERT OVER A TRIBUTARY OF THE PASSAIC RIVER IN  
TOTOWA, NJ**

**WHEREAS** on or about May 18, 2015 the Passaic County Administrator received a report from the Passaic County Engineer that a recent inspection revealed that two Passaic County-owned culverts, the Weaseldrift Road Culvert over Slippery Rock Brook (County Structure No. 1600-452) in the Borough of Woodland Park, NJ and Washington Place Culvert over a Tributary of the Passaic River (County Structure No. 451) in the Borough of Totowa, NJ were compromised and in immediate need of repair and/or replacement; and

**WHEREAS** as a consequence thereof, the said Administrator authorized the County Engineer to solicit bids on an emergency basis and three contractors submitted bids on May 29, 2015; and

**WHEREAS** the Administrator by memo dated June 4, 2015 determined that this situation is one which could affect the health, safety and welfare of the motoring public and, as such, required the award of an emergency contract to repair both of the above-referenced culverts; and

**WHEREAS** the County Engineer by letter dated June 2, 2015 is recommending that P.M. Construction Corp. of Hillside, NJ be awarded a contract to replace both culverts based upon its low bid of \$314,563.14 and by letter dated June 4, 2015 has further reported upon the results of his office inspection and

nature of the emergency (both letters attached hereto and made a part hereof); and

**WHEREAS** the Freeholder Committee for Public Works and Buildings & Grounds at its June 1, 2015 meeting reviewed the matter and based upon the County Engineer's report is recommending ratification of the County Administrator's action.

**NOW THEREFORE E 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 P.M. Construction Corp. of Hillside, NJ in the amount of \$314,563.14 to replace the Weaseldrift Road Culvert over Slippery Brook in Woodland Park, NJ and the Washington Place Culvert over a Tributary of the Passaic River in Totowa, NJ.

**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.

June 9, 2015



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 2, 2015

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

**Re: Emergency Replacement of Weaseldrift Road Culvert No. 1600-452  
Over Slippery Rock Brook  
Borough of Woodland Park, Passaic County**

**Emergency Replacement of Washington Place Culvert No. 1600-451  
Over Tributary to Passaic River  
Borough of Totowa, Passaic County**

**Emergency Bids  
Award of Construction Contract**

Members of the Board.

This Office requested and received Emergency Repair Proposals from three contractors to replace the following structures that require immediate emergency work:

1. Weaseldrift Road Culvert No. 1600-452 over Slippery Rock Brook, Borough of Woodland Park.
2. Washington Place Culvert No. 1600-451 over Tributary to Passaic River, Borough of Totowa.

Three emergency bids were requested and three contractors submitted bids on May 29, 2015 and the costs are as follows:

- |    |  |              |
|----|--|--------------|
| 1. | P.M. Construction Corp.<br>1310 Central Avenue<br>Hillside, NJ 07205 | \$314,563.14 |
|----|--|--------------|

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150405

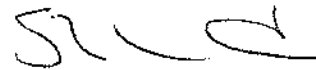
- |    |   |              |
|----|---|--------------|
| 2. | Zenith Construction<br>365 Thomas Blvd<br>Orange, NJ 07050                  | \$488,715.00 |
| 3. | Persistent Construction, Inc.<br>58 Industrial Avenue<br>Fairview, NJ 07022 | \$553,350.00 |

The award of emergency contract was discussed at the Public Works Committee meeting of June 1, 2015.

Due to the conditions of the structures, I have taken emergency action as permitted to replace the damaged structures, and directed the low bidder P.M. Construction to begin work.

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution authorizing emergency bids, and ratifying the emergency action taken by the County Engineer as it concerns the award of the contract to P.M. Construction in the amount of \$314,563.14.00 for the Emergency replacement of County Culverts No. 1600-452 and No. 1600-451.

Very truly yours,



Steven J. Edmond, P.E.  
County Engineer

SJE:jcp  
Attachment

Cc: County Administrator  
County Counsel  
Director of Finance  
PWC Chair

**PASSAIC COUNTY**

OFFICE OF THE COUNTY ENGINEER  
 PROJECT: EMERGENCY REPLACEMENT OF STRUCTURE No. 1600-452 WEASELDRIFT ROAD COVER SLIPPERY ROCK BROOK, BOROUGH OF WOODLAND PARK &  
 EMERGENCY REPLACEMENT OF STRUCTURE No. 1600-451 WASHINGTON PLACE COVER TRIB TO PASSAIC RIVER, BOROUGH OF TOTOWA  
 SUMMARY OF BIDS  
 DATE RECEIVED: May 29, 2015

LINE NO.	NAME, ADDRESS, AND BID OF EACH BIDDER	UNIT	QUANTITY	ENGINEER'S ESTIMATE		P.M. Construction Corp.		Zenith Construction	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
	PAY ITEM DESCRIPTION								
	<b>SITE A - WEASELDRIFT ROAD CULVERT No. 1600-452</b>								
1	BREAKAWAY BARRICADE	UNIT	10	\$80.00	\$800.00	\$1.00	\$10.00	\$50.00	\$500.00
2	DRUM (IF & WHERE DIRECTED)	UNIT	25	\$60.00	\$1,500.00	\$1.00	\$25.00	\$40.00	\$1,000.00
3	TRAFFIC CONES (IF & WHERE DIRECTED)	UNIT	50	\$20.00	\$1,000.00	\$1.00	\$50.00	\$10.00	\$500.00
4	CONSTRUCTION SIGNS	S.F.	400	\$25.00	\$10,000.00	\$1.00	\$400.00	\$30.00	\$12,000.00
5	CONSTRUCTION BARRIER CURB	L.F.	60	\$35.00	\$2,100.00	\$25.00	\$1,500.00	\$150.00	\$9,000.00
6	TRAFFIC SAFETY SERVICES	ALLOWANCE	1	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
7	CLEARING SITE	L.S.	1	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$40,000.00	\$40,000.00
8	EXCAVATION, TEST PIT	L.S.	1	\$50,000.00	\$50,000.00	\$94,375.00	\$94,375.00	\$75,000.00	\$75,000.00
9	EXCAVATION, ROCK	C.Y.	25	\$60.00	\$1,250.00	\$100.00	\$2,500.00	\$50.00	\$1,250.00
10	18" REINFORCED CONCRETE PIPE, CLASS V	C.Y.	50	\$300.00	\$15,000.00	\$60.00	\$3,000.00	\$200.00	\$10,000.00
11	24" REINFORCED CONCRETE PIPE, CLASS V	L.F.	54	\$90.00	\$5,040.00	\$60.00	\$3,240.00	\$75.00	\$4,050.00
12	24" REINFORCED CONCRETE PIPE, CLASS V	L.F.	24	\$100.00	\$2,400.00	\$180.16	\$4,323.84	\$125.00	\$3,000.00
13	64" REINFORCED CONCRETE PIPE, CLASS V	L.F.	16	\$500.00	\$8,000.00	\$414.16	\$6,626.56	\$600.00	\$9,600.00
14	48" X 76" REINFORCED CONCRETE ELLIPTICAL PIPE, CLASS V	L.F.	48	\$1,000.00	\$48,000.00	\$780.00	\$37,440.00	\$1,200.00	\$57,600.00
15	48" X 76" REINFORCED CONCRETE ELLIPTICAL PIPE, END SECTION	UNIT	1	\$10,000.00	\$10,000.00	\$10,628.00	\$10,628.00	\$15,000.00	\$15,000.00
16	INLET, TYPE 'B'	UNIT	1	\$3,500.00	\$3,500.00	\$2,846.00	\$2,846.00	\$5,000.00	\$5,000.00
17	INLET, TYPE 'BB'	UNIT	2	\$5,000.00	\$10,000.00	\$9,000.00	\$18,000.00	\$7,500.00	\$15,000.00
18	6" X 10" DRAINAGE STRUCTURE	UNIT	1	\$15,000.00	\$15,000.00	\$10,846.00	\$10,846.00	\$20,000.00	\$20,000.00
19	RIPRAP STONE CHANNEL PROTECTION, 24" THICK (D50=12")	S.Y.	60	\$100.00	\$6,000.00	\$60.00	\$3,600.00	\$100.00	\$6,000.00
20	CHAIN-LINK FENCE, PVC COATED STEEL (GREEN), 4' HIGH	L.F.	75	\$60.00	\$4,500.00	\$10.00	\$750.00	\$50.00	\$3,750.00
21	HOT MIX ASPHALT DRIVEWAY, 6" THICK	S.Y.	120	\$50.00	\$6,000.00	\$100.00	\$12,000.00	\$50.00	\$6,000.00
22	GRAVEL DRIVEWAY, 6" THICK	S.Y.	125	\$30.00	\$3,750.00	\$20.00	\$2,500.00	\$25.00	\$3,125.00
23	9" X 18" CONCRETE VERTICAL CURB	L.F.	540	\$30.00	\$16,200.00	\$20.00	\$10,800.00	\$50.00	\$27,000.00
24	BELGIAN BLOCK CURB	L.F.	25	\$30.00	\$750.00	\$60.00	\$1,200.00	\$60.00	\$1,500.00
25	TRAFFIC STRIPES, 4"	L.F.	000	\$2.00	\$0.00	\$2.50	\$0.00	\$1.00	\$0.00
26	RPM, BI-DIRECTIONAL, AMBER LENS (IF & WHERE DIRECTED)	UNIT	3	\$250.00	\$750.00	\$200.00	\$600.00	\$500.00	\$1,500.00
27	TREE REMOVAL OVER 12" TO 24" DIAMETER	UNIT	5	\$1,500.00	\$7,500.00	\$600.00	\$3,000.00	\$750.00	\$3,750.00
28	TOPSOILING, 4" THICK (IF & WHERE DIRECTED)	S.Y.	250	\$5.00	\$1,250.00	\$4.00	\$1,000.00	\$5.00	\$1,250.00
29	FERTILIZING AND SEEDING, TYPE A-3 (IF & WHERE DIRECTED)	S.Y.	250	\$2.00	\$500.00	\$4.00	\$1,000.00	\$0.50	\$125.00
30	STRAW MULCHING (IF & WHERE DIRECTED)	S.Y.	250	\$2.00	\$500.00	\$2.00	\$500.00	\$0.50	\$125.00
31	SILT FENCE	L.F.	200	\$3.00	\$600.00	\$2.00	\$400.00	\$0.50	\$100.00
32	INLET FILTER, TYPE 1	S.F.	150	\$2.00	\$300.00	\$1.00	\$150.00	\$0.50	\$75.00
33	PERFORMANCE BOND AND PAYMENT BOND (452)	L.S.	1	\$4,000.00	\$4,000.00	\$3,600.00	\$3,600.00	\$2,200.00	\$2,200.00
34	MOBILIZATION (452)	L.S.	1	\$8,000.00	\$8,000.00	\$2,800.00	\$2,800.00	\$7,500.00	\$7,500.00
35	AS-BUILT PLANS (452)	L.S.	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00
	<b>SITE B - WEASELDRIFT ROAD CULVERT No. 1600-452</b>								
36	PERFORMANCE BOND AND PAYMENT BOND (451)	L.S.	1	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00
37	MOBILIZATION (451)	L.S.	1	\$4,000.00	\$4,000.00	\$2,800.00	\$2,800.00	\$3,500.00	\$3,500.00
38	BREAKAWAY BARRICADE	UNIT	10	\$80.00	\$800.00	\$1.00	\$10.00	\$50.00	\$500.00
39	DRUM (IF AND WHERE DIRECTED)	UNIT	15	\$60.00	\$900.00	\$1.00	\$15.00	\$40.00	\$600.00
40	TRAFFIC CONE (IF AND WHERE DIRECTED)	UNIT	30	\$20.00	\$600.00	\$1.00	\$30.00	\$10.00	\$300.00
41	CONSTRUCTION SIGNS	S.F.	300	\$25.00	\$7,500.00	\$1.00	\$300.00	\$30.00	\$9,000.00
42	CONSTRUCTION BARRIER CURB	L.F.	60	\$65.00	\$3,900.00	\$28.00	\$1,680.00	\$150.00	\$9,000.00
43	TRAFFIC SAFETY SERVICES	ALLOWANCE	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

Introduced on: \_\_\_\_\_  
 Adopted on: \_\_\_\_\_  
 Official Resolution#: R20150405



**PASSAIC COUNTY**

OFFICE OF THE COUNTY ENGINEER  
 PROJECT: EMERGENCY REPLACEMENT OF STRUCTURE NO. 1600-452 WEASELDRIFT ROAD OVER SLIPPERY ROCK BROOK, BOROUGH OF WOODLAND PARK &  
 EMERGENCY REPLACEMENT OF STRUCTURE NO. 1600-451 WASHINGTON PLACE OVER TRIB. TO PASSAIC RIVER, BOROUGH OF TOTOWA

SUMMARY OF BIDS

DATE RECEIVED: May 29, 2015

Introduced on:  
 Adopted on:  
 Official Resolution#: R20150405

ITEM NO.	NAME, ADDRESS, AND BID OF EACH BIDDER	PAY ITEM DESCRIPTION	ENGINEER'S ESTIMATE			P.M. Construction Corp.			Zenith Construction		
			UNIT	QUANTITY	PRICE	AMOUNT	UNIT	PRICE	AMOUNT	UNIT	PRICE
48		CLEARING SITE	L.S.	1	\$0,500.00	\$0,500.00	\$1.00	\$1,000.00	\$10,000.00	\$10,000.00	\$10,000.00
49		CLEARING SITE, STRUCTURE NO. 1600-451	L.S.	1	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00	\$25,000.00
50		EXCAVATION, TEST PIT	C.Y.	25	\$50.00	\$1,250.00	\$100.00	\$2,500.00	\$50.00	\$1,250.00	\$1,250.00
51		18" REINFORCED CONCRETE PIPE, CLASS V	L.F.	32	\$80.00	\$2,560.00	\$40.00	\$1,280.00	\$70.00	\$2,240.00	\$2,240.00
52		42" REINFORCED CONCRETE PIPE, CLASS V	L.F.	40	\$150.00	\$6,000.00	\$80.00	\$3,200.00	\$500.00	\$20,000.00	\$20,000.00
53		INLET, TYPE 'B'	UNIT	2	\$7,500.00	\$15,000.00	\$8,000.00	\$16,000.00	\$7,500.00	\$15,000.00	\$15,000.00
54		8"X18" CONCRETE VERTICAL CURB	UNIT	1	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	
55		CONCRETE SIDEWALK, 4" THICK	L.F.	100	\$30.00	\$3,000.00	\$22.50	\$2,250.00	\$50.00	\$5,000.00	\$5,000.00
56		HOT MIX ASPHALT DRIVEWAY, REINFORCED, 8" THICK	S.Y.	25	\$42.00	\$1,050.00	\$35.00	\$875.00	\$100.00	\$2,500.00	\$2,500.00
57		CONSTRUCTION LAYOUT	S.Y.	35	\$75.00	\$2,625.00	\$425.00	\$14,875.00	\$850.00	\$3,150.00	\$3,150.00
58		AS-BUILT PLANS (457)	L.S.	20	\$2,200.00	\$44,000.00	\$2,000.00	\$40,000.00	\$2,500.00	\$50,000.00	\$50,000.00
59		MISCELLANEOUS CONCRETE	L.S.	1	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
60			C.Y.	5	\$200.00	\$1,000.00	\$200.00	\$1,000.00	\$200.00	\$1,000.00	\$1,000.00
						<b>TOTAL</b>	<b>\$371,825.00</b>	<b>\$314,693.14</b>	<b>\$489,715.00</b>		

Deviation from Engineer's Total Amount Estimate - Amount \* \* \$118,021.86  
 Deviation from Engineer's Total Amount Estimate - Percentage \* \* -16.4% -31.4%

**PASSAIC COUNTY**

OFFICE OF THE COUNTY ENGINEER  
 PROJECT: EMERGENCY REPLACEMENT OF STRUCTURE No. 1800-462 WEASELDRIFT ROAD OVER SLIPPERY ROCK BROOK, BOROUGH OF WOODLAND PARK &  
 EMERGENCY REPLACEMENT OF STRUCTURE No. 1800-451 WASHINGTON PLACE OVER TRIB. TO PASSAIC RIVER, BOROUGH OF TOTOWA

SUMMARY OF BIDS

DATE RECEIVED: May 29, 2015

Introduced on: \_\_\_\_\_  
 Adopted on: \_\_\_\_\_  
 Official Resolution#: R20150405

NAME, ADDRESS, AND BID OF EACH BIDDER		PAY ITEM DESCRIPTION		ENGINEER'S ESTIMATE		Perseant Construction, Inc. 58 Industrial Ave Fairview, NJ 07022	
ITEM NO	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
<b>SITE A - WEASELDRIFT ROAD CULVERT No. 1800-452</b>							
1	UNIT	10	\$80.00	\$800.00	\$80.00	\$800.00	
2	UNIT	25	\$80.00	\$1,500.00	\$20.00	\$500.00	
3	UNIT	50	\$20.00	\$1,000.00	\$15.00	\$750.00	
4	S.F.	400	\$25.00	\$10,000.00	\$13.00	\$5,200.00	
5	L.F.	60	\$65.00	\$3,900.00	\$65.00	\$3,900.00	
6	L.F.	1	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	
7	L.S.	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
8	L.S.	1	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
9	C.Y.	25	\$50.00	\$1,250.00	\$12.00	\$4,300.00	
10	C.Y.	50	\$300.00	\$15,000.00	\$280.00	\$14,000.00	
11	L.F.	56	\$90.00	\$5,040.00	\$150.00	\$8,400.00	
12	L.F.	24	\$100.00	\$2,400.00	\$380.00	\$8,640.00	
13	L.F.	46	\$900.00	\$41,400.00	\$780.00	\$32,508.00	
14	L.F.	16	\$1,000.00	\$16,000.00	\$685.00	\$10,960.00	
15	UNIT	1	\$10,000.00	\$10,000.00	\$11,000.00	\$11,000.00	
16	UNIT	1	\$3,500.00	\$3,500.00	\$2,200.00	\$2,200.00	
17	UNIT	2	\$4,000.00	\$8,000.00	\$4,300.00	\$8,600.00	
18	UNIT	1	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00	
19	S.Y.	80	\$100.00	\$8,000.00	\$104.00	\$8,320.00	
20	L.F.	75	\$50.00	\$3,750.00	\$45.00	\$3,375.00	
21	S.Y.	120	\$50.00	\$6,000.00	\$53.00	\$6,360.00	
22	S.Y.	125	\$30.00	\$3,750.00	\$39.00	\$4,375.00	
23	L.F.	540	\$30.00	\$16,200.00	\$34.00	\$18,360.00	
24	L.F.	25	\$30.00	\$750.00	\$36.00	\$900.00	
25	L.F.	800	\$2.00	\$1,600.00	\$2.30	\$1,840.00	
26	UNIT	3	\$250.00	\$750.00	\$235.00	\$705.00	
27	UNIT	5	\$1,500.00	\$7,500.00	\$600.00	\$3,000.00	
28	S.Y.	250	\$5.00	\$1,250.00	\$1.00	\$250.00	
29	S.Y.	250	\$2.00	\$500.00	\$1.00	\$250.00	
30	S.Y.	250	\$2.00	\$500.00	\$1.00	\$250.00	
31	L.F.	200	\$3.00	\$600.00	\$3.00	\$600.00	
32	S.F.	150	\$2.00	\$300.00	\$1.00	\$150.00	
33	L.S.	1	\$4,000.00	\$4,000.00	\$9,000.00	\$9,000.00	
34	L.S.	1	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00	
35	L.S.	1	\$2,000.00	\$2,000.00	\$2,200.00	\$2,200.00	
<b>SITE B - WEASELDRIFT ROAD CULVERT No. 1800-452</b>							
36	L.S.	1	\$1,500.00	\$1,500.00	\$4,100.00	\$4,100.00	
37	L.S.	1	\$4,000.00	\$4,000.00	\$10,000.00	\$10,000.00	
38	UNIT	10	\$80.00	\$800.00	\$40.00	\$400.00	
39	UNIT	15	\$60.00	\$900.00	\$20.00	\$300.00	
40	UNIT	30	\$20.00	\$600.00	\$10.00	\$300.00	
41	S.F.	300	\$25.00	\$7,500.00	\$13.00	\$3,900.00	
42	L.F.	80	\$85.00	\$6,800.00	\$33.00	\$2,640.00	
43	ALLOWANCE	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	

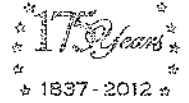




# County of Passaic

Administration Building  
401 Grand Street, Room 205  
Paterson, New Jersey 07505-2023

Res-Pg:n.36-10



**Anthony J. DeNova**  
County Administrator

TEL: (973) 881-4405  
FAX: (973) 881-2853

Email: [adenova@passaiccountynj.org](mailto:adenova@passaiccountynj.org)

## MEMORANDUM

To: Michael Marinello, Director of Procurement

From: Anthony J. DeNova, County Administrator

Date: June 4, 2015

Re: Authorization of Emergency Award of Contract to P.M. Construction Corporation, 1310 Central Avenue, Hillside, NJ 07205  
**Site A:** Emergency Replacement of Weaseldrift Road Culvert No. 1600-452 over Slippery Rock Brook, Woodland Park, NJ  
**Site B:** Emergency Replacement of Washington Place Culvert No. 1600-451 over Tributary to Passaic River, Borough of Totowa, NJ

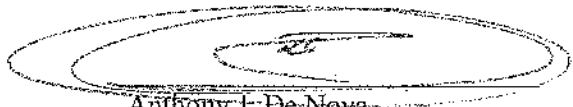
This is to advise that in my capacity as County Administrator of the County of Passaic, I authorized the immediate award of contract to P.M. Construction Corporation of Hillside, NJ for work required to repair Site A - Culvert No. 1600-452 in Woodland Park, NJ, and Site B - Culvert No. 1600-451 in Totowa, NJ. Based on reports, I deemed it necessary, as a situation was one that could affect the health, safety and welfare of the public.

Upon inspection by the County Engineer's Office of SITE A, the upstream wing wall and headwall partially collapsed compromising the stability and integrity of the roadway and underground utilities. The County Engineer's Office prepared plans and specifications to replace the existing culvert with a new concrete elliptical pipe and supporting drainage features.

Upon inspection by the County Engineer's Office of SITE B, the structural integrity of the culvert pipe was compromised, which caused the roadway to fail. The County Engineer's Office prepared specifications to replace the existing culvert with a new concrete pipe and supporting draining features.

In light of the above, and given the urgent need for these services, I hereby authorized the immediate award of contract to P.M. Construction Corporation of Hillside, NJ in the amount of \$314,563.14.

Thank you for your kind and immediate attention to this matter.



Anthony J. DeNova  
County Administrator

cc: All Board of Chosen Freeholders  
 Matthew P. Jordan, Esq., Deputy County Administrator  
 Richard Cahill, Chief Financial Officer  
 Steven J. Edmond, P.E., County Engineer  
 William J. Pascrell, III, County Counsel

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150405



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 4, 2015

Anthony J. De Nova  
County Administrator  
Administration Building  
401 Grand Street  
Paterson, New Jersey 07505

**Re: Emergency Replacement of Weaseldrift Road Culvert No. 1600-452  
Over Slippery Rock Brook  
Borough of Woodland Park, Passaic County**

**Emergency Replacement of Washington Place Culvert No. 1600-451  
Over Tributary to Passaic River  
Borough of Totowa, Passaic County**

**Approval of Plans and Specifications  
Authorization to Bid - Emergency  
Award of Construction Contract**

Dear Mr. De Nova:

SITE A - The Weaseldrift Road Culvert No. 1600-452 over Slipper Rock Brook in Woodland Park has partially failed. The upstream wingwalls and headwall have partially collapsed. The wingwall / headwall failing has compromised the stability and integrity of the roadway and underground utilities.

The County Engineer's Office prepared plans and specifications to replace the existing culvert with a new concrete elliptical pipe and supporting drainage features. The construction plans and specifications were prepared in accordance with County Standards.

SITE B - The Washington Place Culvert No. 1600-451 over Tributary to Passaic River in Totowa. The structural integrity of the culvert pipe is compromised which has caused the roadway to fail.

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150405

The County Engineer's Office prepared specifications to replace the existing culvert with a new concrete pipe and supporting drainage features. The construction specifications were prepared in accordance with County Standards.

I recommend that an Emergency be declared to authorize the receipt of bids under an emergency action. This matter was discussed at the Public Works Committee meeting of June 1, 2015 and recommended to the full Board.

This Office requested and received Emergency Replacement Proposals from three contractors on May 29, 2015 to perform the emergency replacement culverts. The proposals are as follows:

	NAME OF CONTRACTORS	TOTAL BID AMOUNT
1.	P.M. Construction Corp. 1310 Central Avenue Hillside, NJ 07205	\$314,563.14
2.	Zenith Construction 365 Thomas Blvd Orange, NJ 07050	\$488,715.00
3.	Persistent Construction, Inc. 58 Industrial Avenue Fairview, NJ 07022	\$553,350.00

Due to the conditions of the structures, I have taken emergency action as permitted under Emergency Declaration to replace the damaged structures, and directed the low bidder P.M. Construction to begin work. The award of emergency contract was discussed at the Public Works Committee meeting of June 1, 2015.

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution authorizing emergency bids, and ratifying the emergency action taken by the County Engineer as it concerns the award of the contract to P.M. Construction in the amount of \$314,563.14.00 for the Emergency replacement of County Culverts No. 1600-452 and No. 1600-451.

Very truly yours,



Steven J. Edmond, P.E.  
County Engineer

SJE:jcp

Attachment

cc: County Administrator  
County Counsel  
Director of Finance

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150405

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE COUNTY OF PASSAIC AND THE NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT TO PERMIT AGENCIES AND DEPARTMENTS OF THE COUNTY OF PASSAIC ACCESS TO THE WEB SITE NJEMGrants.org IN ORDER TO CLAIM AND PROCESS FUTURE FUNDING APPLICATIONS FOR PRESIDENTIAL-DECLARED MAJOR DISASTERS, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20150406						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-37						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE COUNTY OF PASSAIC AND THE NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT TO PERMIT AGENCIES AND DEPARTMENTS OF THE COUNTY OF PASSAIC ACCESS TO THE WEB SITE NJEMGrants.org IN ORDER TO CLAIM AND PROCESS FUTURE FUNDING APPLICATIONS FOR PRESIDENTIAL-DECLARED MAJOR DISASTERS**

**WHEREAS** the State of New Jersey Office of Emergency Management recently notified the County of Passaic that in order to claim and process eligible funding for a disaster under the Federal Emergency Management Agency (FEMA) Public Assistance Programs and/or Hazardous Mitigation Programs, they will utilize the program known as NJEMGrants.org; and

**WHEREAS** to gain access and utilize that site the State of New Jersey requires that eligible agencies execute a Memorandum of Understanding (MOU) by and between that agency (public entities) and the State office of Emergency Management; and

**WHEREAS** the Passaic County Engineer by letter dated June 4, 2015 is recommending that the County of Passaic enter into the MOU with that Office (copy of letter and MOU attached hereto and made a part hereof); and

**WHEREAS** the Freeholder Committee for Public Works and Buildings & Grounds reviewed the matter at its June 1, 2015 meeting and is recommending that the full Board agrees to execute such an MOU.

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby



authorizes the execution of the attached Memorandum of Understanding by and between the County of Passaic and the New Jersey Office of Emergency Management to permit agencies and departments of the County of Passaic to have access to the website NJEMGrants.org in order to claim and process future funding applications for presidential-declared major disasters.

**BE IT FURTHER RESOLVED** that the Director and Clerk, as well as the Passaic County Counsel be authorized to execute the MOU on behalf of the County of Passaic.

June 9, 2015



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 4, 2015

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

PROJECT: Memorandum of Understanding (MOU)  
By and Between the State of New Jersey Office of Emergency  
Management and Passaic County  
**Enabling Resolution**

Dear Members of the Board:

The State of New Jersey Office of Emergency Management will utilize NJEMGrants.org for all future funding applications for presidential declared majority disasters. The NJEMGrants site will assist with the distribution of funds, receiving funds in a timely manner, and track the status of the funding process. In order to claim any eligible funding for a disaster under the FEMA Public Assistance and/or Hazard Mitigation programs as authorized under the Stafford Act, a Memorandum of Understanding is required by the State of New Jersey.

This matter was discussed with the Public Works Committee on June 1, 2015 and recommended for approval to the full Board.

Therefore, I recommend that the Board of Chosen Freeholders adopt an enabling Resolution authorizing the filing of the Memorandum of Understanding (MOU) with the New Jersey Office of Emergency Management for future applications for grants under the Federal Emergency Management Agency (FEMA) Public Assistance and/or Hazardous Mitigation programs for presidentially declared major disasters and to further authorize the Director and Clerk to execute the Application and Agreement.

Very truly yours,

Steven J. Edmond, P.E.  
County Engineer

/jcp

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

Director of Finance

Director of Planning

Introduced on:

June 3, 2015

Adopted on:

June 3, 2015

Official Resolution#: R20150406

## Memorandum Of Understanding (MOU) Instructions

1. The MOU consists of a 5 page document and 5 Exhibits (A-E); 14 pages total. All documents must be completed and returned to New Jersey State Police, Office of Emergency Management (NJOEM) with the appropriate signatures.
2. The MOU and Exhibits A, C, D, and E should be filled out electronically.
3. To complete the MOU and Exhibit A, use either the tab key or the arrow keys to move through the pages field by field. All fields must be completed prior to submission.
4. Once all required information has been entered into the fillable fields of the MOU and all exhibits, print the entire document including all pages of the MOU as well as Exhibits A, B, C, D, and E. Exhibit C and E can now be completed manually.
5. The last page of the MOU document, before Exhibit A, requires the signature of the Chief Elected/ Appointed Official or the Chief Executive Officer, title, telephone and date of signature. The MOU also requires the signature of a witness.
6. Exhibit A (Designation of Applicant's Agent) requires the signature of the Chief Elected/ Appointed Official or the Chief Executive Officer, title, telephone and date of signature.
7. Exhibit C (State of New Jersey W-9 / Questionnaire) should be filled out completely.
8. Exhibit E (The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions) should be filled out completely.
9. Once the documents are complete and signed, they must be sent to the following email address: [NJEMGrantsHelp@gw.njsp.org](mailto:NJEMGrantsHelp@gw.njsp.org)

Note: If email is unavailable to you, a paper copy may be submitted to the address below. Please note that this may slow the process of obtaining access to the system as it will need to be scanned and uploaded by our staff.

New Jersey State Police Recovery Bureau  
PO Box 7068  
West Trenton, NJ 08628 ATTN: Captain Joseph Geleta

Should you need assistance in completing the MOU, please contact your State Applicant Liaison (SAL).

## Memorandum Of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING  
BY and BETWEEN  
THE STATE OF NEW JERSEY  
AND

This Memorandum of Understanding (Agreement), made and entered into between the New Jersey Office of Emergency Management, hereinafter referred to as the "NJOEM," and

officially domiciled at

hereinafter referred to as the Subgrantee relating to application for grants under the Federal Emergency Management Agency (FEMA) Public Assistance and/or Hazard Mitigation programs for presidentially declared major disasters.

WHEREAS, The NJOEM, on behalf of the State of New Jersey, is the Grantee receiving funding under the FEMA Public Assistance and/or Hazard Mitigation programs as authorized under the Stafford Act and has the fiduciary responsibility to ensure those funds are spent on eligible Subgrantee facilities and activities, and are properly reimbursed to the Subgrantee; and

WHEREAS, under current information provided, FEMA has determined that the Subgrantee is eligible to apply for and/or receive FEMA funding under the Public Assistance and/or Hazard Mitigation programs, subject to approval of a Project Worksheet for Public Assistance or application for a Hazard Mitigation grant;

WHEREAS, this agreement is part of the application for Disaster Assistance and will become effective and binding upon approval of a Project Worksheet or Hazard Mitigation Grant and signature on behalf of NJOEM;

NOW, THEREFORE, in consideration thereof, the parties hereby agree as follows:

**Responsibilities of the Subgrantee**

The Subgrantee is primarily responsible for compliance with and agrees to obtain a working knowledge of the Stafford Act and all applicable FEMA regulations as provided in 44 CFR and FEMA policies that govern the Public Assistance and/or Hazard Mitigation programs and shall adhere to the application of the Stafford Act and those applicable regulations and policies and OMB Circulars A-87, A-102, A-110 and A-133 as a condition for the acceptance of and expenditure of said FEMA funding.

As a further condition for the acceptance of and expenditure of FEMA funding, the Subgrantee hereby agrees to follow all NJOEM guidelines, regulations and directives, to include but not be limited to the following:

- Use NJEMGrants.org, as applicable, to access forms and submit Requests For Reimbursement (RFR) and supporting documentation.
- Subgrantee agrees to promptly notify NJOEM and FEMA of any project that involves the following:

Introduced on: June 9, 2015

Adopted on: June 9, 2015

Official Resolution#: R20150408

- Work taking place in floodplains or wetlands
- Improved projects that increase the size or footprint of a facility (PA Program)
- Alternate projects (PA Program)

## Memorandum Of Understanding (MOU)

- Relocated projects
- Hazard mitigation projects affecting floodplains or wetlands, such as culvert enlargements
- Any project that changes the function of a facility
- Work affecting facilities with historic significance

Such projects have the potential to be subject to additional FEMA review as they may trigger additional Federal compliance requirements in accordance with by the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA), Executive Order 11988 (Floodplain Management), Endangered Species Act (ESA) and other applicable Federal Laws.

- The Subgrantee shall assure that all project documents are made available to NJOEM, FEMA, Department of Homeland Security, Office of Inspector General (OIG) or to any other state or federal agency as determined by NJOEM, to include but not limited to: insurance policies, insurance proceeds received as a result of the disaster, and all other documentation substantiating eligible costs.
- All records, reports, documents and other material delivered or transmitted to NJOEM by the Subgrantee shall become the property of NJOEM.
- The Subgrantee shall obtain and maintain such types and extent of insurance as are reasonably available, adequate, and necessary to protect against future loss from similar hazards to the extent required under 44 CFR 206.250-206.253. This insurance must, at a minimum, be in the amount of the Federal grant award plus any non-Federal share.
- The Subgrantee is responsible for compliance with all federal and state laws, regulations and policies. The Subgrantee should pay particular attention to those regulations and policies whose non-compliance may make Subgrantee eligible for corrective action under the NJOEM. Those policies are listed in Exhibit B, attached to and made part of this MOU.
- The Subgrantee may be required to execute a separate subgrant agreement for Hazard Mitigation Grant Program projects in addition to this MOU.
- The Subgrantee agrees to monitor NJEMGrants.org for any changes in law, regulations, policy or procedure which affects the Subgrantee's grant requirements.
- The undersigned, as the appointed agent of the Subgrantee hereby declares that the individual(s) named herein as the Subgrantee's agent(s) are knowledgeable of the requirements outlined herein.

The Subgrantee hereby acknowledges that failure to adhere to all applicable state and federal law, regulations, policies and directives may result in suspension and/or termination of funding / reimbursements and/or all or part of the de-obligation of previously received funding.

#### Responsibilities of the NJOEM

- NJOEM agrees to maintain NJEMGrants.org subject to the availability of funding.
- NJOEM shall, through the Subgrantee's assigned Disaster Recovery Specialists, review Subgrantee's Request For Reimbursements, assist Subgrantee in correcting any deficiencies, and disburse reimbursement requests to the Subgrantee as timely as possible.
- NJOEM shall communicate to the Subgrantee, in a timely manner, any changes in law, regulations, policy or procedure which affects the Subgrantee's grant requirements through NJEMGrants.org, or appropriate alternate methods of communication.

Introduced on: June 9, 2015

Adopted on: June 9, 2015

Official Resolution#: R2615406

NJOEM shall provide technical assistance, advice on best practices and other education outreach programs to assist the Subgrantee in the formulation and management of its FEMA grants (see Disclaimer paragraph herein below).

## Memorandum Of Understanding (MOU)

### Term of Agreement

This MOU shall remain in full force and effect as long as the Subgrantee has outstanding FEMA grants that have not been closed out and/or the Subgrantee receives future FEMA funding, including the record retention period . Any changes in regulations, policies or procedures applicable to disaster funding shall constitute an amendment to this Agreement .

### Results of De-Obligation

The Subgrantee acknowledges that all final actions by FEMA to de-obligate funding are the financial responsibility of the Subgrantee and said amounts de-obligated shall be remitted to NJOEM by the Subgrantee immediately upon demand or in accordance with NJOEM policy.

### Limitation of Liability

The Subgrantee acknowledges that this MOU is intended for the benefit of the Grantee and the Subgrantee and does not confer any rights upon any third parties. Furthermore, the Subgrantee hereby agrees to hold harmless and indemnify Grantee from any actions or claims brought on behalf of any third parties to whom services or materials are provided or who provides services or materials under any project funded by the FEMA Public Assistance and/or Hazard Mitigation programs.

### Disclaimer

In its capacity as the Grantee and state fiduciary of Federal Emergency Management Agency (FEMA), and other federal grant funds, the NJOEM provides technical assistance and education outreach programs to current and potential Subgrantees (collectively referred to as "Subgrantees") of the FEMA Public Assistance and/or Hazard Mitigation programs.

Technical assistance includes the application of specific knowledge to a specific situation in order to address a specific need and as such is not a legal opinion or an endorsement of the Subgrantee's grants management practice, Education outreach programs include general programmatic grants management guidance for a Subgrantee to use in administering its own grants management program. NJOEM does not render legal opinions to Subgrantees, but rather provides information intended to assist a Subgrantee prudently manage its own grants management program by employing effective methods and sound practices to manage FEMA grants.

Technical assistance and other grants management information provided by NJOEM and adopted by the Subgrantee, does not serve as NJOEM's endorsement of the Subgrantee's grants management practice and does not relieve the Subgrantee of the responsibility of assuring that its grants management practice is in compliance with applicable laws, regulations and policies as required by the FEMA Public Assistance and/or Hazard Mitigation programs.

The Subgrantee, by its decision to participate in the FEMA Public Assistance and/or Hazard Mitigation programs, bears the ultimate responsibility for ensuring compliance with all applicable state and federal

## Memorandum Of Understanding (MOU)

laws, regulations and policies, and bears the ultimate consequences of any adverse decisions rendered by NJOEM, FEMA, or any other state and federal agencies with audit, regulatory, or enforcement authority. Throughout the grants management process, NJOEM, as the state fiduciary of this federal funding, reserves the right to demand that the Subgrantee comply with all applicable state and federal laws, regulations and policies, terminate reimbursements and take any and all other actions it deems appropriate to protect those funds for which it is responsible.

### **Discrimination Clause**

The Subgrantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the Americans with Disabilities Act of 1990.

The Subgrantee agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by the Subgrantee or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.





Exhibit A

Designation of Applicant's Agent

Provide the information below for 1 primary and 2 alternate individuals that will be designated as agents.

*Primary Agent's Name:*

*Title:*

*Telephone number:*

*Email Address:*

*Alternate Agent's Name:*

*Title:*

*Telephone number:*

*Email Address:*

*Alternate Agent's Name:*

*Title:*

*Telephone number:*

*Email Address:*

I,

as Chief Elected or Appointed Official of the Subgrantee am authorized to execute and file an Application for Public Assistance on behalf of the Subgrantee for the purpose of obtaining certain State and Federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended). The above named agents(s) is/are authorized to represent and act on behalf of the Subgrantee in all dealings with the State of New Jersey on all matters pertaining to the management of grants and disaster assistance received from FEMA as required by this MOU.

\_\_\_\_\_  
Chief Elected/Appointed Official or

Chief Executive Officer

Name:

Title:

Telephone Number:

\_\_\_\_\_  
Date

## Exhibit B

## POLICIES ELIGIBLE FOR CORRECTIVE ACTION

The policies below are examples of the policies eligible for corrective action by NJOEM. They are NOT inclusive of all actions which may be subject to corrective action.

Policy	Summary of Policy
Advances	Expenses related to Project Worksheets (PW) must be within the scope of the PW
Requests For Reimbursement (RFR)	RFRs must exceed \$2,500 per submission
Compliance	Subgrantees who receive grant funds greater than \$500,000 are required to comply with OMB Circular A-133 and proactively work with NJOEM to correct any deficiencies.
Federal Funding Accountability and Transparency Act (FFATA)	It is the responsibility of the Subgrantee to provide information as requested by NJOEM to comply with the Federal Funding Accountability and Transparency Act.
Document Retention	Subgrantee must maintain original documentation throughout the life of the PW and retain the documentation for a minimum period of three years after closeout (44 CFR 13.42)
Unused Funds	Subgrantee is responsible for identifying, in a timely manner, all funds not used after the completion of a project and upon identification to immediately return those funds to NJOEM (44 CFR 206.205 and NJOEM policy)
Return of De-Obligated Funds and Interest	Subgrantee is required to return all de-obligated funds to NJOEM within 60 calendar days of notice as well as remit any interest accrued on grant funds (44 CFR 13.21)
Fraud, Waste or Abuse	Initial findings by NJOEM indicating fraud, waste or abuse may have immediate impact on funding and be reported.
Quarterly Reporting	All completed and accurate quarterly reports are due within 15 days after the end of the quarter (44 CFR 206.204)
Procurement	All procurement must be in compliance with state and federal law and regulations to include taking affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible (44 CFR 13.36)
Project Timelines	All projects are required to be completed within the milestones stated in the regulations. It is the responsibility of the Subgrantee to file a timely request for extension if so required (44 CFR 206.204)
Special Provisions	Subgrantees are required to comply with NEPA and NHPA
Insurance	Subgrantees shall comply with the obtain and maintain insurance requirements or obtain a waiver from the New Jersey Department of Banking and Insurance Commissioner (44 CFR 206.250-206.253)
Debarred and Suspended Contractors	Subgrantees shall not make any awards to debarred, suspended or otherwise ineligible contractors (44 CFR 13.36 (b) (8) and <a href="http://www.epls.gov">www.epls.gov</a> )

**STATE OF NEW JERSEY W-9/QUESTIONNAIRE INSTRUCTIONS**

The enclosed form is required by the State of New Jersey's Comprehensive Financial System, and must be completed by vendors/payees who intend to do business with the State of New Jersey or by New Jersey State employees who are seeking reimbursement for travel or training expenses. Please answer ALL questions and print clearly. If you have questions or need assistance completing the form, please contact vendor control at (609) 633-8183 or via email: [AAIUNIT@treas.state.nj.us](mailto:AAIUNIT@treas.state.nj.us).

**PART I. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

Part One is a W-9 form as required by the Internal Revenue Service to verify the name, address, and federal identification number for vendor/payees who may receive a 1099.

For questions 1-4:

If there is no preprinted data, populate the form with the vendor/payee's name (as shown on your tax return), address, city, state, and zip code, and sign and date the form under question number five.

If the form contains preprinted data and the preprinted information is correct, sign and date the form under question five.

If the form contains preprinted data and the preprinted information is not correct, cross out the incorrect data and make any changes immediately to the right of the preprinted information and sign and date the form under question five.

**PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE**

1. Enter the code that best describes the primary business function from the choices provided.
2. Print the name, phone number, and e-mail address of the primary contact person for the vendor listed in Part One.

*If you are an employee of the State of New Jersey or manage a Confidential Fund or a Petty Cash Fund for a State agency, do not answer the remaining portion of the questionnaire (Questions three and four).*

3. Enter the principle activity of your organization from the choices provided.
4. Enter the code that best describes your organization from the choices provided.

**SUBMISSION OF THE STATE OF NEW JERSEY W-9/QUESTIONNAIRE**

Mail or fax completed forms to The Office of Management and Budget (OMB):

OMB-Vendor Control Unit  
PO Box 221  
Trenton, NJ 08625-0221

Fax: (609) 984-5210

**ACCESSING YOUR ACCOUNT INFORMATION**

Details regarding specific payments, similar to a check stub, may be obtained over the internet through the Vendor Payment Inquiry (VPI) system. To access VPI, users must first create a 'MyNewJersey' portal account.

Begin by logging onto the State of New Jersey's web page, <http://www.state.nj.us> and creating a log in and password (click on the 'register' link under the 'home' tab). Once the 'MyNewJersey' portal account has been established, users will have to sign up for the VPI application by clicking the 'enroll here' button on our website, [https://www20.state.nj.us/TYM\\_VPI/](https://www20.state.nj.us/TYM_VPI/)

The online tutorial for VPI can be found at [https://www20.state.nj.us/treasury/omb/TYM\\_VPI/docs/GettingStarted.pdf](https://www20.state.nj.us/treasury/omb/TYM_VPI/docs/GettingStarted.pdf)

VPI provides two years of historical data (such as issuing agency, payee reference, payment amount, payment date, etc) and allows for the review of scheduled payments.

STATE OF NEW JERSEY  
W-9/QUESTIONNAIRE

THE STATE OF NEW JERSEY REQUIRES THE FOLLOWING INFORMATION TO ESTABLISH YOUR NAME, ADDRESS AND TAXPAYER ID ON STATE RECORDS. THE INFORMATION IS USED TO POPULATE AND MAINTAIN THE STATE'S VENDOR/PAYEE FILE AND MUST BE COMPLETED BEFORE PAYMENTS ARE MADE.

**IMPORTANT: YOU WILL NOT BE PAID BY THE STATE OF NEW JERSEY UNTIL THIS FORM IS COMPLETED, SIGNED AND RETURNED. FOR ADDITIONAL INFORMATION CALL (609) 633-8183 OR EMAIL: A.A.TUNIT@TREAS.STATE.NJ.US**

Return completed form to:  
OMB VENDOR CONTROL  
PO BOX 221  
TRENTON, NJ 08625 or  
FAX: (609) 984-5210

**PART I** REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

1. Name (as shown on your tax return):

Doing business as (if different than name):

2. Address line 1:

Address line 2:

3. City: State: Zip:

If the above contains preprinted data that is incorrect, cross it out and write the correct information immediately next to it.

4. Taxpayer Identification Number (TIN) Enter your TIN below and select the type of number listed.

- SOCIAL SECURITY NUMBER  
 EMPLOYER IDENTIFICATION NUMBER

5. Certification: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- (3) I am a U.S. citizen or other US person as defined by the IRS.

**Certification Instructions:** You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreported interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an IRA, and generally payments other than interest or dividends, you are not required to sign the certification, but you must provide your correct TIN.

Sign Here Signature Date

**PART II** VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

1. Enter the code from the list below that best describes your primary business function:

**VENDORS**

- VG=VENDORS WHO SELL OR MANUFACTURE GOODS
- VS=VENDORS WHO RENDER SERVICE OR RECEIVE RENT PAYMENTS
- CS=CONSTRUCTION VENDORS WHO RENDER SERVICES
- HC=HEALTHCARE SERVICES (NON STATE AGENCIES)
- LG=LEGAL SERVICES
- CG=CONSTRUCTION VENDORS WHO SELL OR MANUFACTURE GOODS

**GOVERNMENT ENTITIES**

- AC=AUTHORITY/COMMISSION
- CF=CONFIDENTIAL FUND
- PC=PETTY CASH
- SD=SCHOOL DISTRICT
- FA=FEDERAL AGENCY
- FD=FIRE DISTRICT
- CM=COUNTY/MUNICIPALITY
- EP=NJ STATE EMPLOYEE
- SA=STATE AGENCY
- WB=WELFARE BOARD
- CU=STATE COLLEGE/UNIVERSITY

**OTHER VENDORS**

OT=OTHER VENDOR (PLEASE SPECIFY) \_\_\_\_\_

2. Primary Contact Information (ALL FIELDS ARE REQUIRED):

Name: Phone: Email:

Please check here if you are interested in receiving information about payments by direct deposit.

IF YOU ARE A NJ STATE EMPLOYEE, NJ MANAGER OF A CONFIDENTIAL FUND OR PETTY CASH FUND, DO NOT ANSWER THE BALANCE OF THE QUESTIONNAIRE.

3. What is the principle activity of your organization?

- M=MANUFACTURING
- S=SERVICE
- H=HEALTH RELATED SERVICE
- G=GOVERNMENT
- C=CONSTRUCTION
- O=OTHER (PLEASE SPECIFY) \_\_\_\_\_
- L=LEGAL

4. Enter the code from the list below that best describes your organization

- C=CORPORATION
- I=INDIVIDUAL
- P=PARTNERSHIP
- L= LIMITED LIABILITY COMPANY

**IMPORTANT ANSWER ALL QUESTIONS PRINT CLEARLY**

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150406



## Exhibit D

OMB Approval No. 0340-0062

**ASSURANCES — CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibit discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-285), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Standard Form 424D (4-88)  
Prescribed by OMB Circular A-102

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150406

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a 7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333) regarding labor standards for federally assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150406



(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 406177.

Check  if the State has elected to complete OJP Form 406177.

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620---

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

FEMA PA and HM Program

2. Application Number and/or Project Name

3. Applicant Tax ID Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150406

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION FOR CHANGE ORDER #1 FOR DELL-TECH INC. AS IT PERTAINS TO THE DEY MANSION RESTORATION AND REHABILITATION IN 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:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150407</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-38						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION FOR CHANGE ORDER #1 FOR DELL-TECH  
INC. AS IT PERTAINS TO THE DEY MANSION  
RESTORATION AND REHABILITATION IN WAYNE, NEW  
JERSEY**

**WHEREAS** a contract was awarded to Dell-Tech Inc. for the project known as the Dey Mansion Restoration and Rehabilitation in Wayne, NJ ; and

**WHEREAS** it is now necessary that a change order be made which addresses additional areas discovered for patch and crack repairs that were above and beyond the consulting architect's original estimate, as evidenced in attached letter dated June 1, 2015; and

**WHEREAS** due to the aforementioned discovery, the contractor requested ten (10) additional calendar days added to contract time; and

**WHEREAS** this matter was discussed and reviewed by the Freeholder Committee for Public Works and Buildings & Grounds at a meeting on June 1, 2015 who recommended that it be approved by the entire Board; and

**WHEREAS** a certification is attached to reflect the availability of funds;

**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 June 1, 2015 and attached hereto, be and the same is hereby approved:

## 1. DESCRIPTION AND VALUE OF CHANGE

See June 2, 2015 letter attached hereto

Addition	\$ 39,725.00
----------	--------------

## REASON FOR CHANGE

See June 2, 2015 letter attached hereto

## 2. STATEMENT OF CONTRACT AMOUNT

Original Contract Amount		\$ 1,278,120.00
Previous Additions		\$ -0-
Total		\$ 1,278,120.00
Previous Deductions		\$ -0-
Net Prior to This Change		\$ 1,278,120.00
Amount of This Change	Add	\$ 39,725.00
Contract Amount to Date		\$ 1,317,845.00

June 9, 2015



# County of Passaic

Administration Building  
401 Grand Street • Paterson, New Jersey 07505

OFFICE OF THE COUNTY ENGINEER  
ROOM 524

Steven J. Edmond, P.E.  
County Engineer

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

June 1, 2015

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

PROJECT: Dey Mansion Restoration and Rehabilitation  
Wayne, NJ  
Passaic County  
Change Order #1-Dell Tech Inc.

Members of the Board:

This Office is in receipt of Change Order #1 in the amount of \$39,725.00 addition to the above referenced project.

This Change Order addresses additional areas discovered for patch and crack repairs that were above and beyond Consulting Architect's original estimate.

Extension of Time: Because of discovery of the additional areas discovered the Contractor has requested 10 additional calendar days added to contract time.

This Change Order was reviewed and discussed at the Public Works Committee meeting of June 1, 2015 and recommended for approval to the full Board.

Based upon the above, this Office recommends that the Board of Chosen Freeholders adopt a Resolution approving said Change Order #1 in the amount of \$39,725.00 subject to the availability of funds.

Very truly yours,

Steven J. Edmond, P.E.  
County Engineer

/AET

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

\\passaic\local\departments\Engineering\Users\andrew\_\My Documents\PC Dey Mansion\Construction\Change Orders\C.O. #1 ADD.docx

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150407

COUNTY OF PASSAIC

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

CHANGE ORDER No. 1 (Add)  
 PROJECT No. C-14-017  
 DATE: May 11, 2015

PROJECT TITLE: DEY MANSION RESTORATION AND REHABILITATION  
 LOCATION: WAYNE, NJ  
 DATE OF CONTRACT: SEPT. 29, 2014  
 OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
 CONTRACTOR: DELL-TECH INC.

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**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>AMOUNT</u>
<b><u>Increases</u></b>					
<u>1</u>	<u>Patch repair (plaster) additional repair of 2,015 sq ft - 280 (allowance)</u>	<u>1,735</u>	<u>sq. ft.</u>	<u>15</u>	<u>\$ 26,025.00</u>
<u>2</u>	<u>Crack repair(plaster) additional repair of 775 ft - 90 ft (allowance)</u>	<u>685</u>	<u>sq. ft.</u>	<u>20</u>	<u>\$ 13,700.00</u>
<b><u>Total Extras</u></b>					<b><u>\$ 39,725.00</u></b>
<b><u>Supplementals</u></b>					
<b><u>Total Supplementals</u></b>					<b><u>\$ -</u></b>
<b><u>Total Adds</u></b>					<b><u>\$ 39,725.00</u></b>

1. DESCRIPTION AND VALUE OF CHANGE (Con't)

ADD TO THE AMOUNT OF CONTRACT.....  
 ORIGINAL DATE FOR COMPLETION..... October 13, 2015  
 ADD TO OR DEDUCT FROM - THE PRESENT CONTRACT TIME..... 10 Calendar Days  
 NEW DATE FOR COMPLETION IS..... October 23, 2015

**2. REASON FOR CHANGE**

Additional areas were discovered for patch and crack repairs that were above and beyond Consulting Architect's original estimate

COUNTY OF PASSAIC

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

CHANGE ORDER No. 1 (Add)  
 PROJECT No. C-14-017  
 DATE: May 11, 2015

PROJECT TITLE: DEY MANSION RESTORATION AND REHABILITATION  
 LOCATION: WAYNE, NJ  
 DATE OF CONTRACT: SEPT. 29, 2014  
 OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS  
 CONTRACTOR: DELL-TECH INC.

3. STATEMENT OF CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT.....	\$ 1,278,120.00
PREVIOUS ADDITIONS.....	\$ -
TOTAL.....	\$ 1,278,120.00
PREVIOUS DEDUCTIONS.....	\$ -
NET PRIOR TO THIS CHANGE.....	\$ 1,278,120.00
AMOUNT OF THIS CHANGE (Add).....	\$ 39,725.00
CONTRACT AMOUNT TO DATE.....	\$ 1,317,845.00

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 -DELL TECH INC.

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 Architect)

Reviewed By and Recommended  
 for Processing By: \_\_\_\_\_ Date \_\_\_\_\_

(County Architect)

Recommend for Approval By: \_\_\_\_\_ Date \_\_\_\_\_

(County Engineer)

ACCEPTED BY: BOARD OF CHOSEN FREEHOLDERS OF PASSAIC COUNTY

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150407  
 Hector Lora, Freeholder - Director

# CHANGE ORDER

G701

Distributed To:

- Owner  Contractor
- Architect  Subcontractor
- Field  Other

PROJECT: Restoration & Rehabilitation of The Dey Mansion  
199 Totowa Road  
Wayne, NJ

CHANGE ORDER NO: 1

DATE: May 4, 2015

PROJECT NO:

TO: County of Passaic  
495 River Street  
Paterson, NJ 07524

CONTRACT DATE:

CONTRACT FOR:

The contract is changed as follows:

#	COST	DESCRIPTION
1	26,025.00	Patch repair (plaster) additional repair of 2015 sqft - 280 (allowance) = 1735 sqft @ \$15/sqft = \$26,025
2	13,700.00	Crack repair (plaster) additional repair of 775 ft - 90 ft (allowance) = 685 ft @ \$20/ft = \$13,700

39,725.00 TOTAL

The original Contract Sum was	\$	1,278,120.00
Net change by previously authorized Change Orders	\$	0
The Contract Sum prior to this Change Order was	\$	1,278,120.00
The Contract Sum will be increased by this Change Order in the amount of	\$	39,725.00
The new Contract Sum including this Change Order will be	\$	1,317,845.00
The Contract Time will be increased by .....		Fourteen ( 14 ) days.
The date of Substantial Completion as of the date of this Change Order		

Accepted By:

Dell-Tech Inc.

CONTRACTOR

OWNER

OTHER

By:

By:

By:

Introduced on: June 9, 2015

Adopted on: June 9, 2015

Official Resolution#: R20150407

Date

Date

Date



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III  
Administrator

William J. Pascrell, III, Esq.  
County Counsel

Louis E. Imhof, III, RMC  
Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION APPROVING THE WAIVER OF THE RESTRICTION ON ALCOHOLIC BEVERAGE USE IN COUNTY PARKS TO PERMIT THE PATERSON EDUCATION FUND TO SERVE WINE DURING ITS EVENT SCHEDULED FOR JUNE 14, 2015 AT THE BOAT HOUSE AT GARRET MOUNTAIN RESERVATION BETWEEN 12:00 NOON AND 6:00 P.M., 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>		<b>R20150408</b>					
Meeting Date		06/09/2015					
Introduced Date		06/09/2015					
Adopted Date		06/09/2015					
Agenda Item		n-39					
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION APPROVING THE WAIVER OF THE RESTRICTION ON ALCOHOLIC BEVERAGE USE IN COUNTY PARKS TO PERMIT THE PATERSON EDUCATION FUND TO SERVE WINE DURING ITS EVENT SCHEDULED FOR JUNE 14, 2015 AT THE BOAT HOUSE AT GARRET MOUNTAIN RESERVATION BETWEEN 12:00 NOON AND 6:00 P.M.**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic (the “Board”) has adopted resolutions and ordinances concerning the use and operation of the Passaic County Parks; and

**WHEREAS** pursuant to those resolutions and ordinances, the use or possession of alcoholic beverages is prohibited in all County Parks; and

**WHEREAS** this spring the Passaic County Freeholder Committee for Public Works and Buildings & Grounds had discussions about relaxing the total ban on all alcoholic beverages on a limited basis on a case-by-case review to allow organizations holding events in the Parks and in Park facilities to serve alcoholic beverages such as wine and beer; and

**WHEREAS** the Paterson Education Fund at 150 Market Street, Suite 208, Paterson, New Jersey has submitted a permit application and received permission to hold a Jazz Brunch at the Garret Mountain Reservation located in the Woodland Park, NJ section of the Park on Sunday, June 14, 2015 from 12:00 noon until 6:00 p.m.; and

**WHEREAS** said Paterson Education Fund has subsequently requested permission to be able to serve alcohol (wine) to its guests during the Jazz Brunch; and

**WHEREAS** the Passaic County Director of Parks by memo has suggested that, in light of the Public Works Committee discussion, the Board relax the no alcoholic beverage rule for this event only as a pilot program (copy of memo attached hereto).

**NOW THEREFORE BE IT RESOLVED** that the Passaic County Board of Chosen Freeholders of the County of Passaic hereby approves waiving the restriction on alcoholic beverage use in County Parks to permit the Paterson Education Fund to serve wine during its event scheduled for Sunday, June 14, 2015 at the Boat House at the Garret Mountain Reservation between the hours of 12:00 noon and 6:00 p.m. only.

**BE IT FURTHER RESOLVED** that this waiver is conditioned upon the Fund securing the necessary approval from other agencies having the jurisdiction over the serving of alcoholic beverages.

**BE IT FURTHER RESOLVED** that this relaxation of the no alcohol ban in all County Parks shall not be considered a precedent and the Board reserves the right to waive this restriction on a case-by-case basis.

June 9, 2015

**Roca, Nick**

---

**To:** Glovin, Michael  
**Subject:** Recommendation for activities in the park

After reviewing the application submitted recently by the Paterson Education Fund requesting the use of Garret Mountain's Boat House for a Jazz afternoon, please be advised that this office is in support of allowing this activity to take place. The date of the event is Sunday, June 14<sup>th</sup> during the afternoon. The Paterson Education Fund has met with all of the requirements we have asked them to. Please note this is a pilot program which we are using as a sample for future similar applications which would include the availability of soft alcoholic beverages ie beer and wine. Any questions feel free to contact Zory at 973-881-4832. I have attached a copy of their application for your review and referral. As always thank you for your help. Nick

No. 1355 P. 1

Jun. 5. 2015 10:33AM

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

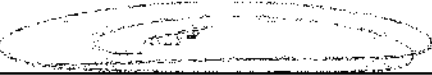
Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING PURCHASE OF VARIOUS ITEMS BY THE PASSAIC COUNTY PROSECUTOR'S OFFICE, 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:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Law and Public Safety

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150409</b>
Meeting Date	06/09/2015
Introduced Date	06/09/2015
Adopted Date	06/09/2015
Agenda Item	n-40
CAF #	various accounts
Purchase Req. #	R5-03819,R5-03749;R5-03784;R5-03761;R5-03822;R5-03857
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>
Lora	✓
James	✓
Bartlett	✓
Best Jr	✓
Cotroneo	✓
Duffy	✓
Lepore	✓

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

**RESOLUTION AUTHORIZING PURCHASE OF VARIOUS ITEMS BY  
THE PASSAIC COUNTY PROSECUTOR'S OFFICE**

**WHEREAS** the Passaic County Prosecutor's Office (the "PCPO") has requested the purchase of various goods and services from qualified vendors for use in furtherance of its law enforcement and/or administrative objectives and/or those of various law enforcement agencies within the County; and

**WHEREAS** said goods and services are being procured either through State Contract, Cooperative Purchasing Agreements and/or Federal GSA Schedules or other methods permitted by the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., as specified below; and

**WHEREAS** said purchases are to be funded either directly from the County budget or from forfeited funds obtained by the PCPO and/or administered by the PCPO on behalf of the Passaic County Sheriff's Department and/or local law enforcement agencies in accordance with applicable law; and

**WHEREAS** the Board of Chosen Freeholders is desirous of approving said purchases in accordance with the terms of the applicable contracts and authorizing the Purchasing Agent to issue the appropriate Purchase Orders; and

**WHEREAS** the Law and Public Safety 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 within contemplated expenditures; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the purchase of the following goods and/or services in accordance with the terms of the applicable State Contract, Cooperative Purchasing Agreements, Federal GSA Schedules or other authorized contracts:

Description: Computer Hardware  
 Using Agency: Prosecutor's Office  
 Purchase Price: \$ 1,100.00  
 Vendor: Millennium Communications  
 Authority: New Jersey State Contract  
 Contract #: 87720  
 Account: Prosecutor's Federal Treasury Forfeiture Account  
 Account #: T-23-56-850-000-802  
 Requisition #: R5-03819

Description: Two Bullet Proof Vests  
 Using Agency: William Paterson University Police Department  
 Purchase Price: \$ 1,770.00  
 Vendor: Atlantic Tactical of NJ  
 Authority: NJ State Contract  
 Contract #: 82102  
 Account: William Paterson University PD Local Forfeiture Acct.  
 Account #: T-22-56-850-025-801  
 Requisition #: R5-03749

Description: Vehicle Emergency Equipment for Vehicle(s)  
 Using Agency: Ringwood Police Department  
 Purchase Price: \$ 4,873.30  
 Vendor: Murphy Communications  
 Authority: 3 Quotes  
 Contract #: N/A  
 Account: Ringwood PD Local Forfeiture Acct.  
 Account #: T-22-56-850-025-801  
 Requisition #: R5-03784

Description: Emergency Equipment for Vehicle(s)  
 Using Agency: Ringwood Police Department  
 Purchase Price: \$ 6,399.00  
 Vendor: L3 Communications  
 Authority: New Jersey State Contract  
 Contract #: 81311  
 Account: Ringwood PD Local Forfeiture Account  
 Account #: T-22-56-850-025-801  
 Requisition #: R5-03761

Description: Purchase of Utility Trailer  
 Using Agency: Paterson Police Department  
 Purchase Price: \$ 3,825.00  
 Vendor: FDR Hitches  
 Authority: New Jersey State Contract  
 Contract #: 82779  
 Account: Paterson PD Federal Forfeiture Account  
 Account #: T-22-56-850-022-802  
 Requisition #: R5-03822

Description: Payment of Inv 2014-10-06 and Inv 2015-03-23 for use of Paramus PD Pistol Range and one Classroom for 2014 and 2015  
 Using Agency: Paterson Police Department  
 Purchase Price: \$ 59,000.00  
 Vendor: Borough of Paramus  
 Authority: Paterson/Paramus Shared Services Agreement  
 Contract #: N/A  
 Account: Paterson PD Federal Forfeiture Account  
 Account #: T-22-56-850-022-802  
 Requisition #: R5-03857

**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 appropriate Purchase Orders.

Dated: June 9, 2015



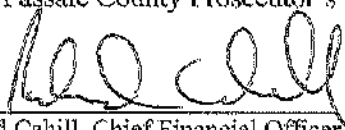
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: S 76,967.30

APPROPRIATION:	T-22-56-850-025-801	\$13,042.30
	T-22-56-850-022-802	62,825.00
	T-23-56-850-000-802	1,100.00

PURPOSE: Resolution authorizing the purchase of various items by the Passaic County Prosecutor's Office.

  
Richard Cahill, Chief Financial Officer

DATED: June 9, 2015

RC:fr



**BOROUGH OF PARAMUS**  
One Justice Square West  
PARAMUS, New Jersey 07652  
(201) 262-3400 Ext. 500

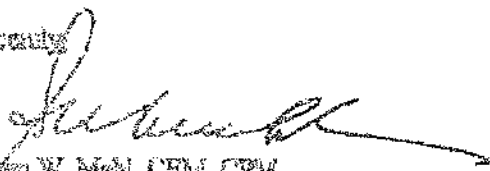
Office of Emergency Preparedness  
James N. Tolson III I&S Safety Complex

January 30, 2015

Paterson Police Department  
111 Broadway  
Paterson, New Jersey 07305

To who it may concern,

The Borough of Paramus agrees for Paterson Police Department to have sole use for eight (8) hours per day of usage of a ten (10) port pistol range with usage of a classroom for a period of forty (40) days at a rate of \$725.00 each day.

Sincerely,  
  
Stephen W. Mizal, CEM, CPM  
Emergency Preparedness Coordinator

(TAX # 22-6002186-W)

ADDRESS: PARAMUS Police Dept.  
1 CARLOUGH DRIVE  
PARAMUS, N.J.  
07652

Phone: (201) 262-3400

ATTN: Chief's Ofc.

**SHARED SERVICES AGREEMENT  
BETWEEN THE CITY OF PATERSON POLICE DEPARTMENT  
AND THE BOROUGH OF PARAMUS POLICE DEPARTMENT  
FOR USE OF THE BOROUGH OF PARAMUS  
PISTOL RANGE AND CLASSROOM**

This Agreement made this 13<sup>th</sup> day of March, 2015 by and between the CITY OF PATERSON POLICE DEPARTMENT, a New Jersey Municipal Corporation (hereinafter referred to as "Paterson Police Department") with offices at 111 Broadway, Paterson, New Jersey and the BOROUGH OF PARAMUS POLICE DEPARTMENT (hereinafter referred to as "Paramus Police Department") located at 1 Carrough Drive Paramus, New Jersey 07652.

WHEREAS, the Municipal Council of the City of Paterson, on MARCH 10, 2015 adopted Resolution No. 15790, authorizing the Paterson Police Department to enter into a shared services agreement with the Paramus Police Department for use of their pistol range and one classroom for their 2015 spring in-service training; and

WHEREAS, the use of the Paramus Police Department's pistol range and classroom is necessary because the Paterson Police Department's pistol range sustained significant damage during Hurricane Irene which rendered said pistol range unusable; and

WHEREAS, the Paterson Police Department agrees to utilize pistol range and classroom from the Paramus Police Department for a total of forty (40) days; and

WHEREAS, the Paramus Police Department has agreed to provide its pistol range and one (1) classroom to the Paterson Police Department at a rate of \$725.00 per day for forty (40) days for a total amount not to exceed \$29,000.00.

NOW THEREFORE, based upon the mutual covenants, representations and promises contained herein it is hereby agreed as follows:

1. The Paterson Police Department will utilize the Paramus Police Department's pistol range and one (1) classroom for its 2015 spring in-service training for a total of forty (40) days on the following dates in 2015: March 23, 24, 25, 26, 27, 30, 31; April 1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, 30; May 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, and 15.
2. The Paterson Police Department will pay the Paramus Police Department for use of the pistol range and one (1) classroom at a rate of \$725.00 per day for forty (40) days for a total not to exceed \$29,000.00.

3. The City of Paterson agrees to hold harmless and indemnify the Borough of Paramus from any claims arising out of the usage of the pistol range and classroom during the 2015 spring in service training.
4. Additionally, the City of Paterson will hold harmless and indemnify the Borough of Paramus from any claims resulting from the negligence, gross negligence or willful misconduct of any City of Paterson employee in connection the usage of the pistol range and classroom during the 2015 spring in service training. The City of Paterson agrees to hold harmless and indemnify the Borough of Paramus from any and all claims that may arise from the negligence, gross negligence or willful misconduct of any City employee in connection with the usage of the pistol range and classroom during the 2015 spring in service training.
5. Each party agrees that, to the fullest extent permitted by applicable law, it shall at all times during the term of this Agreement be organized and structured in a manner such that it can be bound with respect to any matter affecting this Agreement by the signature of one individual acting as such party's representative. Upon any party's request made from time to time by notice to another party, such party shall within ten (10) days provide the other party with notice of the name and address of such party's representative. Each party agrees that its representative will be reasonably available as needed to enable such party to perform its obligations under this Agreement and that, to the extent permitted by applicable law, such party's representative will have full power to bind such party as to any matter relating to this Agreement.
6. This Agreement has been authorized by concurrent resolutions of the Borough of Paramus and the City of Paterson Municipal Council.
7. The services provided pursuant to this Agreement shall be in effect for a one (1) year period from the date of its execution.
8. This agreement shall be modified or rescinded only by a writing signed by both parties or their duly authorized agents.
9. This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, executives, administrators, legal representatives, successors and assigns.
10. In case one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision and this Agreement shall be considered as if the invalid, illegal or unenforceable provision has not been contained therein.

11. The failure of either party at any time to enforce any right or remedy available to it under this contract with respect to any breach or failure by the other party shall not be construed to be a waiver of such right with respect to any other breach or failure by the other party.
12. This Agreement constitutes the entire Agreement between the Paramus Police Department and the Paterson Police Department related to the subject matter hereof and shall not be changed in any manner except by a writing executed by both parties other than as provided herein. Both the Paramus Police Department and the Paterson Police Department agree that no prior or contemporaneous oral representations form a part of their agreement.
13. All notices given or required to be given under this Agreement shall be delivered by certified mail, return receipt requested, to the following representatives of the respective parties:

For the Borough of Paramus Police Department:  
Chief Kenneth Ehrenberg  
1 Carlough Drive  
Paramus, New Jersey 07652

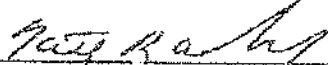
For the City of Paterson Police Department:  
Chief Jerry Speciale  
111 Broadway  
Paterson, New Jersey 07505

The Parties may, from time to time, designate other persons to receive notices under this Agreement. Notices shall be deemed effective upon receipt.

14. The parties agree that in the event they must resort to legal process in order to resolve any dispute concerning this contract or the interpretation thereof, the Superior Court of New Jersey, Law Division, Passaic County, shall have exclusive jurisdiction for the resolution of such disputes.

ATTEST:  
BOROUGH OF PARAMUS POLICE DEPARTMENT:

Dated: , 2015

  
Kenneth Ehrenberg, Chief of Police

CITY OF PATERSON

Dated: , 2015

  
\_\_\_\_\_  
Mayor José "Jocoy" Torres

Attest:

Dated: , 2015

  
\_\_\_\_\_  
Sonia Gordon, Acting Municipal Clerk

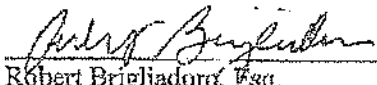
APPROVED AS TO FACTS:

Dated: , 2015

  
\_\_\_\_\_  
Jerry Speziale, Chief of Police

APPROVED AS TO FORM AND LEGALTY:

Dated: *June 13*, 2015

  
\_\_\_\_\_  
Robert Brigladoro, Esq.  
First Assistant Corporation Counsel

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE REJECTION OF ALL BIDS FOR TWELVE (12) 2016 POLICE INTERCEPTORS FOR THE PASSAIC COUNTY SHERIFF'S DEPARTMENT, 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:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Law and Public Safety  
COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150410</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-41						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING THE REJECTION OF ALL BIDS  
FOR TWELVE (12) 2016 POLICE INTERCEPTORS FOR THE  
PASSAIC COUNTY SHERIFF'S DEPARTMENT**

**WHEREAS** bids were received by the County of Passaic for twelve (12) 2016 police interceptors for the Passaic County Sheriff's Department; and

**WHEREAS** Passaic Sheriff's Department has requested the rejection of the bid identified as Bid #SB-15-020, as the bids were substantially over cost estimates; and

**WHEREAS** the Freeholder Law and Public Safety Committee has considered this matter at its June 1, 2105 meeting and recommended this resolution to the full Board for adoption; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that, pursuant to the terms set forth above that it hereby authorizes the request to reject bids described above; 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 action and sign such documents as are necessary to effectuate the purpose of this resolution, including but not limited to the issuance of a new bid.

Dated: June 9, 2015



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSIC COUNTY SHERIFF'S DEPARTMENT TO OBTAIN JUNK TITLES FOR UNCLAIMED OR ABANDONED MOTOR VEHICLES IN ORDER TO PROPERLY DISPOSE OF THE VEHICLES, 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:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Law and Public Safety

COMMITTEE NAME

Official Resolution#	R20150411						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-42						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING THE PASSIC COUNTY  
SHERIFF'S DEPARTMENT TO OBTAIN JUNK TITLES FOR  
UNCLAIMED OR ABANDONED MOTOR VEHICLES IN ORDER  
TO PROPERLY DISPOSE OF THE VEHICLES**

**WHEREAS** the Passaic County Sheriff's Department is requesting junk titles on vehicles held in storage, and identified in the attachment hereto, in an attempt to dispose of unclaimed or abandoned motor vehicles that were towed on behalf of the County of Passaic; and

**WHEREAS** in accordance with the policies and procedures of the State of New Jersey, Motor Vehicle Commission, the Sheriff's Office may obtain junk titles for vehicles unclaimed for more than twenty (20) days after proper notification to registered owners and if the costs are in excess of the value of the vehicle, in which case a public auction will be held in order to properly dispose of said vehicles; and

**WHEREAS** the Freeholder Law and Public Safety Committee, at its June 1, 2015 meeting, considered this matter and recommended this resolution to the full Board for adoption;

**NOW THEREFORE BE IT RESOVLED** 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 Passaic County Sheriff's Department to make application to the State of New Jersey, Motor Vehicle Commission for title to said vehicles and to conduct private sales of the same.

Dated: June 9, 2015

**PASSAIC COUNTY SHERIFF'S OFFICE***Sheriff Richard H. Berdnik*

Undersheriff Joseph C. Dennis  
 Undersheriff Mario Recinos  
 Undersheriff Leonard Lovely



Warden Michael Tolerico, CPM, CJM  
 Chief William McCrary  
 Chief Serafino Caporuscio

Dear Sir,

The following list of vehicles has been legally impounded by the Passaic County Sheriff's Office. Proper notification has been given to the last known owner and the vehicles remain unclaimed for more than 20 days. N.J.S.A 39:10A-3 states that a public agency may request a junk title certificate through the New Jersey Division of Motor vehicles if the vehicle is incapable of being operated safely or of being put in a safe operational condition except at a cost in excess of the value of said vehicle. All required notifications and a physical inspection was made of said vehicles. I respectfully request a resolution by the Passaic County Board of Chosen Freeholders to obtain junk title certificates in the name of Passaic County.

Respectfully,

Captain Joseph Muccio #1068

1995 Nissan Maxima	JN1CA21D1ST004019
1989 Ford E15	1FTDE14N1KHC24204
1990 Toyota FOR	JT3VN39W2L0008853
2002 Chevy Caviler	1G1JC524527209309
1995 Mitsubishi EXP	JA3AD59G4SZ001557
2000 Honda Accord	1HGCG224XYA009266
1993 Toyota Camry	4T1SK12E9PU183575
1992 Honda Accord	1HGCB765XNA134374
1999 Nissan Sentra	3N1AB41D6XL110770
2005 Chevy Cobalt	1G1AL52F957541551
1996 GMC Sonoma	1GTDT14X8TK518484
1999 Toyota Solara	2T1CF28P3XC123784
1995 Honda Accord	1HGCD5635SA046955
1997 Honda Civic	2HGEJ667XVH575768
1999 Nissan Altima	1N4DL01D3XC197531
2003 Chrysler T&C	2C4GP44L33R110492
2001 Dodge Caravan	2B4GP44321R403505
1998 Honda Civic	1HGEJ6226WL101962

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution #: R20150411

SERVE WITH COMPASSION -- PROTECT WITH COURAGE

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

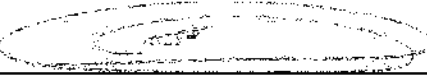
Date: Jun 09, 2015 - 5:30 PM

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

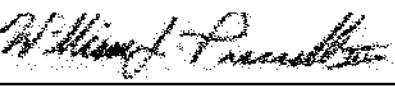
Agenda: RESOLUTION AUTHORIZING A ONE YEAR EXTENSION OF THE CONTRACT BETWEEN PASSAIC COUNTY AND BIO-REFERENCE LABORATORIES TO PROVIDE LABORATORY SERVICES FOR THE PASSAIC COUNTY JAIL, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
SHERIFF'S DEPT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Law and Public Safety  
COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150412</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-43						
CAF #	5-01-25-157-005-213						
Purchase Req. #	R5-03618						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING A ONE YEAR EXTENSION OF  
THE CONTRACT BETWEEN PASSAIC COUNTY AND BIO-  
REFERENCE LABORATORIES TO PROVIDE LABORATORY  
SERVICES FOR THE PASSAIC COUNTY JAIL**

**WHEREAS** in 2012 Requests for Proposal were received to provide Laboratory Services for the Passaic County Jail on two occasions (March 22 and April 26) at which time proposals were received that exceeded the Sheriff's Department cost estimates and they were rejected; and

**WHEREAS** as a consequence the Board of Chosen Freeholders of Passaic County, pursuant to N.J.S.A. 40A:11-5(3) by Resolution R-12-506 dated June 26, 2012 authorized the Director of Purchasing to obtain the needed laboratory services for the Jail through negotiation not substantially different from those which were set forth in the Request for Proposal (Competitive Contracting); and

**WHEREAS** that Resolution also authorized a contract for an estimated price of \$120,000.00 per year to Bio-Reference Laboratories of Elmwood Park, NJ for the period of April 1, 2012 through March 31, 2015, with two (2), one-year options to renew; and

**WHEREAS** the Passaic County Sheriff's Department is now recommending a one year extension to the contract with Bio-Reference Laboratories for the period April 1, 2015 through March 31, 2016, at a cost not to exceed \$120,000.00 with an additional day to draw blood (from 2 days per week to 3 days) and an agreement to interface with the Jail electronic medical record system; and

**WHEREAS** the Board of Chosen Freeholder is desirous of approving said option and authorizing the Purchasing Agent to issue the appropriate Purchase Order; and

**WEHREAS** the Freeholder Law and Public Safety Committee at its June 1, 2015 meeting considered this matter and recommended this resolution to the full Board for adoption; and

**WHEREAS** a certification is attached hereto to reflect the availability of funds;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the county of Passaic that it hereby authorizes the first one (1) year option for Bio-Reference Laboratories for the period April 1, 2015 through March 31, 2016 to provide laboratory services for the Passaic County Jail; and

**BE IT FURTHER RESOLVED** that the Purchasing Agent and all other necessary officers and employees of Passaic County be and hereby are authorized and directed to take such further actions and to sign such documents as are necessary to effectuate the purpose of this Resolution, including but not limited to the issuance of a Purchase Order.

Dated: June 9, 2015

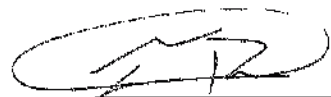
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$ 120,000.00

APPROPRIATION: 5-01-25-157-005-213 \$90,000.00  
\$30,000-Contingent upon future year budget  
allocations.

PURPOSE: Resolution authorizing a one year extension with Bio-  
Reference Laboratories from April 1, 2015 to March  
31, 2016



Flavio Rivera, Acting Treasurer

DATED: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING A NO-COST TIME EXTENSION TO THE CONTRACT WITH CAMOIN ASSOCIATES OF SARATOGA SPRINGS, N.Y., FOR THE DEVELOPMENT OF A COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS), ECONOMIC IMPACT ANALYSIS OF HURRICANE IRENE AND BUSINESS CONTINUITY DISASTER PLAN, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

<b>Official Resolution#</b>		<b>R20150413</b>					
Meeting Date		06/09/2015					
Introduced Date		06/09/2015					
Adopted Date		06/09/2015					
Agenda Item		n-44					
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015



**RESOLUTION AUTHORIZING A NO-COST TIME EXTENSION TO THE CONTRACT WITH CAMOIN ASSOCIATES OF SARATOGA SPRINGS, N.Y., FOR THE DEVELOPMENT OF A COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS), ECONOMIC IMPACT ANALYSIS OF HURRICANE IRENE AND BUSINESS CONTINUITY DISASTER PLAN**

**WHEREAS**, the Passaic County Board of Chosen Freeholders on July 22, 2014, adopted Resolution R- 2014-524 awarding a contract to Camoin Associates to develop a Comprehensive Economic Development Strategy (CEDS), Economic Impact Analysis of Hurricane Irene and a Business Continuity Disaster Plan; 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**, Camoin Associates was selected through a competitive contract process pursuant to the Local Public contract Law, specifically N.J.S.A. 40A: 11-4.1 et seq.; and

**WHEREAS**, Camoin Associates was engaged to perform this work from June 1, 2014 to April 30, 2015, for a sum not to exceed \$279,875 with funds provided by a grant from the US Department of Commerce, Economic Development Administration (USEDA); and

**WHEREAS**, the US Department of Commerce, Economic Development Administration has officially extended the grant to November 17, 2015 (note attached grant extension); and

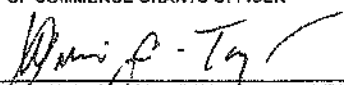
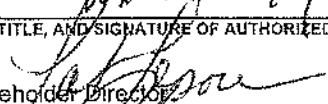
**WHEREAS**, it is necessary to provide a the no-cost time extension of the contract period from June 1, 2014 through November 17, 2015 to enable Camoin Associates to complete their scope of work; and

**WHEREAS**, the Planning and Economic Development Committee has reviewed this matter on May 27, 2015 and recommends this resolution to the full Board for adoption; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it is hereby authorized a no-cost time extension of the contract period to Camoin Associates of Saratoga Springs, N.Y.'s contract, from June 1, 2014 through November 17, 2015; and

**BE IT FURTHER RESOLVED** that the Clerk of the Board and the Freeholder Director 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.

June 9, 2015

FORM CD-451 (REV. 3-13)		U.S. DEPARTMENT OF COMMERCE			<input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT	
<b>AMENDMENT TO FINANCIAL ASSISTANCE AWARD</b>					CFDA NO. AND PROJECT TITLE 11.307 Economic Adjustment Assistance	
					AWARD NUMBER 01-69-14261	
					AMENDMENT NUMBER One (1)	
RECIPIENT NAME County of Passaic					EFFECTIVE DATE May 17, 2013	
STREET ADDRESS 401 Grand Street					EXTEND WORK COMPLETION TO November 17, 2015	
CITY, STATE, ZIP CODE Paterson, New Jersey 07505						
BUREAU 20	FUND 40	FCFY 13	PROJECT-TASK 14261-00	ORGANIZATION 01	OBJECT CLASS 41-10-00-00	
COSTS ARE REVISED AS FOLLOWS:		PREVIOUS ESTIMATED COST	ADD	DEDUCT	TOTAL ESTIMATED COST	
FEDERAL SHARE OF COST		\$ 280,000.00	\$	\$	\$ 280,000.00	
RECIPIENT SHARE OF COST		\$ 70,000.00	\$	\$	\$ 70,000.00	
TOTAL ESTIMATED COST		\$ 350,000.00	\$	\$	\$ 350,000.00	
REASON(S) FOR AMENDMENT This amendment is a no-cost time extension to extend the project period end date of May 17, 2015 to November 17, 2015. This amendment provides the Recipient with an additional six (6) months to complete the scope of work, draw the final payment disbursement and complete award close out procedures. No additional EDA funds; No change in Total Project Cost.						
This Amendment approved by the Grants Officer is issued in triplicate and constitutes an obligation of Federal funding. By signing the three documents, the Recipient agrees to comply with the Amendment provisions checked below and attached, as well as previous provisions incorporated into the Award. Upon acceptance by the Recipient, two signed Amendment documents shall be returned to the Grants Officer and the third document shall be retained by the Recipient. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.						
<input checked="" type="checkbox"/> Special Award Conditions <input checked="" type="checkbox"/> Line Item Budget <input checked="" type="checkbox"/> Other(s): Department of Commerce Financial Assistance Standard Terms and Conditions (January 2013)						
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER					DATE	
Regional Director 					7/31/14	
TYPED NAME, TYPED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL					DATE	
Pat Lepore, Freeholder Director 					8/6/14	

Introduced on: June 9, 2015  
 Adopted on: June 9, 2015  
 Official Resolution#: R20150413

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING A PUBLIC HEARING TO BE HELD ON SEPTEMBER 22, 2015 ON THE PASSAIC COUNTY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIC PLAN TO BE SUBMITTED TO THE US ECONOMIC DEVELOPMENT ADMINISTRATION, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20150414						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-45						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING A PUBLIC HEARING TO BE HELD ON SEPTEMBER 22, 2015 ON THE PASSAIC COUNTY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIC PLAN TO BE SUBMITTED TO THE US ECONOMIC DEVELOPMENT ADMINISTRATION**

**WHEREAS**, the Passaic County Board of Chosen Freeholders, on May 14, 2013, adopted Resolution R-13-310 accepted a grant award from the US Department of Commerce, Economic Development Administration to develop the Passaic County Comprehensive Economic Development Strategic Plan (CEDS); and

**WHEREAS**, Passaic County seeks to solicit comments from the public on the CEDS Plan; and

**WHEREAS**, the CEDS Plan will be placed on display for a 30 day review period; and

**WHEREAS**, the Department of Planning and Economic Development seeks to have a public hearing on the CEDS Plan on September 22, 2015 at the Freeholders' regular conference meeting; and

**WHEREAS**, the Department of Planning and Economic Development also seeks to publish an advertisement in a newspaper of local circulation, announcing the availability of the CEDS plan for a 30 day public review period (see note attached); and

**WHEREAS**, this matter was discussed at the Freeholders Planning and Economic Development Committee meeting on May 27, 2015 and was 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 the Clerk to the Board is hereby authorized to publish, in a newspaper of local circulation, notice of a public hearing to be held on September 22, 2015 at 5:30 p.m., or as soon thereafter as the matter can be heard, to allow for public comment on the CEDS Plan.

JRS/meg

June 9, 2015

### COUNTY OF PASSAIC RESOLUTION REQUEST FORM

1. NAME OF REQUESTER & Tel #: **Deborah Hoffman, 973-569-4720**
2. DESCRIPTION OF RESOLUTION (PLEASE BE SPECIFIC AS POSSIBLE)

**RESOLUTION  
AUTHORIZING A PUBLIC HEARING TO BE HELD ON  
SEPTEMBER 22, 2015 ON THE PASSAIC COUNTY  
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIC  
PLAN TO BE SUBMITTED TO THE US ECONOMIC  
DEVELOPMENT ADMINISTRATION**

3. CERTIFICATION INFORMATION:  
 AMOUNT OF EXPENDITURE:  
 REQUISITION and PO NUMBERS already approved:

4. <b>COMMITTEE REVIEW:</b>	<u>DATE</u>
<input type="checkbox"/> Administration & Finance	_____
<input type="checkbox"/> Public Works / Buildings & Grounds	_____
<input checked="" type="checkbox"/> Planning & Economic Development	<u>5/27/2015</u>
<input type="checkbox"/> Health, Human Services & Community Affairs	_____
<input type="checkbox"/> Law & Public Safety	_____
<input type="checkbox"/> Energy	_____
<input type="checkbox"/> Other Specify: _____	_____

5. DISTRIBUTION LIST:  
 Administration  
 Finance  
 Counsel  
 Clerk to Board  
 Other(s) Specify: \_\_\_\_\_

**NOTICE OF CEDS PLAN ON PUBLIC DISPLAY AND PUBLIC HEARING**

**Passaic County Comprehensive Economic Development Strategy and Public  
Hearing on September 22, 2015  
Passaic County, NJ**

**Please take notice that Passaic County, NJ will submit a Comprehensive Economic Development Strategy "CEDS" Plan for Passaic County, New Jersey to the U.S. Department of Commerce, Economic Development Administration.**

**Passaic County, NJ is establishing a thirty (30) day public notice and comment period pursuant to 13 C.F.R. § 303.7.**

**The 30 day public comment period will run from August 10, 2015 to August 9, 2015. Passaic County will hold a public hearing on Tuesday, September 22, 2015. The hearing will be held at the Passaic County Administration Building at 5:30 p.m. at the following location:**

**Passaic County Administration Building  
401 Grand Street – 2<sup>nd</sup> Floor Freeholder Meeting Room  
Paterson, NJ 07505**

The purpose of the hearing is to solicit citizen comments on the CEDS Plan.

Copies of the CEDS Plan for Passaic County, NJ are available for public inspection and review at the following locations for a thirty-day period from **August 10, 2015 to September 9, 2015.**

**PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ, Suite 250**

**AND**

**OFFICE OF THE CLERK TO THE BOARD OF THE PASSAIC COUNTY BOARD OF  
CHOSEN FREEHOLDERS  
401 GRAND STREET, PATERSON, NJ 07505, 2<sup>ND</sup> FLOOR**

**AND**

**MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING MUNICIPALITIES:  
BLOOMINGDALE, CLIFTON, HALEDON, HAWTHORNE, LITTLE FALLS, NORTH  
HALEDON, PATERSON, PASSAIC, POMPTON LAKES, PROSPECT PARK, RINGWOOD,  
TOTOWA, WANAQUE, WEST MILFORD, WAYNE, AND WOODLAND PARK**

**AND**

**<http://www.passaiccountynj.org>**



After the 30 day public notice and comment period ends; and the public hearing is held on September 22, 2015, the Passaic County Board of Chosen Freeholders is expected to take final action on the CEDS Plan on October 13,, 2015. The FINAL Comprehensive Economic Development Strategy "CEDS" Plan will be forwarded to the U.S. Department of Commerce, Economic Development Administration for its consideration.

Interested persons are encouraged to express their views on the documents at the public hearing or in writing to the Passaic County, Department of Planning and Economic Development, 930 Riverview Drive, Suite 250, Totowa, NJ 07512. Persons requiring information in alternative formats should contact the Department at (973) 569-4720 (TDD Users: 7-1-1 NJ Relay Center). All comments received on by September 9, 2015 will be considered.

La información será proporcionada en español a petición.

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDS IN THE AMOUNT OF \$450,000.00, FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION-2014 TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FOR IMPROVEMENTS ALONG BROWERTOWN ROAD IN WOODLAND PARK AND LITTLE FALLS, 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:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20150415						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-46						
CAF #							
Purchase Req. #							
Result	Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDS IN THE AMOUNT OF \$450,000.00, FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION-2014 TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FOR IMPROVEMENTS ALONG BROWERTOWN ROAD IN WOODLAND PARK AND LITTLE FALLS**

**WHEREAS**, the Passaic County Board of Chosen Freeholders authorized the Passaic County Planning Department to submit a grant application to the New Jersey Department of Transportation, for the NJDOT 2014 Transportation Alternatives Program; and

**WHEREAS**, by letter dated April 22, 2015, to Freeholder John W. Bartlett, Commissioner Jamie Fox advised that Passaic County has been selected to receive \$450,000.00 in fund for the Transportation Alternatives Program; and

**WHEREAS**, the 2014 Transportation Alternatives Program (TAP) is funded through the Federal Highway Administration's Federal Aid Program and is being administered by the New Jersey Department of Transportation (NJDOT), in partnership with the North Jersey Transportation Planning authority (NJTPA); and

**WHEREAS**, the goal of TAP is to provide federal funds for community based "non-traditional" projects designed to strengthen the cultural, aesthetic, and environmental aspects of the nation's intermodal system; and

**WHEREAS**, the project must be authorized for implementation within two years of the date of the grant award; and

**WHEREAS**, prior to incurring any project related costs that will be reimbursed under this program, the project must be authorized. Any costs incurred prior to authorization will be ineligible for reimbursement; and

**WHEREAS**, with all federally funded programs, funds will be disbursed on a reimbursement basis; and

**WHEREAS**, the award of Transportation Alternative grants will be contingent upon the recipient's ability to comply with all applicable federal financial management, project implementation, and oversight regulations; and

**WHEREAS**, this matter was reviewed by the Freeholder Planning and Economic Development Committee meeting on May 27, 2015 at which time it was 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 it hereby authorizes acceptance of grant funds totaling \$450,000.00, from the NJDOT 2014 Transportation Alternatives Program (TAP) to make improvements along the Morris Canal Greenway, along Browertown Road in Woodland Park and Little Falls, with access point to the planned Passaic County Morris Canal pocket park, located on the corner of Browertown and Lackawanna Avenue; and

**BE IT FURTHER RESOLVED** that the Director and Clerk to the Board are hereby authorized to execute any and all necessary documents on behalf of the County of Passaic with respect to the grant funds set forth above.

Dated: June 9, 2015

## COUNTY OF PASSAIC RESOLUTION REQUEST FORM

1. NAME OF REQUESTER & Tel #: Jason Simmons 973.569.4045 \_\_\_\_\_
2. DESCRIPTION OF RESOLUTION (PLEASE BE AS SPECIFIC AS POSSIBLE)  
Resolution accepting a \$450,000.00 from the NJDOT 2014 Transportation Alternatives Program (TAP) to make critical safety improvements along the Morris Canal Greenway which runs along Browertown Road in Woodland Park and Little Falls. This project will also create an access point to the planned Passaic County Morris Canal pocket park located on the corner of Browertown and Lackawanna Ave

3. CERTIFICATION INFORMATION:

AMOUNT OF EXPENDITURE: \$0 \_\_\_\_\_

BUDGET ACCOUNT #: \_\_\_\_\_

ATTACH A COPY OF A "DETAIL BUDGET ACCOUNT STATUS INCLUDING REQUISITION ITEMS" PAGE FROM EDMONDS

PLEASE NOTE THAT RESOLUTIONS FOR ALL CONTRACT AWARDS AND OTHER EXPENDITURES REQUIRE A CERTIFICATION OF FUNDS IN ORDER TO BE PLACED ON THE AGENDA. IT IS THE RESPONSIBILITY OF THE REQUESTING DEPARTMENT TO IDENTIFY THE APPLICABLE BUDGET LINE TO THE FINANCE DEPARTMENT. FAILURE TO DO SO WILL RESULT IN DELAYS IN PROCESSING THE RESOLUTION REQUEST.

4. COMMITTEE REVIEW: DATE
- |   |                     |
|---|---------------------|
| <input checked="" type="checkbox"/> Administration & Finance        | _____               |
| <input type="checkbox"/> Public Works / Buildings & Grounds         | _____               |
| <input checked="" type="checkbox"/> Planning & Economic Development | <u>May 27, 2015</u> |
| <input type="checkbox"/> Health, Human Services & Community Affairs | _____               |
| <input type="checkbox"/> Law & Public Safety                        | _____               |
| <input type="checkbox"/> Energy & Sustainability                    | _____               |
| <input type="checkbox"/> Other(s) Specify: _____                    | _____               |

4. DISTRIBUTION LIST:

- Administration
- Finance
- Counsel
- Clerk to Board
- Other(s) Specify: \_\_\_\_\_



## State of New Jersey

DEPARTMENT OF TRANSPORTATION  
P.O. Box 600  
Trenton, New Jersey 08625-0600

CHRIS CHRISTIE  
*Governor*

JAMIE FOX  
*Commissioner*

KIM GUADAGNO  
*Lt. Governor*  
April 22, 2015

John W. Bartlett  
Freeholder, Passaic County  
401 Grand Street  
Paterson, NJ 07505

Dear Mr. Bartlett:

I am pleased to inform you that Passaic County has been selected to receive \$450,000. In Transportation Alternatives Program funding for the Morris Canal Greenway Browertown Road Project.

The Transportation Alternative Program is being administered by the New Jersey Department of Transportation (NJDOT), in partnership with the North Jersey Transportation Planning Authority (NJTPA), the Delaware Valley Regional Planning Commission (DVRPC), and the South Jersey Transportation Planning Organization (SJTPO). The goal of the Transportation Alternatives Program is to provide federal funds for community based "non-traditional" projects designed to strengthen the cultural, aesthetic, and environmental aspects of the nation's intermodal system. The Transportation Alternatives Program has proven to be very popular and extremely competitive. This year we received 146 applications totaling more than \$97 million. With \$15.5 million available for this year's program, we were able to fund 28 projects.

As indicated in our application process, your project must be authorized for implementation within two years of the date of this letter. In addition, the project must be authorized prior to incurring any project related costs that will be reimbursed under this program. Any costs incurred prior to authorization will be ineligible for reimbursement. As with all federally funded programs, the funds will be disbursed on a reimbursement basis.

The award of Transportation Alternatives grants will be contingent upon the recipient's ability to comply with all applicable federal financial management, project implementation, and oversight regulations. Grant recipient's capabilities to comply with state and federal requirements for the administration of federal-aid highway grants including 23 CFR - Highways, and OMB requirements related to 2 CFR 200 audit requirements will be assessed prior to the awarding of funding for this project.

"IMPROVING LIVES BY IMPROVING TRANSPORTATION"

New Jersey Is An Equal Opportunity Employer • Printed on Recycled and Recyclable Paper

Introduced on: June 9, 2015  
Adopted on: June 9, 2015  
Official Resolution#: R20150415

Additionally, all recipients of federal and state grants are required to comply with the provisions of Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Should you have any questions regarding your grant, please contact the NJDOT Local Aid District Office in your area.

District 1 - Mt. Arlington - 973-601-6700

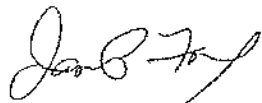
District 3 - Trenton - 609-530-5271

District 2 - Newark - 973-877-1500

District 4 - Cherry Hill - 856-486-6618

Again, thank you for your support of this program and good luck with your project.

Sincerely,



Jamie Fox  
Commissioner

c: Municipal Clerk  
Municipal Engineer

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION OPPOSING A PROPOSED THE NJ TRANSIT RAIL SERVICE CUTS TO MONTCLAIR-BOONTON RAIL LINE SERVICING LITTLE FALLS AND WAYNE TOWNSHIPS AS WELL AS THE FARE HIKES PROPOSED FOR ALL NJ TRANSIT RIDERS, ALL AS NOTES IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#		R20150416					
Meeting Date		06/09/2015					
Introduced Date		06/09/2015					
Adopted Date		06/09/2015					
Agenda Item		n-47					
CAF #							
Purchase Req. #							
Result		Adopted					
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015



**RESOLUTION OPPOSING A PROPOSED THE NJ TRANSIT RAIL SERVICE CUTS TO MONTCLAIR-BOONTON RAIL LINE SERVICING LITTLE FALLS AND WAYNE TOWNSHIPS AS WELL AS THE FARE HIKES PROPOSED FOR ALL NJ TRANSIT RIDERS**

**WHEREAS**, New Jersey Transit is proposing service cuts and across the board fare hikes to all NJ Transit riders on an average of 9% to close a \$60 million budget gap for the 2016 fiscal year; and

**WHEREAS**, NJ Transit's proposed service cuts include elimination of Train No. 1043 along the Montclair Boonton Rail Line servicing Little Falls and Wayne Townships which departs from Montclair State University on weekdays; and

**WHEREAS**, elimination of any service is in contradiction to local, county and state master plans as well as the Regional Plan for Sustainable Development (RPSD) developed as part of the Together North Jersey (TNJ) effort partially led by NJ Transit; and

**WHEREAS**, fare increases carry a disproportionate burden on transit dependent communities throughout Passaic County accessing jobs and services throughout the region; and

**WHEREAS**, fare increases and service reductions erode investments that have been made to the public transportation system, such as the Route 23 Transit Center in Wayne completed in 2008 at a cost of \$51 million; and

**WHEREAS**, public transportation is vital to reducing auto dependence and easing the burden on an already congested system of highways, and decreasing local mass

transit access at this time would exacerbate the challenges posed by the anticipated seven years of upcoming construction to reconfigure the Route 3 and Route 46, a long-awaited project that is slated to being later this year; and

**WHEREAS**, service cuts to the Montclair Boonton Rail Line would be counterproductive to the transit supportive development planned for downtown Little Falls and the Township's pursuit of Transit Village Designation through the NJ Department of Transportation; and

**WHEREAS**, the proposed elimination of Train No. 1043 would eliminate late-night train service options for residents throughout the region wishing to leave New York City after 9:50 p.m., a burden which will likely fall most heavily on students and workers on late shifts; and

**WHEREAS**, this matter was reviewed by the Freeholders' Planning and Economic Development Committee as part of its May 27, 2015 agenda and recommended to the full Board for approval;

**NOW THEREFORE BE IT RESOLVED** that the Passaic County Board of Chosen Freeholders hereby strongly opposes the proposed New Jersey Transit rail service cuts to the Montclair Boonton Rail Line servicing Little Falls and Wayne Townships as well as the across the board fare hikes for all New Jersey Transit riders, which would cause an adverse effect to its residents; and

**BE IT FURTHER RESOLVED** that the Clerk to the Board is hereby instructed to forward a certified copy of this Resolution to the Governor's Office, the State Legislature, the State Transportation Commission, and NJ Transit, with a letter of opposition by the Freeholder Director on behalf of the Passaic County Board of Chosen Freeholders.

Dated: June 9, 2015

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Hector C. Lora  
Deputy Director Bruce James  
John W. Bartlett  
Theodore O. Best, Jr.  
Ronda Casson Cotroneo  
Terry Duffy  
Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

William J. Pascrell, III, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Jun 09, 2015 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE FINAL ONE-YEAR OPTION TO RENEW THE CONTRACT WITH GOURMET DINING CORRECTIONAL FOOD SERVICES, LLC TO PROVIDE FOOD SERVICES FOR THE PASSAIC COUNTY JAIL

THIS RESOLUTION WAS REQUESTED BY:  
SHERIFF'S DEPT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Late Starters

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20150417</b>						
Meeting Date	06/09/2015						
Introduced Date	06/09/2015						
Adopted Date	06/09/2015						
Agenda Item	n-48						
CAF #	5-01-25-157-001-F04						
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>
Lora		✓					
James	✓				✓		
Bartlett	✓		✓		✓		
Best Jr	✓				✓		
Cotroneo	✓			✓	✓		
Duffy	✓				✓		
Lepore	✓				✓		

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

Dated: June 10, 2015

**RESOLUTION AUTHORIZING THE FINAL ONE-YEAR  
OPTION TO RENEW THE CONTRACT WITH GOURMET  
DINING CORRECTIONAL FOOD SERVICES, LLC TO  
PROVIDE FOOD SERVICES FOR THE PASSAIC COUNTY  
JAIL**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic adopted Resolution R-11-260 on April 26, 2011, awarding a contract to Gourmet Dining Correctional Food Service, LLC, of Madison, NJ, to provide food services and food services management for the Passaic County Jail for a period of June 1, 2011 through May 31, 2014, with two one (1) year options to renew; and

**WHEREAS** the County adopted Resolution 2014-0376 on May 27, 2014 exercising the first one (1) year option to renew the agreement through May 31, 2015 to provide food services for the Jail;

**WHEREAS** the Passaic County Sheriff's Department is now recommending that the County of Passaic exercise the final one (1) year option for the provision of food only, for the period June 1, 2015 through May 31, 2016; and

**WHEREAS** this matter was discussed at the Freeholder Law and Public Safety Committee at its June 1, 2015 meeting, and recommended to the full Board for approval; and

**WHEREAS** a certification is attached hereto to reflect the availability of funds for the within contemplated expenditure;

**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 final one (1) year option by and between the County of Passaic and Gourmet Dining Correctional Services, LLC, of Madison, NJ for said company to supply food services only for the Passaic County Jail for the period of June 1, 2015 through May 31, 2016; and

**BE IT FURTHER RESOLVED** that the Office of the Passaic County Counsel forward official notification to said Gourmet Dining Correctional Services, LLC of the within action taken by the Passaic County Board of Chosen Freeholders.

Dated: June 9, 2015

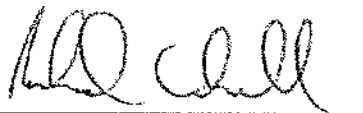
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$1,456,000.00

APPROPRIATION: 5-01-25-157-001-F04

PURPOSE: To award a contract to Gourmet Dining Correctional, LLC to provide food services to the inmates at the Passaic County Jail in an amount estimated at \$1,456,000.



Richard Cahill  
Director of Finance

Dated: June 9, 2015