

# **PUBLIC NOTICE**

**TAKE NOTICE** the Passaic County Board of Chosen Freeholders on January 6, 2020 adopted Resolution No. R-2020-0001, which calls for the location of the Conference and Regular Meeting scheduled for Tuesday, April 14, 2020 at 5:30 PM and 6:00 PM respectively. Pursuant to the State of Emergency and Public Health Emergency declared by New Jersey Governor Philip Murphy set forth in Executive Order No. 103, and further limitations on public gatherings set forth in Executive Order No. 104, the Board is cancelling the Conference Agenda, and shall hold the Regular Meeting at 6:00 PM, with no members of the public physically present, as authorized under N.J.S.A. 10:4-12(a), and in accordance with Administrative Order No. 20-01 issued by the Passaic County Administrator closing the Administration Building to non-essential personnel and the public effective March 18, 2020 at 8:30 AM. If a member of the public wishes to place a public comment on the record, please email **public@passaiccountynj.org** stating your name, address, and matter to be addressed by the Board by no later than **April 14, 2020 at 5:00 PM**. The Clerk to the Board shall read same into the public record. Moreover, some members of the Board may participate telephonically, pursuant to the Board By-Laws and in compliance with N.J.S.A. 10:4-12-1, et seq. Official action will be taken.

## **BY ORDER OF THE BOARD OF CHOSEN FREEHOLDERS**

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Louis E. Imhof III, RMC, Clerk of the Board

Dated: April 6, 2020

E-mail to: Herald News  
Bergen Record

On File with the Passaic County Clerk

*Louis E. Imhof III, RMC*  
Clerk of the Board  
Board of Chosen Freeholders  
County of Passaic  
(973) 881-4412  
[Louisi@passaiccountynj.org](mailto:Louisi@passaiccountynj.org)

[www.passaiccountynj.org](http://www.passaiccountynj.org)

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara

Deputy Dir. Pasquale "Pat" Lepore

Assad R. Akhter

John W. Bartlett

Theodore O. Best, Jr.

Terry Duffy

Bruce James

401 Grand Street  
Paterson, New Jersey 07505

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

**Anthony J. De Nova III**

*Administrator*

**Matthew P. Jordan, Esq.**

*County Counsel*

**Louis E. Imhof, III, RMC**

*Clerk Of The Board*



## Meeting Venue

Date: Apr 14, 2020 - 5:30 PM

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

- A. Announcement of the Open Public Meeting Law
- B. Roll Call:
  1. Akhter
  2. Bartlett
  3. Best
  4. Duffy
  5. James
  6. Deputy Director Lepore
  7. Director Lazzara
- C. Invocation:
- D. Pledge of Allegiance
- E. Moment of silence to remember all the men and women who have died while serving in the United States Armed Forces
- F. Approval of Minutes: March 24, 2020
- G. Approval of Proclamation: None

H. Freeholder Reports:

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

I. Communications: None

J. Oral Portion:

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

K. Consent Agenda:

**ADMINISTRATION AND FINANCE**

1. RESOLUTION CHANGING THE LOCATION OF THE APRIL 28, 2020 REGULAR MEETING OF THE BOARD OF CHOSEN FREEHOLDERS FROM THE BOROUGH OF POMPTONLAKES MUNICIPAL BUILDING TO THE PASSAIC COUNTY ADMINISTRATION BUILDING ALL AS NOTED IN THE RESOLUTION.
2. RESOLUTION AUTHORIZING THE COUNTY STORM RECOVERY TRUST FUNDS TO BE USED FOR CORONA VIRUS EXPENSES AND ALL FUTURE EMERGENCIES DECLARED BY THE GOVERNOR OR THE PRESIDENT OF THE UNITED STATES, ALL AS NOTED IN THE RESOLUTION
3. RESOLUTION AUTHORIZING A BUYOUT FOR PROPERTY LEASED FROM RMD PROPERTIES, LLC LOCATED AT 14-16 HOWE AVENUE, PASSAIC NEW JERSEY AND TERMINATING LEASE AGREEMENT ALL AS NOTED IN THE RESOLUTION.
4. RESOLUTION TO EXTEND THE CURRENT CONTRACT WITH BERGEN RISK MANAGEMENT PURSUANT TO N.J.S.A. 40A:11-6, WHICH GOVERN EMERGENCY CONTRACTS, IN LIGHT OF THE CURRENT PUBLIC HEALTH EMERGENCY ALL AS NOTED IN THE RESOLUTION.

## **ADMINISTRATION AND FINANCE**

5. RESOLUTION RETAINING WEINER LAW GROUP FOR OUTSIDE LEGAL APPELLATE LEGAL SERVICES IN THE MATTER OF ROGER GATES, ET AL. V. COUNTY OF PASSAIC, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ. ALL AS NOTED IN THE RESOLUTION.
  
6. RESOLUTION QUALIFYING CONTRACT FOR CONSULTANT SERVICES FOR THE PASSAIC COUNTY BOARD OF TAXATION, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ., AND AWARDED CONTRACT TO REEVALUATION ADVISORY SERVICES, LLC ALL AS NOTED IN THE RESOLUTION.

## **HEALTH & HUMAN SERVICES**

7. RESOLUTION AUTHORIZING UP TO THREE (3) MONTH EXTENSION OF CONTRACT PURSUANT TO N.J.S.A. 40A:11-15 TO HUBCO HEALTH CARE GROUP, LLC ALL AS NOTED IN THE RESOLUTION.
  
8. RESOLUTION AUTHORIZING UP TO THREE (3) MONTH EXTENSION OF CONTRACT PURSUANT TO N.J.S.A. 40A:11-15 TO RESPIRATORY HEALTH SERVICES, LLC ALL AS NOTED IN THE RESOLUTION.
  
9. RESOLUTION AUTHORIZING THE PASSAIC COUNTY DIVISION OF WEATHERIZATION AND HOME ENERGY TO ACCEPT THE HEATING IMPROVEMENT PROGRAM (HIP) 2020 GRANT FROM THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR APPROXIMATELY \$522,073.00 TO CARRY OUT THE WEATHERIZATION ASSISTANCE PROGRAM (WAP), THE GRANT TERM WILL BE THE PERIOD OF APRIL 1, 2020 THROUGH SEPTEMBER 30, 2021 ALL AS NOTED IN THE RESOLUTION.
  
10. RESOLUTION AUTHORIZING THE PASSAIC COUNTY WEATHERIZATION AND HOME ENERGY DIVISION TO INCREASE THE CONTRACT AMOUNT FOR UPGRADES AND REPAIRS OR RESIDENTIAL HEATING SYSTEMS, IN ACCORDANCE WITH N.J.S.A. 40A:11-4.5 ALL AS NOTED IN THE RESOLUTION.
  
11. RESOLUTION AUTHORIZING INCREASE OF AWARD AMOUNT FOR DRISCOLL FOODS OF CLIFTON, NJ FOR GROCERIES AND FROZEN FOODS, AS AUTHORIZED BY N.J.S.A. 40A:11-4 ALL AS NOTED IN THE RESOLUTION.

## **PUBLIC WORKS**

12. RESOLUTION AUTHORIZING FINAL PAYMENT TO SPARWICK CONTRACTING, INC. FOR THE PROJECT THE BRIDGE SCOUR COUNTERMEASURES AT VARIOUS BRIDGES THROUGH PASSAIC COUNTY, NEW JERSEY PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ ALL AS NOTED IN THE RESOLUTION.

13. RESOLUTION FOR AWARD OF CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR REMOVAL OF 600 GALLON UST FOR FUEL DIESEL AT THE PASSAIC COUNTY JAIL AT 11 MASHALL STREET IN THE CITY OF PATERSON, NEW JERSEY, N.J.S.A. 40A:11-12, ET SEQ. ALL AS NOTED IN THE RESOLUTION.

#### **PUBLIC WORKS**

14. RESOLUTION FOR AWARD OF CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR REMOVAL OF 4,000 GALLON UST FOR FUEL PUMP AND MANAGEMENT AT LAMBET CASTLE IN THE CITY OF PATERSON, NEW JERSEY, N.J.S.A. 40A:11-12, ET SEQ. ALL AS NOTED IN THE RESOLUTION.
15. RESOLUTION AUTHORIZING EXECUTION OF A SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND THE PASSIAC VALLEY WATER COMMISSION FOR THE TWO BRIDGES ROAD BRIDGE WAYNE, NEW JERSEY IN ACCORDANCE WITH N.J.S.A. 40A:65-1, ET SEQ. ALL AS NOTED IN THE RESOLUTION.
16. RESOLUTION AWARDDING THE ON-CALL CONCRETE TESTING FOR THE PASSAIC COUNTY JAIL GENERATOR REPLACEMENT PROJECT & WEASEL BROOK PARK PHASE II IMPROVEMENTS PROJECT TO TECTONIC AS PER ON-CALL CONSTRUCTION GEOTECHNICAL BID # SB-19-013 PURSUANT TO N.J.S.A 40A: 11-24 ALL AS NOTED IN THE RESOLUTION.
17. RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR THE CONSTRUCTION SERVICES CONTRACT THROUGH THE EDUCATION SERVICES COMMISSION OF NEW JERSEY TO MURRAY PAVING AND CONCRETE LLC FOR THE REPLACEMENT AND MODIFICATION OF ENTRANCES TO ALL PASSAIC COUNTY TO COMPLY WITH HANDICAP STANDARDS PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ. ALL AS NOTED IN THE RESOLUTION.
18. RESOLUTION FOR AUTHORIZING THE PURCHASE OF ONE AIRMAN PDS100S-6E1 TOW BEHIND COMPRESSOR FROM H.A. DEHART & SON INC., AS PER BID # SB-20-015 PURSUANT TO N.J.S.A 40A: 11-24 ALL AS NOTED IN THE RESOLUTION.
19. RESOLUTION QUALIFYING A POOL OF FIRMS FOR PROFESSIONAL FINE AND DECORATIVE ART SERVICES RFQ-20-62 AS PER QUALIFICATION FOR CALENDAR YEAR 2020 PURSUANT TO 40A:11-5 ET SEQ ALL AS NOTED IN THE RESOLUTION.
20. RESOLUTION QUALIFYING A POOL OF FIRMS FOR PROFESSIONAL PHOTOGRAPHERS AND VIDEOGRAPHERS PER RFQ-20-66 FOR CALENDAR YEAR 2020 PURSUANT TO 40A:11-5 ET SEQ ALL AS NOTED IN THE RESOLUTION.

21. RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO SUBMIT GRANT APPLICATION TO NEW JERSEY TRAVEL & TOURISM GRANT FOR A COOPERATIVE MARKETING GRANT FOR YEAR 2021 FOR COUNTY-WIDE TOURISM MARKETING INITIATIVES ALL AS NOTED IN THE RESOLUTION.

### **PUBLIC WORKS**

22. RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT AND RECEIPT OF BIDS FOR LAMBERT CASTLE AND ITS CARRIAGE HOUSE FOR THE LAMBERT CASTLE CARRIAGE HOUSE PROJECT PURSUANT TO N.J.S.A 40A: 11-23 ALL AS NOTED IN THE RESOLUTION.
23. RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR THE CONSTRUCTION SERVICES CONTRACT THROUGH THE EDUCATION SERVICES COMMISSION OF NEW JERSEY TO MURRAY PAVING AND CONCRETE LLC FOR RESTORATION AND REHABILITATION OF THE PLANTATION HOUSE AT DEY MANSION WASHINGTON'S HEADQUARTERS IN WAYNE, NEW JERSEY PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ. ALL AS NOTED IN THE RESOLUTION.
24. RESOLUTION AUTHORIZING A CONTRACT MODIFICATION CONNOLLY & HICKEY HISTORICAL ARCHITECTS FOR THE VANDERHOEF HOUSE HISTORIC DESIGN AND LANDSCAPING PROJECT, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ. ALL AS NOTED IN THE RESOLUTION.
25. RESOLUTION TO SUPPORT FRIENDS OF THE PARKS OF PASSAIC COUNTY INC. GRANT APPLICATION TO NEW JERSEY TRAVEL & TOURISM GRANT FOR A COOPERATIVE MARKETING GRANT FOR YEAR 2021 FOR COUNTY-WIDE TOURISM MARKETING INITIATIVES ALL AS NOTED IN THE RESOLUTION.

### **PLANNING AND ECONOMIC DEVELOPMENT**

26. RESOLUTION AUTHORIZING THE AWARD OF CONTRACT WITH STATESIDE AFFAIRS FOR PUBLIC RELATIONS AND COMMUNICATIONS PLANNING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS ALL AS NOTED IN THE RESOLUTION.
27. RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO ALTICE MEDIA SOLUTIONS, LLC FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS ALL AS NOTED IN THE RESOLUTION.
28. RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO EFFECTV, A COMCASST COMPNY, FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS ALL AS NOTED IN THE RESOLUTION.

29. RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO UNIVISION FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS ALL AS NOTED IN THE RESOLUTION.

**PLANNING AND ECONOMIC DEVELOPMENT**

30. RESOLUTION ADVERTIZING THE AVAILABILITY OF THE AMENDED PASSAIC COUNTY CITIZEN PARTICIPATION PLAN FOR THE PASSAIC COUNTY COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO SOLICIT COMMENTS FROM THE PUBLIC PURSUANT TO 24 C.F.R. PART 97 SEC. 91.105 ET SEQ ALL AS NOTED IN THE RESOLUTION.

L. New Business:

1. Personnel:
2. Bills:

M. Adjournment:

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

401 Grand Street  
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Anthony J. De Nova III  
*Administrator*  
Matthew P. Jordan, Esq.  
*County Counsel*  
Louis E. Imhof, III, RMC  
*Clerk Of The Board*



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION CHANGING THE LOCATION OF THE APRIL 28, 2020 REGULAR MEETING OF THE BOARD OF CHOSEN FREEHOLDERS FROM THE BOROUGH OF POMPTONLAKES MUNICIPAL BUILDING TO THE PASSAIC COUNTY ADMINISTRATION BUILDING ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

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REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200298							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-1							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020



**RESOLUTION CHANGING THE LOCATION OF THE  
APRIL 28, 2020 REGULAR MEETING  
OF THE BOARD OF CHOSEN FREEHOLDERS  
FROM THE BOROUGH OF POMPTONLAKES MUNICIPAL BUILDING TO  
THE PASSAIC COUNTY ADMINISTRATION  
BUILDING**

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic (the "Board") did previously adopt a schedule of regular meetings for calendar year 2020, at its Reorganization Meeting held on January 6, 2020, pursuant to Resolution No. R2020001; and

**WHEREAS** said schedule established Tuesday, April 28, 2020 as the date for conference and regular meetings of the Board to be held at the County Administration Building, 401 Grand Street, Paterson, New Jersey with the conference sessions commencing at 5:30 p.m. and the regular meetings commencing at 6:00 p.m.; and

**WHEREAS** on January 28, 2020 the Board passed Resolution No. R20200023 changing to the location of the said meeting to the Borough of Pompton Lakes, Municipal Building-Council Chambers, located at 25 Lenox Avenue, Pompton Lakes, New Jersey in order to recognize the one hundred and twenty-fifth anniversary of the Borough of Pompton Lakes; and

**WHEREAS** the Board is desirous of changing the location of the April 28, 2020 meeting from the Borough of Pompton Lakes, Municipal Building to the Passaic County Administration Building, 401 Grand Street, Paterson, New Jersey due to the current health emergency crisis and the State of Emergency that was declared by the Governor; and

**WHEREAS** the Administration and Finance Committee considered this matter via email, 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 meetings previously scheduled for Tuesday, April 28, 2020 at the Borough of Pompton Lakes Municipal Building be hereby relocated to the Passaic County Administrative Building, 401 Grand Street, Paterson, New Jersey, with the regular meeting to commence at 6:00 PM.

**BE IT FURTHER RESOLVED** that the Clerk to the Board of Chosen Freeholders be and hereby is authorized and directed to take all necessary actions to provide the required public notice as to this modification in accordance with the Open Public Meetings Act.

NDA

April 14, 2020

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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Deputy Dir. Pasquale "Pat" Lepore  
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Matthew P. Jordan, Esq.  
*County Counsel*  
Louis E. Imhof, III, RMC  
*Clerk Of The Board*



## Public Meeting (Board Meeting)

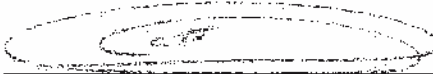
Date: Apr 14, 2020 - 5:30 PM

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

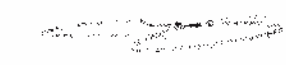
Agenda: RESOLUTION AUTHORIZING THE COUNTY STORM RECOVERY TRUST FUNDS TO BE USED FOR CORONA VIRUS EXPENSES AND ALL FUTURE EMERGENCIES DECLARED BY THE GOVERNOR OR THE PRESIDENT OF THE UNITED STATES, ALL AS NOTED IN THE RESOLUTION

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE DEPARTMENT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200299							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-2							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING THE COUNTY STORM RECOVERY TRUST FUND TO BE USED FOR CORONA VIRUS EXPENSES AND ALL FUTURE EMERGENCIES DECLARED BY THE GOVERNOR OR THE PRESIDENT OF THE UNITED STATES**

**WHEREAS**, the County of Passaic (hereafter “County”) adopted a resolution creating a dedication by rider for a Storm Recovery Trust Fund several years ago; and

**WHEREAS**, Local Finance Notice #2020-06 states that Counties may use these proceeds for Corona Virus Response; and

**WHEREAS**, N.J.S.A. 40A:4-62.1 permits a County to adopt a resolution authorizing Storm Recovery Funds to be used for “any purpose necessary to protect the safety, security, health and welfare of its citizens from damage caused by an emergency declared by the Governor or the President of the United States”; and

**WHEREAS**, any reimbursement of these expenditures shall be deposited back into the reserve.

**NOW, THEREFORE, LET IT BE RESOLVED**, by the County of Passaic, Board of Chosen Freeholders that Storm Recovery Trust Funds are hereby authorized to be used for Corona Virus Response and all future emergencies declared by the Governor or the President of the United States in order to protect the safety, security, health and welfare of the citizens of Passaic County.

**LET IT BE FURTHER RESOLVED**, that any reimbursement of these expenditures shall be deposited back into the reserve.

**LET IT BE FURTHER RESOLVED**, that this resolution shall be filed with the Director of the Division of Local Government Services.

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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## Public Meeting (Board Meeting)

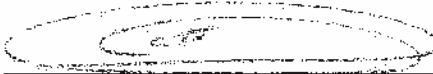
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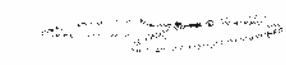
Agenda: RESOLUTION AUTHORIZING A BUYOUT FOR PROPERTY LEASED FROM RMD PROPERTIES, LLC LOCATED AT 14-16 HOWE AVENUE, PASSAIC NEW JERSEY AND TERMINATING LEASE AGREEMENT ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200300							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-3							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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RECU.= recuse

Dated: April 15, 2020

**RESOLUTION AUTHORIZING A BUYOUT FOR  
PROPERTY LEASED FROM RMD PROPERTIES, LLC LOCATED  
AT 14-16 HOWE AVENUE, PASSAIC NEW JERSEY AND  
TERMINATING LEASE AGREEMENT**

**WHEREAS**, the County of Passaic (hereinafter the “County”) previously entered into a lease agreement to rent property located at 14-16 Howe Avenue, Passaic, New Jersey (hereinafter the “Property”) for use by the State of New Jersey Probationary Division, which was to terminate on June 30, 2021 (hereinafter the “Agreement”); and

**WHEREAS**, the Probation Division has since consolidated offices in Passaic County and vacated the Property on or about December 31, 2019; and

**WHEREAS**, the County therefore desires to terminate the Agreement effective March 31, 2020; and

**WHEREAS**, in consideration for the early termination the County and property owner, known as RMD Properties, LLC (hereinafter “RMD”), have negotiated the following terms in good faith as outlined in the attached document; and

**WHEREAS**, the Administration and Finance Committee reviewed this matter and is now making a recommendation to the full Board of Chosen Freeholders for the County of Passaic; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the County to terminate the Lease Agreement with RMD Properties, LLC, subject to the conditions outlined in the attached document.

**BE IT FURTHER RESOLVED**, the Clerk to the Board, Freeholder Director, County Administrator and County Counsel are authorized to execute any necessary documents and cause payments to be issued to RMD consistent with the terms of the Agreement and as approved by this resolution.

Dated: April 14, 2020

LSP




**County of Passaic**  
**Office of County Counsel**  
**Administration Building Room 214**

**Matthew P. Jordan, Esq.**  
**Passaic County Counsel**

401 Grand Street • Paterson, New Jersey 07505-2023

TEL: (973) 881-4466  
 FAX: (973) 881-4072

March 10, 2020

3/12/20  


*Sent via email at [rdorenjr@verizon.net](mailto:rdorenjr@verizon.net)*

Mr. Richard Doren, Jr.  
 Managing Member  
 RMD Properties, LLC  
 97 Ridge Road  
 Rutherford, New Jersey 07070

**RE: Termination of Lease with RMD Properties, LLC at 14-16 Howe Avenue, Passaic, NJ 07055**

Dear Mr. Doren:

As you know, the County of Passaic (hereafter "County") leases property from RMD Properties, LLC for the property located at 14-16 Howe Avenue, Passaic, New Jersey 07055 (hereafter "Property") that expires on June 30, 2021 (hereafter "Lease"). The Property had been previously occupied by the New Jersey State Judiciary, Probation Division, which has since consolidated offices in Passaic County at its Paterson site and vacated the Property as of December 31, 2019.

Consequently, the County desires to terminate the Lease effective March 31, 2020, pursuant the following conditions:

1. The County shall render payment for the remaining taxes left on the Property for 2019 in the amount of thirty three thousand and ninety three dollars (\$33,093);
2. The County shall render a lump sum amount of eighty thousand one hundred ninety six dollars and ninety six cents (\$80,196.96) representing all payments due for rent remaining in 2020;
3. The County shall render payment in the amount of sixteen thousand five hundred and forty six dollars and fifty cents (\$16,546.50), representing taxes owed for the first and second quarters of 2020;
4. Upon receipt of the preliminary tax bills from the City of Passaic for the third and fourth quarters tax bill for the Property, payment shall be rendered within thirty (30) days;
5. The County shall not be obligated to pay any utility bills or CPI adjustments on rent due for monies owed in 2019 and 2020;
6. If at any time in 2020 the Property is leased to a new tenant, the County shall not be obligated to pay any rent, taxes, or utilities, for the sixth month period between January 1, 2021 and June 30, 2021;
7. If the Property is not rented to a new tenant by December 31, 2020, the County shall only be responsible to pay rent to RMD Properties, LLC for the months of January 1, 2021 to March 31,

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200300

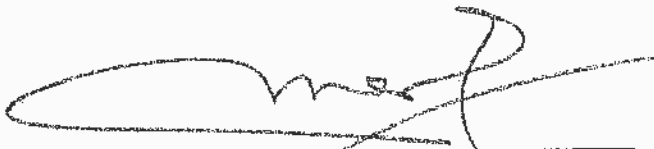
2020, in the amount of twenty thousand forty nine dollars and twenty four cents (\$20,049.24) and taxes, which shall be paid within thirty (30) days upon receipt by the County of the preliminary tax bills from the City of Passaic for the Property;

8. RMD Properties, LLC is required to inform the County if/when the Property is leased, in writing, at any time between April 1, 2020 and December 31, 2020;
9. The County will not be responsible for the remaining utility payments due as set forth in the Lease, effective January 1, 2019; and
10. The County agrees to repair any and all damage to walls to of the interior portion of the Property, including but not limited to spackling and painting damaged walls with a color selected by RMD Properties, LLC, making it ready for a new tenant to occupy, as soon as practicable.

If these terms are acceptable, execute in the space provided below agreeing to same. Please note, this lease termination offer is subject to approval by the Passaic County Board of Chosen Freeholders (hereafter "Board"). Moreover, if the Board does not approve a resolution authorizing the Lease termination subject to the conditions stated herein, the offer is null and void.

Thank-you for your cooperation and please let me know if there are any questions or concerns.

Sincerely,




---

Matthew P. Jordan, Esq.  
County Counsel

cc: Anthony J. DeNova, Passaic County Administrator  
Richard Cahill, Chief Financial Officer  
Steven Orsini, Superintendent of Buildings and Grounds

**AGREED AND ACCEPTED TO THE LEASE  
TERMINATION AS CONDITIONED HEREIN:**

DATED: 3/12/20



---

Mr. Richard Doren, Jr., Managing Member  
RMD Properties, LLC

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

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



## Public Meeting (Board Meeting)

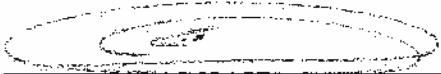
Date: Apr 14, 2020 - 5:30 PM

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

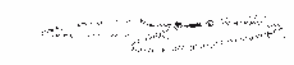
Agenda: RESOLUTION TO EXTEND THE CURRENT CONTRACT WITH BERGEN RISK MANAGEMENT PURSUANT TO N.J.S.A. 40A:11-6, WHICH GOVERN EMERGENCY CONTRACTS, IN LIGHT OF THE CURRENT PUBLIC HEALTH EMERGENCY ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200301							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-4							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020



**RESOLUTION TO EXTEND THE CURRENT CONTRACT WITH BERGEN RISK MANAGEMENT PURSUANT TO N.J.S.A. 40A:11-6, WHICH GOVERN EMERGENCY CONTRACTS, IN LIGHT OF THE CURRENT PUBLIC HEALTH EMERGENCY**

**WHEREAS**, Coronavirus disease 2019 (hereinafter “COVID-19”) is a contagious, and at times fatal respiratory disease caused by SARS-CoV-2 virus; and

**WHEREAS**, on March 9, 2020, New Jersey Governor Philip Murphy, in order to protect the health, safety, and welfare of the people of the State of New Jersey, signed Executive Order No. 103, declaring a Public Health Emergency and State of Emergency exist in the State of New Jersey; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of Chosen Freeholders for the County of Passaic (hereinafter the “Board”) are vested with decision making powers on behalf of the County; and

**WHEREAS**, N.J.S.A. 40A:11-6 of the New Jersey Local Public Contracts Law provides that during times of emergency any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and

**WHEREAS**, the County contracts with a third party administrator to its worker’s compensation and general liability fund; and

**WHEREAS**, the current contract is with Bergen Risk Managers, Inc. (hereinafter “Bergen Risk”) and is set to expire on April 30, 2020; and

**WHEREAS**, in light of the current Public Health Emergency stemming from the COVID-19 outbreak, the County has been unable to publicize and accept bids for the new Third Party Administrator contract; and

**WHEREAS**, the County therefore seeks to extend the current contract with Bergen Risk for one-hundred and twenty (120) days to end on August 30, 2020, in order to maintain the status quo during the Public Health Emergency; and

**WHEREAS**, Bergen Risk has agreed to extend the current contract at the current existing monthly rate in order to allow for the County to complete the Request for Proposal process at the conclusion of the Public Health Emergency; and

**WHEREAS**, a certification of funds is attached to this resolution; and

**WHEREAS**, the matter has been reviewed by the Administration and Finance Committee and is being recommended to the full board.

**NOW, THEREFORE, LET BE IT RESOLVED**, the Board of Chosen Freeholders for the County of Passaic hereby agree to extend the contract with Bergen Risk, which will continue to operate as the Third Party Administrator for the County’s worker’s compensation and general liability fund through August 30, 2020, in order to allow continuity of services and time to complete the Request for Proposal.

**LET IT BE FURTHER RESOLVED**, that the County’s actions are permitted as a result of the Public Health Emergency stemming from the COVID-19 outbreak pursuant to N.J.S.A. 40A:11-6.

**LET IT BE FURTHER RESOLVED**, that all payments for the goods provided and services performed under this contract shall be paid in accordance with N.J.S.A. 40A:11-6(b).

Dated: April 14, 2020

LSP

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$105,855.51

APPROPRIATION: 0-01-20-120-006-I01

PURPOSE: Resolution to extend the current contract with Bergen Risk Management through August 30, 2020.

  
Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:ft

## BERGEN RISK MANAGERS, INC.

---

CLAIMS DEPT. - P.O. BOX 901, RAMSEY, NJ 07446 • (201) 825-0357

March 27, 2020

Matthew Jordan, Esq.  
County of Passaic  
Office of the County Counsel  
401 Grand St.  
Paterson, NJ 07505

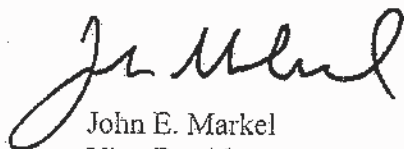
Re: Third Party Administration Contract – May 1, 2017 to April 30, 2020

Dear Mr. Jordan:

This will confirm our agreement to extend the soon-to-expire Third Party Administration Agreement for an additional 120 days, through August 30, 2020, at the existing monthly rate, in order to allow for the County to complete an RFQ/RFP process.

Should you find that you need additional time, beyond August 30, 2020, please let us know.

Sincerely,



John E. Markel  
Vice-President

JEM/jm

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

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



## Public Meeting (Board Meeting)

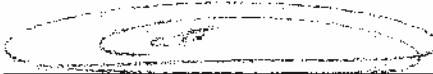
Date: Apr 14, 2020 - 5:30 PM

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


Agenda: RESOLUTION RETAINING WEINER LAW GROUP FOR OUTSIDE LEGAL APPELLATE LEGAL SERVICES IN THE MATTER OF ROGER GATES, ET AL. V. COUNTY OF PASSAIC, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ. 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:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200302							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-5							
CAF #	T-19-56-850-000-801							
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION RETAINING WEINER LAW GROUP FOR OUTSIDE LEGAL APPELLATE LEGAL SERVICES IN THE MATTER OF ROGER GATES, ET AL. V. COUNTY OF PASSAIC, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) was a named defendant in the matter of *Roger Gates, et al. v. County of Passaic*, Docket No.PAS-I-002925-17, filed in Superior Court of New Jersey; and

**WHEREAS**, a trial was held and an Order of Judgment entered against the County on March 17, 2020; and

**WHEREAS** a Motion for a New Trial or Reconsideration was subsequently filed and denied on March 28, 2020; and

**WHEREAS**, the County wishes to appeal the Judgement entered against it and desires to retain a law firm with expertise in the area of appellate practice; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, *et seq.* the County issued RFQ-20-065, seeking qualifications for a pool of law firms to serve as appellate legal counsel for calendar year 2020, to be hired on an as-needed basis, to provide professional services to the County; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the qualification for the pool of outside legal counsel and special litigation counsel for calendar year 2020 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS**, on March 24, 2020 the Passaic County Board of Chosen Freeholders (hereafter “Board”) passed Resolution No. R20200263 qualifying a pool of law firms for calendar year 2020, as recommended by the Passaic County Counsel, to be hired on an as-needed basis to perform appellate work, which included Weiner Law Group; and

**WHEREAS**, the Passaic County Counsel is recommending to the Board to retain Weiner Law Group, for an amount not to exceed seventy-five thousand dollars (\$75,000.00), to perform appellate work for the County in this matter; and

**WHEREAS**, a certification of funds executed by the County’s Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contract described herein; and

**WHEREAS**, this matter was reviewed by the Administration and Finance Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), that the County of Passaic is retaining Weiner Law Group to perform appellate work for an amount not to exceed seventy-five thousand dollars (\$75,000.00), as recommended by the Passaic County Counsel; and

**LET IT BE FURTHER RESOLVED**, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Weiner Law Group, and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board; and

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, and Director of the Passaic County Board of Chosen Freeholders are authorized to execute the contract, and take any other steps necessary to carry out the purpose of this resolution.

April 14, 2020

L.SP

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$75,000.00

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

PURPOSE: Resolution retaining Weiner Law Group for outside legal appellate legal services in the matter of Roger Gates, ET AL. V. County of Passaic.



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
John W. Bartlett  
Theodore O. Best, Jr.  
Terry Duffy  
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401 Grand Street  
Paterson, New Jersey 07505  
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Anthony J. De Nova III  
*Administrator*  
Matthew P. Jordan, Esq.  
*County Counsel*  
Louis E. Imhof, III, RMC  
*Clerk Of The Board*



## Public Meeting (Board Meeting)


Date: Apr 14, 2020 - 5:30 PM

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

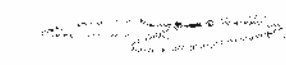
Agenda: RESOLUTION QUALIFYING CONTRACT FOR CONSULTANT SERVICES FOR THE PASSAIC COUNTY BOARD OF TAXATION, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ., AND AWARDDING CONTRACT TO REEVALUATION ADVISORTY SERVICES, LLC ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200303							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-6							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION QUALIFYING CONTRACT FOR CONSULTANT SERVICES FOR THE PASSAIC COUNTY BOARD OF TAXATION, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ., AND AWARDDING CONTRACT TO REEVALUATION ADVISORY SERVICES, LLC**

**WHEREAS**, the County of Passaic (hereafter “County”) and the Passaic County Board of Taxation, requires consulting services; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, *et seq.* the County issued RFQ-20-067, seeking qualifications for a pool of candidates to perform the consulting services (hereafter “RFQ-20-067”) for the 2020 calendar year; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the qualification for the pool of outside contract administrators and monitors for calendar year 2020 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS**, on March 24, 2020, RFQ-20-067 was unsealed with only one candidate, Reevaluation Advisory Services, LLC (hereinafter “RAS”), submitting a complete packet; and

**WHEREAS**, based on the responses, the Passaic County Board of Taxation is recommending that RAS qualify and be awarded the contract for Consultation Services for the 2020, at the cost of \$17,500; and

**WHEREAS**, a certification of funds executed by the County’s Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contract described herein; and

**WHEREAS**, this matter was reviewed by the Administration and Finance Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5 (1)(a)(i) that the Passaic County Board of Chosen Freeholders is qualifying Reevaluation Advisory Services, LLC to perform consulting services for the Passaic County Board of Taxation during the 2020 calendar year and awarding the contract to them; and

**LET IT BE FURTHER RESOLVED**, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Reevaluation Advisory Services, LLC, and maintain a copy of the resolution on file and available for inspection in the Office of the Clerk to the Board; and

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, Passaic County Administrator, and Director of the Passaic County Board of Chosen Freeholders are authorized to take any other steps necessary to carry out the purpose of this resolution.

LSP

April 14, 2020



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$17,500.00

APPROPRIATION: T-20-56-880-002-801

PURPOSE: Resolution qualifying for consultant services and awarding contract to Reevaluation Advisory Services, LLC.



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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



## Public Meeting (Board Meeting)

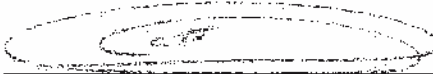
Date: Apr 14, 2020 - 5:30 PM

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


Agenda: RESOLUTION AUTHORIZING UP TO THREE (3) MONTH EXTENTION OF COTNRACT PURSUANT TO N.J.S.A. 40A:11-15 TO HUBCO HEALTH CARE GROUP, LLC ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
PREAKNESS HC

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Health & Human Services  
COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20200304</b>							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-7							
CAF #	0-01-27-172-001-233							
Purchase Req. #	P.O. 20-01075							
Result	Adopted							
<b>FREEHOLDER</b>	<b>PRES.</b>	<b>ABS.</b>	<b>MOVE</b>	<b>SEC</b>	<b>AYE</b>	<b>NAY</b>	<b>ABST.</b>	<b>RECU.</b>
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING UP TO THREE (3) MONTH EXTENTION OF  
COTNRACT PURSUANT TO N.J.S.A. 40A:11-15 TO HUBCO HEALTH CARE  
GROUP, LLC**

**WHEREAS**, pursuant to Resolution R-2016-1064, dated December 29, 2016, the Board of Chosen Freeholders of the County of Passaic (hereinafter "Board") authorized an award of contract to HUBCO Health Care Group, LLC, for Preakness Healthcare Center for Billing Consultant Services through the competitive contracting process; and

**WHEREAS**, the Board is desirous of authorizing up to three (3) month (month to month basis) extension of contract pursuant to N.J.S.A. 40A:11-15 so that the current public solicitation process can be completed; and

**WHEREAS**, the estimated amount is \$15,000.00 per month for a total of \$45,000.00; and

**WHEREAS**, this matter was discussed via email by the Health and Human Services Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic authorizes up to three (3) month (month to month basis) extension of contract pursuant to N.J.S.A. 40A:11-15 to HUBCO Health Care Group, LLC, for the total amount of \$45,000.00; and

**LET IT BE FURTHER RESOLVED**, that Director and Clerk are authorized to execute any necessary agreements to effectuate the above.

JDP:lc

DATED: April 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$45,000.00

APPROPRIATION: 0-01-27-172-001-233

PURPOSE: Resolution authorizing up to three (3) month contract extension to Hubco Health Care Group, LLC.



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

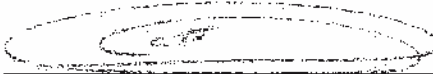
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING UP TO THREE (3) MONTH EXTENTION OF COTNRACT PURSUANT TO N.J.S.A. 40A:11-15 TO RESPIRATORY HEALTH SERVICES, LLC ALL AS NOTED IN THE RESOLUTION.


THIS RESOLUTION WAS REQUESTED BY:

PREAKNESS HC

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Health & Human Services  
COMMITTEE NAME

Official Resolution#	R20200305							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-8							
CAF #	0-01-27-172-001-233							
Purchase Req. #	P.O. 20-00791							
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING UP TO THREE (3) MONTH EXTENTION OF  
COTNRACT PURSUANT TO N.J.S.A. 40A:11-15 TO RESPIRATORY HEALTH  
SERVICES, LLC**

**WHEREAS**, pursuant to Resolution R-2015-0198, dated March 24, 2015, the Board of Chosen Freeholders of the County of Passaic (hereinafter "Board") authorized an award of contract to Respiratory Health Services, LLC, for Preakness Healthcare Center respiratory services through the competitive contracting process; and

**WHEREAS**, the Board is desirous of authorizing up to three (3) month (month to month basis) extension of contract pursuant to N.J.S.A. 40A:11-15 so that the current public solicitation process can be completed; and

**WHEREAS**, the estimated amount is \$255,400.00 per month for a total of \$766,200.00; and

**WHEREAS**, this matter was discussed via email by the Health and Human Services Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic authorizes up to three (3) month (month to month basis) extension of contract pursuant to N.J.S.A. 40A:11-15 to Respiratory Health Services, LLC for the total amount of \$766,200.00; and

**LET IT BE FURTHER RESOLVED**, that Director and Clerk are authorized to execute any necessary agreements to effectuate the above.

JDP:lc

DATED: April 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$766,200.00

APPROPRIATION: 0-01-27-172-001-233

PURPOSE: Resolution authorizing up to three (3) month contract extension to Respiratory Health Services.



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr





## RESOLUTION REQUEST FORM

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

## DESCRIPTION OF RESOLUTION:

Resolution authorizing up to three month (month-to-month basis) extension of contract pursuant to N.J.S.A. 40A:11-15 to Respiratory Health Services LLC for Preakness respiratory services. The present contract extension terminates 3/31/2020 as authorized under resolution R20190216 dated 3/12/19. Estimated amount is \$255,400.00 per month.

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: \$ 766,200.00  
REQUISITION # PO 20-00791  
ACCOUNT # 0-01-27-172-001-233

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid  
 Other: Original award resolution R20150198 dated 3/24/15

- | 5. COMMITTEE REVIEW:                                     | DATE:          |
|--|----------------|
| <input type="checkbox"/> Administration & Finance        | _____          |
| <input type="checkbox"/> Budget                          | _____          |
| <input type="checkbox"/> Health                          | _____          |
| <input checked="" type="checkbox"/> Human Services       | <u>3/25/20</u> |
| <input type="checkbox"/> Law & Public Safety             | _____          |
| <input type="checkbox"/> Planning & Economic Development | _____          |
| <input type="checkbox"/> Public Works                    | _____          |

6. DISTRIBUTION LIST:

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

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
John W. Bartlett  
Theodore O. Best, Jr.  
Terry Duffy  
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401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

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



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY DIVISION OF WEATHERIZATION AND HOME ENERGY TO ACCEPT THE HEATING IMPROVEMENT PROGRAM (HIP) 2020 GRANT FROM THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR APPROXIMATELY \$522,073.00 TO CARRY OUT THE WEATHERIZATION ASSISTANCE PROGRAM (WAP), THE GRANT TERM WILL BE THE PERIOD OF APRIL 1, 2020 THROUGH SEPTEMBER 30, 2021 ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

WEATHERIZATION

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Health & Human Services

COMMITTEE NAME

Official Resolution#	R20200306							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-9							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY DIVISION OF WEATHERIZATION AND HOME ENERGY TO ACCEPT THE HEATING IMPROVEMENT PROGRAM (HIP) 2020 GRANT FROM THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR APPROXIMATELY \$522,073.00 TO CARRY OUT THE WEATHERIZATION ASSISTANCE PROGRAM (WAP), THE GRANT TERM WILL BE THE PERIOD OF APRIL 1, 2020 THROUGH SEPTEMBER 30, 2021**

**WHEREAS**, the Passaic County Division of Weatherization and Home Energy desires to accept the Heating Improvement Program (hereinafter "HIP") 2020 grant from the New Jersey Department of Community Affairs for approximately \$522,073.00, to carry out the Weatherization Assistance Program (hereinafter "WAP"); and

**WHEREAS**, the purpose of the WAP is to install energy efficiency measures in eligible low-income households. Funds are targeted to the most cost-effective conservation measures, determined from an on-site energy audit of the household. The program is intended to reduce energy consumption and to reduce the impact of higher energy costs on eligible low-income households; and

**WHEREAS**, the grant term will be 18 months; the grant term will cover the period of April 1, 2020 through September 30, 2021; and

**WHEREAS**, this matter was discussed by email by the Health and Human Services Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, 1) that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the acceptance of such a grant; and, 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and

**LET IT BE FURTHER RESOLVED**, that the persons whose names, titles and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

Kevin Batacchi, Director  
Weatherization & Home Energy  
County of Passaic

Cassandra Lazzara, Freeholder Director  
Board of Chosen Freeholders  
County of Passaic

JDP:lc

DATED: April 14, 2020



## GRANT APPLICATION REQUEST FORM

1. **Grant Title:** Heating Improvement Program (HIP) 2020
  
2. **Funding Source:**  Federal  State  Other : \_\_\_\_\_
  
3. **Description of Grant:**  

The Division of Weatherization and Home Energy in the Passaic County Department of Senior Services, Disability and Veterans Affairs desires to accept the Heating Improvement Program (HIP) 2020 grant from the New Jersey Department of Community Affairs for approximately \$522,073.00 to carry out the Weatherization Assistance Program (WAP). The grant term will be from April 1, 2020 through September 30, 2021.
  
4. **Grant Period:** From 4/1/2020 To 9/30/2021
  
5. **Amount Requested:** \$ 522,073.00
  
6. **Is a dollar match required? :**  Yes  No
  
7. **If yes, how much? :** \$ \_\_\_\_\_
  
8. **Is the match:**  Monetary  In-Kind (Identify): \_\_\_\_\_
  
9. **Account #:** \_\_\_\_\_
  
10. **Is this a:**  New Program  Existing Program  Amendment
  
11. **Grant Administrator (Name/Title/ Department):**

Kevin Batacchi, Director, Weatherization and Home Energy Division - Department of Senior Services.



Heating Improvement 2020  
Log #: 2020-05124-0526  
Applicant: Passaic County  
Status: Application Submitted  
Access Level: Application Administrator  
User: Kevin Batacchi | Help | Logout

Start Menu | Agency Info | RFP Menu | Application Menu

Heating Improvement 2020

Application #: 2020-05124-0526  
Application Title: Heating Improvement Program 2020

General Information:

REP Type: Known Recipient (no allocations)  
Application Manager: Angie Armand  
Status: Application Submitted  
Current Budget: \$522,073.00  
Due Date: 3/31/2020 (Tue)  
Date Submitted: 3/22/2020 (Original)

Agency Information

View Applicant Information  
Agency: Passaic County  
Vendor #: V-226002466-99  
DUNS #: 063146811

Application Information

Application Forms

- Application Forms
  - Program Overview
  - Application Instructions
  - Agency Capacity
  - Target Population & Outreach Plan Part 1
  - Target Population & Outreach Plan Part 2
  - Management & Staffing
  - Management & Staffing Attachments
  - Physical Space & Equipment
  - Personnel
  - Personnel
  - Personnel
  - Personnel
  - Personnel
  - Personnel
  - Personnel
  - Personnel



16. a. Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant?  
 Yes  No

b. Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or task force which has regulatory or advising influence on the funding program?  Yes  No  
 If yes, please describe:

17. Fiscal Contact Person Mr. Richard Cahill	Title CFO	Phone Number (973) 881-4432
18. Agency Fiscal Year 01/01 to 12/31	19. Name of CPA Firm Appointed by Grantee	
20. <b>Certification:</b> The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by the New Jersey Department of Community Affairs which include provisions described in grant applications instructions.		
Name and Title of Applicant (Print) KEVIN BATALCHI, DIVISION DIRECTOR	Signature of Applicant <i>Kevin J. Batalchi</i>	Date of Application 3/21/20

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
John W. Bartlett  
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Anthony J. De Nova III  
*Administrator*  
Matthew P. Jordan, Esq.  
*County Counsel*  
Louis E. Imhof, III, RMC  
*Clerk Of The Board*



## Public Meeting (Board Meeting)

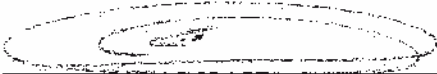
Date: Apr 14, 2020 - 5:30 PM

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

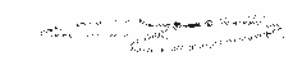
Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY WEATHERIZATION AND HOME ENERGY DIVISION TO INCREASE THE CONTRACT AMOUNT FOR UPGRADES AND REPAIRS OR RESIDENTIAL HEATING SYSTEMS, IN ACCORDANCE WITH N.J.S.A. 40A:11-4.5 ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
WEATHERIZATION

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Health & Human Services  
COMMITTEE NAME

Official Resolution#	R20200307							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-10							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020



**RESOLUTION AUTHORIZING THE PASSAIC COUNTY WEATHERIZATION  
AND HOME ENERGY DIVISION TO INCREASE THE CONTRACT AMOUNT FOR  
UPGRADES AND REPAIRS OR RESIDENTIAL HEATING SYSTEMS, IN  
ACCORDANCE WITH N.J.S.A. 40A:11-4.5**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic (hereinafter “Board”) adopted Resolution R-2017-0864 on October 10, 2017 awarding a contract to TM Adams, Keeley Plumbing & Heating, Divine Energy Solutions, CPC, and TM Brennan, all on an as needed basis, for upgrades and repairs of residential heating systems for the Passaic County Weatherization and Home Energy Division under the competitive contracting process pursuant to N.J.S.A. 40A:11-4.5; and

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

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

**WHEREAS**, the Board adopted Resolution R-2019-0701 on August 13, 2019 to exercise the second one-year option, August 1, 2019 to July 31, 2020, extending the prices, terms and conditions contained in R-2017-0864 for an estimated award amount of \$10,000.00; and

**WHEREAS**, the Board adopted Resolution R-2019-0841 on September 24, 2019 to increase the funds in association with the contract for Upgrade and Repairs of Residential Heating Systems, the increase in amount of \$64,000.00 thereby raising the total award amount for the second one-year option to \$94,000.00; and

**WHEREAS**, this matter was discussed via email by the Health and Human Services Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**WHEREAS**, a certification is attached hereto, indicating that \$14,000.00 in funds are available in G-01-41-707-019-213 (HIP 19) and \$50,000.00 in funds are available in G-01-709-019-213 (LIHEAP WX 19) for the within contemplated expenditure;

**NOW, THEREFORE, LET IT BE RESOLVED**, that pursuant to N.J.S.A. 40A:11-4.5 the Board of Chosen Freeholders of the County of Passaic hereby authorizes the increase of funds in association with the contract for Upgrade and Repairs of Residential Heating Systems, the increase in amount of \$64,000.00 thereby raising the total award amount for the second one-year option to \$94,000.00; and

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

JDP:lc

DATED: April 14, 2020



## RESOLUTION REQUEST FORM

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

**DESCRIPTION OF RESOLUTION:**

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

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. **AMOUNT OF EXPENDITURE:** \$ 64,000.00 (14,000 HIP 19; 50,000 LIF  
**REQUISITION #** TBD  
**ACCOUNT #** G-01-41-707-019-213 (HIP 19); G-01-41-709-019-213

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

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

5. **COMMITTEE REVIEW:**

**DATE:**

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

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services 3/25/20

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

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

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

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200307

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
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Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

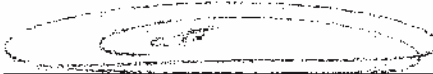
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING INCREASE OF AWARD AMOUNT FOR DRISCOLL FOODS OF CLIFTON, NJ FOR GROCERIES AND FROZEN FOODS, AS AUTHORIZED BY N.J.S.A 40A:11-4 ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

PREAKNESS HC

REVIEWED BY:

  
Anthony J. De Nova III

COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.

COUNTY COUNSEL

Health & Human Services

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20200308</b>							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-11							
CAF #	9-01-27-172-001-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>	<b>RECU.</b>
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING INCREASE OF AWARD AMOUNT FOR DRISCOLL  
FOODS OF CLIFTON, NJ FOR GROCERIES AND FROZEN FOODS, AS  
AUTHORIZED BY N.J.S.A 40A:11-4**

**WHEREAS**, upon review and tabulation of bids received, contracts for the provision of groceries and frozen foods were awarded to Driscoll Foods of Clifton, NJ via Resolution R20190167 dated February 26, 2019 and R20190207 dated March 12, 2019; and

**WHEREAS**, at the time of the passage of the above referenced resolutions, the certification of funds did not include an amount sufficient enough to encompass the contract period; and

**WHEREAS**, an increase in the award amount of \$49,255.00 is required for these necessary Passaic County expenses for Preakness Healthcare Center;

**WHEREAS**, this matter was discussed via email by the Health and Human Services Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that pursuant to N.J.S.A. 40A:11-4, it hereby authorizes an increase in the award amount for Driscoll Foods of Clifton, NJ for groceries and frozen foods for the sum of \$49,255.00 as set forth above; and

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk are hereby authorized to execute any necessary documents to effectuate the above.

JDP:lc

Dated: April 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$49,255.00

APPROPRIATION: 9-01-27-172-001-F04  
9-01-27-172-001-M02

PURPOSE: Resolution authorizing an increase of a previous award to Driscoll Foods.

  
Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



RESOLUTION REQUEST FORM

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

DESCRIPTION OF RESOLUTION:

Resolution request to increase award amount for Driscoll Foods for Groceries and Frozen Foods.

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: \$ 49,255.00
REQUISITION #
ACCOUNT # 9-01-27-172-001-F04 and 9-01-27-172-001-M02

4. METHOD OF PROCUREMENT:

- Input boxes for RFP, RFQ, Bid, and Other.

5. COMMITTEE REVIEW:

DATE:

- Checkboxes for Administration & Finance, Budget, Health, Human Services, Law & Public Safety, Planning & Economic Development, Public Works.

6. DISTRIBUTION LIST:

- Checkboxes for Administration, Finance, Counsel, Clerk to the Board, Procurement, and Other.

Introduced on: April 14, 2020
Adopted on: April 14, 2020
Official Resolution#: R20200308

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
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Theodore O. Best, Jr.  
Terry Duffy  
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Fax: 973-742-3746

Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

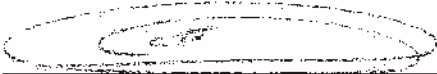
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING FINAL PAYMENT TO SPARWICK CONTRACTING, INC. FOR THE PROJECT THE BRIDGE SCOUR COUNTERMEASURES AT VARIOUS BRIDGES THROUGH PASSAIC COUNTY, NEW JERSEY PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ ALL AS NOTED IN THE RESOLUTION.

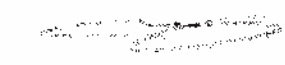
THIS RESOLUTION WAS REQUESTED BY:

ENGINEERING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works  
COMMITTEE NAME

Official Resolution#	R20200309							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-12							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING FINAL PAYMENT TO SPARWICK CONTRACTING, INC. FOR THE PROJECT THE BRIDGE SCOUR COUNTERMEASURES AT VARIOUS BRIDGES THROUGH PASSAIC COUNTY, NEW JERSEY PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ**

**WHEREAS**, a contract was awarded to Sparwick Contracting, Inc. for the bid C-19-002 project the Bridge Scour Countermeasures at various bridges throughout Passaic County, New Jersey on April 9, 2019 by Resolution No. R2019-0358; and

**WHEREAS**, the original award of the contract was made on April 9, 2019 by Resolution No. R2019-0358 in the amount of \$2,983,060.00;and

**WHEREAS**, by resolution request form dated April 1, 2020, the Passaic County Engineer is requesting that the Passaic County Board of Chosen Freeholders approval final payment to Sparwick Contracting, Inc. in the amount of \$178,334.83; and

**WHEREAS** on September 10, 2019 the first change order under Resolution No. R2019-0810 was approved and subsequently, on March 24, 2020 by Resolution No. R2020-0280 change order no.2 was approved by the Passaic County Board of Chosen Freeholders; and

**WHEREAS**, the project is partially funded by New Jersey Department of Transportation (NJDOT) Local Bridge Future Needs Grants; and

**WHEREAS**, in accordance with the terms of the specifications, the County Counsel's Office has received a Maintenance Bond in the amount of \$148,780.48, a Consent to Surety, an Affidavit by the Contractor that liens and subcontractors have been paid and a payment certificate in the amount of \$178,334.83 and

**WHEREAS**, this matter was discussed via email at the April 1, 2020 Public Works Committee meeting and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that the work performed by Sparwick Contracting, Inc. for the Repair of the Bridge Scour Countermeasures at Various Bridges throughout Passaic County, NJ be and the same is hereby accepted and the Director of Finance is hereby authorized to make payment to said company on the next bill list.

NDA

April 14, 2020



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

Anthony J. De Nova III  
Administrator

Matthew P. Jordan, Esq.  
County Counsel

Louis E. Imhof, III, RMC  
Clerk Of The Board



## Public Meeting (Board Meeting)


Date: Apr 14, 2020 - 5:30 PM

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

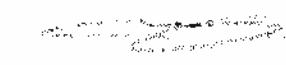
Agenda: RESOLUTION FOR AWARD OF CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR REMOVAL OF 600 GALLON UST FOR FUEL DIESEL AT THE PASSAIC COUNTY JAIL AT 11 MASHALL STREET IN THE CITY OF PATERSON, NEW JERSEY, N.J.S.A. 40A:11-12, ET SEQ. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works  
COMMITTEE NAME

Official Resolution#	R20200310							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-13							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION FOR AWARD OF CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR REMOVAL OF 600 GALLON UST FOR FUEL DIESEL AT THE PASSAIC COUNTY JAIL AT 11 MASHALL STREET IN THE CITY OF PATERSON, NEW JERSEY, N.J.S.A. 40A:11-12, *ET SEQ.***

**WHEREAS**, the County of Passaic (hereafter "County") requested proposals for the removal of 600 gallon (UST) fuel diesel depot in connection with the Passaic County Jail at 11 Marshall Street, Paterson, NJ; and

**WHEREAS** pursuant to N.J.S.A. 40A:11-12, et seq., the County may without advertising for bids purchase goods or services under any contract or contracts for such goods or service entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and

**WHEREAS**, the scope of the work includes the removal of the existing 600 gallon (UST) since the generator which utilizes a 600 gallon Underground Storage Tank was removed. The removal is necessary as it is required by New Jersey Department of Environmental Protection (NJDEP); and

**WHEREAS**, T. Slack Environmental Services of Kenilworth, New Jersey holds a State Contract (#A42266) for these types of services; and

**WHEREAS**, said T. Slack has submitted a proposal dated March 26, 2020 for the sum of \$18, 501.00 (copy of proposal attached hereto and made a part hereof); and

**WHEREAS**, this matter was discussed via e-mail on April 1, 2020 by the Public Works Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

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

**NOW, THEREFORE, LET IT BE 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 in the amount of \$18, 501.00 for the removal of a 600 gallon (UST) at the Passaic County Jail at 11 Marshall Street, Paterson, NJ pursuant to its proposal and applicable State Contract.

**LET IT BE 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.

NDA

April 14, 2020

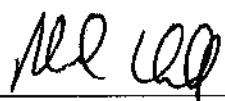
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$18,501.00

APPROPRIATION: \$17,909.42 – C-04-55-157-006-901  
\$ 591.58 - C-04-55-163-002-908

PURPOSE: Resolution for award of contract to T. Slack  
Environmental Services, Inc.

  
Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr

NJDEP  
UST CERTIFICATION PROGRAM  
#US00334

NJ BUSINESS REGISTRATION  
#0106912



March 26, 2020

Barry Feinberg, Detective/Captain (Ret.)  
Jonathan Pera  
County of Passaic  
401 Grand Street, Room 524  
Paterson, NJ 07505

Phone: 973-225-5398  
Cell: 973-617-7187  
Fax: 973-742-3936  
E-Mail: [bfeinberg@passaiccountynj.org](mailto:bfeinberg@passaiccountynj.org); [jonathanp@passaiccountynj.org](mailto:jonathanp@passaiccountynj.org)

Job Scope: Removal of One (1) 600 Gallon Diesel Fiberglass Double-Wall UST  
Job Site: Passaic County Jail, 11 Marshall St., Paterson  
Proposal No. TS-15344 Revised

Dear Sirs,

T. Slack Environmental Services, Inc. is pleased to submit the following proposal for your review. Pricing is from our NJ State Contract #A42266.

T. SLACK ENVIRONMENTAL SERVICES, INC. (TSES) is pleased to submit the following proposal for your review. The scope of work is in accordance with existing New Jersey Department of Environmental Protection (NJDEP) and Bureau of Underground Storage Tanks (BUST) Regulations.

The Scope of Work is based on the information provided to TSES by the client. TSES therefore assumes the following:

- A. There were no discharges of free product.
- B. Excavated soils are below current NJDEP cleanup criteria.
- C. The UST(s) to be removed has been registered with the NJDEP since 1988.

Any variation from the above-stated facts will result in re-evaluation of costs stated herein. Customer authorizes TSES to perform any and all additional services or tests required by the NJDEP not specified herein at an additional cost for labor and material.

#### SCOPE OF WORK:

1. The UST(s) must be registered with the NJDEP in order to remove them (*if not previously registered*). If the UST(s) have not been registered, a UST Facility Certification Questionnaire, a site map, and a check payable to the "Treasurer State of New Jersey" will have to be submitted to the NJDEP. The NJDEP will then issue a Facility Registration number and Facility ID# for the application submitted. TSES will obtain the ID number and submit the next application "Closure of an Underground Storage Tank" for NJDEP approval.

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200310

180 MARKET STREET, KENILWORTH, NEW JERSEY 07033  
PHONE: 908.964.5360 • FAX: 908.964.4244 • E-MAIL ADDRESS: TSLACKENV@COMCAST.NET

NJDEP  
 UST CERTIFICATION PROGRAM  
 #US00334



NJ BUSINESS REGISTRATION  
 #0106912

2. Once TSES receives the approved NJDEP "Closure of an Underground Storage Tank System" form, we can then notify the local municipal agency and/or building department of the closure activity in writing and apply for necessary permits. A copy of the approved NJDEP closure form will be submitted with the permit applications. Once the building department approves the applications, TSES can then begin work.
3. TSES will call the NJ ONE CALL Hotline to mark out all existing underground utilities. This will be done at least FIVE (5) days prior to excavation. TSES cannot begin soil excavation until all the utility lines are clearly marked out.
4. The UST(s) contents will be pumped out prior to any excavating work. (See contingency costs).
5. TSES will mobilize all necessary equipment and materials to complete the tank removal activities.
6. TSES will excavate to the top of the UST(s), drain lines back into the tank and purge the tank of all combustible gases. Once purged, a combustible gas meter will be used to monitor the level of combustible gases in the UST(s). When levels are within safe limits the tank will be cut and cleaned to local Fire Department Codes and Department of Transportation Standards. All liquids and sludge will be containerized for disposal and manifested according to federal and state guidelines.
7. Once cleaned, the UST(s) will be removed from the excavation in accordance with American Petroleum Institute (API) 1604 Procedures.
8. All post excavation confirmatory sampling will be performed by an LSRP (Licensed Site Remediation Professional) from TSES certified by the NJDEP. The sampling and analysis will be performed in accordance with the NJDEP's Requirements for Site Remediation 7:26F.
9. TSES will schedule all necessary municipal inspections.
10. The cleaned UST(s) will be transported and disposed to a local scrap yard. All scrap yard receipts will be provided to the client as proof of disposal.
11. The excavation will be backfilled with certified clean fill and compacted in 24" lifts to grade. TSES will restore all disturbed areas as required up to surface grade only.
13. TSES will complete the UST Facility Certification Questionnaire form to de-list the tanks removed. The completed questionnaire will be sent to the client for signature by the responsible party. The client **MUST** submit the signed questionnaire to the NJDEP. **THIS FORM MUST BE SIGNED, COMPLETED AND SUBMITTED TO THE NJDEP WITHIN 7 DAYS OF THE UST REMOVAL.** This is the client's full responsibility; TSES cannot sign off on this questionnaire.
14. TSES will prepare and submit a Site Investigation Report (SIR) and/or a Remedial Investigation Report (RIR), LSRP forms, PA/SI forms, UST Closure Report, Response Action Outcome for Specific Area(s) of Concern as required by the NJDEP.

ITEM #	ITEM DESCRIPTION	QTY	UNIT	RATE	LINE TOTAL
00018	Backhoe & Operator (S/T) Commodity Code 830-69-086771	8	Hours	\$125.00	\$1,000.00

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200310

NJDEP  
UST CERTIFICATION PROGRAM  
#US00334



NJ BUSINESS REGISTRATION  
#0106912

ITEM #	ITEM DESCRIPTION	QTY	UNIT	RATE	LINE TOTAL
00024	Plumber (S/T) Commodity Code 830-69-086777	8	Hours	\$92.00	\$736.00
00030	Laborers (S/T) Commodity Code 830-69-086783	32	Hours	\$70.00	\$2,240.00
<u>Commodity Code 830-69-089792</u>					
00035	Concrete Disposal	1	Loads	\$500.00	\$500.00
00035	Liquid Disposal	350	Gallons	\$1.00	\$350.00
00035	Samples	5	Each	\$180.00	\$900.00
00035	Top Soil & Seed	1	Lump Sum	\$200.00	\$200.00
00035	Concrete Restoration	1	Cu. Yd.	\$300.00	\$300.00
00035	Backfill	20	Ton	\$35.00	\$700.00
00035	Contaminated Soil Allowance**	1	Lump Sum	\$2,000.00	\$2,000.00
00036	LSRP Services & Reports	1	Lump Sum	\$7,500.00	\$7,500.00
00036	Vac Truck	4	Hours	\$125.00	\$500.00
00036	Tandem & Trailer	1	Day	\$1,200.00	\$1,200.00
00036	Road Cutting Saw	1	Day	\$375.00	\$375.00
					\$18,501.00

**COST: \$18,501.00**  
(Not Including Contingencies Below\*)  
**THIS QUOTE IS VALID FOR 60 DAYS**

\*\*The Contaminated Soil Allowance is just an approximate; the actual removal cost may be different (add/deduct) and will be addressed by a change order.

**NOTE: COUNTY WILL REMOVE & INSTALL WROUGHT IRON FENCE.**

Introduced on: April 14, 2020  
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NJDEP  
 UST CERTIFICATION PROGRAM  
 #US00334



NJ BUSINESS REGISTRATION  
 #0106912

**CONTINGENCY COSTS:**

1. Removal of diesel liquids/sludge at \$1.00 per gallon; gasoline liquids/sludge pricing will be based on current market pricing.
2. Vae truck rate per hour will be \$125.00 per hour.
3. If contamination is found, a separate quote for remediation will be issued.
4. Local permits will be invoiced to client at cost plus \$50.00 administrative fee. If Engineer signed/sealed drawings are required, the cost will be invoiced to client.
5. T. Slack Environmental will call in for underground utilities to be marked out by NJ One Call system as required by law. Any private utilities and/or drainage systems are the responsibility of the client to locate (lamp posts, gas grills, drainage systems, sprinkler systems, etc.) We will take all care to avoid damaging any underground utilities/systems, including sprinkler systems and cannot be held responsible for breakage or reconnection of any utilities/systems at the site.
6. If a mark-out by a private company is required, there will be an additional charge.
7. In the event that the UST(s) were not previously registered, the client will be responsible for the registration fee, payable to the "Treasurer, State of New Jersey"
8. NJ DEP Fees are NOT included in the cost; all State fees are the responsibility of the client.

**PAYMENT TERMS:** Progressive Invoicing.

**DISPUTES:** Any dispute or disagreement which cannot be resolved by the parties and any controversy, claim or dispute otherwise arising out of or in connection with this agreement, or the breach thereof, or otherwise arising from the project, shall be settled under the rules of the American Arbitration Association. Arbitration proceedings shall be held in Kenilworth, New Jersey, USA, or such other place as is mutually acceptable to both parties. The award in any arbitration proceeding shall be final and binding upon all parties and judgment thereon may be entered in any court of competent jurisdiction upon application of either of the parties. In the event T. Slack Environmental Services, Inc. shall be required to institute litigation and/or arbitration proceedings to enforce the terms of this agreement, or any such matters are placed in the hands of an attorney, T. Slack Environmental Services, Inc. shall be entitled to reimbursement of reasonable attorney's fees, interest and all costs of suit and/or arbitration proceedings.

If this proposal is acceptable, please sign and return the signatory sheet attached. If you have any questions or comments regarding this proposal, please feel free to contact me at (908) 964-5360. Thank you for considering T. SLACK ENVIRONMENTAL SERVICES, INC. to assist you in your environmental needs.

Sincerely,

Vincent D'Alessandro  
 Operations Manager

NJDEP  
UST CERTIFICATION PROGRAM  
#US00334

NJ BUSINESS REGISTRATION  
#0106912



March 26, 2020

Barry Feinberg, Detective/Captain (Ret.)  
Jonathan Pera  
County of Passaic  
401 Grand Street, Room 524  
Paterson, NJ 07505

Phone: 973-225-5398  
Cell: 973-617-7187  
Fax: 973-742-3936  
E-Mail: [bfeinberg@passaiccountynj.org](mailto:bfeinberg@passaiccountynj.org); [jonathanp@passaiccountynj.org](mailto:jonathanp@passaiccountynj.org)

Job Scope: Removal of One (1) 600 Gallon Diesel Fiberglass Double-Wall UST  
Job Site: Passaic County Jail, 11 Marshall St., Paterson  
Proposal No. TS-15344 Revised

Dear Sirs,

T. Slack Environmental Services, Inc. is pleased to submit the following proposal for your review. Pricing is from our NJ State Contract #A42266.

T. SLACK ENVIRONMENTAL SERVICES, INC. (TSES) is pleased to submit the following proposal for your review. The scope of work is in accordance with existing New Jersey Department of Environmental Protection (NJDEP) and Bureau of Underground Storage Tanks (BUST) Regulations.

The Scope of Work is based on the information provided to TSES by the client. TSES therefore assumes the following:

- A. There were no discharges of free product.
- B. Excavated soils are below current NJDEP cleanup criteria.
- C. The UST(s) to be removed has been registered with the NJDEP since 1988.

Any variation from the above-stated facts will result in re-evaluation of costs stated herein. Customer authorizes TSES to perform any and all additional services or tests required by the NJDEP not specified herein at an additional cost for labor and material.

#### SCOPE OF WORK:

1. The UST(s) must be registered with the NJDEP in order to remove them (*if not previously registered*). If the UST(s) have not been registered, a UST Facility Certification Questionnaire, a site map, and a check payable to the "Treasurer State of New Jersey" will have to be submitted to the NJDEP. The NJDEP will then issue a Facility Registration number and Facility ID# for the application submitted. TSES will obtain the ID number and submit the next application "Closure of an Underground Storage Tank" for NJDEP approval.

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200310

180 MARKET STREET, KENILWORTH, NEW JERSEY 07033  
PHONE: 908.964.5360 • FAX: 908.964.4244 • E-MAIL ADDRESS: TSLACKENV@COMCAST.NET



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

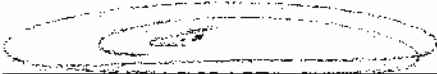
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION FOR AWARD OF CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR REMOVAL OF 4,000 GALLON UST FOR FUEL PUMP AND MANAGEMENT AT LAMBET CASTLE IN THE CITY OF PATERSON, NEW JERSEY, N.J.S.A. 40A:11-12, ET SEQ. ALL AS NOTED IN THE RESOLUTION.

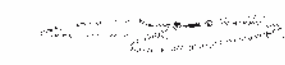
THIS RESOLUTION WAS REQUESTED BY:

ENGINEERING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20200311							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-14							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION FOR AWARD OF CONTRACT TO T. SLACK ENVIRONMENTAL SERVICES, INC. FOR REMOVAL OF 4,000 GALLON UST FOR FUEL PUMP AND MANAGEMENT AT LAMBET CASTLE IN THE CITY OF PATERSON, NEW JERSEY, N.J.S.A. 40A:11-12, *ET SEQ.***

**WHEREAS**, the County of Passaic (hereafter "County") requested proposals for the removal of 4,000 gallon underground storage tank (UST) including a concrete pad, fuel pump and fuel management system at Lambert Castle Sheriff's Motor Pool, located in Paterson, New Jersey and prepare documentation as required by New Jersey Department of Environmental Protection (NJDEP); and

**WHEREAS** pursuant to N.J.S.A. 40A:11-12, et seq., the County may without advertising for bids purchase goods or services under any contract or contracts for such goods or service entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and

**WHEREAS**, the scope of the work includes the removal of the existing 4,000 gallon UST of concrete pad, fuel pump and fuel management system and prepare documentation as required by New Jersey Department of Environmental Protection (NJDEP); and

**WHEREAS**, T. Slack Environmental Services of Kenilworth, New Jersey holds a State Contract (#A42266) for these types of services; and

**WHEREAS**, said T. Slack has submitted a proposal dated March 26, 2020 for the sum of \$30, 648.00 (copy of proposal attached hereto and made a part hereof); and

**WHEREAS**, this matter was discussed via e-mail on April 1, 2020 by the Public Works Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

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

**NOW, THEREFORE, LET IT BE 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 in the amount of \$30, 648.00 for the removal of a 4,000 gallon UST at Lambert Castle, Paterson, NJ pursuant to its proposal and applicable State Contract.

**LET IT BE 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.

NDA

April 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$30,648.00

APPROPRIATION: C-04-55-163-002-908

PURPOSE: Resolution for award of contract to T. Slack Environmental Services, Inc.



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr

NJDEP  
UST CERTIFICATION PROGRAM  
#US00334

NJ BUSINESS REGISTRATION  
#0106912



March 26, 2020

Barry Feinberg, Detective/Captain (Ret.)  
Mr. Jonathan Pera  
County of Passaic  
401 Grand Street, Room 524  
Paterson, NJ 07505

Phone: 973-225-5398  
Cell: 973-617-7187  
Fax: 973-742-3936  
E-Mail: [bfeinberg@passaiccountynj.org](mailto:bfeinberg@passaiccountynj.org)  
[jonathanp@passaiccountynj.org](mailto:jonathanp@passaiccountynj.org)

**Job Scope:** Removal of One (1) 4,000 Gallon Gasoline UST, including Concrete Pad, Fuel Pump, Piping and Fuel Management System  
**Job Site:** Lambert Castle – Sheriff's Motor Pool  
**Proposal No.** TS-15346 Rev. 2

Dear Sirs,

T. Slack Environmental Services, Inc. is pleased to submit the following proposal for your review. Pricing is from our NJ State Contract #A42266.

**T. SLACK ENVIRONMENTAL SERVICES, INC. (TSES)** is pleased to submit the following proposal for your review. The scope of work is in accordance with existing New Jersey Department of Environmental Protection (NJDEP) and Bureau of Underground Storage Tanks (BUST) Regulations.

The Scope of Work is based on the information provided to TSES by the client. TSES therefore assumes the following:

- A. There were no discharges of free product.
- B. Excavated soils are below current NJDEP cleanup criteria.
- C. The UST(s) to be removed has been registered with the NJDEP since 1988.

Any variation from the above-stated facts will result in re-evaluation of costs stated herein. Customer authorizes TSES to perform any and all additional services or tests required by the NJDEP not specified herein at an additional cost for labor and material.

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200311

180 MARKET STREET, KENILWORTH, NEW JERSEY 07033

PHONE: 908.964.5360 • FAX: 908.964.4244 • E-MAIL ADDRESS: TSLACKENV@COMCAST.NET



### SCOPE OF WORK:

1. The UST(s) must be registered with the NJDEP in order to remove them (*if not previously registered*). If the UST(s) have not been registered, a UST Facility Certification Questionnaire, a site map, and a check payable to the "Treasurer State of New Jersey" will have to be submitted to the NJDEP. The NJDEP will then issue a Facility Registration number and Facility ID# for the application submitted. TSES will obtain the ID number and submit the next application "Closure of an Underground Storage Tank" for NJDEP approval.
2. Once TSES receives the approved NJDEP "Closure of an Underground Storage Tank System" form, we can then notify the local municipal agency and/or building department of the closure activity in writing and apply for necessary permits. A copy of the approved NJDEP closure form will be submitted with the permit applications. Once the building department approves the applications, TSES can then begin work.
3. TSES will call the NJ ONE CALL Hotline to mark out all existing underground utilities. This will be done at least FIVE (5) days prior to excavation. TSES cannot begin soil excavation until all the utility lines are clearly marked out.
4. The UST(s) contents will be pumped out prior to any excavating work. (See contingency costs).
5. TSES will mobilize all necessary equipment and materials to complete the tank removal activities.
6. TSES will excavate to the top of the UST(s), drain lines back into the tank and purge the tank of all combustible gases. Once purged, a combustible gas meter will be used to monitor the level of combustible gases in the UST(s). When levels are within safe limits the tank will be cut and cleaned to local Fire Department Codes and Department of Transportation Standards. All liquids and sludge will be containerized for disposal and manifested according to federal and state guidelines.
7. Once cleaned, the UST(s) will be removed from the excavation in accordance with American Petroleum Institute (API) 1604 Procedures.
8. All post excavation confirmatory sampling will be performed by an LSRP (Licensed Site Remediation Professional) from TSES certified by the NJDEP. The sampling and analysis will be performed in accordance with the NJDEP's Requirements for Site Remediation 7:26E.
9. TSES will schedule all necessary municipal inspections.
10. The cleaned UST(s) will be transported and disposed to a local scrap yard. All scrap yard receipts will be provided to the client as proof of disposal.
11. The excavation will be backfilled with certified clean fill and compacted in 24" lifts to grade. TSES will restore all disturbed areas as required up to surface grade only.
13. TSES will complete the UST Facility Certification Questionnaire form to de-list the tanks removed. The completed questionnaire will be sent to the client for signature by the responsible party. The client **MUST** submit the signed questionnaire to the NJDEP. **THIS FORM MUST BE SIGNED, COMPLETED AND SUBMITTED TO THE NJDEP WITHIN 7 DAYS OF THE UST REMOVAL.** This is the client's full responsibility: TSES cannot sign off on this questionnaire.
14. TSES will prepare and submit a Site Investigation Report (SIR) and/or a Remedial Investigation Report (RIR), LSRP forms, PA/SI forms, UST Closure Report, Response Action Outcome for Specific Area(s) of Concern as required by the NJDEP.

NJDEP  
UST CERTIFICATION PROGRAM  
#US00334



NJ BUSINESS REGISTRATION  
#0106912

ITEM #	ITEM DESCRIPTION	QTY	UNIT	RATE	LINE TOTAL
00018	Backhoe & Operator (S/T) Commodity Code 830-69-086771	24	Hours	\$125.00	\$3,000.00
00021	Electrician (S/T) Commodity Code 830-69-086774	8	Hours	\$97.00	\$776.00
00024	Plumber (S/T) Commodity Code 830-69-086777	16	Hours	\$92.00	\$1,472.00
00030	Laborers (S/T) Commodity Code 830-69-086783	32	Hours	\$70.00	\$2,240.00
<b>Commodity Code 830-69-089792</b>					
00035	Concrete Disposal	2	Loads	\$500.00	\$1,000.00
00035	Gasoline Liquid Disposal	1000	Gallons	\$2.50	\$2,500.00
00035	Samples	12	Each	\$180.00	\$2,160.00
00035	Backfill	60	Ton	\$35.00	\$2,100.00
00035	Contaminated Soil Allowance**	1	Lump Sum	\$3,500.00	\$3,500.00
00036	LSRP Services & Reports	1	Lump Sum	\$7,500.00	\$7,500.00
00036	Tandem & Trailer	1	Days	\$1,200.00	\$1,200.00
00036	Road Cutting Saw	1	Days	\$375.00	\$375.00
00036	Vibratory Compacting Roller	1	Days	\$425.00	\$425.00
00036	Low-Boy Trucking	2	Trips	\$1,200.00	\$2,400.00
					\$30,648.00

**COST: \$30,648.00**  
Not Including Contingencies Below\*  
**THIS QUOTE IS VALID FOR 60 DAYS**

**\*\*The Contaminated Soil Allowance is just an approximate; the actual removal cost may be different (add/deduct) and will be addressed by a change order.**

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200311

NJDEP  
 UST CERTIFICATION PROGRAM  
 #US00334



NJ BUSINESS REGISTRATION  
 #0106912

**CONTINGENCY COSTS:**

1. Removal of diesel liquids/sludge at \$1.50 per gallon; gasoline liquids/sludge pricing will be based on current market pricing.
2. Vac truck rate per hour will be \$125.00 per hour.
3. If contamination is found, a separate quote for remediation will be issued.
4. Local permits will be invoiced to client at cost plus \$50.00 administrative fee. If Engineer signed/sealed drawings are required, the cost will be invoiced to client.
5. T. Slack Environmental will call in for underground utilities to be marked out by NJ One Call system as required by law. Any private utilities and/or drainage systems are the responsibility of the client to locate (lamp posts, gas grills, drainage systems, sprinkler systems, etc.) We will take all care to avoid damaging any underground utilities/systems, including sprinkler systems and cannot be held responsible for breakage or reconnection of any utilities/systems at the site.
6. If a mark-out by a private company is required, there will be an additional charge.
7. In the event that the UST(s) were not previously registered, the client will be responsible for the registration fee, payable to the "Treasurer, State of New Jersey"
8. NJ DEP Fees are NOT included in the cost; all State fees are the responsibility of the client.

**PAYMENT TERMS:** Net Due on Completion

**DISPUTES:** Any dispute or disagreement which cannot be resolved by the parties and any controversy, claim or dispute otherwise arising out of or in connection with this agreement, or the breach thereof, or otherwise arising from the project, shall be settled under the rules of the American Arbitration Association. Arbitration proceedings shall be held in Kenilworth, New Jersey, USA, or such other place as is mutually acceptable to both parties. The award in any arbitration proceeding shall be final and binding upon all parties and judgment thereon may be entered in any court of competent jurisdiction upon application of either of the parties. In the event T. Slack Environmental Services, Inc. shall be required to institute litigation and/or arbitration proceedings to enforce the terms of this agreement, or any such matters are placed in the hands of an attorney, T. Slack Environmental Services, Inc. shall be entitled to reimbursement of reasonable attorney's fees, interest and all costs of suit and/or arbitration proceedings.

If this proposal is acceptable, please sign and return the signatory sheet attached. If you have any questions or comments regarding this proposal, please feel free to contact me at (908) 964-5360. Thank you for considering T. SLACK ENVIRONMENTAL SERVICES, INC. to assist you in your environmental needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Vincent D'Alessandro", written over a horizontal line.

Vincent D'Alessandro  
 Operations Manager

NJDEP  
UST CERTIFICATION PROGRAM  
#US00334

NJ BUSINESS REGISTRATION  
#0106912



March 26, 2020

Barry Feinberg, Detective/Captain (Ret.)  
Mr. Jonathan Pera  
County of Passaic  
401 Grand Street, Room 524  
Paterson, NJ 07505

Phone: 973-225-5398  
Cell: 973-617-7187  
Fax: 973-742-3936  
E-Mail: [bfeinberg@passaiccountynj.org](mailto:bfeinberg@passaiccountynj.org)  
[jonathanp@passaiccountynj.org](mailto:jonathanp@passaiccountynj.org)

**Job Scope:** Removal of One (1) 4,000 Gallon Gasoline UST, including Concrete Pad, Fuel Pump, Piping and Fuel Management System  
**Job Site:** Lambert Castle – Sheriff's Motor Pool  
**Proposal No.** TS-15346 Rev. 2

Dear Sirs,

T. Slack Environmental Services, Inc. is pleased to submit the following proposal for your review. Pricing is from our NJ State Contract #A42266.

**T. SLACK ENVIRONMENTAL SERVICES, INC. (TSES)** is pleased to submit the following proposal for your review. The scope of work is in accordance with existing New Jersey Department of Environmental Protection (NJDEP) and Bureau of Underground Storage Tanks (BUST) Regulations.

The Scope of Work is based on the information provided to TSES by the client. TSES therefore assumes the following:

- A. There were no discharges of free product.
- B. Excavated soils are below current NJDEP cleanup criteria.
- C. The UST(s) to be removed has been registered with the NJDEP since 1988.

Any variation from the above-stated facts will result in re-evaluation of costs stated herein. Customer authorizes TSES to perform any and all additional services or tests required by the NJDEP not specified herein at an additional cost for labor and material.

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200311

180 MARKET STREET, KENILWORTH, NEW JERSEY 07033

PHONE: 908.964.5360 • FAX: 908.964.4244 • E-MAIL ADDRESS: TSLACKENV@COMCAST.NET



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

Anthony J. De Nova III  
Administrator

Matthew P. Jordan, Esq.  
County Counsel

Louis E. Imhof, III, RMC  
Clerk Of The Board



## Public Meeting (Board Meeting)

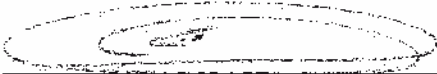
Date: Apr 14, 2020 - 5:30 PM

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

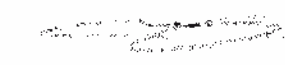
Agenda: RESOLUTION AUTHORIZING EXECUTION OF A SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND THE PASSIAC VALLEY WATER COMMISSION FOR THE TWO BRIDGES ROAD BRIDGE WAYNE, NEW JERSEY IN ACCORDANCE WITH N.J.S.A. 40A:65-1, ET SEQ. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works  
COMMITTEE NAME

Official Resolution#	R20200312							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-15							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING EXECUTION OF A SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND THE PASSAIC VALLEY WATER COMMISSION FOR THE TWO BRIDGES ROAD BRIDGE WAYNE, NEW JERSEY IN ACCORDANCE WITH N.J.S.A. 40A:65-1, ET SEQ.**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic (hereinafter "Board") and the Passaic Valley Water Commission, Wayne, NJ are desirous of entering into a Shared Services Agreement for the Two Bridges Road; and

**WHEREAS**, pursuant to the Uniform Shared Consolidation Act (N.J.S.A. 40A:65-1 et seq.), public entities such as the County of Passaic and the Passaic Valley Water Commission are encouraged to facilitate and improve services by use of shared services as a method of reducing local expenses funded primarily by property taxpayers; and

**WHEREAS**, the Board passed two Resolutions No. R-20191058 and R-20191248 awarding the Construction Contract to Konkus Corporation for the Two Bridges Road over Pompton River and West Belt Extension; and

**WHEREAS**, the award consisted of the base bid of \$13,798,903.00 and the alternate bid No. 1 \$835,000.00 for a total of \$14,633.903; and

**WHEREAS**, the Alternate Bid No. 1 consists solely of the relocation of an existing 60" water main and its associated appurtenant work which will be reimbursed by Passaic Valley Water Commission; and

**WHEREAS**, pursuant to the terms and conditions as set forth in the attached agreement, the parties have agreed that the Passaic Valley Water Commission will reimburse the County a total of \$835,000.00 for the relocation of an existing 60" water main and associated appurtenant work (copy of proposed agreement attached hereto and made a part hereof); and

**WHEREAS**, this proposed arrangement was reviewed by the Public Works Committee via email on April 3, 2020 and recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the execution of a Shared Services Agreement by and between the County of Passaic and the Passaic Valley Water Commission to allow the reimbursement for the relocation of an existing 60" water main and associated appurtenant work in conformity with the terms and conditions set out in the attached agreement.

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk to the Board as well as the County Counsel are authorized to execute this agreement on behalf of the County of Passaic.

NDA

April 14, 2020

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM


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

Agenda: RESOLUTION AWARDING THE ON-CALL CONCRETE TESTING FOR THE PASSAIC COUNTY JAIL GENERATOR REPLACEMENT PROJECT & WEASEL BROOK PARK PHASE II IMPROVEMENTS PROJECT TO TECTONIC AS PER ON-CALL CONSTRUCTION GEOTECHNICAL BID # SB-19-013 PURSUANT TO N.J.S.A 40A: 11-24 ALL AS NOTED IN THE RESOLUTION.

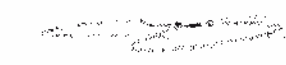
THIS RESOLUTION WAS REQUESTED BY:

ENGINEERING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works  
COMMITTEE NAME

Official Resolution#	R20200313							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-16							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AWARDING THE ON-CALL CONCRETE TESTING FOR THE PASSAIC COUNTY JAIL GENERATOR REPLACEMENT PROJECT & WEASEL BROOK PARK PHASE II IMPROVEMENTS PROJECT TO TECTONIC AS PER ON-CALL CONSTRUCTION GEOTECHNICAL BID # SB-19-013 PURSUANT TO N.J.S.A 40A: 11-24**

**WHEREAS**, the County of Passaic (hereafter "County") will undertake a project for on-call concrete testing for the Passaic County Jail Generator Replacement Project and Weasel Brook Park phase II Improvements Project; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-23 the County issued bid # SB-19-013 advertisement for bids which was published in advance of the date fixed for receiving the bids to promote competitive bidding; the County received bids for SB-19-013 on February 27, 2019; and

**WHEREAS**, pursuant to Resolution No. R2019-294, dated March 26, 2019, the bid prices from the bidders were approved for SB-19-013, Construction and Geotechnical On-Call Testing Services on an as-needed basis for the period of March 1, 2019 to February 28, 2021; and

**WHEREAS**, pursuant to N.J.S.A. 40A: 11-24 the County Engineer has recommended award of the contract to Tectonic for on call concrete testing for the Passaic County Jail Generator Replacement Project (C-19-008) and the Weasel Brook Park Phase II Improvements Project (C-19-010); and

**WHEREAS**, the work includes coordination, preparation of concrete test cylinders, transportation of the concrete cylinders, analytical laboratory testing of samples, and preparation of test results for this project; and

**WHEREAS**, pursuant to Resolution No. R2019-294, dated March 26, 2019, the Passaic County Engineer estimated the cost for this work not to exceed two thousand four hundred thirty dollars and zero cent (\$2,430.00); and

**WHEREAS**, a certification of funds executed by the County's Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contract modification described herein; and

**WHEREAS**, this matter was discussed via email on April 2, 2020 by the Public Works Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED** pursuant to N.J.S.A. 40A:11-24, the Board of Chosen Freeholders of the County of Passaic hereby awards a contract to Tectonic for the On-Call Concrete Testing for the Passaic County Jail Generator Replacement Project and Weasel Brook Park phase II Improvements Project the in the amount of two thousand four hundred thirty dollars and zero cent (\$2,430.00) as recommended by the County Engineer.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, and Director of the Passaic County Board of Chosen Freeholders are authorized to execute an agreement and take any other steps necessary to carry out the purpose of this resolution.

NDA

April 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$2,430.00

APPROPRIATION: C-04-55-148-001-920

PURPOSE: Resolution awarding the On-Call Concrete testing for the Passaic County Jail Generator Replacement.



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

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



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR THE CONSTRUCTION SERVICES CONTRACT THROUGH THE EDUCATION SERVICES COMMISSION OF NEW JERSEY TO MURRAY PAVING AND CONCRETE LLC FOR THE REPLACEMENT AND MODIFICATION OF ENTRANCES TO ALL PASSAIC COUNTY TO COMPLY WITH HANDICAP STANDARDS PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

ENGINEERING

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20200314</b>							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-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>	<b>RECU.</b>
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020





CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$22,779.89

APPROPRIATION: C-04-55-157-007-901

PURPOSE: Resolution authorizing change order #1 for the construction services contract through the education services commission of NJ o Murray Paving and Concrete LLC.

  
Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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Deputy Dir. Pasquale "Pat" Lepore  
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Anthony J. De Nova III  
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Matthew P. Jordan, Esq.  
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Louis E. Imhof, III, RMC  
Clerk Of The Board



## Public Meeting (Board Meeting)

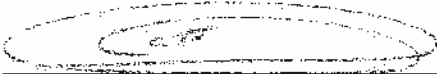
Date: Apr 14, 2020 - 5:30 PM

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


Agenda: RESOLUTION FOR AUTHORIZING THE PURCHASE OF ONE AIRMAN PDS100S-6E1 TOW BEHIND COMPRESSOR FROM H.A. DEHART & SON INC., AS PER BID # SB-20-015 PURSUANT TO N.J.S.A 40A: 11-24 ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20200315							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-18							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION FOR AUTHORIZING THE PURCHASE OF ONE AIRMAN PDS100S-6E1 TOW BEHIND COMPRESSOR FROM H.A. DEHART & SON INC., AS PER BID # SB-20-015 PURSUANT TO N.J.S.A 40A: 11-24**

**WHEREAS**, the County of Passaic (hereafter "County") Superintendent of Buildings and Grounds has requested the purchase of one Airman PDS100S-6E1 Tow Behind Compressor; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-23 the County issued bid # SB-20-015 advertisement for bids which was published in advance of the date fixed for receiving the bids to promote competitive bidding; and

**WHEREAS**, the County received bids on March 13, 2020 from two bidders and H.A. Dehart & Son Inc., was the lowest bid received by the County for the purchase of the compressor; and

**WHEREAS**, pursuant to N.J.S.A. 40A: 11-24 the Superintendent of Buildings and Grounds has recommended award of the contract to H.A. Dehart & Son, Inc., in the amount of fifteen thousand eight hundred eighty-eight dollars (\$15,888); and

**WHEREAS**, a certification of funds executed by the County's Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contract modification described herein; and

**WHEREAS**, this matter was discussed via email on April 1, 2020 by the Public Works Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED** pursuant to N.J.S.A. 40A:11-24, the Board of Chosen Freeholders of the County of Passaic hereby awards a contract to H.A. Dehart & Son, Inc. for the purchase of one Airman PDS100S-6E1 Compressor in the amount of \$15,888 as recommended by the County Engineer.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, and Director of the Passaic County Board of Chosen Freeholders are authorized to execute an agreement and take any other steps necessary to carry out the purpose of this resolution.

NDA

April 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$15,888.00

APPROPRIATION: 0-01-44-900-003-000

PURPOSE: Resolution for authorizing the purchase of equipment from H.A. Dehart & Son Inc.

  
Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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Deputy Dir. Pasquale "Pat" Lepore  
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Matthew P. Jordan, Esq.  
County Counsel

Louis E. Imhof, III, RMC  
Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION QUALIFYING A POOL OF FIRMS FOR PROFESSIONAL FINE AND DECORATIVE ART SERVICES RFQ-20-62 AS PER QUALIFICATION FOR CALENDAR YEAR 2020 PURSUANT TO 40A:11-5 ET SEQ 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:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20200316							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-19							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION QUALIFYING A POOL OF FIRMS FOR PROFESSIONAL FINE AND  
DECORATIVE ART SERVICES RFQ-20-62 AS PER QUALIFICATION FOR  
CALENDAR YEAR 2020 PURSUANT TO 40A:11-5 ET SEQ**

**WHEREAS** there exists a need for Professional Fine and Decorative Art Services for Calendar Year 2020; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, *et seq.* the County issued RFQ-20-062, seeking qualifications for a pool of candidates for Professional Fine and Decorate Art Services (hereafter “RFQ-20-062”) for the 2020 calendar year;

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process whereby, the qualification for the pool of qualified first to perform these services for the year 2020 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS** the responses to said public solicitation were received on March 12, 2020 and reviewed by the Committee previously established for that purpose by Resolution R-06-097 adopted on February 14, 2006; and

**WHEREAS** the Evaluation and Review Committee has found the firms listed below qualified to perform the necessary services on an as-needed basis:

**B.R. Howard & Associates, Inc., Carlisle, PA**

**Evergreene Architectural Arts, Brooklyn, NY**

**WHEREAS**, this matter was discussed via email on April 1, 2020 by the Public Works Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby accepts the Committee’s recommendation to award RFQ-20-62 on an as-needed basis to the said firms listed above.

**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.

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

NDA

April 14, 2020



### RESOLUTION REQUEST FORM

**NAME OF REQUESTER:** Kelly C. Ruffel **DEPARTMENT/DIVISION:** Cultural & Historic Affairs

**1. DESCRIPTION OF RESOLUTION:**

**TYPE OF RESOLUTION:** Professional Services - RFQ

**PROJECT NAME & NO. (If applicable):** RFQ-20-062

**PROJECT LOCATION (If applicable):** \_\_\_\_\_

**SUMMARY**(Include full details such as contract award period, purpose, etc):

Seeking authorization to qualify a pool of Fine & Decorative Art Services professionals for the calendar year 2020

**2. CERTIFICATION OF FUNDS:**

**AMOUNT OF EXPENDITURE:** \$ N/A

**REQUISITION #** N/A

(A copy of the requisition from Edmunds must be attached)

**PURCHASE ORDER #** N/A

(A copy of the purchase order and change order request form must be attached)

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

**3. METHOD OF PROCUREMENT:**

**RFP #:** \_\_\_\_\_  **RFQ #:** 20-062  
Add qualifying resolution no. if requesting an award:

**BID #:** \_\_\_\_\_ **CO-OP:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**STATE CONTRACT #:** \_\_\_\_\_

**EXCEPTIONS** (per N.J.S.A. 40A:11-5 et seq.): \_\_\_\_\_

**QUOTES:** (Please add all solicited quotes herein, including vendor name and total amount.)

**NON-FAIR & OPEN:** (A copy of an executed *Business Entity Disclosure Certification* must be attached)

**OTHER:** \_\_\_\_\_

**4. COMMITTEE REVIEW / DISTRIBUTION:**

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200316

Public Works



# County of Passaic

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

Kelly C. Ruffel  
Director

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

## MEMORANDUM

DATE: April 3, 2020

TO: Sherry Arvanitakis, QPA, RPPO, Purchasing Director

FROM: Kelly C. Ruffel, Director, Cultural & Historic Affairs

RE: **RFQ-20-062: QUALIFICATIONS FOR PROFESSIONAL FINE &  
DECORATIVE ART SERVICES CALENDAR YEAR 2020**

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The Purchasing Division received two (2) proposals for the above referenced qualifications on March 12, 2020

After reviewing the professional qualifications of all the proposals, we have determined that the firms listed below, meet the minimum experience requirements as noted in the RFQ:

1. **B.R. Howard & Associates, Inc.**, Carlisle, PA
2. **Evergreene Architectural Arts**, Brooklyn, NY



# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

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



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION QUALIFYING A POOL OF FIRMS FOR PROFESSIONAL PHOTOGRAPHERS AND VIDEOGRAPHERS PER RFQ-20-66 FOR CALENDAR YEAR 2020 PURSUANT TO 40A:11-5 ET SEQ ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

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REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20200317							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-20							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION QUALIFYING A POOL OF FIRMS FOR PROFESSIONAL PHOTOGRAPHERS AND VIDEOGRAPHERS PER RFQ-20-66 FOR CALENDAR YEAR 2020 PURSUANT TO 40A:11-5 ET SEQ**

**WHEREAS** the Passaic County Director of Cultural and Historic Affairs has determined that there exists a need for Professional Photographers and Videographers for Calendar Year 2020; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, *et seq.* the County issued RFQ-20-066, seeking qualifications for a pool of candidates for Professional Photographers and Videographers (hereafter “RFQ-20-066”) for the 2020 calendar year; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process whereby, the qualification for the pool of qualified first to perform these services for the year 2020 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS** the responses to said public solicitation were received on March 17, 2020 and reviewed by the Committee previously established for that purpose by Resolution R-06-097 adopted on February 14, 2006; and

**WHEREAS** the Evaluation and Review Committee has found the firms listed below qualified to perform the necessary services on an as-needed basis:

**Allman Environmental Services Photography, Tarrytown, NY**

**Fort Group, Ridgefield Park, NJ**

**WHEREAS**, this matter was discussed via email on April 1, 2020 by the Public Works Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby accepts the Committee’s recommendation to award RFQ-20-66 on an as-needed basis to the said firms listed above.

**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.

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

NDA

April 14, 2020



## RESOLUTION REQUEST FORM

**NAME OF REQUESTER:** Kelly C. Ruffel **DEPARTMENT/DIVISION:** Cultural & Historic Affairs

**1. DESCRIPTION OF RESOLUTION:**

**TYPE OF RESOLUTION:** Professional Services - RFQ

**PROJECT NAME & NO. (If applicable):** RFQ-20-066

**PROJECT LOCATION (If applicable):** \_\_\_\_\_

**SUMMARY** (Include full details such as contract award period, purpose, etc):

Seeking authorization to qualify a pool of professional photographers and videographers for the calendar year 2020

**2. CERTIFICATION OF FUNDS:**

**AMOUNT OF EXPENDITURE:** \$ N/A

**REQUISITION #** N/A

(A copy of the requisition from Edmunds must be attached)

**PURCHASE ORDER #** N/A

(A copy of the purchase order and change order request form must be attached)

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

**3. METHOD OF PROCUREMENT:**

**RFP #:** \_\_\_\_\_  **RFQ #:** 20-066  
Add qualifying resolution no. if requesting an award

**BID #:** \_\_\_\_\_ **CO-OP:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**STATE CONTRACT #:** \_\_\_\_\_

**EXCEPTIONS** (per N.J.S.A. 40A:11-5 et seq.): \_\_\_\_\_

**QUOTES:** (Please add all solicited quotes herein; including vendor name and total amount.)

**NON-FAIR & OPEN:** (A copy of an executed *Business Entity Disclosure Certification* must be attached)

**OTHER:** \_\_\_\_\_

**4. COMMITTEE REVIEW / DISTRIBUTION:**

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200317

Public Works



# County of Passaic

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

Kelly C. Ruffel  
*Director*

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

## MEMORANDUM

DATE: April 3, 2020

TO: Sherry Arvanitakis, QPA, RPPO, Purchasing Director

FROM: Kelly C. Ruffel, Director, Cultural & Historic Affairs

RE: **RFQ-20-066: QUALIFICATIONS FOR PROFESSIONAL PHOTOGRAPHERS & VIDEOGRAPHERS CALENDAR YEAR 2020**

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The Purchasing Division received two (2) proposals for the above referenced qualifications on March 17, 2020.

After reviewing the professional qualifications of all the proposals, we have determined that the firms listed below, meet the minimum experience requirements as noted in the RFQ:

1. **Allman Environmental Services Photography**, Tarrytown, NY
2. **Fort Group**, Ridgefield Park, NJ

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
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Fax: 973-742-3746

Anthony J. De Nova III  
Administrator

Matthew P. Jordan, Esq.  
County Counsel

Louis E. Imhof, III, RMC  
Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO SUBMIT GRANT APPLICATION TO NEW JERSEY TRAVEL & TOURISM GRANT FOR A COOPERATIVE MARKETING GRANT FOR YEAR 2021 FOR COUNTY-WIDE TOURISM MARKETING INITIATIVES ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

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REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works  
COMMITTEE NAME

Official Resolution#	R20200318							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-21							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO SUBMIT GRANT APPLICATION TO NEW JERSEY TRAVEL & TOURISM GRANT FOR A COOPERATIVE MARKETING GRANT FOR YEAR 2021 FOR COUNTY-WIDE TOURISM MARKETING INITIATIVES**

**WHEREAS**, the Friends of Passaic County Parks, Inc. (hereafter "Friends") is a New Jersey non-profit corporation created by the Passaic County Board of Chosen Freeholders (hereafter "Board") via Resolution No. 08-742 on September 8th, 2008, to run programming and secure grant funding for the Passaic County Park System; and

**WHEREAS**, the County of Passaic Director of Cultural & Historic Affairs is desirous of applying to the New Jersey Travel and Tourism Grant for a Cooperative Marketing Grant for the Year 2021 for County-wide tourism marketing initiatives with a maximum award of twenty-five thousand dollars (\$25,000); and

**WHEREAS**, Passaic County's application will be for the full amount of twenty-five thousand dollars (\$25,000) with an eight thousand two-hundred and fifty dollars ( \$8, 250) match requirement for the County of Passaic; and

**WHEREAS**, this matter was discussed via email on April 1, 2020 by Public Works Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Director of the County of Passaic of Cultural & Historic Affairs to apply for the New Jersey Travel and Tourism Grant for a Cooperative Marketing Grant for the year 2021 for County-wide tourism marketing initiatives in the amount of \$25,000 with a \$8,250 match by the County of Passaic.

**LET IT BE FURTHER RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Director and Clerk of the Board, as well as the Office of Passaic County Counsel, to execute any necessary documents to apply for the Grant as set forth above and also to receive funds accordingly.

NDA

April 14, 2020



## GRANT APPLICATION REQUEST FORM

1. **Grant Title:** NJ Travel & Tourism Grant – Cooperative Marketing Grant FY21
  
2. **Funding Source:**  Federal  State  Other : \_\_\_\_\_
  
3. **Description of Grant:**  
 The grant will fund brochures, marketing materials, and plans for County-wide heritage initiatives.
  
4. **Grant Period:** From July 2020 To June 2021
  
5. **Amount Requested:** \$ 25000
  
6. **Is a dollar match required? :**  Yes  No
  
7. **If yes, how much? :** \$ 8,250
  
8. **Is the match:**  Monetary  In-Kind (Identify): \_\_\_\_\_
  
9. **Account #:** \_\_\_\_\_
  
10. **Is this a:**  New Program  Existing Program  Amendment
  
11. **Grant Administrator (Name/Title/ Department):**

Kelly C. Ruffel, Director, Cultural & Historic Affairs

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
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John W. Bartlett  
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401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT AND RECEIPT OF BIDS FOR LAMBERT CASTLE AND ITS CARRIAGE HOUSE FOR THE LAMBERT CASTLE CARRIAGE HOUSE PROJECT PURSUANT TO N.J.S.A 40A: 11-23 ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

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REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works  
COMMITTEE NAME

Official Resolution#	R20200319							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-22							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020



**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING  
ADVERTISEMENT AND RECEIPT OF BIDS FOR LAMBERT CASTLE AND ITS  
CARRIAGE HOUSE FOR THE LAMBERT CASTLE CARRIAGE HOUSE PROJECT  
PURSUANT TO N.J.S.A 40A: 11-23**

**WHEREAS**, the County of Passaic (hereinafter "County") will undertake a project for Construction of the Lambert Castle and its Carriage House; and

**WHEREAS**, the construction documents and the proposed site plans for the Lambert Castle and its Carriage House have been prepared by the County's Consultant, Clarke, Caton Hintz; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-23 the County shall publish the advertisement for bids in advance of the date fixed for receiving the bids to promote competitive bidding; and

**WHEREAS**, the Office of the Passaic County Engineer and the Director of the Passaic County Cultural and Historic Affairs have reviewed the Plans and documents and found them to be in conformance with the Passaic County Engineer's standards; and

**WHEREAS**, the Director of Cultural and Historic Affairs by resolution request form dated April 3, 2020 has recommended that the Board of Chosen Freeholders approve said plans and constructions and authorize the Purchasing Department to advertise and receive bids;

**WHEREAS**, this matter was discussed via email on April 1, 2020 by the Public Works Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED** pursuant to N.J.S.A. 40A:11-23, the Board of Chosen Freeholders of the County of Passaic hereby approves the constructions documents and plans for the aforementioned project and authorizes the Director of Purchasing to advertise and received bids as recommended by the County Engineer and the Director of Purchasing Department.

NDA

April 14, 2020



RESOLUTION REQUEST FORM

NAME OF REQUESTER: Kelly C. Ruffel DEPARTMENT/DIVISION: Cultural & Historic Affairs

1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Advertisement and Receipt of Bids

PROJECT NAME & NO. (If applicable): Lambert Castle & Carriage House Restoration

PROJECT LOCATION (If applicable): Lambert Castle & Carriage House

SUMMARY(Include full details such as contract award period, purpose, etc):

Seeking authorization to approve bid documents/specifications for Lambert Castle and its carriage house and subsequently authorize the advertisement of bids following the pre-qualification process.

2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ N/A

REQUISITION # N/A

(A copy of the requisition from Edmunds must be attached)

PURCHASE ORDER # N/A

(A copy of the purchase order and change order request form must be attached)

ACCOUNT # # #

3. METHOD OF PROCUREMENT:

RFP #: RFQ #: Add qualifying resolution no. if requesting an award

BID #: CO-OP: NO:

STATE CONTRACT #:

EXCEPTIONS (per N.J.S.A. 40A:11-5 et seq.):

QUOTES: (Please add all solicited quotes herein; including vendor name and total amount.)

NON-FAIR & OPEN: (A copy of an executed Business Entity Disclosure Certification must be attached)

OTHER:

4. COMMITTEE REVIEW / DISTRIBUTION:

Administration & Finance Health & Human Services Law & Public Safety

Introduced on: April 14, 2020
Adopted on: Planning & Economic Development Public Works
Official Resolution#: R20200319

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
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Anthony J. De Nova III  
*Administrator*  
Matthew P. Jordan, Esq.  
*County Counsel*  
Louis E. Imhof, III, RMC  
*Clerk Of The Board*



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR THE CONSTRUCTION SERVICES CONTRACT THROUGH THE EDUCATION SERVICES COMMISSION OF NEW JERSEY TO MURRAY PAVING AND CONCRETE LLC FOR RESTORATION AND REHABILITATION OF THE PLANTATION HOUSE AT DEY MANSION WASHINGTON'S HEADQUARTERS IN WAYNE, NEW JERSEY PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ. 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:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20200320							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-23							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR THE CONSTRUCTION SERVICES CONTRACT THROUGH THE EDUCATION SERVICES COMMISSION OF NEW JERSEY TO MURRAY PAVING AND CONCRETE LLC FOR RESTORATION AND REHABILITATION OF THE PLANTATION HOUSE AT DEY MANSION WASHINGTON'S HEADQUARTERS IN WAYNE, NEW JERSEY PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter "County") undertook a project to for the Restoration and Rehabilitation of the Plantation House at the Dey Mansion Washington's Headquarters located in Wayne, New Jersey; and

**WHEREAS**, pursuant to N.J.S.A. 40:11-12, et seq. the County may without advertising for bids purchase goods or services under any contract or contracts for such goods or service entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and

**WHEREAS**, Murray Paving is a State Approved CO-OP #65MCFSCCPS (JOC Contract No.: ESCNJ 16/17-54GC1); and

**WHEREAS**, on December 10, 2019 the Passaic County Board of Chosen Freeholders (hereafter "Board") passed Resolution No. R2019-1132 awarding the contract to Murray Paving for the project known as Restoration and Rehabilitation of the Plantation House at the Dey Mansion Washington's Headquarters in Wayne, NJ in the amount of \$149,967.79; and

**WHEREAS**, it is now necessary that a change order be made reflecting an increase in the contract amount due to the costs associated with fabrication of wood windows and an increase of \$9,000 resulting in a new contract amount of \$158,967.79 as evidenced in attached resolution request form from the Director of the Passaic County Cultural and Historic Affairs; and

**WHEREAS**, this matter was discussed via email at the April 3, 2020 meeting of the Public Works Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**WHEREAS**, a certification of funds executed by the County's Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contract modification described herein; and

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to N.J.A.C. 5:30-11.3 that that Change Order No. 1 in connection with the costs associated with the fabrication of the wood windows at the Dey Mansion Washington Headquarters be approved as recommended in the amount of nine thousand dollars and zero cent (\$9,000); and

**CHANGE ORDER NO. 1**

**1. DESCRIPTION AND VALUE OF CHANGE**

See April 1, 2020 letter attached hereto

Addition	\$ 9,012.24
----------	-------------

**REASON FOR CHANGE**

See Resolution Request Form attached hereto

**2. STATEMENT OF CONTRACT AMOUNT**

Original Contract Amount	\$ 149,967.79
Previous Additions	\$ -00-
Total	\$ 149,967.79
Previous Deductions	\$ -00-
Net Prior to this Change	
Amount of This Change	\$ 9,012.24
Contract Amount to Date	\$ 158,967.79

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$9,012.24

APPROPRIATION: \$1,290.60 – O-17-56-650-000-602  
\$ 32.21 - O-19-56-651-000-603  
\$7,689.43 - O-20-56-650-000-602

PURPOSE: Resolution authorizing change order #1 for the construction services contract through the Education Services Commission of NJ to Murray Paving and Concrete LLC.

  
Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



### RESOLUTION REQUEST FORM

NAME OF REQUESTER: Kelly C. Ruffel DEPARTMENT/DIVISION: Cultural & Historic Affairs

**1. DESCRIPTION OF RESOLUTION:**

TYPE OF RESOLUTION: Change Orders

PROJECT NAME & NO. (If applicable): Plantation House Restoration Project

PROJECT LOCATION (If applicable): Dey Mansion Washington's HQ

SUMMARY(Include full details such as contract award period, purpose, etc):

Seeking authorization for Change Order No. 1 to Murray Concrete & Paving for additional costs associated with the fabrication of wood windows.

**2. CERTIFICATION OF FUNDS:**

AMOUNT OF EXPENDITURE: \$ 9,012.24

REQUISITION # N/A

(A copy of the requisition from Edmunds must be attached)

PURCHASE ORDER # 19-09289

(A copy of the purchase order and change order request form must be attached)

ACCOUNT # O-17-56-650-000-602 # O-20-56-650-000-602 #

**3. METHOD OF PROCUREMENT:**

RFP #: \_\_\_\_\_

RFQ #: \_\_\_\_\_

Add qualifying resolution no. if requesting an award

BID #: \_\_\_\_\_

CO-OP: \_\_\_\_\_ NO: \_\_\_\_\_

STATE CONTRACT #: \_\_\_\_\_

EXCEPTIONS (per N.J.S.A. 40A:11-5 et seq.): \_\_\_\_\_

QUOTES: (Please add all solicited quotes herein; including vendor name and total amount.)

NON-FAIR & OPEN: (A copy of an executed Business Entity Disclosure Certification must be attached)

OTHER: \_\_\_\_\_

**4. COMMITTEE REVIEW / DISTRIBUTION:**

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: Planning & Economic Development  
Adopted on: April 14, 2020  
Official Resolution#: R20200320

Public Works

22

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

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



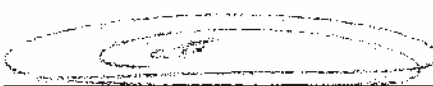
## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING A CONTRACT MODIFICATION CONNOLLY & HICKEY HISTORICAL ARCHITECTS FOR THE VANDERHOEF HOUSE HISTORIC DESIGN AND LANDSCAPING PROJECT, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ. 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:



Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works  
COMMITTEE NAME

<b>Official Resolution#</b>	<b>R20200321</b>							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-24							
CAF #	O-17-56-650-000-602							
Purchase Req. #	19-02025							
Result	Adopted							
<b>FREEHOLDER</b>	<b>PRES.</b>	<b>ABS.</b>	<b>MOVE</b>	<b>SEC</b>	<b>AYE</b>	<b>NAY</b>	<b>ABST.</b>	<b>RECU.</b>
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING A CONTRACT MODIFICATION CONNOLLY & HICKEY HISTORICAL ARCHITECTS FOR THE VANDERHOEF HOUSE HISTORIC DESIGN AND LANDSCAPING PROJECT, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) undertook a project to rehabilitate the Vanderhoef House Historic Landscaping in the City of Clifton, County of Passaic, State of New Jersey (hereafter “Project”); and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, *et seq.* the County issued RFQ-2019-0186, seeking qualifications for a pool of engineers, architects, land surveyors, planners, landscape architects, and environment health and safety engineers for calendar year 2020, to be hired on an as-needed basis, to provide professional services to the County; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the qualification for the pool of engineers, architects, land surveyors, planners, landscape architects, and environment health and safety engineers for calendar year 2020 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS**, on December 30, 2019 the Passaic County Board of Chosen Freeholders (hereafter “Board”) passed Resolution No. R20191231 qualifying a pool of engineers, architects, land surveyors, planners, landscape architects, and environment health and safety engineers for calendar year 2020, as recommended by the Passaic County Engineer, to be hired on an as-needed basis, which included Boswell Engineering; and

**WHEREAS**, on February 26, 2019, the Board passed Resolution No. R2019-0186 awarding a design and Landscaping services contract to Connolly and Hickey Historical Architects in the amount of \$16,540.00 for the Project; and

**WHEREAS**, the Passaic Director of Cultural & Historic Affairs is requesting a contract modification for additional costs incurred for time spent on designing hardscape issues including sign installation paving, fence, etc., in the amount of two thousand seven hundred nineteen dollars and forty cents (\$2,719.40), necessary for completion of the Project; and

**WHEREAS**, a certification of funds executed by the County’s Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contract modification described herein; and

**WHEREAS**, this matter was discussed via email on April 1, 2020 by the Public Works Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), that the contract awarded to Connolly & Hickey Historical Architects for design and landscaping of the Vanderhoef House in the City of Clifton is modified to include an additional two thousand seven hundred nineteen dollars and forty cents (\$2,719.40), as recommend by the Passaic County Director of Cultural and Historic Affairs.

**LET IT BE FURTHER RESOLVED**, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract modification to Connolly and Hickey Historical Architects, and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, and Director of the Passaic County Board of Chosen Freeholders are authorized to execute the contract modification, and take any other steps necessary to carry out the purpose of this resolution.

NAD

April 14, 2020



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$2,719.40

APPROPRIATION: O-17-56-650-000-602

PURPOSE: Resolution authorizing a contract modification to Hickey Historical Architects.



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



### RESOLUTION REQUEST FORM

NAME OF REQUESTER: Kelly C. Ruffel DEPARTMENT/DIVISION: Cultural & Historic Affairs

**1. DESCRIPTION OF RESOLUTION:**

TYPE OF RESOLUTION: Contract Modifications

PROJECT NAME & NO. (If applicable): Vanderhoef House Historic Landscaping Restoration

PROJECT LOCATION (If applicable): Vanderhoef House

**SUMMARY**(Include full details such as contract award period, purpose, etc):

Seeking authorization to amend a contract with Connolly & Hickey Historical Architects  
The fixed fee contract was intended for only the planting plan. The contract modification includes additional costs incurred for time spent on designing hardscape issues including sign installation, paving, fence etc.

**2. CERTIFICATION OF FUNDS:**

AMOUNT OF EXPENDITURE: \$ 2,719.40

REQUISITION # N/A

(A copy of the requisition from Edmunds must be attached)

PURCHASE ORDER # 19-02025

(A copy of the purchase order and change order request form must be attached)

ACCOUNT # O-17-56-650-000-602 # \_\_\_\_\_ # \_\_\_\_\_

**3. METHOD OF PROCUREMENT:**

RFP #: \_\_\_\_\_  RFQ #: 2019-0186  
Add qualifying resolution no. if requesting an award

BID #: \_\_\_\_\_ CO-OP: \_\_\_\_\_ NO: \_\_\_\_\_

STATE CONTRACT #: \_\_\_\_\_

EXCEPTIONS (per N.J.S.A. 40A:11-5 et seq.): \_\_\_\_\_

QUOTES: (Please add all solicited quotes herein; including vendor name and total amount.)

NON-FAIR & OPEN: (A copy of an executed *Business Entity Disclosure Certification* must be attached)

OTHER: \_\_\_\_\_

**4. COMMITTEE REVIEW / DISTRIBUTION:**

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200321

Public Works

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
John W. Bartlett  
Theodore O. Best, Jr.  
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401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Anthony J. De Nova III  
Administrator

Matthew P. Jordan, Esq.  
County Counsel

Louis E. Imhof, III, RMC  
Clerk Of The Board



## Public Meeting (Board Meeting)

Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION TO SUPPORT FRIENDS OF THE PARKS OF PASSAIC COUNTY INC. GRANT APPLICATION TO NEW JERSEY TRAVEL & TOURISM GRANT FOR A COOPERATIVE MARKETING GRANT FOR YEAR 2021 FOR COUNTY-WIDE TOURISM MARKETING INITIATIVES ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

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REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works

COMMITTEE NAME

Official Resolution#	R20200322							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-25							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION TO SUPPORT FRIENDS OF THE PARKS OF PASSAIC COUNTY INC. GRANT APPLICATION TO NEW JERSEY TRAVEL & TOURISM GRANT FOR A COOPERATIVE MARKETING GRANT FOR YEAR 2021 FOR COUNTY-WIDE TOURISM MARKETING INITIATIVES**

**WHEREAS**, the Friends of Passaic County Parks, Inc. (hereafter “Friends”) is a New Jersey non-profit corporation created by the Passaic County Board of Chosen Freeholders (hereafter “Board”) via Resolution No. 08-742 on September 8th, 2008, to run programming and secure grant funding for the Passaic County Park System; and

**WHEREAS**, the Friends is applying for a grant from the New Jersey Travel and Tourism Grant for a Cooperative Marketing Grant for the year 2021 for County-wide tourism marketing initiatives; and

**WHEREAS**, the County of Passaic Director of Cultural & Historic Affairs supports the Friends grant application from the New Jersey Travel and Tourism Grant for a Cooperative Marketing Grant for the Year 2021 for County-wide tourism marketing initiatives; and

**WHEREAS**, this matter was discussed via email on April 1, 2020 by Public Works Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic hereby supports the Friends of the Parks of Passaic County’s Grant application from the New Jersey Travel and Tourism Grant for a Cooperative Marketing for the year 2021 for County-wide tourism marketing initiatives.

**LET IT BE FURTHER RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Director and Clerk of the Board, as well as the Office of Passaic County Counsel, to execute any necessary documents in support of the Grant as set forth above.

NDA

April 14, 2020



RESOLUTION REQUEST FORM

NAME OF REQUESTER: Kelly C. Ruffel DEPARTMENT/DIVISION: Cultural & Historic Affairs

1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Support/Opposing Subject Matter

PROJECT NAME & NO. (If applicable): NJ Travel & Tourism Grant – Cooperative Marketing Grant FY21

PROJECT LOCATION (If applicable): County-wide

SUMMARY(Include full details such as contract award period, purpose, etc):

Resolution to Support Friends of Passaic County Parks Inc. Grant Application to NJ Travel & Tourism Grant for a Cooperative Marketing Grant FY21 for county-wide tourism marketing initiatives

2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ N/A

REQUISITION # N/A

(A copy of the requisition from Edmunds must be attached)

PURCHASE ORDER # N/A

(A copy of the purchase order and change order request form must be attached)

ACCOUNT # # #

3. METHOD OF PROCUREMENT:

RFP #: \_\_\_\_\_

RFQ #: \_\_\_\_\_

Add qualifying resolution no. if requesting an award:

BID #: \_\_\_\_\_

CO-OP: \_\_\_\_\_ NO: \_\_\_\_\_

STATE CONTRACT #: \_\_\_\_\_

EXCEPTIONS (per N.J.S.A. 40A:11-5 et seq.): \_\_\_\_\_

QUOTES: (Please add all solicited quotes herein; including vendor name and total amount.)

NON-FAIR & OPEN: (A copy of an executed Business Entity Disclosure Certification must be attached)

OTHER: \_\_\_\_\_

4. COMMITTEE REVIEW / DISTRIBUTION:

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: April 14, 2020

Adopted on: Planning & Economic Development

✓ Public Works

Official Resolution#: R20200322

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
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Tel: 973-881-4402  
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Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)


Date: Apr 14, 2020 - 5:30 PM

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

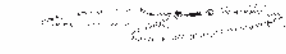
Agenda: RESOLUTION AUTHORIZING THE AWARD OF CONTRACT WITH STATESIDE AFFAIRS FOR PUBLIC RELATIONS AND COMMUNICATIONS PLANNING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
PLANNING BOARD

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200323							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-26							
CAF #	G-01-41-961-019-237							
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT WITH STATESIDE AFFAIRS FOR PUBLIC RELATIONS AND COMMUNICATIONS PLANNING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic recognize the importance of an accurate count when conducting a census, because the federal government uses census numbers to annually allocate billions of dollars in federal funds for community programs and services, such as health care services for the elderly, education programs, housing and community development, and job training; and

**WHEREAS**, the U.S. Congress uses the census totals to determine how many seats a state will have in the U.S. House of Representatives, and states use the numbers to allocate seats in their law-making bodies; and

**WHEREAS**, Passaic County's 2010 census completion rate was 71%, an average largely brought down by the county's 41 (Low Response Score) LRS census tracks; and

**WHEREAS**, Passaic County established its own formal Complete Count Committee in February 2019, with the goal that Passaic County – a significant portion of which was under-counted during the 2010 census, resulting in the loss of one congressional seat within the State of New Jersey – never go under-counted again; and

**WHEREAS**, the county's Complete Count Committee has concentrated its efforts on educating the public; encouraging participation; conducting community activities through Local Complete Count Committees (LCCCs); increasing the number of public information forums; participating in community events to promote and bring awareness to the census; and establishing community support centers (kiosks); and

**WHEREAS**, the Passaic County Board of Chosen Freeholder passed resolution R-2019-1178 accepting a grant award of \$254,540.00 from the DOS202C3-CITY County Grant Program – NJ 2020 Census to assist the County of Passaic and its partner municipalities in organizing complete county activities that will ensure the highest participation in the upcoming 2020 decennial census; and

**WHEREAS**, Passaic County will use its grant award to ensure that in each of its municipalities a complete count can be accomplished by encouraging a full participation of hard-to-count (HTC) populations through active outreach efforts in communities including African Americans; Latinos/Latins; Asians; various religious groups; Non-Native English speakers; indigent, homeless persons; college students; children under five years of age; men ages 18-49; senior citizens; the disabled; persons displaced by natural disasters; persons who are incarcerated; and members of the LGBTQ community; and

**WHEREAS**, the County is in need of services to create an all-inclusive public relation and digital communications plan for the County; guide a program of paid media advertising on television and digital platform, including all social media outlets, internet and cable providers; guide hyper local media ad campaigns; and execute the media campaign to increase visibility, and amplify the message of the Complete County Committee, and guide the paid media campaign to make the best use of State grant funding; and

**WHEREAS**, the County received three quotes based on a request for the services as stated above from Stateside Affairs, Hispanos Unidos, and Nosotros NJ, of which Stateside Affairs was the only to respond to all portions of the request; and

**WHEREAS**, Passaic County intends to enter into a contract with Stateside Affairs through this resolution and properly executed contracts for the above said services not to exceed \$17,000; and

**WHEREAS**, this matter was discussed at the April 7, 2020 meeting of the Freeholder's Committee for Planning and Economic Development Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**WHEREAS**, a certification of funds is attached hereto indicating that funds are available in contemplated expenditures; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the award of a contract for public relations and communications planning associated with the 2020 Census to Stateside Affairs in the amount of \$17,000.00; and

**BE IT FURTHER RESOLVED**, that the Director and Clerk to the Board, as well as the County Counsel and any other County Staff, are hereby authorized to execute any documentation necessary to effectuate the awarding of this contract.

JDP:lc

Dated: April 7, 2020



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$17,000.00

APPROPRIATION: G-01-41-961-019-237

PURPOSE: Resolution authorizing an award of contract to Stateside Affairs.

  
Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



**RESOLUTION REQUEST FORM**

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

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT WITH STATESIDE AFFAIRS FOR PUBLIC RELATIONS AND COMMUNICATIONS PLANNING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS

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:** \$ \$17,000  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** G-01-41-961-019-237

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: Quotes

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance \_\_\_\_\_  
 Budget \_\_\_\_\_  
 Health \_\_\_\_\_  
 Human Services \_\_\_\_\_  
 Law & Public Safety \_\_\_\_\_  
 Planning & Economic Development 4/7/20  
 Public Works \_\_\_\_\_

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

Introduced on: April 14, 2020 Other: \_\_\_\_\_  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200323

1  
12



[www.StatesideAffairs.com](http://www.StatesideAffairs.com)



908.447.3964



75 Main Street, Manasquan, N.J. 08736



## Passaic County CCC for Census 2020

### Public Relations and Digital Communications Plan

Thank you for taking the time to speak with me about the public information needs you desire for your Census 2020 outreach.

Enclosed is a proposed all inclusive public relations and digital communications plan for Passaic County. As described in this proposal our team of professionals have more than 60 years of combined experience in public and government relations. We pride ourselves in delivering plans that are beautifully designed and skillfully executed, gaining our clients nationwide recognition for quality work. As such, we also recommend a paid media program that includes advertising on digital platforms, which include Facebook, Twitter, Instagram, and hyper local news sites. Combining these platforms will be more cost effective, increasing ad visibility, amplifying your message, and allowing for accurate targeting of hard to reach communities, including children.

Together, we envision us having a unique opportunity in sharing your vision of promoting and ensuring the delivery of public health services and education to all residents.

Prepared for:  
**Passaic County  
CCC Census 2020**

Prepared by:  
**Cristina Pinzon**

Introduced  
Adopted  
Official Record



[www.StatesideAffairs.com](http://www.StatesideAffairs.com)



908.447.3964



75 Main Street, Manasquan, N.J. 08736



## OVERVIEW

Stateside Affairs is a woman and minority-owned government affairs and public relations company based in New Jersey. Founded in 2015, the company's reputation for success has garnered both state and regional recognition for its work in public affairs, print and digital communications. As industry leaders, our team prides itself in delivering plans that are beautifully designed and skillfully executed, gaining our clients nationwide recognition for quality work.

Comprised of former journalists, media specialists and government officials, with 60 years of combined experience, Stateside Affairs utilizes state-of-the-art marketing and strategic thinking to reach our clients the desired audience and one that sets them apart. Stateside Affairs is recognized for its work in high-profile projects for clients such as City of Elizabeth, City of Perth Amboy, City of Roselle, and UnitedHealthcare, just to name a few.

Our clients have appeared on:



El Espectaculo



[www.statesideaffairs.com](http://www.statesideaffairs.com)



808.447.3984



75 Main Street, Manasquan, N.J. 08736



## PROJECT APPROACH

### Earned Media Plan

The earned media program will include appearances and placements on television, print and radio programs. All aspects of this program will be executed in coordination with the County of Passaic and its complete court commission.

Earned media coverage including interviews on popular and hyper local outlets, including News 12 New Jersey, NJTV, North Jersey, Tapinto, *the Star Ledger*, etc.

Spanish language outreach to the Latino community is highly recommended, as it is the fastest growing demographic group in the State of New Jersey. We strongly recommend Spanish Language communications to Latino residents. Our team has strong ties to Spanish-language media outlets. An earned and paid media program can be launched to include interviews on popular radio, print and television programs such as Univision 41, Telemundo 47, *El Reporte Hispano*, *El Espectaculo*, and *La Voz*, etc. Included in this proposal is outreach to other ethnic mediums that cover African American, Asian Indian and Filipino news, as well as other hard to reach communities.

Stateside Affairs is committed to placing press releases in strategic outlets with a primary focus on the importance of 2020 census, and to also serve as a source of accurate information for all residents.

Stateside Affairs will work with your public information officer on the messaging and confirmation of facts and quotes. We will serve as your quarterback by proactively searching for earned media opportunities in various ethnic markets. We commit to drafting up to three press releases per month. We also encourage and would work with your team on the coordination of a press conference to announce the County's strong position on getting every resident counted.

Introduced on:  
Adopted on:  
Official Resolution#: R20200323

April 14, 2020  
April 14, 2020



## CLIENTS

City of Roselle

City of Elizabeth

City of Perth Amboy

Plainfield Housing Authority

## SERVICES

Media Advisories

Coordination of Interviews

Press Releases

Translation Services

Spokesperson Services

Rapid Response

Press Conference Coordination



# PROJECT APPROACH

## Digital Communications- Social Media Management

We must continue to grow the company's brand by developing a strong base of followers on all social media platforms that will help build trust and credibility with your diverse group of residents.

**Scope of work:**

A premier digital marketing strategy will increase visibility, amplify your message, and allow us to reach a more targeted audience. Our team will develop weekly phone calls to create a digital content marketing strategy that will include weekly updates to your existing Facebook, Instagram, and Twitter pages. Our team will develop 3-5 weekly posts on specific content to help increase your search engine footprint. Our team will develop eye catching posts that include video, graphics, and photos to help increase awareness. Each curated post will contain key terms that will optimize your digital footprint, social media presence as well as increase engagement with key groups.

In an effort to create more engagement, our team will also develop up to three modern designs per month to be used to increase engagement and excitement of this initiative, special announcements, events, etc. Our team will create original hashtags while developing unique stories by using the latest technology available in the world of digital sharing. These designs can also be used for advertising of events and special announcements on media platforms as well, if you choose to do so.

Our firm will also deliver one high-quality video per month for digital use. During this time, our team will use this opportunity to take original photography to use as original content for all social media handles. In this case, our aim is to communicate with residents, influencers, and elected officials on the importance of being counted.



# SERVICES

Social media management & integration

Content Marketing

Engagement

Creative Services

Content Calendar

Video Production

Photography



# PROJECT APPROACH

## Email Marketing

Statewide Affairs will be responsible in creating a strategic email marketing campaign that will focus on targeting hard to count communities during our outreach for your complete count commission. We will also work with the County to identify a list that we can grow.

A digital marketing strategy will increase visibility, amplify your message, and allow us to reach a more targeted audience such as advocacy groups, community organizations, and residents. Our team will work with your PIO to disseminate weekly updates to your email blasts to help amplify your message. We will use this platform to push out facts, instructions, testimonials and special events that directly impact your community. Each curated post will contain key terms that will optimize your digital footprint as well as increase engagement with key constituents. We will work with your team to develop a page that will serve as the County's main source of information on the census. We will work on the messaging, branding and maintenance of this page.

Our team will be responsible in the creation of these announcements when specific content is available. We would be responsible in researching trends that are most important to the County and its goal of reaching every community. In addition, our team will be responsible for all inquiries and follow ups that come through this portal, as well as the full maintenance of your existing database with new contacts.

This will also help with the branding and awareness of your complete count commission.



# SERVICES

Engagement

Design Services

Email Marketing

Maintenance

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200323



# PROJECT APPROACH

## Paid Media Plan

Our overall strategy should also include the placement of paid advertisements stressing the uniqueness of your program. Our team will create a media buy plan targeting various local and countywide outlets. These ads should focus on promoting the importance of being counted, deadlines, and instructions on how to participate. Our team will be responsible for the creative services, messaging and placement of those ads in targeted outlets and publications, as well as the negotiation of those purchase orders to save the county money.

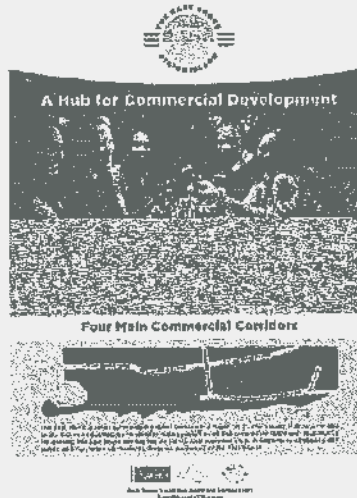
Stateside Affairs recommends a media buy plan that includes both TV, print and digital platforms. Combining these platforms will be more cost effective, increase ad visibility, amplify your message, and allow for more accurate targeting. Our team will be responsible for the strategy, creation, and execution of all ad placements. The paid media buy plan requires a separate budget.

**SERVICES**

- Strategic Messaging
- Creative Services
- Media Buy and Planning
- Negotiation
- Direct Publication
- Analytics



# Marketing EXAMPLES



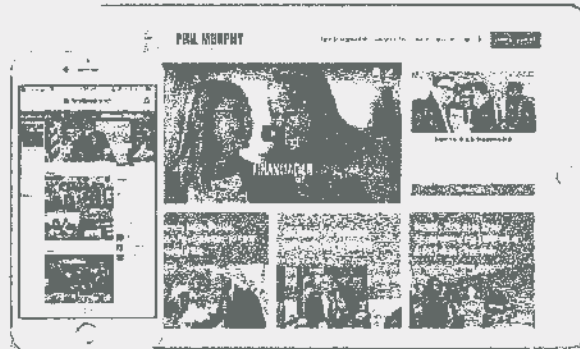
**SERVICES**

- Marketing Materials
- Website Design
- Creative Design

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200323



# DIGITAL COMMUNICATIONS' EXAMPLES



## SERVICES

Website Management

Social Media Management

Email Marketing

Creative Services



# Promotional Video EXAMPLE



## SERVICES

Script writing

Talent Acquisition

Production and editing of short promotional videos

Placement on digital platforms connected to clients' platforms as well as third party influencers

Introduced on:  
Adopted on:  
Official Resolution#: R20200323

[www.StrategicAffairs.com](http://www.StrategicAffairs.com)

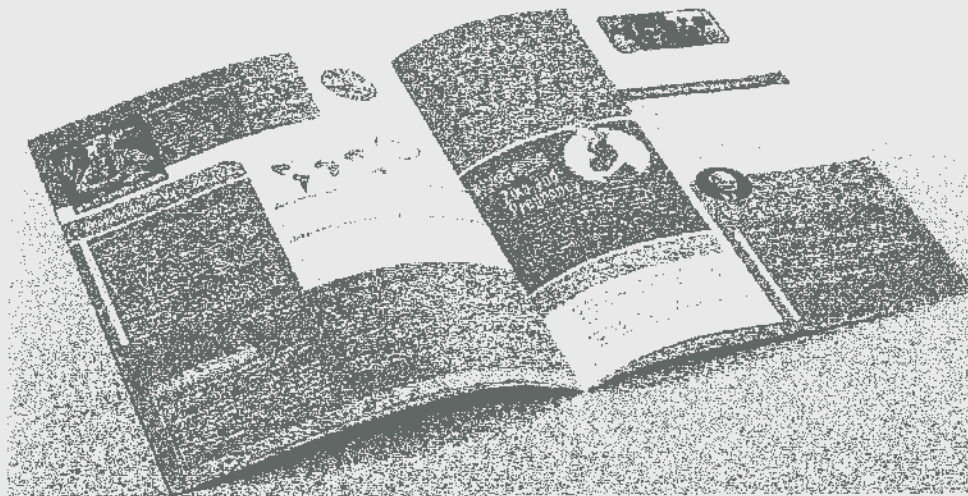
908.447.3904



75 Main Street, Manasquan, N.J. 08736



# ADVOCACY CAMPAIGN EXAMPLE



[www.StatesideAffairs.com](http://www.StatesideAffairs.com) 908.447.3964 75 Main Street, Manasquan, N.J. 08736

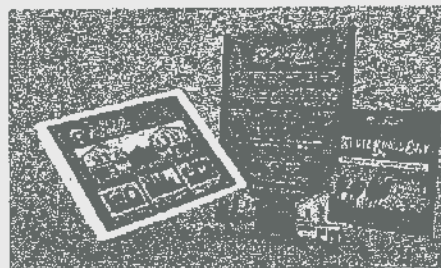
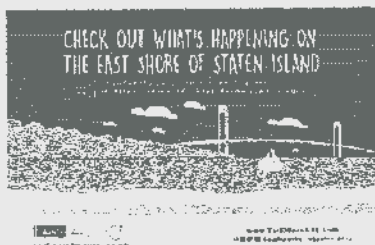


## SERVICES

- Copy Writing
- Interview Coordination
- Creative Design
- Mail house Coordination
- Printing is Separate



# Branding EXAMPLES



## SERVICES

- Content Marketing
- Slogan Advertising
- Post Card Design
- Mailers
- Design Services

Introduced on: ~~April 14, 2020~~ [www.StatesideAffairs.com](http://www.StatesideAffairs.com) 908.447.3964 75 Main Street, Manasquan, N.J. 08736  
Adopted on: April 14, 2020  
Official Resolution#: R20200323





## Pricing Approach & Budget

### PUBLIC RELATIONS + DIGITAL COMMUNICATIONS + EMAIL MARKETING + WEBSITE MANAGEMENT

\$5,550 per mo.  
 Campaign branding to include on website, digital platforms, all marketing collateral, t-shirts, video, etc.  
 Social media management, branding & monitoring  
 Creative services  
 One short high quality video  
 Professional photography & coverage of two monthly events  
 Content marketing for new census page on current county website  
 Translation services

### PAID MEDIA PROGRAM

*TV, Print & Digital*  
*A separate budget is required*  
 Media buy and planning  
 Market Research  
 Contract Negotiations  
 Ad Placement  
 Creative Design Services  
*Requires additional conversation to determine ethnic mediums*

certified minority-woman owned business enterprise



www.statesideaffairs.com



908.447.3964



9600 NJ-66 #150, Neptune City, NJ 07735



## ADDITIONAL SERVICES AVAILABLE

- Text Message Marketing
- Media Buy and Planning Services
- Direct Mail
- Print Services
- Press Conference Coordination
- Digital Advertising



908.447.3964



9600 NJ-66 #150, Neptune City, NJ 07735



THANK YOU

Minister of the Gospel of Jesus Christ



908.447.3904



7600 NJ-66 #950, Neptune City, NJ 07753

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200323



75 Main Street, Ste. 14, Manasquan, NJ 08736

DIGITAL COMMUNICATIONS CONSULTING AGREEMENT

This fundraising consulting agreement (the "**Agreement**") between Stateside Affairs, LLC ("**Consultant**") and County of Passaic, New Jersey ("**Client**"), is entered into effective as of February 1, 2020 (the "**Effective Date**"). Client and Consultant shall sometimes be referred to herein collectively as the "**Parties**."

WITNESSETH:

WHEREAS, Client desires to avail itself of the expertise and digital communications consulting services of Consultant, and Consultant desires to make its expertise and digital communications consulting services available to Client upon the terms and conditions hereinafter set forth;

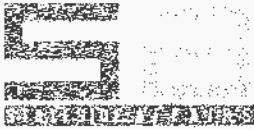
NOW, THEREFORE, in consideration of the agreements herein contained, the parties hereto agree as follows:

I. DIGITAL COMMUNICATIONS CONSULTING SERVICES.

Consultant hereby agrees to perform the following consulting services (the "**Services**") during the terms of this Agreement:

- (a) Strategic social media content and management for Facebook, Twitter and Instagram for purposes of the County for its Census 2020 campaign three times a week; translations services for posts;
- (b) Create branding specific that can be used for Census 2020 campaign, which will social media banners, frames, and creative art.
- (c) Meet for one event/meeting per month to capture original content through photos and two short videos on mobile;
- (d) Media relations support and outreach to various outlets including ethnic media for two events or special announcements per month;
- (e) Such other services as are mutually agreed to by the parties in writing.

Continued on next page...



75 Main Street, Ste. 14, Manasquan, NJ 08734

Consultant further agrees that it will use its best efforts during the performance of Services to promote the interests of the Client and to devote to the business and affairs of the Client during the term of this Agreement such portion of Consultant's time and energy as is necessary to perform such consulting services.

2. TERM OF AGREEMENT.

(a) The term of this Agreement shall commence on the Effective Date and shall terminate on the earliest to occur of the following: (i) January 1, 2020 (ii) the minimum date April 30, 2020, on which Consultant ceases to perform the Services; or (iii) the date on which this Agreement is terminated in accordance with Section 2(b).

(b) This Agreement shall remain in effect after the full contract has expired and can be amended when necessary. Client will pay for all fees and expenses incurred up to the effective date of termination. In the event that such termination should take place after the minimum set of month requirement of this contract, either party requesting termination, is required to give a fifteen (15) day adequate notice in order to complete any outstanding work.

3. COMPENSATION.

(a) Rate of Compensation. Consultant shall receive the following compensation: a monthly fee of ~~\$4,375~~ <sup>\$</sup> 4,250 to be furnished to Stateside Affairs on the First of each month in connection with agreement. The total amount of this agreement totals to \$17,500. Should Client request work outside of the scope of work described within this agreement, Client and Consultant will execute a separate written agreement defining the scope of the services and the fee.

(b) Any additional work above and beyond the fees and services described in the submitted proposal will be billed separately and will be mutually agreed upon and detailed with each invoice provided to Client by Stateside Affairs.

Continued on next page...



75 Main Street, Ste. 14, Mansquan, NJ 08734

(c) Any objection to an invoice must be received in writing by Stateside Affairs, LLC., from Client within ten (10) days of Client's receipt of invoice.

(D) Any additional supplies, separate advertisements and other out-of-pocket expenditures related to Client's digital communications program will be approved first by the Client and billed separately, in addition to the fees.

#### 4. INDEPENDENT CONTRACTOR STATUS AND INDEMNIFICATION

Independent Contractor. In the performance of the services under this agreement, it is understood and agreed that Stateside Affairs and all of its employees are independent contractors and not employees of the Client. Client shall neither have nor exercise any control or direction over the methods by which Stateside Affairs shall perform its work hereunder. Nothing herein is intended to create an employee-employer relationship between Client and Stateside Affairs.

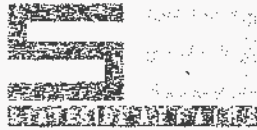
Indemnification. Client agrees to indemnify and hold harmless Stateside Affairs and its directors, trustees, officers and employees from and against any and all claims and liabilities (including reasonably attorney's fees and expenses incurred in the defense thereof), arising out of the acts or omissions of Client and/or its employees or agents in connection with the duties under this Agreement. Stateside Affairs agrees to indemnify and hold harmless Client and its directors, trustees, officers and employees from and against any and all claims and liabilities (including reasonably attorney's fees and expenses incurred in the defense thereof), arising out of the acts or omissions of Stateside Affairs and/or its employees or agents in connection with the duties under this Agreement. Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it that could result in a claim for indemnification above.

Both parties agree that in the event that indemnification is sought under this provision, the party seeking indemnification shall:

1. give the indemnifying party full opportunity and authority to assume the sole defense of and settle any claim, suit or demand for which indemnification is sought; and
2. furnish the indemnifying partner, upon request, all information and assistance available to the indemnified party for defense against any such claim, suit or demand.

#### 5. CONFIDENTIALITY

Continued on next page...



75 Main Street, Ste. 14, Manasquan, NJ 08736

Stateside Affairs, LLC, expressly acknowledges and agrees that the terms of this Agreement shall be considered proprietary and confidential in nature. Accordingly, Stateside Affairs, LLC., on behalf of itself and its agents that may become involved with the project, agrees not to disclose any of the terms and/or conditions of this Agreement, except to Stateside Affairs, LLC counsel, without the express prior written authority of Client, unless such disclosure is required by law or court order or such disclosure is needed to enforce the provisions of this agreement. The parties hereto acknowledge that Client's damages would be irreparable in nature should the terms of this Agreement become public knowledge.

#### 6. GOVERNING LAW

This Agreement shall be governed by the laws of the State of New Jersey. In the event that any dispute should arise under this Agreement, the parties agree to waive all jurisdictional and venue objections and to have all such disputes submitted to and heard before the Superior Court of New Jersey.

In witness whereof, the parties hereto have executed this Agreement as of the date first written above.

#### 7. OWNERSHIP OF WORK PRODUCT

All work product files, passwords documents, artwork, computer records, and other materials produced or obtained by Consultant in furtherance of work performed for the Client ("Work Product") are works for hire and shall become and remain the exclusive property of Client. Consultant will promptly execute and deliver all documents and take other actions that Client or its counsel reasonably request to realize these assignments. Consultant agrees that, upon termination of this Agreement, Consultant shall return all Work Product materials to the Client.

#### 8. NOTICES.

Any notice or document required or permitted to be delivered hereunder shall be deemed to be given (i) upon receipt, if hand delivered, (ii) one (1) business day after pickup if sent by UPS or Federal Express, or another similar overnight express service, or (iii) if emailed on the date emailed; provided that an original of such notice is also delivered by one of the methods set forth in clauses (i) and (ii) above, and in any case addressed to the Parties at their respective addresses set forth below, or to such other addresses as either Party may from time-to-time designate by giving notice in writing to the other Party.

Continued on next page.



## RESOLUTION REQUEST FORM

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

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT WITH STATESIDE AFFAIRS FOR PUBLIC RELATIONS AND COMMUNICATIONS PLANNING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS

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:** \$ \$17,000  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** G-01-41-961-019-237

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: Quotes

- | 5. <b>COMMITTEE REVIEW:</b>   | DATE:         |
|---|---------------|
| <input type="checkbox"/> Administration & Finance                   | _____         |
| <input type="checkbox"/> Budget                                     | _____         |
| <input type="checkbox"/> Health                                     | _____         |
| <input type="checkbox"/> Human Services                             | _____         |
| <input type="checkbox"/> Law & Public Safety                        | _____         |
| <input checked="" type="checkbox"/> Planning & Economic Development | <u>4/7/20</u> |
| <input type="checkbox"/> Public Works                               | _____         |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Introduced on: April 14, 2020 Other: \_\_\_\_\_  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200323

/ 12

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)


Date: Apr 14, 2020 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO ALTICE MEDIA SOLUTIONS, LLC FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS 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:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200324							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-27							
CAF #	G-01-41-961-019-237							
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020



**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO ALTICE MEDIA SOLUTIONS, LLC FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic recognize the importance of an accurate count when conducting a census, because the federal government uses census numbers to annually allocate billions of dollars in federal funds for community programs and services, such as health care services for the elderly, education programs, housing and community development, and job training; and

**WHEREAS**, the U.S. Congress uses the census totals to determine how many seats a state will have in the U.S. House of Representatives, and states use the numbers to allocate seats in their law-making bodies; and

**WHEREAS**, Passaic County's 2010 census completion rate was 71%, an average largely brought down by the county's 41 (Low Response Score) LRS census tracks; and

**WHEREAS**, Passaic County established its own formal Complete Count Committee in February 2019, with the goal that Passaic County -- a significant portion of which was under-counted during the 2010 census, resulting in the loss of one congressional seat within the State of New Jersey -- never go under-counted again; and

**WHEREAS**, the county's Complete Count Committee has concentrated its efforts on educating the public; encouraging participation; conducting community activities through Local Complete Count Committees (LCCCs); increasing the number of public information forums; participating in community events to promote and bring awareness to the census; and establishing community support centers (kiosks); and

**WHEREAS**, the Passaic County Board of Chosen Freeholder passed resolution R-2019-1178 accepting a grant award of \$254,540.00 from the DOS202C3-CITY County Grant Program -- NJ 2020 Census to assist the County of Passaic and its partner municipalities in organizing complete county activities that will ensure the highest participation in the upcoming 2020 decennial census; and

**WHEREAS**, Passaic County will use its grant award to ensure that in each of its municipalities a complete count can be accomplished by encouraging a full participation of hard-to-count (HTC) populations through active outreach efforts in communities including African Americans; Latinos/Latins; Asians; various religious groups; Non-Native English speakers; indigent, homeless persons; college students; children under five years of age; men ages 18-49; senior citizens; the disabled; persons displaced by natural disasters; persons who are incarcerated; and members of the LGBTQ community; and

**WHEREAS**, the County is in need of services to encourage the public to participate in the 2020 Decennial Census through broadcast cable TV advertising, and internet banner messaging and/or production through internet service providers in order increase visibility, and reach all communities within Passaic County; and

**WHEREAS**, the County received three quotes based on a request for the services as stated above from EffecTV (A Comcast Company), Univision, and Altice Media Solutions, LLC; and

**WHEREAS**, Passaic County intends to enter into a contract with Altice Media Solutions LLC, through this resolution and properly executed contracts for the above said services not to exceed \$14,000.00; and

**WHEREAS**, this matter was discussed via telephone conference on April 7, 2020 at the Planning and Economic Development Committee meeting and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**WHEREAS**, a certification of funds executed by the County's Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contracts as set forth

herein; and  
April 14, 2020

**NOW THEREFORE BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the award of a contract not to exceed \$14,000.00 to Altice Media Solutions, LLC for broadcast cable TV advertising, and internet banner messaging and/or production through internet service providers in order increase visibility, and reach all communities within Passaic County to encourage participation in the 2020 Decennial Census; and

**BE IT FURTHER RESOLVED**, that the Director and Clerk to the Board, as well as the County Counsel and any other County Staff, are hereby authorized to execute any documentation necessary to effectuate the awarding of this contract.

NAD

Dated: April 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$14,000.00

APPROPRIATION: G-01-41-961-019-237

PURPOSE: Resolution authorizing an award of contract with  
Altice Media Solutions, LLC.

  
Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



**RESOLUTION REQUEST FORM**

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

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT WITH ALTICE MEDIA SOLUTIONS, LLC. FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS

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:** \$ \$14,000  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** G-01-41-961-019-237

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: Contract under RFP threshold with quotes

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance \_\_\_\_\_  
 Budget \_\_\_\_\_  
 Health \_\_\_\_\_  
 Human Services \_\_\_\_\_  
 Law & Public Safety \_\_\_\_\_  
 Planning & Economic Development 4/7/20  
 Public Works \_\_\_\_\_

6. **DISTRIBUTION LIST:**

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

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200324

19  
2020

# Media Plan

Target: Passaic County Census  
Passaic County

## Schedule

Your plan will run 6 weeks from  
Mar 2 to Apr 12, 2020

## Budget

\$14,000

Display	\$14,000	100%
Banners	\$6,300	45%
AdMessenger	\$7,700	55%

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200324



# Digital Details

Spend	Impressions	CPM
\$14,000	2,024,509	6.92

## Digital Distribution - by impressions

Display	2,024,509	100%
Banners	741,176	37%
AdMessenger	1,283,333	63%

Accepted by Advertiser (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Account Executive (AE Signature) \_\_\_\_\_ Date \_\_\_\_\_

Accepted by a4 Manager (Mgr. Signature) \_\_\_\_\_ Date \_\_\_\_\_

By signing this agreement you are agreeing to the advertising Terms and Conditions

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200324

**Athena**  
 by aT



# Synchronizing multi-screen for better performance & higher return

**news**  
**12**  
**optimum**<sup>®</sup>



**passaic**  
**COUNTY**  
NEW JERSEY

**CENSUS 2020**  
#BeCounted  
Passaic County, NJ

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200324

The 1<sup>st</sup> and only end-to-end, audience-based multiscreen data & ad solution in the country...

# Althena

news  
12

optimum

by  $\alpha^4$ ™



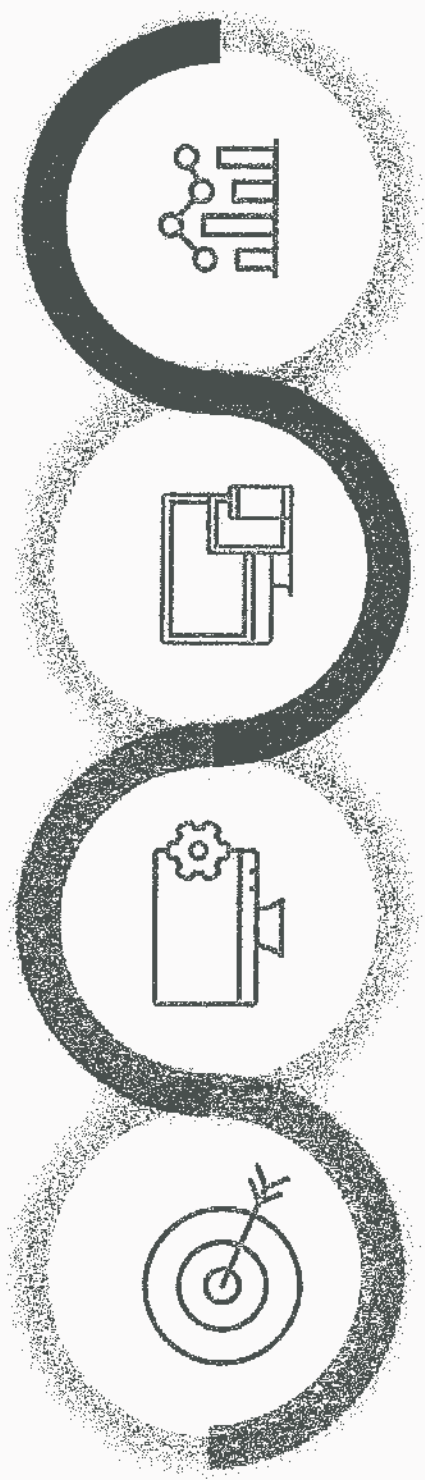
PASSAIC COUNTY  
NEW JERSEY

CENSUS 2020  
Data Certified





# A Synchronized Approach to TV and Digital Advertising



- Accuracy**  
a4's data warehouse links various audience data together to provide an accurate authenticated audience target
- Activation**  
a4 activates TV and digital campaigns. Digital is executed by IP targeting and extended by cookies.
- Addressability**  
With a4's addressable capability we're able to optimize your campaign to reach your target customers across all screens.
- Accountability**  
a4 provides detailed analytics and reporting that maximize ROI.



# #PatersonCounts 2020

A coordinated and synchronized approach to your multi-screen ad campaign with reduced waste and higher precision!

HOUSEHOLDS  
49,887  
1% of 118,034,572



# Athena: In A Nutshell

by  $\alpha^4$



Addressable digital campaigns using data deterministic targeting data instead of following internet cookie breadcrumbs.

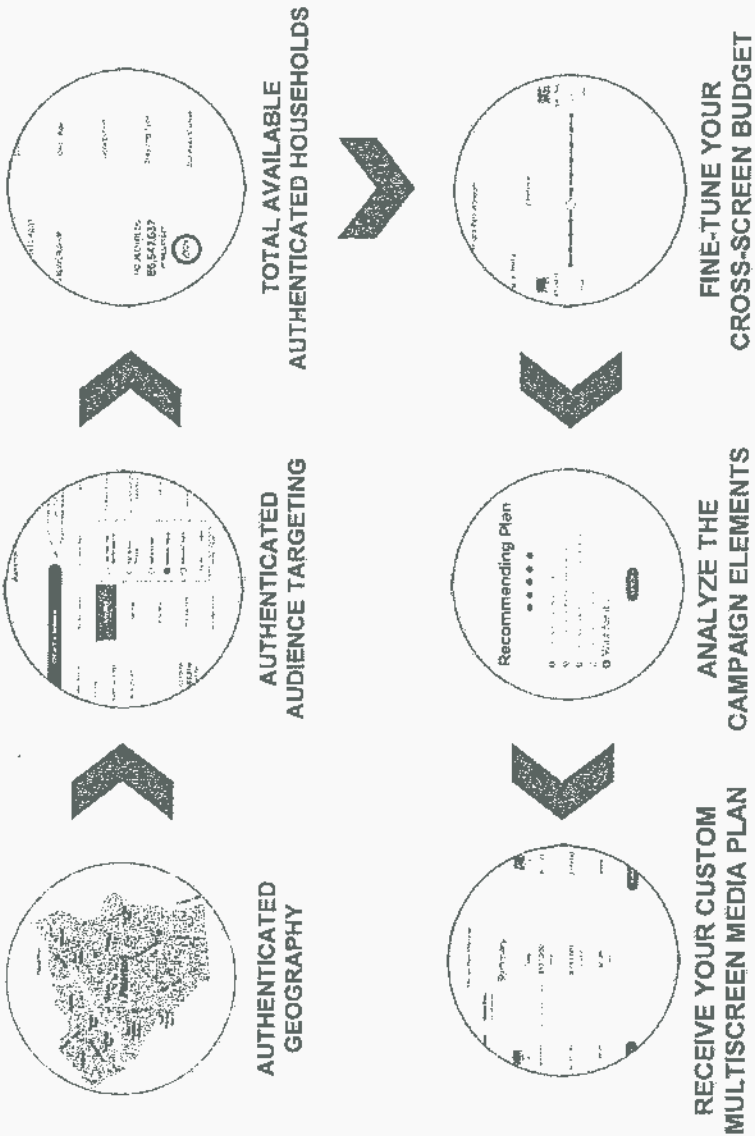


Optimized tv schedules built using actual cable box viewership data to reach your audience in the most efficient way possible, without guesswork.



Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200324

# How Athena Works



We leverage actual TV viewing data information from our cable set-top boxes across the United States.

We've installed our proprietary technology behind the firewall of many of the top ISPs in the U.S. to map dynamically changing IP addresses to U.S. postal addresses, enabling authenticated digital targeting in and out of home.

We aggregate a vast range of first and third party demographic, behavior and propensity targeting data across major advertising categories.

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200324

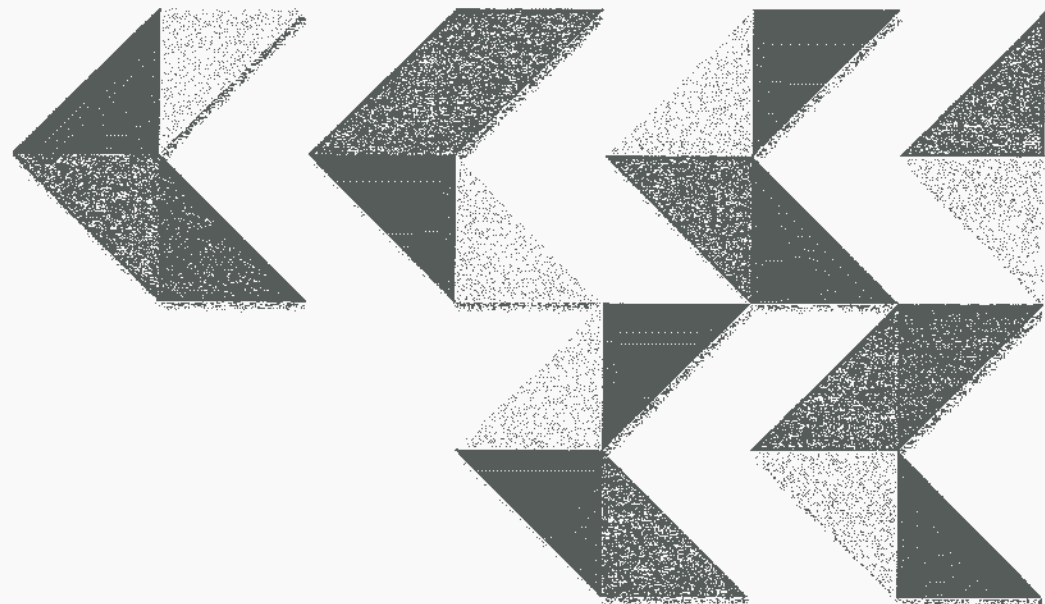
# Reporting & Insights

Our powerful analytics dashboard arms you with transparent, updated daily performance data!

- Performance Overview
- Impressions, Clicks and Click-Through Rates
- Performance by Ad Type
- Performance by Tactic
- Performance by Individual Creatives
- Performance Over Time, Custom Date Ranges
- Viewed Minutes (when applicable)
- And More!



Introduced on:  
 Adopted on:  
 Official Resolution#: R20200324

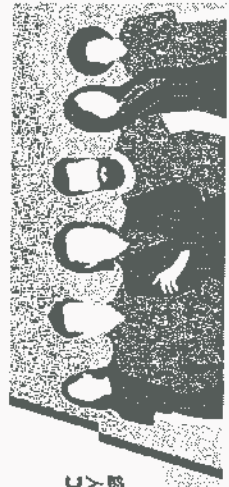


news  
**12**

**optimum**



# High Impact Display Ad Unit Delivery Strategy



passaic  
COUNTY  
NEW JERSEY

CENSUS 2020  
#BeCounted  
PassaicCountyNJ.gov

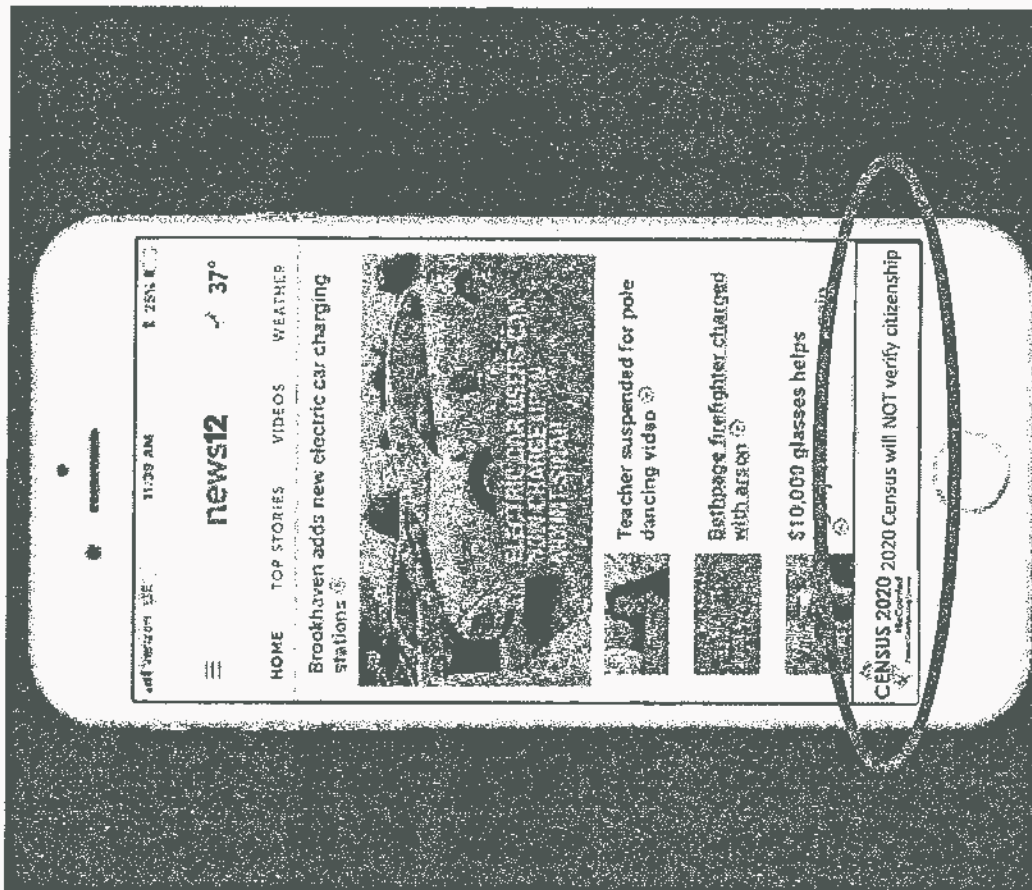
Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200324



The dynamic ad platform that delivers a fully customizable scrolling text display ad to the viewer in YOUR words, with YOUR logo and in YOUR color scheme – with zero production costs or turnaround time, and nearly 100% viewability.

It's the high impact ad unit your mobile marketing strategy needs to drive engagement.

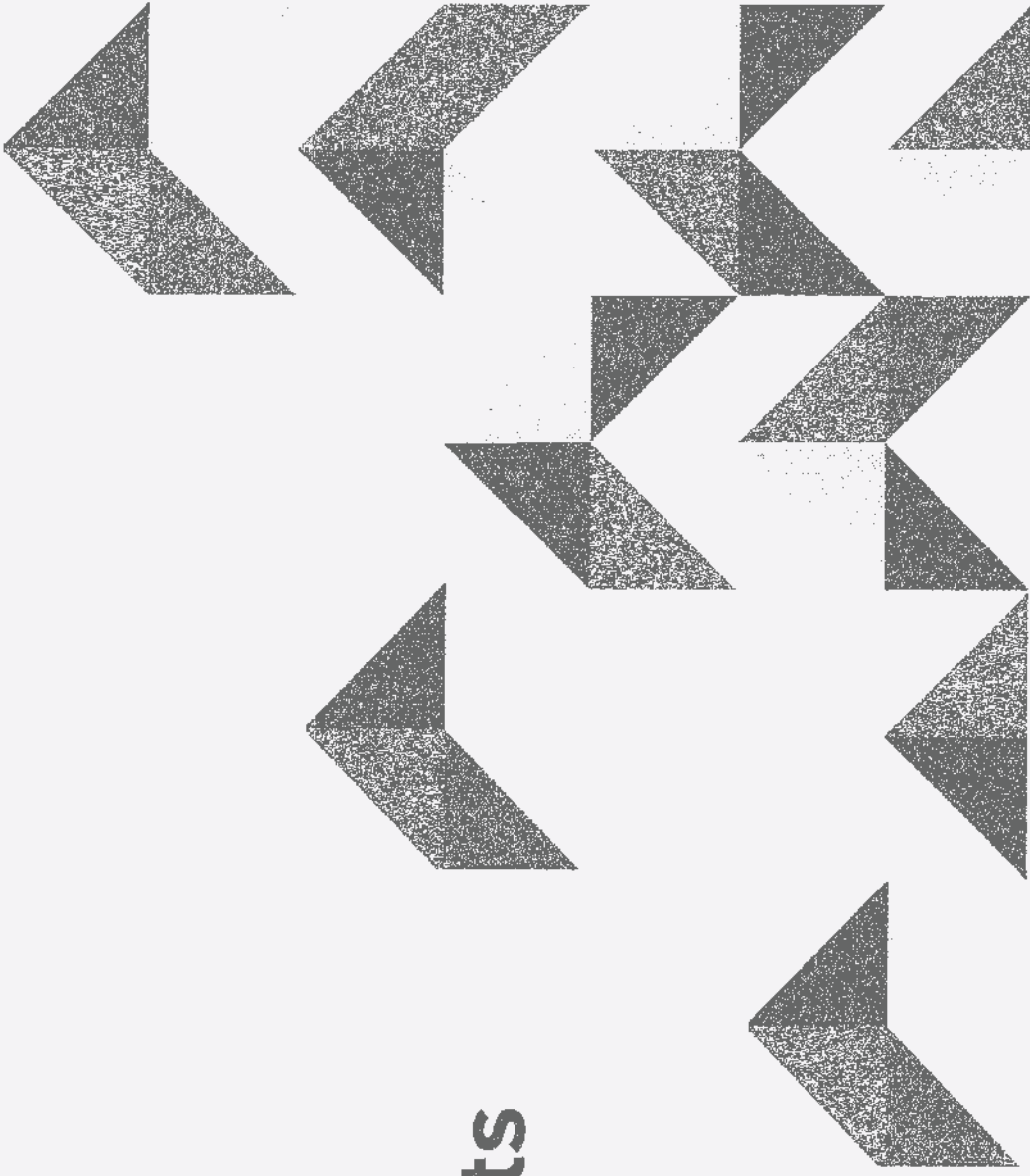
**WHY?** Because approximately 65% of digital media time is spent on mobile





# Traditional ADS Ad Units

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200324



# Online Display/Video

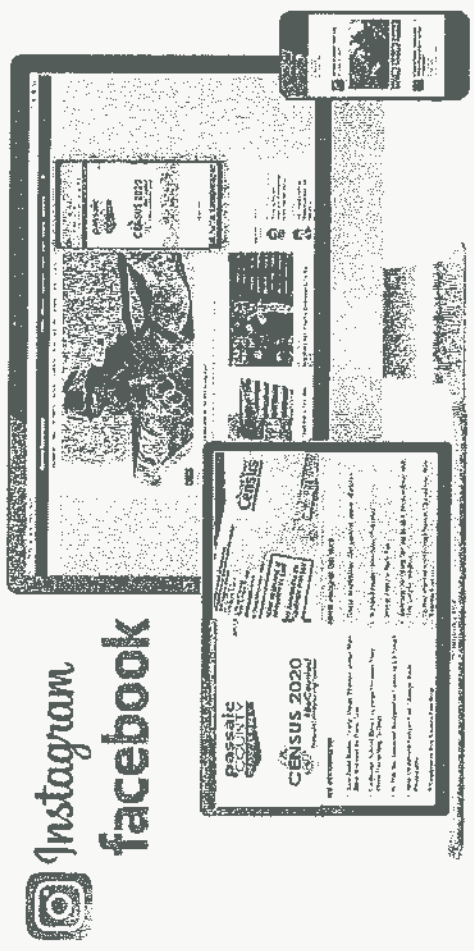


Boost recognition of your brand, awareness of your specials or sales and entice your audience to learn more through custom display banner advertising.

Display banners appear across a variety of websites that web-surfers visit every day in their online journey.

Banners can appear on any internet connected device in order to create a seamless multi-screen branding experience.

We offer Facebook and Instagram display to ensure social media is covered within your campaign.





**Traditional  
television  
viewership is  
changing...  
is your TV  
strategy  
changing  
too?**



# How television content is consumed is changing...

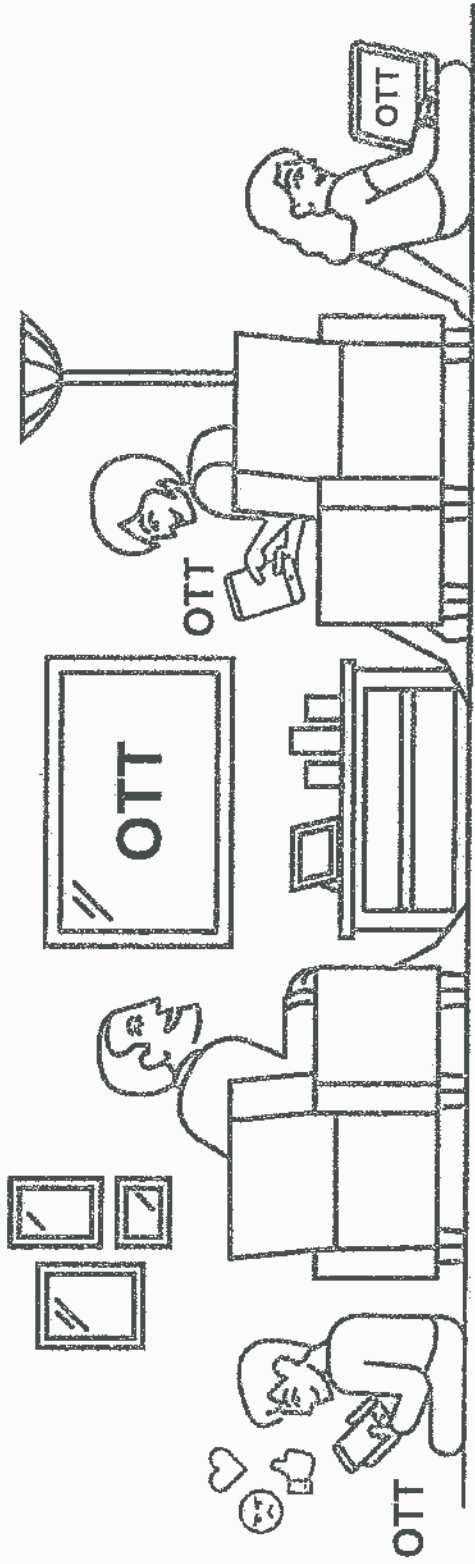


## How we view has evolved

Viewers now can watch on different devices  
80% of US HH consume video content via an alternative delivery method other than television a minimum 1 x per month

## ...what we watch remains the same

Viewers still prefer consuming long form TV content



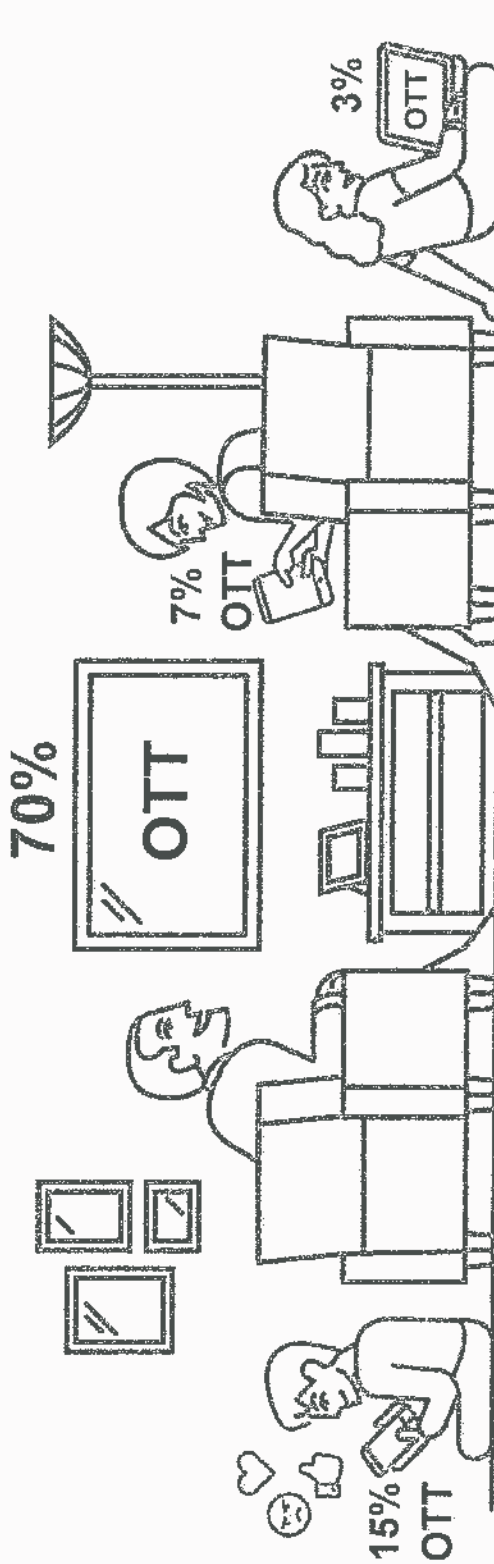
Introduced on:  
Adopted on:  
Official Resolution: R2020024

# So what is OTT (Over-The-Top) delivered television?



Over the top (OTT) is a term used to refer to **television content providers** that distribute streaming media as a standalone product directly to viewers over the internet, **by-passing telecommunications, cable operators** and **broadcast television stations** that traditionally act as a controller or distributor of such content.

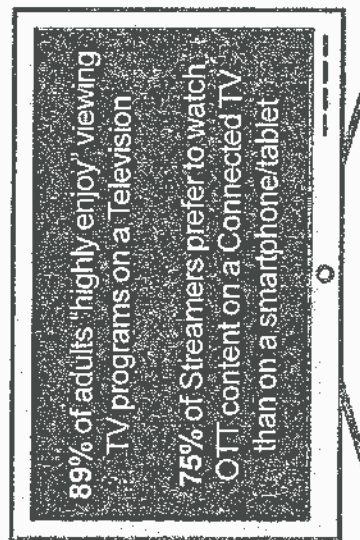
## Which screen are you most likely to watch OTT?



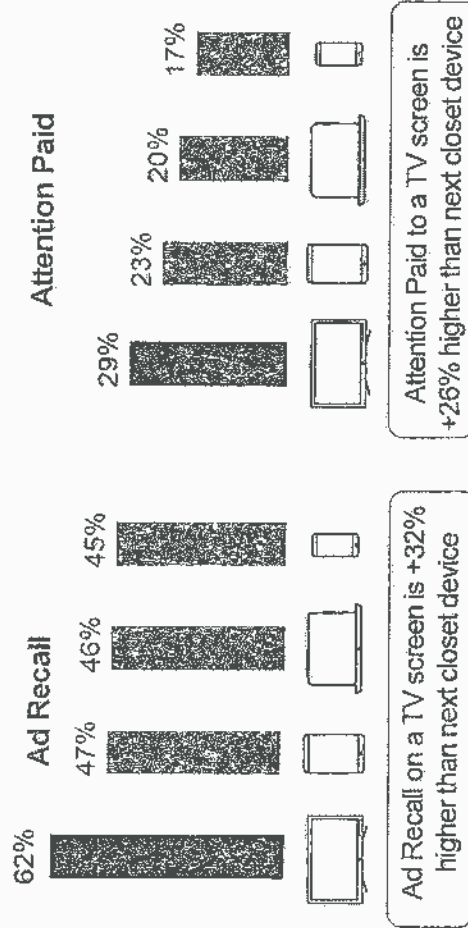
# CTV (Connected Television)... the preferred way to watch OTT

The screen you watch does make a difference...

To enhance their viewing experience, they prefer enjoying this long-form, live content on a television screen...



...Which results in an advertising environment that offers increased attention to brands



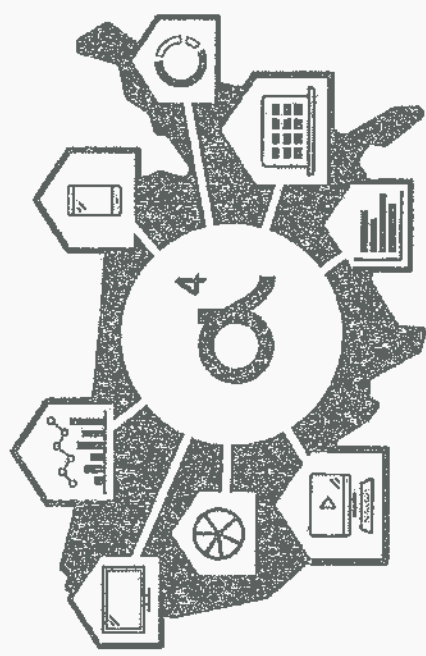
These statistics are for general use only. All rights reserved. © 2020. All rights reserved.

# Addressable OTT from a4

It is the only fully authenticated HH solution built for cross-screen

- 1:1 Authenticated HH Reach
- Synchronize cross-device
- Curated content delivery
- Prioritizes the big screen
- Engaged audiences

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Addressable OTT by a4 is the first and only addressable ad product with national reach that is powered by fully authenticated household data.

Introduced on:  
Adopted on:  
Official Resolution#: R20200524



Introduced on:  
Adopted on:  
Official Resolution#: R20200324



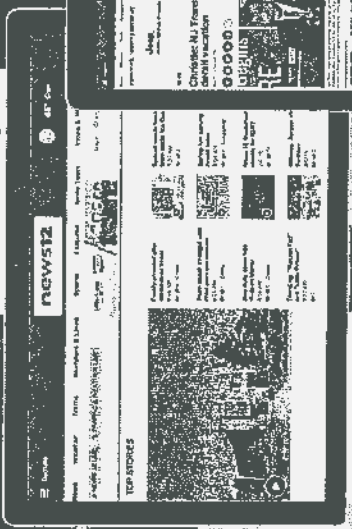
On Demand



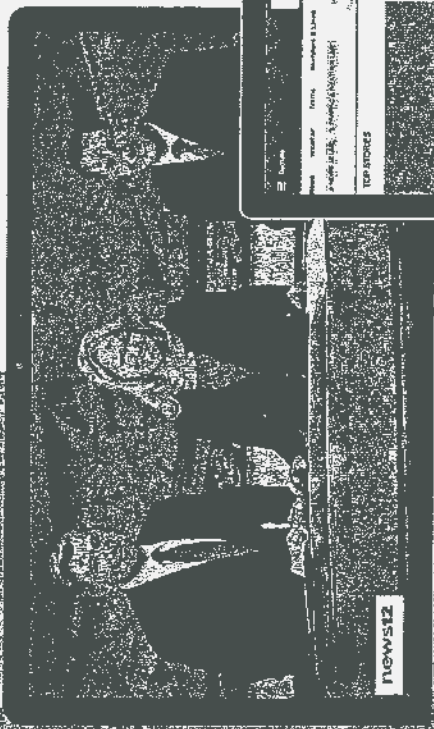
On the Go



Online



On Air

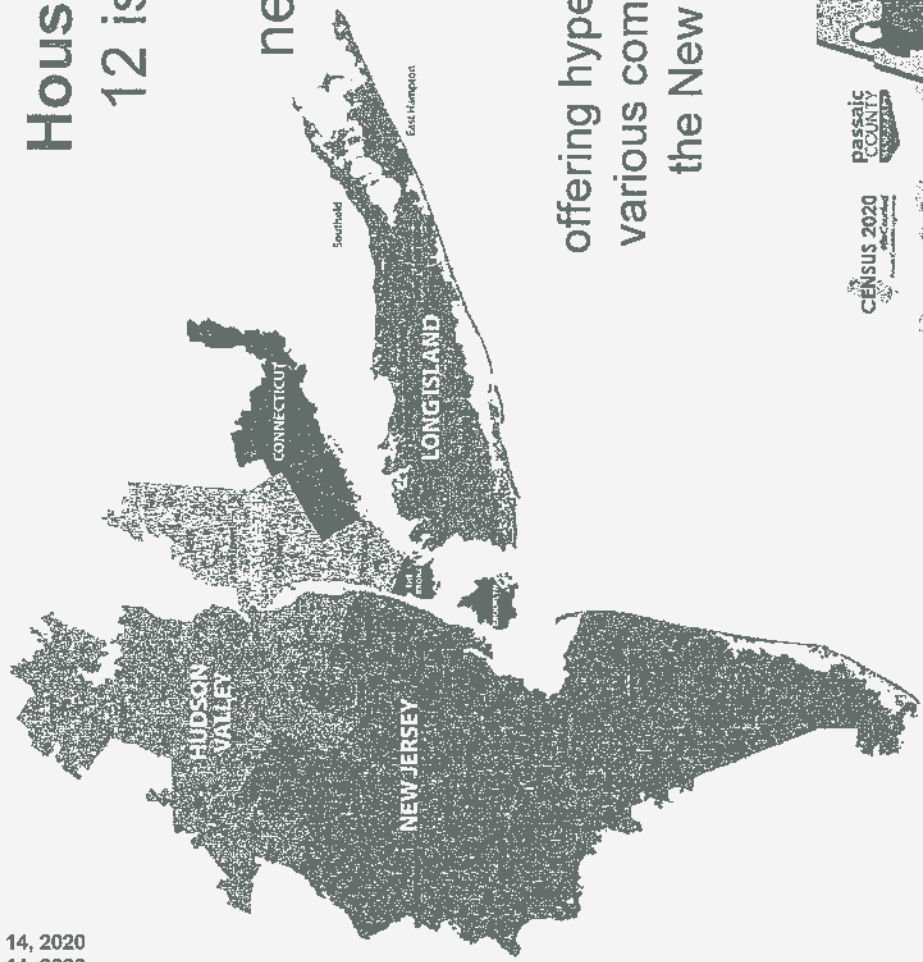


optimum

Introduced on:  
Adopted on:  
Official Resolution#: R20200324



**For 3.2 Million  
Households, News  
12 is the popular  
24/7  
news source**



offering hyper-local news to  
various communities within  
the New York DMA.

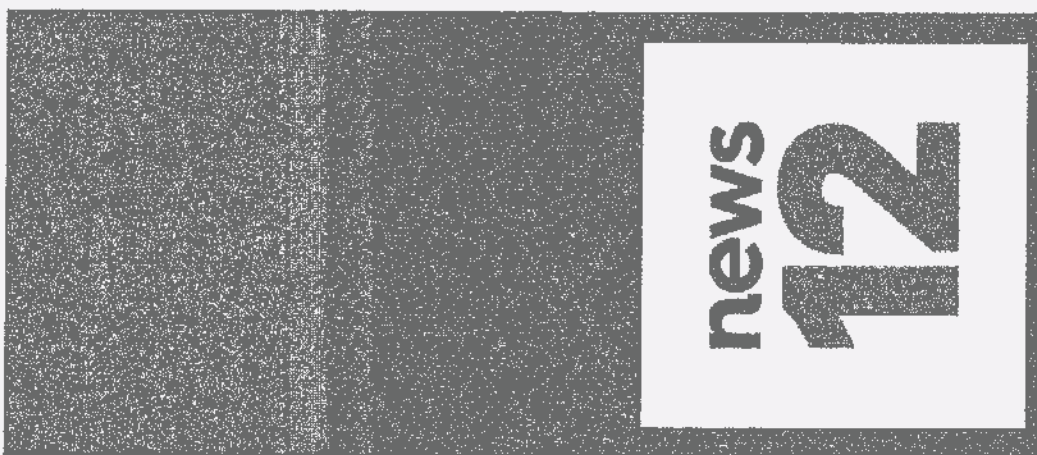


Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200324



Or for 90,000 Households in our Passaic County Zone, News 12 is the popular news source

offering hyper-local news to various communities within the New York DMA.



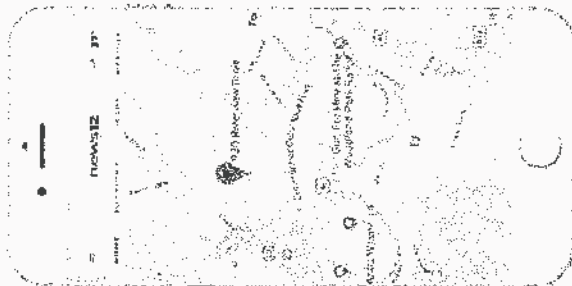
Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200324

# Tap-through Capabilities



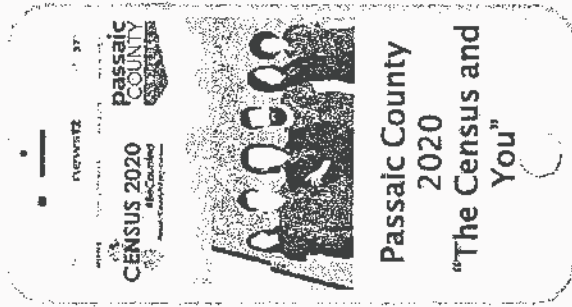
CENSUS 2020

passaic COUNTY



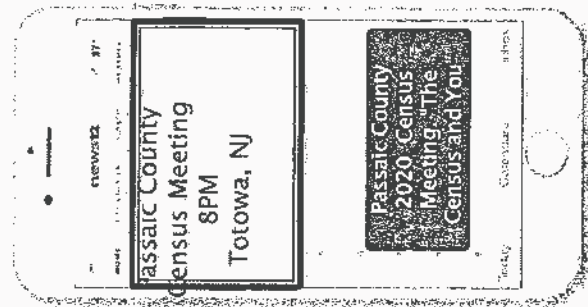
### TAP TO LOCATION

Lead interested consumers straight to your business with step-by-step directions or a list of nearby locations.



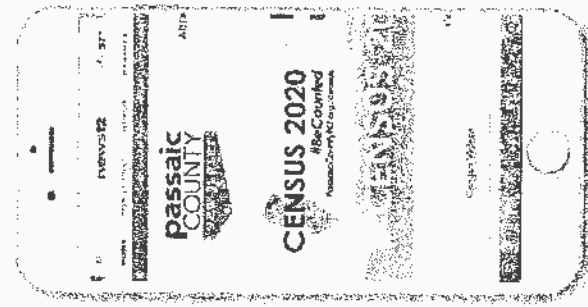
### TAP TO VIDEO

Showcase your brand in action with an engaging video that beautifully highlights your product or service.



### TAP TO CALENDAR

Ensure your audience doesn't forget about your special event! Put important details directly in their calendar when your ad is tapped.



### TAP TO WEBSITE

Direct consumers straight to your website where they can find more info, take advantage of special offers, or contact you directly.



**Let's  
Recap...**



Optimized cable advertising schedules based on real cable box viewership data, not survey based ratings

Addressable digital advertising using IP and US postal addresses for industry leading targeting precision

Unique mobile technology, owned exclusively by a4 – with nearly 100% viewability and no production costs

Unique high-impact “always in view” creatives designed to deliver the best user experience combined with highest level of user engagement

Most accurate OTT ad delivery optimized for long form content viewing on the connected television screen

TV and digital reporting together in one place so that you can see the full campaign picture

Alice News Networks The most powerful combination of local news, and beyond

We offer custom solutions based on our client's needs – let's do what's right for YOU

# What makes a4 different?

Introduced on:  
Adopted on: April 14, 2020  
Official Resolution#: R20200324



## RESOLUTION REQUEST FORM

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

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT WITH ALTICE MEDIA SOLUTIONS, LLC. FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS

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:** \$ \$14,000  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** G-01-41-961-019-237

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: Contract under RFP threshold with quotes

- |   |               |
|---|---------------|
| 5. <b>COMMITTEE REVIEW:</b>   | <b>DATE:</b>  |
| <input type="checkbox"/> Administration & Finance                   | _____         |
| <input type="checkbox"/> Budget                                     | _____         |
| <input type="checkbox"/> Health                                     | _____         |
| <input type="checkbox"/> Human Services                             | _____         |
| <input type="checkbox"/> Law & Public Safety                        | _____         |
| <input checked="" type="checkbox"/> Planning & Economic Development | <u>4/7/20</u> |
| <input type="checkbox"/> Public Works                               | _____         |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

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

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200324

19  
2  
19

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

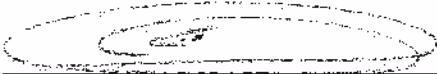
Date: Apr 14, 2020 - 5:30 PM

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

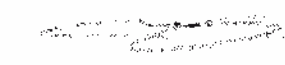
Agenda: RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO EFFECTV, A COMCASST COMPNY, FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
PLANNING BOARD

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200325							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-28							
CAF #	G-01-41-961-019-237							
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO EFFECTV,  
A COMCAST COMPNY, FOR CABLE TV ADVERTISING AND INTERNET  
BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE  
UPCOMING 2020 DECENNIAL CENSUS**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic recognize the importance of an accurate count when conducting a census, because the federal government uses census numbers to annually allocate billions of dollars in federal funds for community programs and services, such as health care services for the elderly, education programs, housing and community development, and job training; and

**WHEREAS**, the U.S. Congress uses the census totals to determine how many seats a state will have in the U.S. House of Representatives, and states use the numbers to allocate seats in their law-making bodies; and

**WHEREAS**, Passaic County's 2010 census completion rate was 71%, an average largely brought down by the county's 41 (Low Response Score) LRS census tracks; and

**WHEREAS**, Passaic County established its own formal Complete Count Committee in February 2019, with the goal that Passaic County -- a significant portion of which was under-counted during the 2010 census, resulting in the loss of one congressional seat within the State of New Jersey -- never go under-counted again; and

**WHEREAS**, the county's Complete Count Committee has concentrated its efforts on educating the public; encouraging participation; conducting community activities through Local Complete Count Committees (LCCCs); increasing the number of public information forums; participating in community events to promote and bring awareness to the census; and establishing community support centers (kiosks); and

**WHEREAS**, the Passaic County Board of Chosen Freeholder passed resolution R-2019-1178 accepting a grant award of \$254,540.00 from the DOS202C3-CITY County Grant Program -- NJ 2020 Census to assist the County of Passaic and its partner municipalities in organizing complete county activities that will ensure the highest participation in the upcoming 2020 decennial census; and

**WHEREAS**, Passaic County will use its grant award to ensure that in each of its municipalities a complete count can be accomplished by encouraging a full participation of hard-to-count (HTC) populations through active outreach efforts in communities including African Americans; Latinos/Latins; Asians; various religious groups; Non-Native English speakers; indigent, homeless persons; college students; children under five years of age; men ages 18-49; senior citizens; the disabled; persons displaced by natural disasters; persons who are incarcerated; and members of the LGBTQ community; and

**WHEREAS**, the County is in need of services to encourage the public to participate in the 2020 Decennial Census through broadcast cable TV advertising, and internet banner messaging and/or production through internet service providers in order increase visibility, and reach all communities within Passaic County; and

**WHEREAS**, the County received three quotes based on a request for the services as stated above from Altice Media Solutions LLC, Univision, and EffecTV (a Comcast Company); and

**WHEREAS**, Passaic County intends to enter into a contract with EffecTV, a Comcast Company, through this resolution and properly executed contracts for the above said services not to exceed \$6,493.00; and

**WHEREAS**, this matter was discussed via telephone conference on April 7, 2020 by the Planning and Economic Development Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**WHEREAS**, a certification of funds executed by the County's Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contracts as set forth

**NOW THEREFORE BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the award of a contract not to exceed \$6,493.00 to Effe' TV, a Comcast Company, for broadcast cable TV advertising, and internet banner messaging and/or production through internet service providers in order increase visibility, and reach all communities within Passaic County to encourage participation in the 2020 Decennial Census; and

**BE IT FURTHER RESOLVED**, that the Director and Clerk to the Board, as well as the County Counsel and any other County Staff, are hereby authorized to execute any documentation necessary to effectuate the awarding of this contract.

NAD

April 14, 2020



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$6,493.00

APPROPRIATION: G-01-41-961-019-237

PURPOSE: Resolution authorizing an award of contract to  
EffecTV, a Comcast Company.



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

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

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO EFFECTV, A COMCAST COMPANY, FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS

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:** \$ \$6,493.00  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** G-01-41-961-019-237

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: Contract under RFP threshold with quotes

- | 5. <b>COMMITTEE REVIEW:</b>   | DATE:         |
|---|---------------|
| <input type="checkbox"/> Administration & Finance                   | _____         |
| <input type="checkbox"/> Budget                                     | _____         |
| <input type="checkbox"/> Health                                     | _____         |
| <input type="checkbox"/> Human Services                             | _____         |
| <input type="checkbox"/> Law & Public Safety                        | _____         |
| <input checked="" type="checkbox"/> Planning & Economic Development | <u>4/7/20</u> |
| <input type="checkbox"/> Public Works                               | _____         |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

Introduced on: April 14, ~~2020~~ Other: \_\_\_\_\_  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200325

# 2020 8-Week Multiscreen Campaign: 2020 CENSUS

Client: County of Passaic: Complete Count Agency: <none>  
 Zones: 1308,8568,7420  
 Flight Dates: 02/10/2020 - 04/05/2020

Bill to: Neela Mathubala  
 Administration Building, 401 Grand Street  
 Paterson, NJ 07505

AE: Fischetti, Christopher  
 Cell #: 862-223-4003  
 E-mail: Christopher\_Fischetti@cable.comcast.com

Total # of Active Wks: 8  
 Unit Length: 30



Agency: Fios Passaic/Essex















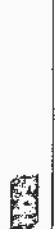


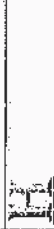




Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/14/20	02/14/20	F 9p-11p	2020 NBA All-Star Weekend (Rising Stars Challenge)	1	1	\$80.00	\$80.00
	02/15/20	02/15/20	Sa 8p-10:30p	2020 NBA All-Star Weekend (3-Point Shootout/Slam Dunk Contest)	1	1	\$140.00	\$140.00
	02/16/20	02/16/20	Su 8:30p-11p	2020 NBA All-Star Game	1	1	\$140.00	\$140.00
	02/17/20	02/21/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	02/17/20	02/21/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	02/17/20	02/21/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	02/17/20	02/21/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	02/17/20	02/23/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	02/17/20	02/23/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	02/17/20	02/23/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	02/17/20	02/23/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	02/17/20	02/23/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	02/17/20	02/23/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/17/20	02/23/20	M-Su 6a-12m	ROS	5	5	\$6.25	\$26.25
	02/17/20	02/23/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	02/17/20	02/21/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	02/17/20	02/23/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	02/17/20	02/23/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	02/17/20	02/23/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	02/17/20	02/23/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	02/17/20	02/23/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	02/17/20	02/23/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	02/24/20	02/28/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	02/24/20	02/28/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	02/24/20	02/28/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	02/24/20	02/28/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	02/24/20	03/01/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50

Introduced on:  
Adopted on:  
Official Resolution:

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/24/20	03/01/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	02/24/20	03/01/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	02/24/20	03/01/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	02/24/20	03/01/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	02/24/20	03/01/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	02/24/20	03/01/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	02/24/20	02/28/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	02/24/20	03/01/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	02/24/20	03/01/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	02/24/20	03/01/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	02/24/20	03/01/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	02/24/20	03/01/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00























Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution: R20200325

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	02/24/20	03/01/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	03/02/20	03/06/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	03/02/20	03/06/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	03/02/20	03/06/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	03/02/20	03/06/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	03/02/20	03/08/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	03/02/20	03/08/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	03/02/20	03/08/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	03/02/20	03/08/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	03/02/20	03/08/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/02/20	03/06/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/02/20	03/08/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/02/20	03/06/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	03/02/20	03/08/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/02/20	03/06/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	03/02/20	03/06/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/02/20	03/08/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	03/02/20	03/06/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	03/02/20	03/08/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00

Introduced on: April 14, 2020  
 Adopted on: April 16, 2020  
 Official Resolution: R20200325

Network Icon	Start Date	End Date	Daypart	Program Name	Units/WK	Total Units	Rate	Extended Cost
	03/02/20	03/08/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/02/20	03/08/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	03/02/20	03/08/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	03/02/20	03/08/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/02/20	03/08/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	03/02/20	03/08/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	03/09/20	03/13/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	03/09/20	03/13/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	03/09/20	03/13/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	03/09/20	03/13/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	03/09/20	03/15/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	03/09/20	03/15/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	03/09/20	03/15/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	2	2	\$16.00	\$36.00

Introduced on: April 14, 2020  
 Adopted on: April 20, 2020  
 Official Resolution: 20-0000

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/09/20	03/15/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/09/20	03/15/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	03/09/20	03/15/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/09/20	03/15/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/09/20	03/15/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	03/09/20	03/13/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	03/09/20	03/15/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	03/09/20	03/15/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/09/20	03/15/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	03/09/20	03/15/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	03/09/20	03/15/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	03/09/20	03/15/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution: R20200325



Introduced on: April 14, 2020  
 Adopted on: April 16, 2020  
 Official Resolution #: R-200925

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/16/20	03/20/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	03/16/20	03/20/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	03/16/20	03/20/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	03/16/20	03/20/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	03/16/20	03/22/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	03/16/20	03/22/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	03/16/20	03/22/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/16/20	03/22/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	03/16/20	03/22/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/16/20	03/22/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/16/20	03/22/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	03/16/20	03/20/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	03/16/20	03/22/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	03/16/20	03/22/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/16/20	03/22/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	03/16/20	03/22/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	03/16/20	03/22/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	03/16/20	03/22/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	03/23/20	03/27/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	03/23/20	03/27/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	03/23/20	03/27/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	03/23/20	03/27/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	03/23/20	03/29/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	03/23/20	03/29/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	03/23/20	03/29/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/23/20	03/29/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	03/23/20	03/29/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: Res 2020-25



Introduced on: 03/30/20  
 Adopted on: 04/01/20  
 Official Resolution: 200025

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/30/20	04/01/20	M-W 6:30a-12m	ROS (Week of 3/30 ONLY)	1	1	\$26.25	\$26.25
	03/30/20	04/01/20	M-W 7a-12m	ROS (Week of 3/30 ONLY)	1	1	\$15.25	\$15.25
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	1	1	\$13.50	\$13.50
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	1	1	\$23.00	\$23.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	1	1	\$18.00	\$18.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	1	1	\$18.00	\$18.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.25	\$15.75
	03/30/20	04/01/20	M-W 8a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.75	\$17.25
	03/30/20	04/01/20	M-W 9a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.50	\$16.50
	03/30/20	04/01/20	M-W 7a-12m	ROS (Week of 3/30 ONLY)	2	2	\$9.00	\$18.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.25	\$15.75
	03/30/20	04/01/20	M-W 7a-12m	ROS (Week of 3/30 ONLY)	3	3	\$4.50	\$13.50
	03/30/20	04/01/20	M-W 6a-12m	Weekday ROS/Financial News (Week of 3/30 ONLY)	2	2	\$8.75	\$17.50
	03/30/20	04/01/20	M-W 9a-12m	ROS (Week of 3/30 ONLY)	2	2	\$9.00	\$18.00
	03/30/20	04/01/20	M-W 9a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.50	\$16.50
	03/30/20	04/01/20	M-W 9a-12m	ROS (Week of 3/30 ONLY)	2	2	\$9.75	\$19.50
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	2	2	\$8.50	\$17.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$6.25	\$12.50
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$2.00	\$4.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	1	1	\$12.00	\$12.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$4.50	\$9.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$5.50	\$11.00

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution: 200625

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	3	3	\$2.00	\$6.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$2.00	\$4.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	3	3	\$1.00	\$3.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$3.50	\$7.00
	03/30/20	04/01/20	M-W 7a-12m	ROS/Golf Programming (Week of 3/30 ONLY)	3	3	\$2.00	\$6.00
<b>Totals</b>								<b>\$5,245.50</b>

Zone(s): New York Interactive

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/21/20	02/21/20	F 5a-12m	Premium Digital TV (13,889 IMP; Passaic Zips, 2/17/20-2/29/20)	1	1	\$500.00	\$500.00
	03/27/20	03/27/20	F 5a-12m	Premium Digital TV (13,889 IMP; Passaic Zips, 3/1/20-3/31/20)	1	1	\$500.00	\$500.00
<b>Totals</b>								<b>\$1,000.00</b>

Zone(s): PE12

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/17/20	02/21/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	02/24/20	02/28/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/02/20	03/06/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/09/20	03/13/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/16/20	03/20/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/23/20	03/27/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/30/20	04/01/20	M-W 6a-12m	Weekday ROS/Local News (Week of 3/30 ONLY)	3	3	\$7.50	\$22.50
<b>Totals</b>								<b>\$247.50</b>

**Order Summary:**

Zone Description: 1308 Fios Passaic/Essex, 5568 New York Interactive, 7420 PE12  
 Total Gross\$: \$6,493.00  
 Total Net\$: \$6,493.00

Units: 702  
 Produced on: April 14, 2020  
 Accepted on: April 14, 2020  
 Official Resolution#: R20032

Weekly Investment: \$611.63

**By Broadcast Month Totals:**

	Feb20	Mar20	Apr20	Total
Gross \$	\$1,633.75	\$4,368.75	\$490.50	\$6,493.00
Net \$	\$1,633.75	\$4,368.75	\$490.50	\$6,493.00
Total Units	109	526	67	702

**Total By Zone:**

Gross \$	1308	8568	7420
Net \$	\$5,245.50	\$1,000.00	\$247.50
Units	667	2	33

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

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

Authorized Acceptance: \_\_\_\_\_

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



## RESOLUTION REQUEST FORM

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

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO EFFECTV, A COMCAST COMPANY, FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS

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:** \$ \$6,493.00  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** G-01-41-961-019-237

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: Contract under RFP threshold with quotes

- | 5. <b>COMMITTEE REVIEW:</b>   | DATE:         |
|---|---------------|
| <input type="checkbox"/> Administration & Finance                   | _____         |
| <input type="checkbox"/> Budget                                     | _____         |
| <input type="checkbox"/> Health                                     | _____         |
| <input type="checkbox"/> Human Services                             | _____         |
| <input type="checkbox"/> Law & Public Safety                        | _____         |
| <input checked="" type="checkbox"/> Planning & Economic Development | <u>4/7/20</u> |
| <input type="checkbox"/> Public Works                               | _____         |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

Introduced on: April 14, 2020 Other: \_\_\_\_\_  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200325

# 2020 8-Week Multiscreen Campaign: 2020 CENSUS

Client: County of Passaic: Complete Count Agency: <none>  
 Zones: 1308,8568,7420  
 Flight Dates: 02/10/2020 - 04/05/2020

Bill to: Neela Mathubala  
 Administration Building, 401 Grand Street  
 Paterson, NJ 07505

AE: Fischetti, Christopher  
 Cell #: 862-223-4003  
 E-mail: Christopher\_Fischetti@cable.comcast.com

Total # of Active Wks: 8  
 Unit Length: 30



Agency: Fios Passaic/Essex

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/14/20	02/14/20	F 9p-11p	2020 NBA All-Star Weekend (Rising Stars Challenge)	1	1	\$80.00	\$80.00
	02/15/20	02/15/20	Sa 8p-10:30p	2020 NBA All-Star Weekend (3-Point Shootout/Slam Dunk Contest)	1	1	\$140.00	\$140.00
	02/16/20	02/16/20	Su 8:30p-11p	2020 NBA All-Star Game	1	1	\$140.00	\$140.00
	02/17/20	02/21/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	02/17/20	02/21/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	02/17/20	02/21/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	02/17/20	02/21/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	02/17/20	02/23/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	02/17/20	02/23/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	02/17/20	02/23/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	02/17/20	02/23/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	02/17/20	02/23/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	02/17/20	02/23/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00



Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/17/20	02/23/20	M-Su 6a-12m	ROS	5	5	\$6.25	\$26.25
	02/17/20	02/23/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	02/17/20	02/21/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	02/17/20	02/23/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	02/17/20	02/23/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	02/17/20	02/23/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	02/17/20	02/23/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	02/17/20	02/23/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	02/17/20	02/23/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	02/17/20	02/23/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	02/17/20	02/23/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	02/24/20	02/28/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	02/24/20	02/28/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	02/24/20	02/28/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	02/24/20	02/28/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	02/24/20	03/01/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50

TIM#: 2942801

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/24/20	03/01/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	02/24/20	03/01/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	02/24/20	03/01/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	02/24/20	03/01/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	02/24/20	03/01/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	02/24/20	03/01/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	02/24/20	02/28/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	02/24/20	03/01/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	02/24/20	03/01/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	02/24/20	03/01/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	02/24/20	03/01/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	02/24/20	03/01/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution: R20200325



Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	02/24/20	03/01/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	02/24/20	03/01/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	02/24/20	03/01/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	03/02/20	03/06/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	03/02/20	03/06/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	03/02/20	03/06/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	03/02/20	03/06/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	03/02/20	03/08/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	03/02/20	03/08/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	03/02/20	03/08/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	03/02/20	03/08/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	03/02/20	03/08/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/02/20	03/06/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/02/20	03/08/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/02/20	03/06/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	03/02/20	03/08/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/02/20	03/06/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	03/02/20	03/06/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/02/20	03/08/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	03/02/20	03/06/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	03/02/20	03/08/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00

TIM#: 2942801

Introduced on: April 14, 2020  
 Adopted on: April 16, 2020  
 Official Resolution: R20200325

Network Icon	Start Date	End Date	Daypart	Program Name	Units/WK	Total Units	Rate	Extended Cost
	03/02/20	03/08/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/02/20	03/08/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	03/02/20	03/08/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	03/02/20	03/08/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/02/20	03/08/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	03/02/20	03/08/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	03/02/20	03/08/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	03/09/20	03/13/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	03/09/20	03/13/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	03/09/20	03/13/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	03/09/20	03/13/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	03/09/20	03/15/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	03/09/20	03/15/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	03/09/20	03/15/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	2	2	\$16.00	\$36.00

Introduced on:  
Adopted on:  
Official Resolution #:

April 14, 2020  
April 20, 2020  
2020-04-14

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Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/09/20	03/15/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/09/20	03/15/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	03/09/20	03/15/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/09/20	03/15/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/09/20	03/15/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	03/09/20	03/13/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	03/09/20	03/15/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	03/09/20	03/15/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/09/20	03/15/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	03/09/20	03/15/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	03/09/20	03/15/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/09/20	03/15/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	03/09/20	03/15/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	03/09/20	03/15/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution: R20200325

Introduced on: April 14, 2020  
 Adopted on: April 16, 2020  
 Official Resolution#: R-200925

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/16/20	03/20/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	03/16/20	03/20/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	03/16/20	03/20/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	03/16/20	03/20/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	03/16/20	03/22/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	03/16/20	03/22/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	03/16/20	03/22/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/16/20	03/22/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	03/16/20	03/22/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/16/20	03/22/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/16/20	03/22/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	03/16/20	03/20/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	03/16/20	03/22/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	03/16/20	03/22/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/16/20	03/22/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	03/16/20	03/22/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	03/16/20	03/22/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/16/20	03/22/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	03/16/20	03/22/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	03/16/20	03/22/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	03/23/20	03/27/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$19.25	\$19.25
	03/23/20	03/27/20	M-F 5a-4p	Weekday Daytime	3	3	\$8.00	\$24.00
	03/23/20	03/27/20	M-F 4p-11:59p	Weekday Primetime	1	1	\$22.50	\$22.50
	03/23/20	03/27/20	M-F 5a-4p	Weekday Daytime	3	3	\$9.50	\$28.50
	03/23/20	03/29/20	M-Su 6:30a-12m	ROS	2	2	\$26.25	\$52.50
	03/23/20	03/29/20	M-Su 7a-12m	ROS	2	2	\$15.25	\$30.50
	03/23/20	03/29/20	M-Su 6a-12m	ROS	2	2	\$13.50	\$27.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	2	2	\$23.00	\$46.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	2	2	\$18.00	\$36.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/23/20	03/29/20	M-Su 8a-12m	ROS	5	5	\$5.75	\$28.75
	03/23/20	03/29/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: Res 200625

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/23/20	03/29/20	M-Su 7a-12m	ROS	3	3	\$9.00	\$27.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	5	5	\$5.25	\$26.25
	03/23/20	03/29/20	M-Su 7a-12m	ROS	5	5	\$4.50	\$22.50
	03/23/20	03/27/20	M-F 6a-12m	Weekday ROS/Financial News	3	3	\$8.75	\$26.25
	03/23/20	03/29/20	M-Su 9a-12m	ROS	3	3	\$9.00	\$27.00
	03/23/20	03/29/20	M-Su 9a-12m	ROS	5	5	\$5.50	\$27.50
	03/23/20	03/29/20	M-Su 9a-12m	ROS	3	3	\$9.75	\$29.25
	03/23/20	03/29/20	M-Su 6a-12m	ROS	3	3	\$8.50	\$25.50
	03/23/20	03/29/20	M-Su 4p-11:59p	primetime	3	3	\$6.25	\$18.75
	03/23/20	03/29/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/23/20	03/29/20	M-Su 4p-11:59p	primetime	2	2	\$12.00	\$24.00
	03/23/20	03/29/20	M-Su 4p-11:59p	primetime	3	3	\$4.50	\$13.50
	03/23/20	03/29/20	M-Su 4p-11:59p	primetime	3	3	\$5.50	\$16.50
	03/23/20	03/29/20	M-Su 6a-12m	ROS	5	5	\$2.00	\$10.00
	03/23/20	03/29/20	M-Su 4p-11:59p	primetime	3	3	\$2.00	\$6.00
	03/23/20	03/29/20	M-Su 6a-12m	ROS	5	5	\$1.00	\$5.00
	03/23/20	03/29/20	M-Su 4p-11:59p	primetime	3	3	\$3.50	\$10.50
	03/23/20	03/29/20	M-Su 7a-12m	ROS/Golf Programming	5	5	\$2.00	\$10.00
	03/30/20	04/01/20	M-W 4p-11:59p	Weekday Primetime (Week of 3/30 ONLY)	1	1	\$19.25	\$19.25
	03/30/20	04/01/20	M-W 5a-4p	Weekday Daytime (Week of 3/30 ONLY)	3	3	\$8.00	\$24.00
	03/30/20	04/01/20	M-W 4p-11:59p	Weekday Primetime (Week of 3/30 ONLY)	1	1	\$22.50	\$22.50
	03/30/20	04/01/20	M-W 5a-4p	Weekday Daytime (Week of 3/30 ONLY)	3	3	\$9.50	\$28.50

TIM#: 2942801

Introduced on:  
Adopted on:  
Official Resolution#:

April 14, 2020  
April 14, 2020  
201932





Introduced on: 14, 2020  
 Adopted on: 14, 2020  
 Official Resolution: 200025

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/30/20	04/01/20	M-W 6:30a-12m	ROS (Week of 3/30 ONLY)	1	1	\$26.25	\$26.25
	03/30/20	04/01/20	M-W 7a-12m	ROS (Week of 3/30 ONLY)	1	1	\$15.25	\$15.25
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	1	1	\$13.50	\$13.50
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	1	1	\$23.00	\$23.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	1	1	\$18.00	\$18.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	1	1	\$18.00	\$18.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.25	\$15.75
	03/30/20	04/01/20	M-W 8a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.75	\$17.25
	03/30/20	04/01/20	M-W 9a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.50	\$16.50
	03/30/20	04/01/20	M-W 7a-12m	ROS (Week of 3/30 ONLY)	2	2	\$9.00	\$18.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.25	\$15.75
	03/30/20	04/01/20	M-W 7a-12m	ROS (Week of 3/30 ONLY)	3	3	\$4.50	\$13.50
	03/30/20	04/01/20	M-W 6a-12m	Weekday ROS/Financial News (Week of 3/30 ONLY)	2	2	\$8.75	\$17.50
	03/30/20	04/01/20	M-W 9a-12m	ROS (Week of 3/30 ONLY)	2	2	\$9.00	\$18.00
	03/30/20	04/01/20	M-W 9a-12m	ROS (Week of 3/30 ONLY)	3	3	\$5.50	\$16.50
	03/30/20	04/01/20	M-W 9a-12m	ROS (Week of 3/30 ONLY)	2	2	\$9.75	\$19.50
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	2	2	\$8.50	\$17.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$6.25	\$12.50
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$2.00	\$4.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	1	1	\$12.00	\$12.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$4.50	\$9.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$5.50	\$11.00

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution: 200625

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	3	3	\$2.00	\$6.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$2.00	\$4.00
	03/30/20	04/01/20	M-W 6a-12m	ROS (Week of 3/30 ONLY)	3	3	\$1.00	\$3.00
	03/30/20	04/01/20	M-W 4p-11:59p	Primetime (Week of 3/30 ONLY)	2	2	\$3.50	\$7.00
	03/30/20	04/01/20	M-W 7a-12m	ROS/Golf Programming (Week of 3/30 ONLY)	3	3	\$2.00	\$6.00
<b>Totals</b>								<b>\$5,245.50</b>

Zone(s): New York Interactive

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/21/20	02/21/20	F 5a-12m	Premium Digital TV (13,889 IMP; Passaic Zips, 2/17/20-2/29/20)	1	1	\$500.00	\$500.00
	03/27/20	03/27/20	F 5a-12m	Premium Digital TV (13,889 IMP; Passaic Zips, 3/1/20-3/31/20)	1	1	\$500.00	\$500.00
<b>Totals</b>								<b>\$1,000.00</b>

Zone(s): PE12

Network Icon	Start Date	End Date	Daypart	Program Name	Units/Wk	Total Units	Rate	Extended Cost
	02/17/20	02/21/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	02/24/20	02/28/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/02/20	03/06/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/09/20	03/13/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/16/20	03/20/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/23/20	03/27/20	M-F 6a-12m	Weekday ROS/Local News	5	5	\$7.50	\$37.50
	03/30/20	04/01/20	M-W 6a-12m	Weekday ROS/Local News (Week of 3/30 ONLY)	3	3	\$7.50	\$22.50
<b>Totals</b>								<b>\$247.50</b>

**Order Summary:**

Zone Description: 1308 Fios Passaic/Essex, 5568 New York Interactive, 7420 PE12

Total Gross\$: \$6,493.00

Total Net\$: \$6,493.00



## RESOLUTION REQUEST FORM

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

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO EFFECTV, A COMCAST COMPANY, FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS

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:** \$ \$6,493.00  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** G-01-41-961-019-237

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: Contract under RFP threshold with quotes

- | 5. <b>COMMITTEE REVIEW:</b>   | DATE:         |
|---|---------------|
| <input type="checkbox"/> Administration & Finance                   | _____         |
| <input type="checkbox"/> Budget                                     | _____         |
| <input type="checkbox"/> Health                                     | _____         |
| <input type="checkbox"/> Human Services                             | _____         |
| <input type="checkbox"/> Law & Public Safety                        | _____         |
| <input checked="" type="checkbox"/> Planning & Economic Development | <u>4/7/20</u> |
| <input type="checkbox"/> Public Works                               | _____         |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

Introduced on: April 14, ~~2020~~ Other: \_\_\_\_\_  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200325

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III

Administrator

Matthew P. Jordan, Esq.

County Counsel

Louis E. Imhof, III, RMC

Clerk Of The Board



## Public Meeting (Board Meeting)

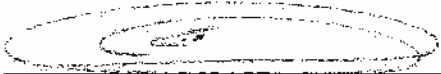
Date: Apr 14, 2020 - 5:30 PM

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

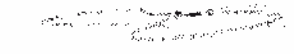
Agenda: RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO UNIVISION FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
PLANNING BOARD

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200326							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-29							
CAF #	G-01-41-961-019-237							
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO UNIVISION FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic recognize the importance of an accurate count when conducting a census, because the federal government uses census numbers to annually allocate billions of dollars in federal funds for community programs and services, such as health care services for the elderly, education programs, housing and community development, and job training; and

**WHEREAS**, the U.S. Congress uses the census totals to determine how many seats a state will have in the U.S. House of Representatives, and states use the numbers to allocate seats in their law-making bodies; and

**WHEREAS**, Passaic County's 2010 census completion rate was 71%, an average largely brought down by the county's 41 (Low Response Score) LRS census tracts; and

**WHEREAS**, Passaic County established its own formal Complete Count Committee in February 2019, with the goal that Passaic County – a significant portion of which was under-counted during the 2010 census, resulting in the loss of one congressional seat within the State of New Jersey – never go under-counted again; and

**WHEREAS**, the county's Complete Count Committee has concentrated its efforts on educating the public; encouraging participation; conducting community activities through Local Complete Count Committees (LCCCs); increasing the number of public information forums; participating in community events to promote and bring awareness to the census; and establishing community support centers (kiosks); and

**WHEREAS**, the Passaic County Board of Chosen Freeholder passed resolution R-2019-1178 accepting a grant award of \$254,540.00 from the DOS202C3-CITY County Grant Program – NJ 2020 Census to assist the County of Passaic and its partner municipalities in organizing complete county activities that will ensure the highest participation in the upcoming 2020 decennial census; and

**WHEREAS**, Passaic County will use its grant award to ensure that in each of its municipalities a complete count can be accomplished by encouraging a full participation of hard-to-count (HTC) populations through active outreach efforts in communities including African Americans; Latinos/Latins; Asians; various religious groups; Non-Native English speakers; indigent, homeless persons; college students; children under five years of age; men ages 18-49; senior citizens; the disabled; persons displaced by natural disasters; persons who are incarcerated; and members of the LGBTQ community; and

**WHEREAS**, the County is in need of services to encourage the public to participate in the 2020 Decennial Census through broadcast cable TV advertising, and internet banner messaging and/or production through internet service providers in order increase visibility, and reach all communities within Passaic County; and

**WHEREAS**, Passaic County intends to enter into a contract with Univision through this resolution and properly executed contracts for the above said services not to exceed \$10,000.00; and

**WHEREAS**, a certification of funds executed by the County's Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contracts as set forth herein;

**WHEREAS**, this matter was discussed via telephone conference on April 7, 2020 at the Freeholder's Committee for Planning and Economic Development Committee and is being recommended to the Passaic County Board of Chosen Freeholders for approval; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the award of a contract not to exceed \$10,000.00 to Univision for broadcast cable TV advertising, and internet banner messaging and/or production

through internet service providers in order increase visibility, and reach all communities within Passaic County to encourage participation in the 2020 Decennial Census; and

**BE IT FURTHER RESOLVED**, that the Director and Clerk to the Board, as well as the County Counsel and any other County Staff, are hereby authorized to execute any documentation necessary to effectuate the awarding of this contract.

NDA

April 14, 2020


CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$10,000.00

APPROPRIATION: G-01-41-961-019-237

PURPOSE: Resolution authorizing an award of contract to Altice Media Solutions, LLC



Richard Cahill, Chief Financial Officer

DATED: April 14, 2020

RC:fr



RESOLUTION REQUEST FORM

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

DESCRIPTION OF RESOLUTION:

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO ALTICE MEDIA SOLUTIONS, LLC. FOR CABLE TV ADVERTISING AND INTERNET BANNER MESSAGING TO ENSURE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS

Division

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF THE REQUISITION FROM EDMUNDS

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

3. AMOUNT OF EXPENDITURE: \$ 10,000.00

REQUISITION #

ACCOUNT # G-01-41-961-019-237

4. METHOD OF PROCUREMENT:

[ ] RFP [ ] RFQ [ ] Bid

[x] Other: Contract under RFP threshold with quotes

5. COMMITTEE REVIEW:

DATE:

[ ] Administration & Finance

[ ] Budget

[ ] Health

[ ] Human Services

[ ] Law & Public Safety

[x] Planning & Economic Development

[ ] Public Works

4/7/20

6. DISTRIBUTION LIST:

[x] Administration [x] Finance [x] Counsel

[ ] Clerk to the Board [ ] Procurement

[ ] Other:

Introduced on: April 14, 2020
Adopted on: April 14, 2020
Official Resolution#: R20200326

21
24



# CONTRACT



**Univision Receivables Co LLC**  
 605 Third Avenue  
 12th Floor  
 New York, NY 10158  
 (212) 455-5200

<u>Contract / Revision</u> 103248 /		<u>Alt Order #</u>	
<u>Advertiser</u> County of Passaic		<u>Original Date / Revision</u> 03/25/20 / 03/25/20	
<u>Contract Dates</u> 03/30/20 - 04/12/20		<u>Estimate #</u>	
<u>Product</u>			
<u>Order Brand</u> Various	<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Property</u> WXTV	<u>Account Executive</u> Carlos Altamirano	<u>Sales Office</u> Local-New York	
<u>Special Handling</u>			
<u>Demographic</u> Adults 18+			
<u>Agency Code</u>	<u>Advertiser Code</u>	<u>Product 1/2</u>	
<u>Agency Ref</u>	<u>Advertiser Ref</u>		

And:

**Stateside Affairs, LLC**  
 75 Main St., Suite 14  
 Manasquan, NJ 08736

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
N 1	WXTV	03/30/20	04/12/20	M-F 5a-7a	5:00 AM-7:00 AM		:30			NM	10	\$3,250.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
	Week:	03/30/20	04/05/20	--WTF--				5	\$325.00			
	Week:	04/06/20	04/12/20	MTWTF--				5	\$325.00			
N 2	WXTV	03/30/20	04/12/20	Morning Rotator	9:00 AM-11:00 AM		:30			NM	2	\$1,200.00
	Week:	03/30/20	04/05/20	--WTF--				1	\$600.00			
	Week:	04/06/20	04/12/20	MTWTF--				1	\$600.00			
N 3	WXTV	03/30/20	04/12/20	M-F 1230p News	12:30 PM-1:00 PM		:30			NM	2	\$1,400.00
	Week:	03/30/20	04/05/20	--WTF--				1	\$700.00			
	Week:	04/06/20	04/12/20	MTWTF--				1	\$700.00			
N 4	WXTV	04/04/20	04/12/20	Su. 11a-12p	11:00 AM-12:00 PM		:30			NM	4	\$1,400.00
	Week:	03/30/20	04/05/20	-----S				2	\$350.00			
	Week:	04/06/20	04/12/20	-----S				2	\$350.00			
N 5	WXTV	03/30/20	04/12/20	MSu 1a-5a	1a-5a		:30			NM	10	\$300.00
	Week:	03/30/20	04/05/20	--WTFSS				5	\$30.00			
	Week:	04/06/20	04/12/20	MTWTFSS				5	\$30.00			
N 6	WXTV	04/12/20	04/12/20	Production Costs	Various		:00			NS	1	\$1,850.00
	Week:	04/06/20	04/12/20	-----S				1	\$1,850.00			
N 7	WXTV	04/12/20	04/12/20	Digital Production	Various		:00			NS	1	\$600.00
	Week:	04/06/20	04/12/20	-----S				1	\$600.00			
<b>Totals</b>											<b>30</b>	<b>\$10,000.00</b>

Time Period	# of Spots	Gross Amount	Net Amount
03/30/20 - 04/12/20	30	\$10,000.00	\$10,000.00
<b>Totals</b>	<b>30</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>

Introduced on: April 14, 2020  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200326

(\* Line Transactions: N = New, E = Edited, D = Deleted)

Univision and its stations do not discriminate in advertising contracts on the basis of race or ethnicity. Any provision in any order or agreement for advertising that purports to discriminate on the basis of race or ethnicity, even if handwritten, typed or otherwise made part of a particular contract, is hereby rejected.



Univision Receivables Co LLC  
605 Third Avenue  
12th Floor  
New York, NY 10158  
(212) 455-5200

<u>Contract / Revision</u>	<u>Alt Order #</u>
103248 /	

<u>Advertiser</u>	<u>Original Date / Revision</u>
County of Passaic	03/25/20 / 03/25/20

<u>Contract Dates</u>	<u>Product</u>	<u>Estimate #</u>
03/30/20 - 04/12/20		

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200326

(\* Line Transactions: N = New, E = Edited, D = Deleted)

Univision and its stations do not discriminate in advertising contracts on the basis of race or ethnicity. Any provision in any order or agreement for advertising that purports to discriminate on the basis of race or ethnicity, even if handwritten, typed or otherwise made part of a particular contract, is hereby rejected.

## 1. DEFINITIONS

- 1.1 "Advertiser" means the client, whether or not being represented by Agency, for which air time is being purchased under this Contract.
- 1.2 "Agency" means both the advertising/creative firm named on the facing page of this Contract and the Advertiser, unless the context indicates otherwise. If this Contract is entered into directly with an Advertiser, all references in this Contract to "Agency" shall mean "Advertiser."
- 1.3 "Company" means Univision Radio, Inc. ("URI") and any of the URI affiliated stations that will broadcast the Commercials and/or provide the Services (defined below), including without limitation the radio station on the facing page unless the context indicates otherwise.
- 1.4 "Day" means calendar day unless expressly indicated otherwise (such as "business day").
- 1.5 "Contract" means the facing page together with these Conditions of Contract, credit applications of Agency, Company's Invoices furnished under this Contract, and all other attachments, schedules, exhibits attached hereto or expressly made a part of this Contract.

## 2. PAYMENT AND BILLING

- 2.1 Promise to Pay. As a material inducement for Company to broadcast Advertiser's commercial announcements ("Commercials") and/or provide other services, including but not limited to, remote broadcasts and promotions ("Services"), Agency shall pay each Company Invoice in accordance with the terms of this Contract.
- 2.2 Billing. Company shall submit Invoices to Agency at Agency's address set forth on the facing page of this Contract. Invoices shall be sent by Company at intervals following broadcast of Agency's Commercial(s) or performance of Services.
- 2.3 Payment Due Date. Agency shall pay, or shall cause, such invoice(s) to be paid within thirty (30) days of the invoice date.
- 2.4 Taxes. Any and all sales, use, gross receipts, media or similar taxes whether federal, state or local, which may be charged or assessed for collection by Company on account of this Contract or the performance of any obligations hereunder shall be paid by Agency and shall be included on the Invoices as a separate, additional charge.
- 2.5 Manner of Payment. Payments by or on behalf of Agency shall be made, without offset or any deductions, in lawful money of the United States by check (company, cashier's or certified) or by wire transfer to Company's account. (Information regarding such account shall be provided upon Agency's request.) Unless payment shall be made by wire transfer, all invoice payments shall be delivered to Company at the address indicated on the invoice.

## 3. JOINT AND SEVERAL LIABILITY

- 3.1 As a material consideration for Company to broadcast the Commercial(s) and/or provide the Services, Agency and Advertiser shall be jointly and severally liable to Company for all payment and other obligations of Agency under this Contract. Agency and Advertiser each waive notice of default(s) by Agency and/or Advertiser of any of their obligations under this Contract. Advertiser acknowledges and agrees that payment by Advertiser to Agency for Services rendered by Agency to Advertiser in connection with or relating to this Contract shall not relieve Advertiser from its joint and several liability obligations to Company hereunder. Without limiting the generality of the foregoing, to the extent permitted under applicable laws (including court decisions), Agency and Advertiser each expressly waives any and all defenses arising under the law of sovereignty, including, without limitation, under New York law or any available defenses similar to California Civil Code Sections 2809, 2810, 2818, 2845, 2849, 2850 and 2855, and California Civil Procedure Sections 580a, 580b and 580c, and any similar laws of other states that may be applicable. Agency and/or Advertiser shall not raise or plead any of the foregoing defenses in any dispute or proceeding arising or relating to this Contract.

## 4. PROGRAM AND COMMERCIAL MATERIAL

- 4.1 Programs and Material Supplied by Company. Unless otherwise indicated on the facing page of this Contract, Company shall furnish the program(s) during which Commercials will be broadcast. Agency acknowledges and agrees that all programs and any and all materials including trademarks, copyrights and other intellectual property rights (in whatever form or medium including but not limited to: tape, print, audio recording or electronic media) created or provided by or through Company under this Contract shall be the sole and exclusive property of Company and/or Company's licensors.
- 4.2 Commercials. At least five (5) days prior to the broadcast scheduled date, Agency shall provide Company two broadcast quality copies of each Commercial (in accordance with Company's Advertising Guidelines then in effect) that is to be aired under this Contract. Agency shall also provide complete information for material related to the Commercials or that the Company deems necessary to broadcast each of such Commercials.
- 4.3 Commercial Production and Presentation. Agency shall only deliver Commercials to Company that have been produced in conformance with Company's Advertising Guidelines then in effect.
- 4.4 Subject of Commercials. Without the prior written consent of Company, Agency shall not use the broadcast time allotted for any of the Commercials to advertise any person or entity other than Advertiser, and shall not advertise any product and/or services other than those described in the facing page of this Contract.
- 4.5 Services. At least ten (10) days prior to the date on which any Services are to be performed, Agency shall provide Company with such materials and instructions as Company may reasonably require.

## 5. RESERVED RIGHTS - COMPANY

- 5.1 Programming Changes. The face page of this Contract specifies whether Commercial(s) and Services are scheduled by time or by program. If the Commercial(s) or Services are scheduled by time, then changes in programming set forth in this Section 5.1 shall not affect the terms on the face page of this Contract. If Commercial(s) or Services are scheduled by program, Company shall have the right, at any time to terminate this Contract as to (a) any Commercial(s) within a sponsored program or program scheduled hereunder if Company discontinues or changes the time of broadcasting of such program or programs, and/or (b) any Commercial(s) scheduled hereunder if the time periods reserved to air such Commercial(s) are no longer available due to changes effected in Company's programming schedule, provided that Company provides Agency with notice of such termination at least ten (10) days prior to the date(s) upon which such Commercial(s) are scheduled to be aired. In the event Company terminates some but not all of the Commercial(s) in accordance with this section 5.1, Agency may (re)insert this Contract as to the Commercial(s) not canceled by Company that have not yet aired by providing Company with written notice of such termination within seven (7) days of Company's cancellation notice to Agency.
- 5.2 Preemption. Company shall have the right to preempt the broadcast of any program supplied by Agency in connection with the broadcasting of any of the Commercial(s) and, in lieu thereof, to broadcast any other program or event which, in its sole discretion, Company deems to be in the public interest or of public necessity. Company shall notify Agency of such preemption in advance to the extent the circumstances allow for such notification. Otherwise, Company shall notify Agency as soon as reasonably possible after the preemptive event. Any Commercial preempted may be broadcast at a new time selected by mutual agreement of Company and Agency. In the event the parties are unable to reach agreement on the substitute broadcast time, the Commercial(s) preempted shall be deemed canceled without affecting the rates, discounts and/or Company's rights under this Contract, and Agency shall have no obligation to pay any time charges for the canceled broadcast of the affected Commercial.
- 5.3 Right to Reject, Approve or Disapprove. In accordance with Company's Advertising Guidelines then in effect, each Commercial (final and edited versions) shall be submitted to Company for clearance as set forth in section 4.2 above. Company, at all times, shall have the right, in its sole discretion, to review and approve or disapprove (reject) any Commercial. Without limiting the generality of the foregoing, Company, at all times, shall also have the right not to air any Commercial that in Company's sole discretion is in bad taste or of poor technical quality, or does not comply with Company's Advertising Guidelines and/or Broadcasting Standards (collectively, the "Standards") then in effect or that Company in good faith believes may violate privacy or other rights of third parties or applicable requirements under FTC (or other) laws or regulations or otherwise. Any Commercial rejected shall be edited by Agency to satisfy the Standards or Company's other concerns; and/or applicable laws, regulations and/or orders of governmental agencies and/or courts. Expenses related to the delivery of Commercials (and material related to such Commercials) to and from Company shall be paid by Agency. Company may cause Agency to substitute other musical composition for any designated by Agency that cannot be cleared under Company's performing rights licenses then in effect. All material and performances furnished by Agency are subject to Company's prior written approval.
- 5.4 Substantiation of Product. In accordance with Company's Advertising Guidelines, Agency shall provide written substantiation on each product and/or service claim made in any Commercial. Agency shall provide hereunder the kind of substantiation required under FTC advertising requirements. Agency agrees that items of the essence with respect to substantiations hereunder.
- 5.5 Rates. The rates indicated on the facing page shall apply to this Contract. Company hereby reserves the right to change the rates, discounts and charges hereunder to conform to any now Company rate card(s).

## 6. TERMINATION, EARLY CANCELLATION, SUSPENSION OF COMMERCIAL BROADCAST

- 6.1 Term. Unless sooner terminated or canceled as provided below, this Contract shall be effective as of the date indicated in the "Date Entered" box located on the facing page of this Contract and, except for rights and obligations, including but not limited to payment obligations that by their nature shall survive termination, shall terminate upon either the last broadcast of a Commercial to be aired under this Contract; performance of the last Service to be provided or the last cancellation of a Commercial that was to be aired or Service that was to be performed under this Contract, whichever comes later ("Contract Term").
- 6.2 Termination by Company. Right to Suspend Airing.
- (a) Company, in its sole discretion, may terminate this Contract upon written notice to Agency in the event that:
- (1) Agency and/or Advertiser have failed to pay any invoice under this Contract as and when due;
  - (2) Agency and/or Advertiser have breached any of its/her obligations (other than the payment of money) under the Contract;
  - (3) Agency and/or Advertiser are adjudicated a bankrupt; Agency and/or Advertiser files a petition for protection under bankruptcy or similar insolvency laws; Agency and/or Advertiser makes an assignment of its assets, business or operations for the benefit of creditors; or an involuntary petition under bankruptcy or similar insolvency laws is filed on behalf of Agency and/or Advertiser which is not vacated or discharged within thirty (30) days of such petition's filing date;
  - (4) Company determines in good faith that the credit or assets of Agency and/or Advertiser have been impaired;
  - (5) It comes to the Company's attention that a claim is notified that a claim is pending or threatened against Company, Agency, Advertiser or other person (individual, corporation or other entity) caused by, arising out of, or resulting from Agency's Commercial(s) broadcast or to be broadcast under this Contract including but not limited to the text, art, graphics, music or pictorial content of any Commercial furnished by Agency or program material furnished by Agency or Company, or otherwise; or
  - (6) Agency and/or Advertiser have breached any other agreement with Company, whether now in existence or entered into after the date of this Contract. Company shall provide Agency written notice of termination pursuant to this section 6.2, which shall become effective five (5) days from the notice date.
- (b) If any Company Invoice has not been paid as and when due, in its sole discretion and without notice, Company may suspend the broadcast of Commercials scheduled for airing or performance of Services.
- 6.3 Termination by Agency. Agency may terminate this Contract only if Company fails to cure its material breach of this Contract within ten (10) days after receipt by Company of written notice of such breach ("Cure Period"). If Company fails to cure such breach within the Cure Period, Agency may then give Company written notice of such failure to cure and such termination will be effective ten (10) days after Company's receipt of such notice.
- 6.4 Termination by Mutual Agreement. Company and Agency may terminate this Contract prior to the expiration of the Contract Term upon mutual written agreement.
- 6.5 Force Majeure. The failure to broadcast any Commercial or provide any Service on account of a Force Majeure Event shall not constitute a breach of this Contract by Company.
- (a) In the event of a Force Majeure, Company shall have the right to (1) reschedule the undelivered Commercial(s) or Services not provided to another time, subject to Agency's consent which shall not be unreasonably withheld; (2) cancel this Contract as to each Commercial which could not be broadcast due to Force Majeure. All or any part of a scheduled program or Commercial not broadcast or which is canceled due to Force Majeure may, at its sole discretion, be made good, credit or rebates for the total or partial interruption or cancellation shall be subject to good faith negotiations of Agency and Company.
- (b) Force Majeure means, without limitation, any act of God; inevitable accident; public emergency or necessity; flood; earthquake; hurricane and other inclement weather; fire; strike or other labor dispute; act of public enemy; enactment, regulation, rule, order or act of government or governmental instrumentality; riot or civil commotion; failure of technical facilities or mechanical breakdown; or other cause of similar or different nature beyond the control of Company.
- 6.6 Cancellation. As long as Agency is not otherwise in material default under this Contract, Agency may cancel this Contract by providing the URI station(s) that were scheduled to air the Commercials no less than fourteen (14) days prior written notice of cancellation.
- 6.7 Effect of Termination or Cancellation - By Company or by Mutual Agreement. If Company terminates this Contract in accordance with section 6.2 or the parties elect to terminate in accordance with Section 6.4, Agency's obligations to pay any and all amounts due and owing to Company under this Contract and/or invoices and all other rights of Company that by their nature survive termination (for example, indemnity rights) shall survive such termination. Agency shall not be relieved from any of its obligations that survive such early termination of this Contract.
- 6.8 Effect of Termination or Cancellation - Agency. If Agency terminates this Contract in accordance with section 6.3, except for Agency's obligations to pay amounts and other charges which have accrued as of the termination date and except for those other rights which by their nature survive termination (such as indemnity rights), Agency shall have no further obligations under this Contract. If Agency elects to cancel the broadcast of certain Commercials or performance of certain Services in accordance with section 6.5, all fees and other charges which have accrued or that remain outstanding as of the cancellation date shall remain due and payable in accordance with this Contract.
- 6.9 Limitation of Liabilities. IT IS THE EXPRESS INTENTION AND AGREEMENT OF THE PARTIES THAT, IN THE EVENT OF A BREACH OF THIS CONTRACT BY COMPANY, COMPANY SHALL NOT BE LIABLE FOR INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, WHETHER ALLEGED UNDER BREACH OF CONTRACT OR TORT THEORIES OR OTHERWISE.

## 7. OTHER COVENANTS

- 7.1 Compliance with FCC and FTC Laws and Regulations; Third Party Consents/Approvals. Agency shall comply with all Federal, state and/or local laws that apply to its business and/or the Commercials or Services. Prior to the delivery of each Commercial to Company, Agency shall have obtained all permits, consents and/or approvals that may be necessary from third parties for the production/content of such Commercial.
- 7.2 Indemnity. Agency and Advertiser shall jointly and severally indemnify, hold harmless and defend Company, its parent and affiliates, and their officers, directors, shareholders, employees and agents (collectively, the "Indemnitees") from all claims (as defined in the next sentence). The defense rights and indemnity in favor of Indemnitees shall be from and against any liability, claim, cause of action, suit, loss, damages, fine, judgment, settlement and expenses (including attorneys' fees and court costs) which may be sustained, made or incurred by any Indemnitee arising out of any breach or alleged breach of any covenant, warranty, representation or agreement made by Agency and/or Advertiser in this Contract and/or the planned and/or actual broadcast of any Commercial or performance of any Service including without limitation, claims relating to or based upon: (a) infringement or unauthorized use by Agency or Advertiser of, or infringement of any patent, trademark, design, copyright, music performance rights or other proprietary or privacy right of any third party; (b) libel or slander against, or invasion of the right of privacy, publicity or property of, or violation or misappropriation of any other right of any third party; (c) the use of any talent provided by Agency and/or Advertiser for the Commercials; (d) the use of art work or other material in any Commercial; and/or (e) liabilities, losses, damages and expenses (including, without limitation, reasonable attorneys' fees and costs) arising out of the Services or any death, injury, loss or damage to Advertiser's employees or contractors (collectively, the "Claims").
- 7.3 Handling of Property. Mail. Company shall not be liable to any person for the loss of and/or damage to any Commercial or any other material or other property furnished by Agency in connection with the Commercials delivered by Agency to affiliates or any person or business to be broadcast or as assets of Company or its parent. This Contract shall inure to the benefit of and shall be binding upon the parties, their successors and assigns. If this Contract is made with the Advertiser through an Agency, Agency agrees to indemnify, defend and hold Company harmless. Advertiser may at any time appoint a recognized agency to act as its agent hereunder; provided, however, that Advertiser shall not be relieved of any of its obligations hereunder.

## 8. WARRANTIES AND REPRESENTATIONS

- 8.1 Agency represents and warrants that Agency is the duly authorized agent of Advertiser with full power to act on Advertiser's behalf with respect to this Contract, and Agency has the power to enter into, deliver and perform, this Contract on behalf of Advertiser and Agency. The individual(s) executing this Contract on Agency's behalf is/are authorized to execute and deliver this Contract on behalf of both Agency and Advertiser. Agency agrees that this Contract is the legal, valid and binding obligation of Agency and/or Advertiser, and shall be enforceable against Agency and/or Advertiser in accordance with its terms.

## 9. GENERAL PROVISIONS

- 9.1 Notices. All notices required to be given under this Contract shall be in writing and shall be delivered personally, electronically or by express, certified or registered mail to the respective addresses of the parties set forth on the facing page of this Contract. Notices shall be deemed duly given on the date of personal delivery or on the date received electronically or on the date received if mailed by registered or certified mail, postage prepaid.
- 9.2 Severability. If any provision of this Contract is determined to be invalid or unenforceable, such provision shall not affect the validity or enforceability of any of the remaining provisions.
- 9.3 Waiver. A waiver by any party of any right or of any term or condition provided in this Contract shall not be construed to be a waiver of any other right, term or condition or subsequent breach. Except as provided in this Contract, all remedies, rights, undertakings, obligations and agreements contained in this Contract shall be cumulative and none of them shall be in limitation of any other remedy, right, undertaking, obligation or agreement of any of the parties.
- 9.4 Entire Agreement. This Contract (as defined above) contains the entire agreement of the parties relating to, and supercedes all prior agreements and understandings (whether written or oral) with respect to the subject matter of this Contract. This Contract may not be amended except pursuant to a written instrument or instruments signed by Company and Agency. Advertiser agrees that it may be required to execute certain documents and provide separate insurance related to any Services in addition to the Commercials set forth on the face page of this Contract.
- 9.5 Broadcast Times. Except as otherwise set forth in this Contract, Company shall broadcast the Commercials on the days and at the approximate hourly times provided in the facing page of this Contract. Times indicated shall be those in effect on the respective days of broadcasting.
- 9.6 Relationship of Advertiser and Agency. If Agency is a recognized advertising agency, an agency commission of up to 15% shall be allowed; provided, however, that Agency shall first disclose the identity of the Advertiser(s) on the facing page of this Contract. If this Contract is entered into with an Advertiser instead of an advertising Agency, no commission shall be allowed or payable to such Advertiser.
- 9.7 Successors and Assigns. Agency shall not assign any of its rights or obligations under this Contract without the prior written consent of Company. Company may assign this Contract to its parent or to any of Company's related subsidiaries (affiliates) or any person or business to be broadcast or as assets of Company or its parent. This Contract shall inure to the benefit of and shall be binding upon the parties, their successors and assigns. If this Contract is made with the Advertiser through an Agency, Agency agrees to indemnify, defend and hold Company harmless. Advertiser may at any time appoint a recognized agency to act as its agent hereunder; provided, however, that Advertiser shall not be relieved of any of its obligations hereunder.
- 9.8 Governing Law, Venue, Service of Process. This Contract shall be governed and construed in accordance with the New York State laws (without giving effect to the choice of law principles). Each party irrevocably submits to the jurisdiction of any court of competent jurisdiction in the Borough of Manhattan in New York City or in the Southern District of New York or in the United States District Court for the Southern District of New York or in the United States District Court. Each of the parties waives, to the fullest extent it may effectively do so, the defense of an inconvenient forum to the maintenance of an action or proceeding and hereby agrees to appear and defend in such court.
- 9.9 Attorneys' Fees. Agency shall be liable to, and shall pay, Company for all expenses (including attorneys fees and expenses) resulting from collection efforts of any amounts due and owing to Company under this Contract. Subject to Agency's obligations to pay for enforcement costs and expenses related to collection of payments, the prevailing party shall be entitled to reasonable attorneys' fees, costs, expenses and interest, including the costs incurred in connection with any dispute arising out of or relating to this Contract.

Introduced by  
Adopted by the Board of  
Official Code of Laws of the City of New York  
§ 22-203.28

- arising from the breach of this Contract.
- 8.10 Survival. All payment obligations which have accrued but have not been performed by Agency and all of Company's Indemnity and other rights (which by their nature do not expire upon termination or cancellation of this Contract) shall survive any termination or cancellation of this Contract.
- 8.11 Signatures: Counterparts. This Contract may be executed in two or more counterparts, all of which taken together shall constitute one and the same Instrument. NOTWITHSTANDING AGENCY'S AND/OR ADVERTISER'S FAILURE TO SIGN THIS CONTRACT ON THE FACING PAGE, THIS CONTRACT SHALL BE DEEMED TO HAVE BEEN ACCEPTED BY AGENCY AND ADVERTISER UNLESS OBJECTED TO IN WRITING WITHIN THREE (3) BUSINESS DAYS OF THE LATER OF THE "DATE ENTERED" OR "DATE LAST MODIFIED" INDICATED ON THE FACING PAGE OF THIS CONTRACT.

Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200326

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

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



## Public Meeting (Board Meeting)

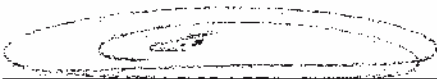
Date: Apr 14, 2020 - 5:30 PM

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

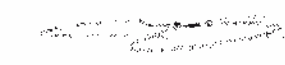
Agenda: RESOLUTION ADVERTIZING THE AVAILABILITY OF THE AMENDED PASSAIC COUNTY CITIZEN PARTICIPATION PLAN FOR THE PASSAIC COUNTY COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO SOLICIT COMMENTS FROM THE PUBLIC PURSUANT TO 24 C.F.R. PART 97 SEC. 91.105 ET SEQ ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
ECONOMIC DEVELOPMENT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200327							
Meeting Date	04/14/2020							
Introduced Date	04/14/2020							
Adopted Date	04/14/2020							
Agenda Item	k-30							
CAF #								
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓		✓		✓			
James	✓				✓			

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

Dated: April 15, 2020

**RESOLUTION ADVERTIZING THE AVAILABILITY OF THE AMENDED PASSAIC COUNTY CITIZEN PARTICIPATION PLAN FOR THE PASSAIC COUNTY COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO SOLICIT COMMENTS FROM THE PUBLIC PURSUANT TO 24 C.F.R. PART 97 SEC. 91.105 ET SEQ**

**WHEREAS**, pursuant to 24 CFR Part 91 Sec 91.105, the U.S. Department of Housing and Urban Development (HUD) requires that each jurisdiction participating in the Community Planning and Development Programs adopt a Citizen Participation Plan that sets forth the jurisdiction's policies and procedures for citizen participation; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2008-760 on September 29, 2008 adopting a Citizen Participation Plan; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2016-701 on August 16, 2016 approving an amendment to the Passaic County Citizen Participation Plan; and

**WHEREAS**, the Plan was further amended by Resolution R-2017-0505 on July 12, 2017 to comply with added outreach requirements for Broadband access and emergency management added to 24 CFR 91.105; and

**WHEREAS**, the Citizen Participation Plan outlines the County's responsibilities for engaging the public on the development and amendment of its Consolidated Plan, Annual Action Plans, and the Comprehensive Annual Performance and Evaluation Report (CAPER) and any future Section 108 loan applications to HUD; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders seeks to amend the Citizen Participation Plan to comply with recent HUD regulations (HUD Waivers April 1, 2020) to provide for virtual public hearings and reduced public notice in times of crisis; and

**WHEREAS**, Passaic County has prepared an amended Citizen Participation Plan that addresses the above requirements and seeks to advertise that the document will be on public display for a minimum of 15 days to solicit comments from the public; and

**WHEREAS**, the County of Passaic seeks to advertise the amended Citizen Participation Plan in the *Record and the Herald News* for a minimum of 15 days to solicit public comments (note attached public notice); and

**WHEREAS**, this matter was discussed via conference call on April 7, 2020 at the Freeholder Planning and Economic Development Committee and is being 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 a public notice shall be published in the Record and Herald News

announcing the availability of the amended Citizen Participation Plan for review and comment from the public; and

**BE IT FURTHER RESOLVED** that the Clerk to the Board is hereby directed to place a public notice in the *Record and Herald News* on April 15, 2020 to notify the public about the proposed amended Citizen Participation Plan and seek comments by April 30, 2020.

NAD

Dated: April 14, 2020



**RESOLUTION REQUEST FORM**

1. **NAME OF REQUESTER:** Deborah Hoffman  
**Telephone #:** 973-569-4720 or mobile:

**DESCRIPTION OF RESOLUTION:**

RESOLUTION ADVERTIZING THE AVAILABILITY OF THE AMENDED PASSAIC COUNTY CITIZEN PARTICIPATION PLAN FOR THE PASSAIC COUNTY COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO SOLICIT COMMENTS FROM THE PUBLIC

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:** \$ public notice  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** G-01-41-838-019-201

4. **METHOD OF PROCUREMENT:**

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

5. **COMMITTEE REVIEW:**

**DATE:**

<input type="checkbox"/> Administration & Finance	_____
<input type="checkbox"/> Budget	_____
<input type="checkbox"/> Health	_____
<input type="checkbox"/> Human Services	_____
<input type="checkbox"/> Law & Public Safety	_____
<input checked="" type="checkbox"/> Planning & Economic Development	<u>04/07/2020</u>
<input type="checkbox"/> Public Works	_____

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

Introduced on: April 14, 2020  Other: \_\_\_\_\_  
 Adopted on: April 14, 2020  
 Official Resolution#: R20200327

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DRAFT – ON PUBLIC DISPLAY April 15, 2020- April 30, 2020

# PASSAIC COUNTY, NJ



## AMENDED CITIZEN PARTICIPATION PLAN

RELATING TO THE ADMINISTRATION OF  
THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Adopted by the Passaic County Board of Chosen Freeholders via  
Resolution R-2020- on May 11, 2020



Introduced on: April 14, 2020  
Adopted on: April 14, 2020  
Official Resolution#: R20200327

**COUNTY OF PASSAIC  
 AMENDED CITIZEN PARTICIPATION PLAN  
 RELATING TO THE ADMINISTRATION OF THE COMMUNITY DEVELOPMENT BLOCK  
 GRANT PROGRAM OF THE U.S. DEPARTMENT OF HOUSING AND URBAN  
 DEVELOPMENT (HUD)**

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**COUNTY OF PASSAIC  
 AMENDED CITIZEN PARTICIPATION PLAN  
 RELATING TO THE ADMINISTRATION OF THE COMMUNITY DEVELOPMENT BLOCK  
 GRANT PROGRAM OF THE U.S. DEPARTMENT OF HOUSING AND URBAN  
 DEVELOPMENT (HUD)**

**A. Introduction**

**1. Purpose**

Pursuant to the citizen participation requirements of 24 CFR Section 91.105 and 24 CFR Part 5, the County of Passaic (referred to as the "County") sets forth the following Citizen Participation Plan (the "Plan") as it relates to the administration of the Community Development Block Grant Program (CDBG) funded by the U.S. Department of Housing and Urban Development (HUD). The Plan presents the County's plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

- 1) The Citizen Participation Plan
- 2) The Analysis of Impediments to Fair Housing (AI)
- 3) The Consolidated Plan (CP)
- 4) The Annual Action Plan (AAP)
- 5) The Consolidated Annual Performance and Evaluation Report (CAPER), and
- 6) The Section 108 Loan Guarantee Program

**Lead Agency**

The County Department of Planning and Economic Development is the lead agency responsible for the administration of the Community Development Block Grant Program (CDBG).

**Effective Date**

Subsequent to approval of this Citizen Participation Plan by Passaic County Board of Chosen Freeholders and HUD, the Plan shall be effective until it is amended or otherwise replaced.

**2. Encouragement of Citizen Participation**

**General**

The County provides for and encourages citizens to participate in the development, revision, amendment, adoption and implementation of the Citizen Participation Plan, the Analysis of Impediments to Fair Housing, the Consolidated Plan, the Annual Action Plan, and the CAPER. The County encourages participation by low- and moderate-income persons, particularly those living in areas designated as revitalization areas or in slum and blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhoods. With respect to the public participation initiatives included in this

Plan, the County will take appropriate actions to encourage the participation of all its citizens, including minorities, non-English speaking persons, and persons with disabilities, as described below.

#### Non-English Speakers

The County has determined that, based on 2015 American Community Survey data, the latest available source of information, 7.6 percent of its residents (age 5 and older) speak English less than very well. Of these, a total of 3.4 percent of County residents are native Spanish-speakers who speak English less than very well. Italian speakers also exceeded the 1,000 persons threshold with just under 1% of the County population. Unlike Spanish-speaking residents, few of the social services programs of the county indicated that they had frequent contact with Italian-only speaking persons.

To encourage these residents to participate in the development of the Analysis of Impediments to Fair Housing (AI) and the Consolidated Plan (CP), the County will undertake the following initiatives in addition to publishing advertisements in the *Herald News* and the *Record* for these activities:

- At least one stakeholder interview or focus group session will be scheduled during the stakeholder consultation processes for both the AI and CP and will focus on persons with limited English proficiency, and
- The County will provide a Spanish version of meeting agendas, handouts and surveys at meetings and stakeholder interviews conducted for each planning process. The County will continue to include the following language in the advertisements related to the development of these documents:

La información será proporcionada en español a petición.

#### Persons with Disabilities

To encourage the participation of persons with disabilities, the County will include the following language in all of its public meeting notices published in the *Herald News* and the *Record*:

*The County of Passaic will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact the County at least three working days in advance of the meeting. . Persons requiring information in alternative formats should contact the Department at (973) 569-4720 (TDD Users: 7-1-1 NJ Relay Center).*

The County will conduct all public meetings in locations that are handicapped-accessible, when available.

If requested, the County will mail copies of public meeting notices to persons who are homebound and request such accommodation no less than seven days prior to the public meeting.

Low- and Moderate-Income Persons

The County will conduct at least one public meeting during the development of the Assessment of Fair Housing, the Consolidated Plan, and the Annual Action Plan in a municipality that contains at least 42.76% low- and moderate-income residents, or the most recent exception limit for Passaic County as set by HUD for determining if an area is considered low and moderate income.

Organizations and Agencies

The County encourages the participation of local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing all documents covered by this Plan. This will be achieved through stakeholder interviews, focus groups and/or public meetings.

Local Public Housing Agency

The County encourages, in consultation with the Passaic County Housing Agency (PHA), the participation of residents of Section 8 Housing Choice Vouchers issued by the PHA, in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan. The County will provide information to the Executive Director of PHA about the Assessment of Fair Housing, its affirmatively furthering fair housing strategy, and Consolidated Plan activities related to housing developments and communities so the PHA can make this information available at the annual public hearings required for its Public Housing Agency Plan.

The County encourages participation by PHA stakeholders. This will be carried out by providing to the PHA information on public meetings, surveys and other outreach initiatives related to the documents covered by this Plan. To the greatest extent possible, the County will collaborate with the PHA to prepare a joint AI.

Public Notices

Public review/comment periods and public hearings held in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan shall be advertised in the *Record and the Herald News* no less than seven days before the public review and comment period commences or the public hearing is held.

Public Hearings

All public hearings will be scheduled at times and locations that are convenient for potential and actual program beneficiaries, and with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan.

**Technical Assistance**

CDBG staff are available to assist organizations and other eligible individuals that are interested in submitting a proposal to obtain funding through the CDBG program. All potential applicants are strongly encouraged to contact the County Department of Planning and Economic Development for technical assistance before initiating a funding request application.

**Online Access**

The County will post draft copies and final copies of all documents covered by this Plan on its website accessible at <https://www.passaiccountynj.org>

**Other Engagement Techniques**

The Plan may be amended as the County continues to gain access to technology that improves the avenues of participation by its residents.

**Contact Person**

All communication regarding the Plan, the Assessment of Fair Housing, the Consolidated Plan, the Annual Action Plan, the CAPER, comments, complaints, reasonable accommodation for disabled persons, translation services, or other elements shall be directed to:

**Deborah Hoffman**  
**Director of Economic Development**  
**930 Riverview Dr. Suite 250**  
**Totowa, NJ 07512**

Email: [DeborahH@passaiccountynj.org](mailto:DeborahH@passaiccountynj.org)

Telephone: 973-569-4720

**B. In the Event of an Emergency**

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the County may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions and provide comment in real time where public comment is required to be heard. Accommodations will be made for persons with disabilities and non-English speaking persons upon request. Documents for public review will be shared via the County's website.

In the event of an emergency, the following alternatives may be instituted by the County:

1. The public comment and display period for the Consolidated Plan and/or Annual Action Plan and any amendment thereto will be consistent with HUD's requirements.
2. Draft documents for public comment and review will be made available on the County's website at <http://www.passaiccountynj.org>. Copies of the draft documents will be e-mailed upon request, if possible.
3. Public meetings may be held as virtual meetings using online platforms for public viewing with the option for real-time questions to be presented.
4. The County may opt to hold one public hearing during the Consolidated Plan/Annual Plan process and its second required public hearing during the CAPER process for the same program year if a virtual hearing is not feasible.

### C. The Citizen Participation Plan

#### 1. Plan Development

The County shall implement the following procedure when amending its Citizen Participation Plan.

##### a. Public Review of the Draft Plan

The draft Citizen Participation Plan will be made available for public review for a 15-day period prior to the consideration and adoption by the Passaic County Board of Chosen Freeholders, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Citizen Participation Plan will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512 , Suite 250

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND  
THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND  
<http://www.passaiccountynj.org>

**b. Public Hearing**

The County will conduct a public hearing to accept comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

**c. Comments Received on the Draft Plan**

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public review period.

**d. Passaic County Board of Chosen Freeholders Action**

Following the public hearing, the Plan will be presented to Passaic County Board of Chosen Freeholders for consideration and formal action. A summary of all written comments and those received orally during the public hearing, as well as the County's responses to all written comments, will be attached to the Plan prior to submission to HUD.

**e. Submission to HUD**

The Plan will be approved as a stand-alone document and submitted to HUD with a summary of all written comments and those received orally during the public hearing as well as the County's responses to written comments and proof of compliance with the 15-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons for non-acceptance shall be supplied to HUD as well.

**2. Amendments to the Approved Citizen Participation Plan**

The County shall follow the following procedure to amend its approved Citizen Participation Plan, as needed.

**a. Amendment Considerations**

The County will amend the Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD programs. Substantial amendments to the Citizen Participation Plan may be required should a provision of the Plan be found by the County to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the Plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

**b. Draft Amended Plan Review**

The draft Amended Plan will be made available for public review for a 15-day period prior to County Board of Chosen Freeholder's consideration and adoption, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Amended Plan will be made available for review at the following locations:



PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND

Passaic COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND

THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND

<http://www.passaiccountynj.org>

**c. Comments Received on Draft Amended Plan**

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public review period.

**d. Public Hearing**

The County will conduct a public hearing to review and accept public comments on the draft Amended Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

**e. Passaic County Board of Chosen Freeholders Action**

Following the public hearing, the Plan will be presented to Passaic County Board of Chosen Freeholders for consideration and formal action.

**f. Submission to HUD**

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the County's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

**3. Plan Access**

The approved Amended Citizen Participation Plan will be kept on file at the Department of Planning and Economic Development, 930 Riverview Dr. Suite 250, Totowa NJ 07512

The plan can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

Hard copies can be made available to those requesting the approved Amended Plan by contacting the County Contact Person, or a designee.

## D. The Analysis of Impediments to Fair Housing (AI)

### 1. Plan Development

The County will follow the process and procedures described below in the development of its Analysis of Impediments to Fair Housing (AI).

#### a. HUD-approved Data for Public Review

The County will make available to the general public the HUD-approved data and other supplemental information that the County plans to incorporate into its AI. The County will make this data available no later than 60 days after the initiation of the AI document. The data will be made available online and accessible at [www.passaiccountynj.org](http://www.passaiccountynj.org). This may include a link to HUD's website where the data can be readily accessed. The data will also be made available during the stakeholder consultation and citizen outreach initiatives conducted during the preparation of the AI.

#### b. Stakeholder Consultation and Citizen Outreach

In the development of the AI, the County will consult with other public and private agencies including, but not limited to, the following:

- Passaic County Housing Agency
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Broadband internet service providers and organizations engaged in narrowing the digital divide,
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies
- A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

#### c. Public Hearing/Public Meeting

To obtain the views of the general public on AI-related data and affirmatively furthering fair housing in the County's housing and community development programs, the County will schedule two opportunities for comment.

The first public meeting shall be held before the draft AI is published for comment, and will solicit input on fair housing issues in the County.

The second opportunity will be a public hearing conducted during or after the 30-day public comment period during which the County will address identified factors contributing to fair housing issues, and proposed fair housing goals and priorities for affirmatively furthering fair housing.

**d. Public Display and Comment Period**

The draft AI will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AI, the dates of the public display and comment period, the locations where copies of the draft document can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Chosen Freeholders, and the anticipated submission date to HUD. Copies of the draft AI will be made available for public review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND

PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND

THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND

[www.passaiccountynj.org](http://www.passaiccountynj.org)

In addition, the County will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

**e. Comments Received on the Draft Assessment of Fair Housing**

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at the public hearings, in preparing the final AI. A summary of these comments or views, and a summary of any comments or views not accepted

and the reasons why, will be attached to the final AI for submission to County Board of Chosen Freeholders and to HUD.

g. Passaic County Board of Chosen Freeholders Action

Following the public hearing, the AI will be presented to the Passaic County Board of Chosen Freeholders for consideration and formal action.

h. Submission to HUD

The AI will be submitted to HUD no less than 270 calendar days before the start of the County's five-year program cycle beginning in 2018. Thereafter, the AI will be submitted to HUD no less than 195 calendar days before the start of the County's five-year program cycle beginning in 2023.

2. **Revisions to the Analysis of Impediments to Fair Housing**

The County shall follow the following procedure to revise its AI, as needed.

a. Revision Considerations

The County will revise its AI previously accepted by HUD under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the County that affects the information on which the AI is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment no longer reflect actual circumstances. Examples include, but are not limited to:
  - Presidentially declared disasters, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*), in the County that are of such a nature as to significantly impact the steps the County may need to take to affirmatively further fair housing
  - Significant demographic changes
  - New significant contributing factors in the County, and
  - Civil rights findings, determinations, settlements (including voluntary compliance agreements), or court orders
- Upon HUD's written notification specifying a material change that requires the revision.

b. Public Display and Comment Period

The draft Revised AI will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised plan can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Chosen Freeholders, and the anticipated submission date to HUD. Copies of the draft Revised AI will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING

AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND  
MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING MUNICIPALITIES:  
BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE FALLS, NORTH  
HALEDON, POMPTON LAKES, PROSPECT PARK, RINGWOOD,  
TOTOWA, WANAQUE, WEST MILFORD, AND WOODLAND PARK

AND  
[www.passaiccountynj.org](http://www.passaiccountynj.org)

In addition, the County will make available a reasonable number of free copies of the proposed revised document to residents and groups that request it.

c. Comments Received on the Draft Revised Assessment of Fair Housing  
Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at public hearings, in preparing the final Revised AI. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AI for submission to HUD.

d. Passaic County Board of Chosen Freeholders Action  
Following the public hearing, the Revised AI will be presented to the Passaic County Board of Chosen Freeholders for consideration and formal action.

e. Submission to HUD  
The Revised AI will be submitted to HUD within 30 days following the end of the public display and comment period.

### 3. Plan Access

The HUD-accepted AI will be kept on file at the Department of Planning and Economic Development, 930 Riverview Dr. Suite 250, Totowa NJ 07512

The plan can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

Hard copies can be made available to those requesting the HUD-accepted AI by contacting the County Contact Person, or a designee.

## **E. The Consolidated Plan (CP)**

### **1. Plan Development**

The County will follow the process and procedures described below in the development of its Consolidated Plan (CP).

#### **a. Stakeholder Consultation and Citizen Outreach**

In the development of the CP, the County will consult with other public and private agencies including, but not limited to, the following:

- Passaic County Housing Agency
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Broadband internet service providers and organizations engaged in narrowing the digital divide,
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies

When preparing the portion of the CP concerning lead-based paint hazards, the County shall consult with local or state health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead-poisoned.

When preparing the description of priority non-housing community development needs, the County will notify adjacent units of local government, to the extent practicable. This shall involve, at a minimum, the County sending a letter to the chief elected official of each adjacent unit of government notifying them of the draft CP and how to access a copy online for review and comment. In addition, the County will submit its non-housing community development plan to the New Jersey Department of Community Development.

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies/entities. These include written letters, telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

**b. Public Hearings**

The County will conduct at least two public hearings in the development of the CP. The first public hearing will be conducted before the draft CP is published for public comment, during which the County will address housing and community development needs, development of proposed activities, the amount of assistance the County expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the County will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

**c. Potential Displacement of Persons**

Although the County does not anticipate any residential displacement to occur in the foreseeable future, it is required to describe its plans to minimize the displacement of persons and to assist any persons displaced. When displacement is unavoidable on a temporary or permanent basis, the County will comply with the federal Uniform Relocation Act.

Should displacement of residents be necessary as a result of the use of funds covered by this Plan, the County shall compensate residents who are actually displaced in accordance with *HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition*. This resource is accessible online at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/cpd/13780](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780).

**d. Public Display and Comment Period**

The draft CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary and purpose of the CP; the anticipated amounts of funding (including program income, if any); proposed activities likely to result in displacement, if any; plans for minimizing the displacement of persons as a result of CDBG activities, if any; plans to assist persons actually displaced by the project, if any; the dates of the public display and comment period; the locations where copies of the draft CP can be examined; how comments will be accepted; when the document will be considered for action by County Board of Chosen Freeholders; and, the anticipated submission date to HUD. Copies of the draft CP will be made available for review at the following locations:

**PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT**



930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND  
THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND  
[www.passaiccountynj.org](http://www.passaiccountynj.org)

In addition, the County will make available a reasonable number of free copies of the draft document to residents and groups that request them.

**e. Comments Received on the Draft Consolidated Plan**

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at the public hearings, in preparing the final CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CP for submission to HUD.

**f. Passaic County Board of Chosen Freeholders Action**

Following the public hearing, the CP will be presented to the Passaic County Board of Chosen Freeholders for consideration and formal action.

**g. Submission to HUD**

The CP will be submitted to HUD no less than 45 days before the start of the County's five-year program cycle.

**2. Revisions to the Consolidated Plan**

The County shall follow the following procedure to revise its CP, as needed.

**a. Revision Considerations**

There are two types of amendments that may occur with the CP: minor amendments and substantial amendments. An amendment to the approved CP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When there is a change in the priorities identified in the CP

All other changes that do not meet the criteria defined above will be considered minor amendments and will not be subject to public comments. These changes

will be fully documented and approved by the Passaic County Board of Chosen Freeholders.

The County may choose to submit a copy of each amendment to the CP to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the President of the Board of Chosen Freeholders.

**b. Public Display and Comment Period**

The draft Revised CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised CP can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Chosen Freeholders, and the anticipated submission date to HUD. Copies of the draft Revised CP will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND  
THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND  
[www.passaiccountynj.org](http://www.passaiccountynj.org)

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

**c. Comments Received on the Draft Revised Consolidated Plan**

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at public hearings, in preparing the final Revised CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised CP for submission to HUD.

d. Passaic County Board of Chosen Freeholders Action

Following the public hearing, the Revised CP will be presented to the Passaic County Board of Chosen Freeholders for consideration and formal action.

e. Submission to HUD

The Revised CP will be submitted to HUD within 30 days following the end of the public display and comment period.

**3. Plan Access**

The Revised CP will be kept on file at the Department of Planning and Economic Development, 930 Riverview Drive, Suite 250, Totowa NJ 07512

The plan can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

Hard copies can be made available to those requesting the Revised CP by contacting the County Contact Person, or a designee.

## F. The Annual Action Plan (AAP)

The Annual Action Plan (AAP) is a component of the CP, and it describes the County's proposed use of available federal and other resources to address the priority needs and specific objectives in the CP for each program year; the County's method for distributing funds to local non-profit organizations; and, the geographic areas of the County to which it will direct assistance.

### 1. Plan Development

The County will follow the process and procedures described below in the development of its AAP.

#### a. Public Hearings

The County will conduct at least two public hearings during the development of the AAP. The first public hearing will be conducted before the AAP draft is published for public comment. During the first public hearing the County will address housing and community development needs, development of proposed activities, the amount of assistance the County expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the County will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

#### b. Public Display and Comment Period

The draft AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the AAP, the anticipated amounts of funding (including program income, if any), the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Chosen Freeholders, and the anticipated submission date to HUD. Copies of the draft AAP will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND  
THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND  
[www.passaiccountynj.org](http://www.passaiccountynj.org)

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

c. Comments Received on the Draft Annual Action Plan

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at the public hearings, in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AAP for submission to HUD.

d. Passaic County Board of Chosen Freeholders Action

Following the public hearing, the AAP will be presented to the Passaic County Board of Chosen Freeholders for consideration and formal action.

e. Submission to HUD

The AAP will be submitted to HUD no less than 45 days before the start of the County's annual program year.

2. Revisions to the Annual Action Plan

The County shall follow the following procedure to revise its AAP, as needed.

a. Revision Considerations

There are two types of amendments that may occur with the AAP: minor amendments and substantial amendments. An amendment to the approved AAP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, location, or beneficiaries of an activity previously approved
- When a 50 percent change in federal funding occurs where the project is \$25,000 or less
- When a 25 percent change in federal funding occurs where the project is more than \$25,000.

All other changes to funding allocations or approved eligible activities that do not meet the criteria defined above will be considered minor amendments, and

will not be subject to public comments. These changes will be fully documented and executed by the Freeholder Director of the Passaic County Board of Chosen Freeholders. The County may choose to submit a copy of each amendment to the AAP to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the Freeholder Director of the Passaic County Board of Chosen Freeholders.

**b. Public Display and Comment Period**

The draft Revised AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the draft revised AAP can be examined, how comments will be accepted, when the document will be considered for action by the Passaic County Board of Chosen Freeholders, and the anticipated submission date to HUD. Copies of the draft Revised AAP will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND  
THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND  
[www.passaiccountynj.org](http://www.passaiccountynj.org)

In addition, the County will make available a reasonable number of free copies to residents and groups that request them.

**c. Comments Received on the Draft Revised Annual Action Plan**

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing, or orally at public hearings, in preparing the final Revised AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AAP for submission to HUD.

**d. Passaic County Board of Chosen Freeholders Action**

Following the public hearing, the Revised AAP will be presented to the Passaic County Board of Chosen Freeholders for consideration and formal action.

**e. Submission to HUD**

The Revised AAP will be submitted to HUD within 30 days following the end of the public display and comment period.

**3. Plan Access**

The Annual Plan and any Revisions will be kept on file at the Department of Planning and Economic Development, 930 Riverview Dr. Suite 250, Totowa NJ 07512

The plan and revisions can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

Hard copies can be made available to those requesting the Revised AAP by contacting the County Contact Person, or a designee.

**G. Consolidated Annual Performance and Evaluation Report (CAPER)**

**1. Report Development**

The County shall follow the following procedure in the drafting and adoption of its Consolidated Annual Performance and Evaluation Report (CAPER).

**a. Report Considerations**

The County Department of Planning and Economic Development will evaluate and report the accomplishments and expenditures of the previous program year for CDBG and draft the CAPER in accordance with HUD requirements.

**b. Public Display and Comment Period**

The draft CAPER will be placed on display for a period of no less than 15 days to encourage public review and comment. Public notice of the display and comment period will be published in the *Herald News* and *The Record* no less than two weeks before the period begins with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan. The public notice shall include a brief summary and purpose of the CAPER, a summary of program expenditures, a summary of program performance, the dates of the public display and comment period, the locations where copies of the draft CAPER can be examined, how comments will be accepted, and the anticipated submission date to HUD. Copies of the draft CAPER will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND  
THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND  
[www.passaiccountynj.org](http://www.passaiccountynj.org)

**c. Comments Received on the Draft CAPER**

Written comments will be accepted by the County Contact Person, or a designee, during the 15-day public display and comment period. The County will consider any comments or views of County residents received in writing in preparing the



final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

d. Submission to HUD

The CAPER will be submitted to HUD within 90 days following the end of the County's annual program year.

**2. Plan Access**

The CAPER will be kept on file at the Department of Planning and Economic Development, 930 Riverview Dr. Suite 250, Totowa NJ 07512

The CAPER can be accessed online at [www.passaiccountynj.org](http://www.passaiccountynj.org)

## H. Section 108 Loan Guarantee Program

### 1. Development of Section 108 Loan Guarantee Application

Applications for assistance filed by the County for Section 108 Loan Guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Plan. Such applications for Section 108 assistance may be included as part of the Consolidated Planning process, or may be undertaken separately anytime during the County's program year.

Before the County submits an application for Section 108 loan guarantee assistance, the County will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the County expects to be made available (including program income), the range of activities that may be undertaken, the estimated amount that will benefit persons of low- and moderate-income, and any activities likely to result in displacement.

### 2. Public Display and Comment Period

The County will publish its proposed Section 108 loan application for review and comment. The public notice shall include a summary describing the contents and purpose of the application and listing the locations where the entire application may be examined. An application for Section 108 Loan Guarantee funding shall be made available for public review for a 30-day period prior to consideration and submission to HUD, and may be done concurrently with the public review and comment process for the Consolidated Plan.

Copies of the proposed Section 108 loan application will be made available for review at the following locations:

PASSAIC COUNTY DEPARTMENT OF PLANNING  
AND ECONOMIC DEVELOPMENT  
930 Riverview Drive, Totowa, NJ 07512, Suite 250

AND  
PASSAIC COUNTY PUBLIC HOUSING AGENCY: 100 Hamilton Plaza,  
Paterson, NJ 07505

AND  
THE MUNICIPAL CLERK'S OFFICE OF THE FOLLOWING  
MUNICIPALITIES: BLOOMINGDALE, HALEDON, HAWTHORNE, LITTLE  
FALLS, NORTH HALEDON, POMPTON LAKES, PROSPECT PARK,  
RINGWOOD, TOTOWA, WANAQUE, WEST MILFORD, AND  
WOODLAND PARK

AND  
[www.passaiccountynj.org](http://www.passaiccountynj.org)

**3. Comments Received on the Proposed Section 108 Application**

Written comments will be accepted by the County Contact Person, or a designee, during the 30-day public display and comment period. The County will consider any comments or views of County residents received in writing in preparing the final application. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final application for submission to HUD.

**4. Submission to HUD**

The Section 108 Loan Application will be submitted to HUD.

## **I. Complaints**

Residents may register complaints regarding any aspect of the CDBG program by contacting the County Contact Person, or a designee. All written complaints received will be addressed in writing within 15 days.

Residents wishing to object to HUD approval of the final CP may send written objections to the Newark HUD Field Office:

**Annemarie C. Uebbing, Director  
Community Planning and Development Division  
US Department of Housing and Urban Development  
Newark Field Office- Region II  
One Newark Center, 13th Floor  
Newark, NJ 07102**

Objections should be made within 30 days after the County has submitted the CP to HUD. Any objections made will only be submitted to HUD for the following reasons:

- The applicant's description of needs and objectives is plainly inconsistent with available facts and data
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant
- The application does not comply with the requirements of the CDBG program or other applicable laws
- The application proposed activities which are otherwise ineligible under the program regulations.

Objections shall include both an identification of requirements not met and available facts and data.

**NOTICE OF AVAILABILITY AND PUBLIC HEARING  
AMENDED CITIZEN PARTICIPATION PLAN**

Notice is hereby given by Passaic County that the Citizen Participation Plan (the Plan) for the County's Community Development Block Grant (CDBG) Program has been amended to permit virtual public hearings and is available for inspection and comment from April 15, 2020 to April 30, 2020.

The Plan outlines the County's responsibilities for engaging the public on the development and amendment of its Consolidated Plan, Annual Action Plans, and the Comprehensive Annual Performance and Evaluation Report (CAPER) and any future Section 108 loan applications to HUD. The Plan has been amended to include new provisions to permit virtual public hearings.

Anyone wishing to comment on the Plan may do so in writing to:

Deborah Hoffman  
Director, Division of Economic Development  
Department of Planning and Economic Development  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

Copies of the plan are available on-line at <http://www.passaiccountynj.org> and at the Passaic County office of the Board of Chosen Freeholders, 401 Grand Street, Paterson, NJ 07505, 2<sup>nd</sup> Floor, Clerk's office. All comments received April 30, 2020 will be considered.

The Plan will be on public display for not less than 15 days before being submitted to the Board of Chosen Freeholders for approval.

All questions or comments may be directed to the Department of Planning and Economic Development at 973-569-4720. (TTY Users: NJ Telecommunications Relay Service 7-1-1).

La información será proporcionada en español a petición.

Publication date: April 15, 2020

# **PUBLIC NOTICE**

**TAKE NOTICE** the Passaic County Board of Chosen Freeholders on January 6, 2020 adopted Resolution No. R-2020-0001, which calls for the location of the Conference and Regular Meeting scheduled for Tuesday, April 14, 2020 at 5:30 PM and 6:00 PM respectively. Pursuant to the State of Emergency and Public Health Emergency declared by New Jersey Governor Philip Murphy set forth in Executive Order No. 103, and further limitations on public gatherings set forth in Executive Order No. 104, the Board is cancelling the Conference Agenda, and shall hold the Regular Meeting at 6:00 PM, with no members of the public physically present, as authorized under N.J.S.A. 10:4-12(a), and in accordance with Administrative Order No. 20-01 issued by the Passaic County Administrator closing the Administration Building to non-essential personnel and the public effective March 18, 2020 at 8:30 AM. If a member of the public wishes to place a public comment on the record, please email **public@passaiccountynj.org** stating your name, address, and matter to be addressed by the Board by no later than **April 14, 2020 at 5:00 PM**. The Clerk to the Board shall read same into the public record. Moreover, some members of the Board may participate telephonically, pursuant to the Board By-Laws and in compliance with N.J.S.A. 10:4-12-1, et seq. Official action will be taken.

## **BY ORDER OF THE BOARD OF CHOSEN FREEHOLDERS**

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Louis E. Imhof III, RMC, Clerk of the Board

Dated: April 6, 2020

E-mail to: Herald News  
Bergen Record

On File with the Passaic County Clerk

*Louis E. Imhof III, RMC*  
Clerk of the Board  
Board of Chosen Freeholders  
County of Passaic  
(973) 881-4412  
[Louisi@passaiccountynj.org](mailto:Louisi@passaiccountynj.org)

[www.passaiccountynj.org](http://www.passaiccountynj.org)