

# **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, June 30, 2020, Tuesday, July 14, 2020, and Tuesday, August 11, 2020, at 5:30 PM and 6:00 PM respectively. Pursuant to 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, the Board is cancelling the Conference Agendas for these meetings, and shall hold the Regular Meetings at 6:00 PM, with no members of the public physically present, as authorized under N.J.S.A. 10:4-12(a). 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 **June 30, 2020 at 5:00 PM, July 14, 2020 at 5:00 PM, and August 11, 2020 at 5:00 PM**, respectively, or by participating on Facebook Live or via the Board's WebEx virtual meeting platform. 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**

---

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

Dated: June 23, 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: Jul 14, 2020 - 6:00 PM

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

### A. Roll Call:

1. Akhter
2. Bartlett
3. Best
4. Duffy
5. James
6. Deputy Director Lepore
7. Director Lazzara

### B. Announcement of the Open Public Meeting Law

### 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: June 30, 2020

G. Approval of Proclamation: Late Starter: The Board of Chosen Freeholders desire to recognize the 30th Anniversary of the Americans with Disabilities Act.

H. Motion to suspend the regular Order of Business:

I. Guaranty Resolution 2020-05:

1. RESOLUTION AUTHORIZING THE GUARANTY BY THE COUNTY OF PASSAIC, NEW JERSEY OF PAYMENT OF PRINCIPAL OF AND INTEREST ON THE GOVERNMENTAL LOAN REVENUE BONDS, SERIES 2020 (PASSAIC COUNTY GUARANTEED) (CITY OF PATERSON PROJECT) OF THE PASSAIC COUNTY IMPROVEMENT AUTHORITY IN AN AGGREGATE PRINCIPAL AMOUNT NOT EXCEEDING \$37,000,000
2. Motion to open the Public Hearing on Guaranty Resolution 2020-05\_\_\_\_\_
3. Director: Does anyone present desire to be heard on Guaranty Resolution 2020-05:
4. Motion to close the Public Hearing on Guaranty Resolution 2020-05\_\_\_\_\_
5. Motion to adopt Guaranty Resolution 2020-05\_\_\_\_\_

J. Motion to Resume the regular Order of Business:

K. 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

L. Communications: None

M. Oral Portion:

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

N. Consent Agenda:

**ADMINISTRATION AND FINANCE**

1. REQUESTING APPROVAL FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2020 BUDGET PURSUANT TO N.J.S. 40A:4- 87 (Chapter 159 P.L. 148) WIC, ALL AS NOTED IN THE RESOLUTION
2. REQUESTING APPROVAL FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2020 BUDGET PURSUANT TO N.J.S. 40A:4- 87 (Chapter 159 P.L. 148) Traffic Signal, ALL AS NOTED IN THE RESOLUTION
3. RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO SHI INTERNATIONAL, CORP. FOR DELL LAPTOPS AND EQUIPMENT TO IMPROVE TELEWORK CAPABILITIES FOR THE COUNTY OF PASSAIC IN CONNECTION WITH THE PUBLIC HEALTH EMERGENCY, PURSUANT TO N.J.S.A 40A: 11-12, ALL AS NOTED IN THE RESOLUTION.
4. RESOLUTION RETAINING MCKUSKER, ANSEMI, ROSEN, & CARVELLI, P.C. FOR OUTSIDE LEGAL SERVICES IN WHICH THE COUNTY OF PASSAIC IS A NAMED PARTY, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ. ALL AS NOTED IN THE RESOLUTION.
5. RESOLUTION RETAINING INTEGRA REALTY RESOURCES, INC. FOR REAL ESTATE APPRAISAL SERVICES FOR 317 PENNSYLVANIA AVENUE, PATERSON, NEW JERSEY 07503, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ. ALL AS NOTED IN THE RESOLUTION.
6. RESOLUTION AUTHORIZING AN EXTENSION OF THE SHARED SERVICES AGREEMENT BETWEEN THE COUNTY OF PASSAIC AND STATE OF NEW JERSEY FOR REGIONAL MEDICAL EXAMINER SERVICES, PURSUANT TO N.J.S.A. 40A:65-1, ET SEQ. ALL AS NOTED IN THE RESOLUTION.
7. RESOLUTION AUTHORIZING AN AGREEMENT WITH CONCORD ENERGY SERVICES FOR ENERGY ADVISORY AND COMMODITY PROCUREMENT CONSULTING FOR THE COUNTY OF PASSAIC ENERGY AGGREGATION PROGRAM, PURSUANT TO N.J.S.A. 40A:11-5(w). ALL AS NOTED IN THE RESOLUTION.

**HEALTH & HUMAN SERVICES**

8. RESOLUTION TO AMEND RESOLUTION R2019-1010 DATED NOVEMBER 18, 2019, TO APPLY FOR AND ACCEPT DRUG ENFORCEMENT DEMAND REDUCTION FUNDS THROUGH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FOR THE PASSAIC COUNTY MUNICIPAL ALLIANCE PROGRAM FOR THE PERIOD OF OCTOBER 1, 2020 THROUGH JUNE 30, 2021 IN THE AMOUNT OF \$181,571.00 AS AUTHORIZED BY N.J.S.A. 26:2BB. ALL AS NOTED IN THE RESOLUTION.

9. RESOLUTION AUTHORIZING THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS TO ENTER INTO A THREE (3) MONTH CONTRACT EXTENSION WITH CARE PERSPECTIVES, INC. FOR MANAGEMENT CONSULTANT FOR NURSING SERVICES AND COVID-19 RELATED CONSULTING FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER, COMMENCING JUNE 1, 2020 TO AUGUST 31, 2020 FOR AN ESTIMATED AMOUNT OF \$18,000.00 AS AUTHORIZED BY N.J.S.A. 40A:11.6. ALL AS NOTED IN THE RESOLUTION.

### **HEALTH & HUMAN SERVICES**

10. RESOLUTION AUTHORIZING GRANT FUNDING IN THE AMOUNT OF \$17,500.00 TO FC CARES INC. COMMENCING 7/1/2020 TERMINATING 6/30/2021 FOR MENTAL HEALTH, CRISIS INTERVENTION, SUICIDE AND RISK ASSESSMENT CONSULTATION, AND TRAINING TO PASSAIC COUNTY SCHOOLS AS AUTHORIZED BY N.J.S.A. 40:23-8.11. ALL AS NOTED IN THE RESOLUTION.
11. RESOLUTION AUTHORIZING THE PASSAIC COUNTY HEALTH OFFICER TO APPLY FOR AND RECEIVE A GRANT FROM THE NEW JERSEY DEPARTMENT OF HEALTH IN AN AMOUNT UP TO \$100,000.00 FOR OVERDOSE FATALITY REVIEW TEAM. ALL AS NOTED IN THE RESOLUTION.
12. RESOLUTION AUTHORIZING THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS TO ENTER INTO A FOUR (4) MONTH CONTRACT EXTENSION WITH HUBCO HEALTH CARE GROUP, LLC FOR BILLING CONSULTANT SERVICES FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER COMMENCING JULY 1, 2020 TO OCTOBER 31, 2020 FOR AN ESTIMATED AMOUNT OF \$60,000.00 AS AUTHORIZED BY N.J.S.A. 40A:11.6. ALL AS NOTED IN THE RESOLUTION.
13. RESOLUTION TO AMEND RESOLUTION R2020-0237 DATED MARCH 10, 2020, AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO INCREASE THE AWARD TO CITY OF PASSAIC STATIONHOUSE ADJUSTMENT PROGRAM BY A TOTAL OF \$8,209.00 FROM \$34,762.00 TO \$42,971.00 TO EXPAND THEIR CAPACITY TO PROVIDE CONTRACTED SERVICES AS MODIFIED WITH APPROPRIATE SOCIAL DISTANCING MEASURES PURSUANT TO N.J.S.A. 40A:11-4.5. ALL AS NOTED IN THE RESOLUTION.
14. RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$1,723,460.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH ALLOTMENTS FOR PROGRAM YEAR 2020 (JULY 1, 2020 – JUNE 30, 2021) AS AUTHORIZED BY PUB.L. 113-128. ALL AS NOTED IN THE RESOLUTION.
15. RESOLUTION RATIFYING THE ACTION TAKEN BY THE PASSAIC COUNTY ADMINISTRATOR IN AWARDING AN EMERGENCY CONTRACT TO JA FOOD SERVICE IN THE AMOUNT OF \$18,975.00 FOR SHELF STABLE MEALS PURSUANT TO N.J.S.A. 40A:11-6. ALL AS NOTED IN THE RESOLUTION.

## HEALTH & HUMAN SERVICES

16. RESOLUTION AUTHORIZING THE ADDITIONAL FUNDING AWARD IN THE AMOUNT OF \$273,000.00 TO VARIOUS VENDORS IN BID SB-20-006 FOR FROZEN FOODS/GROCERIES AND CANNED GOODS FOR THE COUNTY OF PASSAIC DEPARTMENTS AND INSTITUTIONS IN ACCORDANCE WITH N.J.S.A. 40A:11-1 ET. SEQ. ALL AS NOTED IN THE RESOLUTION.
  
17. RESOLUTION AUTHORIZING THE HUMAN SERVICES DEPARTMENT TO AWARD CONTRACT FOR ONE (1) YEAR PERIOD UNDER RFP 20-018 BEGINNING AUGUST 1, 2020 TERMINATING JULY 31, 2021, TO MORRIS COUNTY PREVENTION IS KEY TO PROVIDE SERVICES VIA A MOBILE RECOVERY UNIT TO HELP COMBAT OPIOID ADDICTION WITHIN THE COUNTY IN THE AMOUNT OF \$167,627.00 IN ACCORDANCE WITH N.J.S.A. 40A:11-4.5. ALL AS NOTED IN THE RESOLUTION.
  
18. RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$2,843,439.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT (\$1,587,337.00) AND DISLOCATED WORKER (\$1,256,102.00) ALLOTMENTS FOR PROGRAM YEAR (JULY 1, 2020 – JUNE 30, 2021) AS AUTHORIZED BY PUB.L. 113-128. ALL AS NOTED IN THE RESOLUTION.
  
19. RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$51,000.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE LEARNING LINK PROGRAM FOR FY2021 (JULY 1, 2020 – JUNE 30, 2021). ALL AS NOTED IN THE RESOLUTION.
  
20. RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$132,000.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT SUMMER YOUTH EMPLOYMENT PROGRAM, PY2020 (MAY 1, 2020 – OCTOBER 31, 2020) AS AUTHORIZED BY PUB.L. 113-128. ALL AS NOTED IN THE RESOLUTION.
  
21. RESOLUTION AUTHORIZING FIRST ONE-YEAR OPTION TO RENEW WITH MONARCH HOUSING ASSOCIATES FOR PLANNING AND COORDINATION OF HUD CONTINUUM OF CARE ACTIVITIES ADMINISTERED BY THE PASSAIC COUNTY HUMAN SERVICES DEPARTMENT PURSUANT TO THE PROVISIONS OF N.J.S.A. 40A:11-4.5. ALL AS NOTED IN THE RESOLUTION.
  
22. RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO APPLY FOR AND ACCEPT FUNDING IN THE AMOUNT OF \$424,306.00 FROM THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR PROJECT FUNDS-COMMUNITY SERVICES BLOCK GRANT (CSBG) NON-DISCRETIONARY COVID 19 CARES ACT, ALL AS NOTED IN THE RESOLUTION.

## PUBLIC WORKS

23. RESOLUTION AUTHORIZING THE CLOSING OF SALE OF AN EXCESS COUNTY-OWNED RIGHT-OF-WAY CONSISTING OF APPROXIMATELY 5,020 SQUARE FEET COMMONLY KNOWN AS BLOCK 2400 LOT 1, ON WANAQUE AVENUE IN THE BOROUGH OF POMPTON LAKES, NJ TO 60 WANAQUE AVENUE REALTY, LLC PURSUANT TO N.J.S.A. 40A:12-13.5 ET SEQ. ALL AS NOTED IN THE RESOLUTION.
  
24. RESOLUTION AUTHORIZING OFFERS OF PURCHASE FOR TWO CONSTRUCTION & CULVERT MAINTENANCE EASEMENTS TO THE OWNERS IN FEE IN ORDER TO UNDERTAKE THE REPLACEMENT OF THE HIGH MOUNTAIN ROAD CULVERT NO. 1600-338 OVER SQUAW BROOK IN THE BOROUGH OF NORTH HALEDON, NEW JERSEY, AS PURSUANT TO N.J.S.A. 20:3-6, ALL AS NOTED IN THE RESOLUTION.
  
25. RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1 FOR TECTONIC AS IT CONCERNS ON-CALL TESTING SERVICES FOR THE NEW DEPARTMENT OF PUBLIC WORKS FACILITY IN THE TOWNSHIP OF WAYNE, NEW JERSEY PURSUANT TO N.J.S.A 40A: 11-5 ET SEQ. ALL AS NOTED IN THE RESOLUTION.
  
26. RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1 FOR TECTONIC AS IT CONCERNS ON-CALL TESTING SERVICES FOR THE PASSAIC COUNTY JAIL GENERATOR REPLACEMENT PROJECT & THE WEASEL BROOK PARK IMPROVEMENTS PHASE II PROJECT PURSUANT TO N.J.S.A 40A: 11-5 ET SEQ. ALL AS NOTED IN THE RESOLUTION.
  
27. RESOLUTION AUTHORIZING CONTRACT MODIFICATION #2 FOR REMINGTON & VERNICK ENGINEERS AS IT CONCERNS THE RIFLE CAMP PARK PHASE I IMPROVEMENTS PROJECT IN THE BOROUGH OF WOODLAND PARK, NEW JERSEY PURSUANT TO N.J.S.A 40A: 11-5 ET SEQ. ALL AS NOTED IN THE RESOLUTION.
  
28. RESOLUTION AMENDING R-2018-0968 DATED DECEMBER 11, 2018 TO INCLUDE STONE INDUSTRIES, INC. AS A QUALIFIED VENDOR FOR SB-18-063 RE-BID PASSAIC COUNTY ROAD MATERIALS DISTRICT No. 2 PURSUANT TO N.J.S.A. 19:44A-20.4, ET SEQ. ALL AS NOTED IN THE RESOLUTION.
  
29. RESOLUTION AUTHORIZING A NON-FAIR AND OPEN CONTRACT AWARD TO SLATER WELL DRILLING, FOR THE PASSAIC COUNTY PARKS AND RECREATION DEPARTMENT TO BE INSTALLED AT THE GARRET MOUNTAIN EQUESTRIAN CENTER, PURSUANT TO N.J.S.A. 19:44A-20.4, ALL AS NOTED IN THE RESOLUTION.

30. RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO APPLY FOR THE NEW JERSEY HISTORIC TRUST HERITAGE TOURISM GRANT PROGRAM FOR THE PASSAIC COUNTY AMERICAN REVOLUTION NARRATIVE PREPARATION, ALL AS NOTED IN THE RESOLUTION.

**PUBLIC WORKS**

31. RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE PASSAIC COUNTY PARKS & RECREATION DEPARTMENT AND US SPORTS INSTITUTE IN ORDER TO PROVIDE SPORTS CAMPS FOR THE YOUTH OF PASSAIC COUNTY ON FIELDS WITHIN THE COUNTY-OWNED PARK SYSTEM DURING JULY & AUGUST 2020, ALL AS NOTED IN THE RESOLUTION.
32. RESOLUTION AWARDED CONTRACT TO NEW JERSEY REALTY ADVISORY GROUP, LLC FOR THE APPRAISAL OF EASEMENTS REQUIRED FOR THE FINAL DESIGN PHASE FOR THE RATZER ROAD CULVERT NO. 1600-387 PROJECT IN THE TOWNSHIP OF WAYNE, NEW JERSEY PURSUANT TO N.J.S.A. 40A:11-1, ALL AS NOTED IN THE RESOLUTION.
33. RESOLUTION AUTHORIZING THE DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO DEACCESSION OBJECTS 2018.833.1 AND 2018.833.2 AND RETURN THEM TO THE NEW JERSEY HISTORICAL SOCIETY, ALL AS NOTED IN THE RESOLUTION.
34. RESOLUTION AUTHORIZING THE PASSAIC COUNTY CULTURAL & HISTORIC AFFAIRS DEPARTMENT TO APPLY TO THE PASSAIC COUNTY CULTURAL HERITAGE COUNCIL FOR THE ARTS REGRANT PROGRAM 2021 AT THE PASSAIC COUNTY ARTS CENTER AT THE JOHN W. REA HOUSE, ALL AS NOTED IN THE RESOLUTION.
35. RESOLUTION AUTHORIZING THE REJECTION OF ALL BIDS FOR BID#C-20-017 FOR THE LAMBERT CASTLE & CARRIAGE HOUSE RESTORATION PROJECT PURSUANT TO N.J.S.A. 40A:11-13.2(a), ALL AS NOTED IN THE RESOLUTION.
36. RESOLUTION AUTHORIZING THE PASSAIC COUNTY CULTURAL & HISTORIC AFFAIRS DEPARTMENT TO APPLY TO THE PASSAIC COUNTY CULTURAL HERITAGE COUNCIL FOR THE DIGITIZATION OF THE PASSAIC COUNTY PARK COMMISSION FILES, ALL AS NOTED IN THE RESOLUTION.
37. RESOLUTION AUTHORIZING THE AWARD TO PURCHASE GRINDERS FOR THE PREAKNESS VALLEY GOLF COURSE FROM STORR TRACTOR COMPANY AS PER BID # SB-20-022 PURSUANT TO N.J.S.A 40A:11-24, ET SEQ. ALL AS NOTED IN THE RESOLUTION.

38. RESOLUTION AUTHORIZING CHANGE ORDER #2 TO KONKUS CORPORATION, FOR THE TWO BRIDGES ROAD BRIDGE AND WEST BELT EXTENSION PROJECT, TOWNSHIP OF WAYNE AND BOROUGH OF LINCOLN PARK, NEW JERSEY PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ. ALL AS NOTED IN THE RESOLUTION.

#### **PUBLIC WORKS**

39. RESOLUTION AUTHORIZING CHANGE ORDER #3 FOR C.J. VANDERBECK AND SONS, INC. AS IT PERTAINS TO THE BOILER REPLACEMENT PROJECT AT 77 HAMILTON STREET, 80 HAMILTON STREET AND 401 GRAND STREET IN PATERSON, NJ AND AT 30 KING ROAD IN TOTOWA, NJ PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ.

#### **LAW AND PUBLIC SAFETY**

40. RESOLUTION AUTHORIZING THE PURCHASE OF GOODS BY THE PASSAIC COUNTY SHERIFF'S OFFICE PURSUANT TO N.J.S.A 40A:11-12, ALL AS NOTED IN THE RESOLUTION.
41. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO SHRED-TECH USA, LLC FOR THE PURCHASE OF A MDS-3S-26 SHREDDING TRUCK BY THE PASSAIC COUNTY SHERIFF'S OFFICE PURSUANT TO N.J.S.A. 40A:11-1-ET SEQ. ALL AS NOTED IN THE RESOLUTION.

#### **PLANNING AND ECONOMIC DEVELOPMENT**

42. RESOLUTION AMENDING R-2020-0154 DATED FEBRUARY 11, 2020 AWARING A SUB-GRANT FROM THE DOS2020C3-CNTY GRANT PROGRAM – NJ 2020 CENSUS IN THE AMOUNT OF \$81,000 TO ASSIST THE CITY OF PATERSON IN ORGANIZING COMPLETE COUNT ACTIVITIES TO ENSURE THE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS, ALL AS NOTED IN THE RESOLUTION.
43. RESOLUTION AMENDING R-2020-0153 DATED FEBRUARY 11, 2020 AWARING A SUB-GRANT FROM THE DOS2020C3-CNTY GRANT PROGRAM – NJ 2020 CENSUS IN THE AMOUNT OF \$30,000 TO ASSIST THE CITY OF PASSAIC IN ORGANIZING COMPLETE COUNT ACTIVITIES TO ENSURE THE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS, ALL AS NOTED IN THE RESOLUTION.
44. RESOLUTION AUHORIZING A GRANT APPLICATION TO THE NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY (NJTPA) TRANSPORTATION CLEAN AIR MEASURES (TCAM) GRANT PROGRAM. FOR DESIGN, CONSTRUCTION AND CONSTRUCTION INSPECTION OF PHASE II OF THE HIGHLANDS RAIL TRAIL PROJECT, ALL AS NOTED IN THE RESOLUTION.
45. RESOLUTION ACCEPTING GRANT FUNDS IN THE AMOUNT OF\$1,600,000 FROM THE NJTPA 2019-2020 REGIONAL/LOCAL FEDERAL CONGESTION MITIGATION & AIR QUALITY (CMAQ) GRANT PROGAM, FOR THE SMART CORRIDOR-TRAFFIC SIGNAL COORDINATION PROJECT, ALL AS NOTED IN THE RESOLUTION.

46. RESOLUTION AUTHORIZING A NO-COST GRANT EXTENSION OF THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (USHUD) COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) GRANT FROM THE NJ DEPARTMENT OF COMMUNITY AFFAIRS UNTIL OCTOBER 31, 2020 FOR THE CITY OF PASSAIC, ALL AS NOTED IN THE RESOLUTION.

**PLANNING AND ECONOMIC DEVELOPMENT**

47. RESOLUTION APPROVING THE FY-2020 ANNUAL ACTION PLAN FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ALL AS NOTED IN THE RESOLUTION.
  
48. RESOLUTION AUTHORIZING A NO COST TIME EXTENSION FOR THE CDBG FY 2018 BOROUGH OF HALEDON PROJECT TO RECONSTRUCT JOHN RYLE AVENUE UNTIL DECEMBER 31, 2020, ALL AS NOTED IN THE RESOLUTION.
  
49. RESOLUTION AUTHORIZING A NO COST TIME EXTENSION FOR THE CDBG FY 2018 TOWNSHIP OF LITTLE FALLS PROJECT TO PROVIDE ADA ACCESSIBILITY TO THE LITTLE FALLS CIVIC CENTER UNTIL MARCH 31, 2021, ALL AS NOTED IN THE RESOLUTION.

O. New Business:

1. Personnel:
2. Bills:

P. Adjournment:

**PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS**

**MINUTES FOR REGULAR MEETING HELD ON**

**June 30, 2020**

A regular meeting of the Passaic County Board of Chosen Freeholders was held this day in the Passaic County Administration building, 401 Grand St. Paterson, NJ via WebEx at 6:04pm.

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

**Roll Call:**

1. Akhter
2. Bartlett
3. Best
4. Duffy
5. James
6. Deputy Director Lepore
7. Director Lazzara

**Invocation:** Louis E. Imhof III

**Pledge of Allegiance:** Lead by Director Lazzara

**Approval of Minutes:**

Motion made by Freeholder James, seconded by Freeholder Bartlett, that the minutes for June 16, 2020, be approved which motion was carried on a roll call seven (7) votes in the affirmative.

**Proclamation:** None

**Covid-19 Update:** At this time Passaic County Health officer Dr. Charlene Gungil gave an update on the Covid-19 testing results for the County of Passaic.

At this time Director Lazzara asked if there were any Freeholder Reports

1. Freeholder Director Cassandra “Sandi” Lazzara
2. Freeholder Deputy Director Pasquale “Pat” Lepore
3. Freeholder Assad Akhter
4. Freeholder John W. Bartlett
5. Freeholder Theodore “TJ” Best
6. Freeholder Terry Duffy
7. Freeholder Bruce James

**Oral Portion:**

Best: Motion to open public portion

Bartlett: Second

**Roll Call:** Akhter, Yes: Bartlett, Ycs: Best, Yes: Duffy, Yes: James, Yes: Deputy Director Lepore, Yes: Director Lazzara, Yes.

At this time comments from the following people were read into the record:

1. Mayor Andre Sayegh
2. Alexis Vitone
3. Anna Pinchom
4. Rosa Casana
5. Kim Patterson-Cooper
6. Lee Mondelli
7. Janet Foster
8. Sherri Thomas Brackett

- 9. Liana Marie Romano
- 10. Jeisanec Cedeno

Duffy: Motion to close public portion of the meeting

Best: Second

**Roll Call:** Akhter, Yes: Bartlett, Yes: Best, Yes: Duffy, Yes: James, Yes: Deputy Director Lepore, Yes: Director Lazzara, Yes.

**Consent Agenda:**

A motion was made by Freeholder James, second by Freeholder Akhter to add Resolution K-38 to the consent agenda and the motion was carried on a roll call with seven (7) votes in the affirmative.

A motion was made by Freeholder James, second by Freeholder Bartlett to adopt Resolution K-1 through K-38, and the motion was carried on a roll call with seven (7) votes in the affirmative with Freeholder Best abstaining on K-7.

**“End of Consent Agenda”**

**“New Business”**

Supplemental Debt Statement received and filed.

**Guaranty Resolution 2020-05:**

A motion was made by Freeholder James, second by Freeholder Lepore to approve Guarantee Resolution 2020-05 on first reading which motion was approved with seven (7) votes in the affirmative.

**Personnel:**

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

**Bills:**

A motion was made by Freeholder James, second by Freeholder Lepore,

Current Fund	9-01	74,770.84
Current Fund	0-01	10,857,452.67
Payroll Agency Deduction	0-05	3,681,094.04
HUD Budget Expenditure	0-25	13,322.96
State/Federal Grant Fund	G-01	10,622,730.39
Professional Liability	T-19	6,423.71
Private Industry Council	Z-81	12,130.42
		<b>\$ 25,267,925.03</b>

Current Fund	0-01	3,410,142.68
Hud Budget Expenditures	0-25	5,035.31

**Year Total: 6,415,177.99**

Capital Fund	9-01	110,126.01
--------------	------	------------

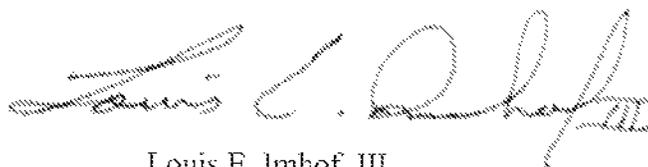
General Capital Fund Budget	C-04	1,089,169.92
State/Federal Grant Fund	G-01	1,246,507.50
Open Space Trust FY2018 Budget	O-18	10,000.00
Open Space Trust FY2020 Budget	O-20	2,329.40
		<b>Year Total: 12,329.40</b>
Register of Deeds Trust	T-17	550.00
Professional Liability Trust	T-19	10,686.39
Trust Fund Other	T-20	243,450.45
Municipal Forfeit	T-22	1,099.50
		<b>Year Total: 255,786.34</b>
Private Industry Council	Z-81	2,298.25
		<b>Total of All Funds: 6,131,395.41</b>

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

**Adjournment:**

Motion made by Freeholder James, seconded by Freeholder Akhter that the regular meeting be adjourned at 7:04pm , and the motion was carried on roll call with seven (7) votes in the affirmative.

Respectfully Submitted,



Louis E. Imhof, III,  
Clerk of the Board

Prepared by: Marqweesha Guthrie

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: Motion to adopt Guaranty Resolution 2020-05\_\_\_\_\_

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

COMMITTEE NAME

<b>Official Resolution#</b>	<b>2020-0005</b>							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	i-5							
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: July 15, 2020

2020-05

**RESOLUTION AUTHORIZING THE GUARANTY BY THE COUNTY OF PASSAIC, NEW JERSEY OF PAYMENT OF PRINCIPAL OF AND INTEREST ON THE GOVERNMENTAL LOAN REVENUE BONDS, SERIES 2020 (PASSAIC COUNTY GUARANTEED) (CITY OF PATERSON PROJECT) OF THE PASSAIC COUNTY IMPROVEMENT AUTHORITY IN AN AGGREGATE PRINCIPAL AMOUNT NOT EXCEEDING \$37,000,000**

**WHEREAS**, the COUNTY OF PASSAIC, New Jersey (the “County”), pursuant to the Improvement Authorities Law of the State of New Jersey (the “State”), constituting Chapter 183 of the Pamphlet Laws of the State of 1960, as amended and supplemented (N.J.S.A. 40:37A-44 et seq.) (the “Act”), has heretofore duly created a body corporate and politic known as The Passaic County Improvement Authority (the “Authority”); and

**WHEREAS**, pursuant to Section 80 of the Act, the County is authorized to guaranty unconditionally the punctual payment of the principal of and interest on any obligations of the Authority; and

**WHEREAS**, the County, in order to assist the Authority with the financing of a proposed governmental loan program to be undertaken on behalf of the City of Paterson, New Jersey in order to finance or refinance various projects (the “Project”), has determined to provide for the guaranty of Governmental Loan Revenue Bonds, Series 2020 (Passaic County Guaranteed) (City of Paterson Project) of the Authority (the “Obligations”) under the resolution of the Authority entitled “2020 Governmental Loan Revenue Bond Resolution (City of Paterson Project)” or the bond resolution authorizing the refunding of said Obligations (the “Bond Resolution”);

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF PASSAIC, NEW JERSEY**, (not less than two-thirds of all members thereof affirmatively concurring), **AS FOLLOWS**:

**Section 1.** This guaranty shall be adopted by the governing body of the County in the manner provided for adoption of a bond ordinance as provided in the Local Bond Law, constituting Chapter 169 of the Pamphlet Laws of 1960 of the State, as amended and supplemented (the “Local Bond Law”).

**Section 2.** Pursuant to and in accordance with the terms of the Act, specifically Section 37 of the Act (N.J.S.A. 40:37A-80), the County is hereby authorized to and hereby shall fully, unconditionally and irrevocably guaranty the punctual payment of the principal of and interest on the Obligations in an aggregate principal amount not exceeding at any time \$37,000,000, which Obligations are to be issued to finance and/or refinance the Project, on such terms and conditions as may be agreed to by and between the County and the Authority and as are reflected in this guaranty and in the guaranty certificate on the face of each Obligation. Upon the endorsement of the Obligations referred to in Section 3 below, the County shall be fully, unconditionally and irrevocably obligated to pay the principal of and interest on the Obligations

in the same manner and to the same extent as in the case of Obligations issued by the County, and, accordingly, the County shall be unconditionally and irrevocably obligated to levy ad valorem taxes upon all the taxable property within the County for the payment thereof, without limitation as to rate or amount, when required under the provisions of applicable law. This full, unconditional and irrevocable guaranty of the County effected hereby to pay the principal of and interest on the Obligations when due, in accordance with the terms hereof, shall not be abrogated for any reason. Any Obligations which are no longer considered outstanding under the Bond Resolution shall not be counted for the purpose of \$37,000,000 limitation contained in this guaranty.

**Section 3.** The Freeholder-Director, Deputy Freeholder-Director or Director of Finance of the County shall, by manual or facsimile signature, execute an endorsement on each of the Obligations evidencing this guaranty by the County as to the punctual payment of the principal thereof and interest thereon. The endorsement on each Obligation shall be in substantially the following form, and absent the fully executed endorsement in such form on any such Obligation, such Obligation shall not be entitled to the benefits of this guaranty:

### **GUARANTY BY THE COUNTY OF PASSAIC, NEW JERSEY**

The payment of the principal of and interest on the within bond according to its terms is hereby fully and unconditionally guaranteed by the County of Passaic, New Jersey for as long as such bond is outstanding under The Passaic County Improvement Authority's 2020 Governmental Loan Revenue Bond Resolution (City of Paterson Project).

**IN WITNESS WHEREOF**, the County of Passaic, New Jersey, has caused this guaranty to be executed by the signature of its Freeholder-Director, Deputy Freeholder-Director or Director of Finance.

**COUNTY OF PASSAIC, NEW JERSEY**

By: \_\_\_\_\_  
**Freeholder-Director,  
 Deputy Freeholder-Director  
 or Director of Finance**

The Freeholder-Director, Deputy Freeholder-Director or Director of Finance is hereby further authorized to execute such other certificates or agreements relating to this guaranty that may be required by the Authority to comply with the terms of the financing documents relating to the Obligations, including, without limitation, (i) any agreements or certificates detailing the time and method that payment under this guaranty shall be made by the County, (ii) any letters of representations or similar undertakings to be executed in connection with the sale of the Obligations, setting forth certain representations, warranties and covenants of the County as an inducement to the purchase of the Obligations, (iii) any certificates deeming "final" (for the purposes of Rule 15c2-12 of the U.S. Securities and Exchange Commission) any Preliminary or final Official Statements of the Authority in connection with the Obligations, and (iv) any bond purchase agreement or continuing disclosure agreement executed in connection with the sale of

the Obligations. Such further agreements or certificates shall not abrogate the County's responsibilities hereunder.

The Freeholder-Director, Deputy Freeholder-Director or Director of Finance is hereby further authorized to execute one or more continuing disclosure agreement(s) or other instrument(s) undertaking the secondary disclosure obligations of the County required by Rule 15c2-12 of the United States Securities and Exchange Commission in connection with the issuance of any Obligations by the Authority.

**Section 4.** It is hereby found, determined and declared by the governing body of the County that:

(a) This guaranty may be adopted notwithstanding any statutory debt or other limitations, including particularly any limitation or requirement under or pursuant to the Local Bond Law, but the aggregate principal amount of the Obligations that shall be entitled to the benefits of this guaranty, being an amount not to exceed \$37,000,000 outstanding at any time, shall after their issuance be included in the gross debt of the County for the purpose of determining the indebtedness of the County under or pursuant to the Local Bond Law.

(b) The principal amount of Obligations entitled to the benefits of this guaranty and included in the gross debt of the County shall be deducted, and is hereby declared to be and to constitute a deduction, from such gross debt under and for all the purposes of the Local Bond Law (i) from and after the time of issuance of the Obligations until the end of the fiscal year beginning next after the completion of the acquisition or construction of the project to be financed from the proceeds of the Obligations, and (ii) in any annual debt statement filed pursuant to the Local Bond Law as of the end of said fiscal year or any subsequent fiscal year, if the revenues or other receipts or moneys of the Authority in such fiscal year are sufficient to pay its expenses of operation and maintenance in such fiscal year and all amounts payable in such fiscal year on account of the principal of and interest on all such guaranteed Obligations, all Obligations of the County issued as provided in Section 36 of the Act (N.J.S.A. 40:37A-79), and all Obligations of the Authority issued under the Act.

**Section 5.** The following matters are hereby determined, declared, recited and stated:

(a) The maximum outstanding principal amount of Obligations of the Authority that are hereby and hereunder guaranteed as to the punctual payment of the principal thereof and interest thereon at any time is \$37,000,000.

(b) The purpose described in this guaranty is not a current expense of the County, and no part of the cost thereof has been or shall be assessed on property specially benefited thereby.

(c) A supplemental debt statement of the County has been duly made and filed in the office of the Clerk of the Board, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State, and such debt statement shows that while the gross debt of the County, as defined in the Local Bond Law, is increased by this guaranty by \$37,000,000, in accordance with the provisions of the Act, the net debt of the County is not

increased, and the obligation of the County authorized by or incurred pursuant to the terms of this guaranty is permitted by an exception to the debt limitations of the Local Bond Law, which exception is contained in the Act.

(d) All other items to be contained in a bond ordinance adopted pursuant to the Local Bond Law are hereby determined to be inapplicable to the County's guaranty of the Obligations hereby.

**Section 6.** This guaranty shall take effect at the time and in the manner provided by law.

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: REQUESTING APPROVAL FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2020 BUDGET PURSUANT TO N.J.S. 40A:4- 87 (Chapter 159 P.L. 148) WIC, 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#	R20200548							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO  
REQUEST APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION  
PURSUANT TO NJS 40A:4-87 (Chapter 159 P.L. 158)**

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

WHEREAS, the County is desirous at this time to anticipate and appropriate a sum of \$1,000.00 for the aforementioned program, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the County of Passaic hereby requests the Director of the Division of Local Government Services to approve the insertion of an additional item of revenue in the budget for the year 2020

In the sum of \$1,000.00

Which item is now available as revenue from a grant award from the State of New Jersey, Department of Health and Senior Services, Farmers Market Nutrition Program (DFHS 20 WMN010)

**SECTION II.**

BE IT FURTHER RESOLVED that a like sum of \$1,000.00 be and the same is hereby appropriated under the caption State of New Jersey, Department of Health and Senior Services, Farmers Market Nutrition Program (DFHS 20 WMN010)

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

This resolution was requested by:  
Richard Cahill  
CHIEF FINANCIAL OFFICER

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: REQUESTING APPROVAL FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2020 BUDGET PURSUANT TO N.J.S. 40A:4- 87 (Chapter 159 P.L. 148) Traffic Signal, 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#	R20200549							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO  
REQUEST APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION  
PURSUANT TO NJS 40A:4-87 (Chapter 159 P.L. 158)**

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

WHEREAS, the County is desirous at this time to anticipate and appropriate a sum of \$1,600,000.00 for the aforementioned program, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the County of Passaic hereby requests the Director of the Division of Local Government Services to approve the insertion of an additional item of revenue in the budget for the year 2020

In the sum of \$1,600,000.00

Which item is now available as revenue from a grant award from the North Jersey Transportation Planning Authority and New Jersey Institute of Technology, Passaic County Smart Corridor Traffic Signal Coordination Project

**SECTION II.**

BE IT FURTHER RESOLVED that a like sum of \$1,600,000.00 be and the same is hereby appropriated under the caption North Jersey Transportation Planning Authority and New Jersey Institute of Technology, Passaic County Smart Corridor Traffic Signal Coordination Project

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

This resolution was requested by:  
Richard Cabill  
CHIEF FINANCIAL OFFICER

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO SHI INTERNATIONAL, CORP. FOR DELL LAPTOPS AND EQUIPMENT TO IMPROVE TELEWORK CAPABILITIES FOR THE COUNTY OF PASSAIC IN CONNECTION WITH THE PUBLIC HEALTH EMERGENCY, PURSUANT TO N.J.S.A 40A: 11-12, ALL AS NOTED IN THE RESOLUTION.

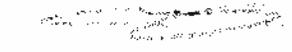
THIS RESOLUTION WAS REQUESTED BY:

M.I.S.

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#	R20200550							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-3							
CAF #	G-01-41-962-020-PE1							
Purchase Req. #	R0-03810							
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: July 15, 2020

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO SHI INTERNATIONAL, CORP. FOR DELL LAPTOPS AND EQUIPMENT TO IMPROVE TELEWORK CAPABILITIES FOR THE COUNTY OF PASSAIC IN CONNECTION WITH THE PUBLIC HEALTH EMERGENCY, PURSUANT TO N.J.S.A 40A: 11-12**

**WHEREAS**, Coronavirus disease 2019 (hereafter “COVID-19) is a contagious, and at times fatal, respiratory disease caused by the 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**, on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act, 2020 116 P.L. 136, 2020 Enacted H.R. 748, 116 Enacted H.R. 748, 134 Stat. 281, 116 P.L. 136, 2020 Enacted H.R. 748, 116 Enacted H.R. 748, 134 Stat. 281 (hereafter “CARES Act”); and

**WHEREAS**, the CARES Act established the Coronavirus Relief Fund (hereafter “Fund”), and appropriated \$150 billion, and is to be used to make payments for specified uses to States and certain local governments, the District of Columbia, and United States Territories, and Tribal governments; and

**WHEREAS**, the County of Passaic (hereafter “County”) was appropriated eighty seven million five hundred sixty four thousand seven hundred and sixty seven dollars and twenty cents (\$87,564,767.20) from the Fund, to be used for expenditures incurred due to the public health emergency with respect to COVID-19, were not accounted for in the budget most recently approved as of March 27, 2020, and were incurred during the period that begins March 1, 2020 and ends on December 30, 2020; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders (hereafter “Board”), in compliance with guidance from the United States Treasury Department, is going to appropriate a portion of the Fund received by the County to improve telework capabilities for County employees to work remotely, to enable compliance with COVID-19 public health precautions, and maintain operational efficiency; and

**WHEREAS**, the County’s information and technology operations are directed by the Management and Information Systems’ Department (hereafter “MIS Department”), who manage all software and equipment on behalf of the County; and

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

**WHEREAS**, SHI International Corp. provided a quote for the purchase of Dell Latitude 5300 laptops and Dell Pro Briefcase 15 carrying cases, in the amount of one hundred twenty four thousand eight hundred and sixty three dollars (\$124,863.00), attached to and made part of this resolution, which is being recommended for approval by the Director of the MIS Department; and

**WHEREAS**, Dell Marketing L.P. submitted competitive pricing for computer equipment, peripherals & related services, Master G2B Blanket Purchase Order 19-TELE-00656 (hereafter “Master Purchase Order”), to the State of New Jersey, Division of Purchase and Property in the Department of Treasury; and

**WHEREAS**, SHI International Corp. is an authorized reseller of Dell Marketing L.P. equipment under the Master Purchase Order, pursuant to the National Association of State Procurement Officers Participating Addendum for New Jersey, and is authorized to accept orders and payments under same; 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 described herein; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of 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:11-12, the Passaic County Board of Chosen Freeholders awards a contract to SHI International Corp. in the amount of one hundred twenty four thousand eight hundred and sixty three dollars (\$124,863.00) for the purchase of Dell Latitude 5300 laptops and Dell Pro Briefcase 15 carrying cases; 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 an agreement and take any other steps necessary to carry out the purpose of this resolution.

MPJ

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$124,863.00

APPROPRIATION: G-01-41-962-020-PE1

PURPOSE: Resolution authorizing an award of contract to SHI International, Corp. for Dell Laptops and equipment.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr

**COUNTY OF PASSAIC**

MIS DEPT (Q) 973-754-6855  
 COUNTY OF PASSAIC  
 401 GRAND ST. RM 101  
 PATERSON, NJ 07505

REQUISITION	
NO.	R0-03810

S H I P T O	COUNTY OF PASSAIC MIS DEPT 401 GRAND ST. RM 101 PATERSON, NJ 07505
V E N D O R	VENDOR #: 08638 SHI INTERNATIONAL, CORP. 290 DAVIDSON AVENUE SOMERSET, NJ 08873

ORDER DATE: 06/26/20  
 DELIVERY DATE:  
 STATE CONTRACT: MNWNC-108  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
100.00	Dell Latitude 5300 Catalog #: NPN-DELL	G-01-41-962-020-PE1	1,209.9100	120,991.00
100.00	Dell Pro Briefcase 15 As per quote 19062442	G-01-41-962-020-PE1	38.7200	3,872.00
	State Contract Contract #: MNWNC-108 Subcontract #: 19-TELE-00656			
	Omnibus: R20191261 Dated 12/30/19			
	For County use COVID Expense Catalog #: 460-BCMU			
			TOTAL	124,863.00

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200550

REQUESTING DEPARTMENT

DATE



Pricing Proposal  
 Quotation #: 19062442  
 Created On: 6/24/2020  
 Valid Until: 7/24/2020

---

**COUNTY OF PASSAIC**


---



---

**Account Executive**


---

**Micah Hassinger**  
 401 Grand St,  
 Rm 101  
 Paterson, NJ 07524  
 United States  
 Phone: 9733895940  
 Fax:  
 Email: micahh@passaiccountynj.org

**John Turba**  
 300 Davidson Ave,  
 Somerset NJ 08873  
 Phone: 201-953-0265  
 Fax:  
 Email: John\_Turba@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dell Latitude 5300 Dell - Part#: NPN-DELL Contract Name: Computer Equipment, Peripherals & Related Services Contract #: MNWNC-108 Subcontract #: 19-TELE-00656	100	\$1,209.91	\$120,991.00
2 Dell Pro Briefcase 15 (PO1520C) Dell - Part#: 460-BCMU Contract Name: Computer Equipment, Peripherals & Related Services Contract #: MNWNC-108 Subcontract #: 19-TELE-00656	100	\$38.72	\$3,872.00
		<b>Total</b>	<b>\$124,863.00</b>

---

**Additional Comments**


---

Please send vouchers to 290 Davidson Ave, Somerset NJ 08873

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

---

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200550

## Bill of Materials Per Unit

## Dell Latitude 5300

Description	SKU	Unit Price	Qty	Subtotal
Latitude 5300 BTX Base	210-ARYC	-	1	-
8th Generation Intel Core i7-8665U Processor (4 Core,8MB Cache,1.9GHz,15W, vPro-Capable)	379-BDLE	-	1	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	1	-
No AutoPilot	340-CKSZ	-	1	-
Microsoft(R) Office 30 Days Trial	658-BCSB	-	1	-
Intel Core i7-8665U Processor with Integrated Intel UHD 620 Graphics	338-BROO	-	1	-
Latitude 5300 Assembly Base	338-BROQ	-	1	-
Intel® vPro Active Management Technology (for vPro GPU, vPro Capable)	631-ACCH	-	1	-
8GB, 1x8GB, DDR4 Non-ECC	370-AECX	-	1	-
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BBNS	-	1	-
13.3" FHD WVA(1920x1080)AG Non-Touch,Super Low Power,Cam&Mic,WLAN/WWAN Capable,Privacy Shutter	391-BEIR	-	1	-
Palmrest with Fingerprint Reader and SmartCard Reader	346-BFIL	-	1	-
Single Pointing US English Keyboard with Backlight	583-BFLY	-	1	-
Wireless Drivers for Intel 9560 + Bluetooth 5.0	555-BEWO	-	1	-
Intel Dual Band Wireless AC 9560 (802.11ac) 2x2, Bluetooth 5.0	555-BEDV	-	1	-
No Mobile Broadband Card	556-BBCD	-	1	-
4 Cell 60Whr ExpressCharge Capable Battery	451-BCIY	-	1	-
65W AC Adapter, 7.4mm Barrel	492-BBXF	-	1	-
No Anti-Virus Software	650-AAAM	-	1	-
OS-Windows Media Not Included	620-AALW	-	1	-
E5 US Power Cord	450-AAEJ	-	1	-
Latitude 5300 Quick Start Guide	340-CLYD	-	1	-
US Order	332-1286	-	1	-
Safety/Environment and Regulatory Guide (English/French Multi-language)	340-AGIK	-	1	-
Fixed Hardware Configuration	998-DLKJ	-	1	-
Regulatory Label, FCC	389-DPGZ	-	1	-
Supplemental	525-BBCL	-	1	-

**Introduced on:** July 14, 2020  
**Adopted on:** July 14, 2020  
**Official Resolution#:** R20200550

COUNTY OF PASSAIC

MIS DEPT (Q) 973-754-6855  
 COUNTY OF PASSAIC  
 401 GRAND ST. RM 101  
 PATERSON, NJ 07505

REQUISITION	
NO.	R0-03810

S H I P  T O	COUNTY OF PASSAIC MIS DEPT 401 GRAND ST. RM 101 PATERSON, NJ 07505
V E N D O R	VENDOR #: 08638 SHI INTERNATIONAL, CORP. 290 DAVIDSON AVENUE SOMERSET, NJ 08873

ORDER DATE: 06/26/20  
 DELIVERY DATE:  
 STATE CONTRACT: MNWNC-108  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
100.00	Dell Latitude 5300 Catalog #: NPN-DELL	G-01-41-962-020-PE1	1,209.9100	120,991.00
100.00	Dell Pro Briefcase 15 As per quote 19062442	G-01-41-962-020-PE1	38.7200	3,872.00
	State Contract Contract #: MNWNC-108 Subcontract #: 19-TELE-00656			
	Omnibus: R20191261 Dated 12/30/19			
	For County use COVID Expense Catalog #: 460-BCMU			
			TOTAL	124,863.00

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200550

REQUESTING DEPARTMENT

DATE

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION RETAINING MCKUSKER, ANSELM, ROSEN, & CARVELLI, P.C. FOR OUTSIDE LEGAL SERVICES IN WHICH THE COUNTY OF PASSAIC IS A NAMED PARTY, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY ADMINISTRATOR

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200551							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION RETAINING MCKUSKER, ANSELM, ROSEN, & CARVELLI, P.C.  
FOR OUTSIDE LEGAL SERVICES IN WHICH THE COUNTY OF PASSAIC IS A  
NAMED PARTY, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a named defendant in the matter of *Shulterbrondt v. County of Passaic, et al.*, Docket No. PAS-I-1838-20, (hereafter “Shulterbrondt Matter”) filed in Superior Court of New Jersey, requiring the retention of outside legal counsel; and

**WHEREAS**, the County is a named defendant in the matter of *Tarqui v. County of Passaic, et al.*, Docket No. PAS-I-1616-20 (hereafter “Tarqui Matter”), filed in the Superior Court of New Jersey, requiring the retention of outside legal counsel; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, *et seq.* the County issued RFQ-20-054, seeking qualifications for a pool of outside legal counsel and special litigation 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 January 28, 2020 the Passaic County Board of Chosen Freeholders (hereafter “Board”) passed Resolution No. R20200044 qualifying a pool of outside legal counsel and special litigation counsel for calendar year 2020, as recommended by the Passaic County Counsel, to be hired on an as-needed basis, which included McKusker, Anselmi, Rosen, & Carvelli, P.C.; and

**WHEREAS**, the Passaic County Counsel is recommending to the Board to retain McKusker, Anselmi, Rosen, & Carvelli, P.C, for an amount not to exceed thirty five thousand dollars (\$35,000) in the Shulterbrondt Matter, and an amount to exceed thirty thousand dollars (\$30,000) in the Tarqui Matter, to provide legal defense for the County; 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 described herein; and

**WHEREAS**, this matter was discussed at the June 30, 2020 meeting of 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 McKusker, Anselmi, Rosen, & Carvelli, P.C as follows: (1) in an amount to exceed thirty five thousand dollars (\$35,000) in the Shulterbrondt Matter; and (2) in an amount to exceed thirty thousand dollars (\$30,000) in the Tarqui Matter, to provide legal defense for the County; 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 contracts to McKusker, Anselmi, Rosen, & Carvelli, P.C, 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.

MPJ

July 14, 2020

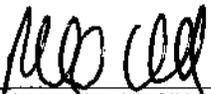
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$65,000.00

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

PURPOSE: Resolution retaining McKusker, Anselmi, Rosen, & Carvelli, P.C. for outside legal services in which the County of Passaic is a named party.

  
Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## County of Passaic

Information Technology

401 Grand Street, Room 101, Paterson, NJ 07505

Micah Hassinger

*Director of Information Technology*

TEL: (973) 754-6855

### Memorandum

**To:** Finance and Administration Committee

**From:** Micah Hassinger, Director of Information Technology

**Re:** RFP-20-015, Attendance Enterprise Software, Support and Hardware

**Date:** June 30, 2020

### Background and Scoring Criteria

On June 29, 2020, Passaic County Deputy Administrator Kelly Ruffel, Chief Information Officer Joshua Schmoekler and IT Director Micah Hassinger (hereafter "Review Committee") met to review and score responses to RFP-20-016, Attendance Enterprise Software, Support and Hardware (hereafter "RFP") in conformance with the requirements of N.J.S.A. 40A:11-4.1. Pursuant to the RFP, the proposal was scored using the following weighted scoring criteria: (1) Technical, 30/100; (2) Management, 30/100; and (3) Cost, 40/100.

1. Technical

National Time Systems has displayed that it is familiar with the nuances of a project of this scale and has presented that it has customers of a similar size within the State of New Jersey. (27/30)

2. Management

National Time Systems has demonstrated from their years of experience and from interactions with other customers that their management stands behind their team of professionals. (28/30)

3. Cost

National Time System's pricing structure is in line with the projected budgeted costs for the services provided and comparable to the market value of the services requested by the County in the RFP. (36/40)

**TOTAL= 91/100**



# County of Passaic

Information Technology

401 Grand Street, Room 101, Paterson, NJ 07505

Micah Hassinger

*Director of Information Technology*

TEL: (973) 754-6855

## Memorandum

**To:** Finance and Administration Committee

**From:** Micah Hassinger, Director of Information Technology

**Re:** RFP-20-015, Attendance Enterprise Software, Support and Hardware

**Date:** June 30, 2020

### Background and Scoring Criteria

On June 29, 2020, Passaic County Deputy Administrator Kelly Ruffel, Chief Information Officer Joshua Schmoekler and IT Director Micah Hassinger (hereafter "Review Committee") met to review and score responses to RFP-20-016, Attendance Enterprise Software, Support and Hardware (hereafter "RFP") in conformance with the requirements of N.J.S.A. 40A:11-4.1. Pursuant to the RFP, the proposal was scored using the following weighted scoring criteria: (1) Technical, 30/100; (2) Management, 30/100; and (3) Cost, 40/100.

1. Technical

National Time Systems has displayed that it is familiar with the nuances of a project of this scale and has presented that it has customers of a similar size within the State of New Jersey. (27/30)

2. Management

National Time Systems has demonstrated from their years of experience and from interactions with other customers that their management stands behind their team of professionals. (28/30)

3. Cost

National Time System's pricing structure is in line with the projected budgeted costs for the services provided and comparable to the market value of the services requested by the County in the RFP. (36/40)

**TOTAL= 91/100**

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION RETAINING INTEGRA REALTY RESOURCES, INC. FOR REAL ESTATE APPRAISAL SERVICES FOR 317 PENNSYLVANIA AVENUE, PATERSON, NEW JERSEY 07503, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

COUNTY ADMINISTRATOR

REVIEWED BY:

Anthony J. De Nova III

COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.

COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20200552							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-5							
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: July 15, 2020

**RESOLUTION RETAINING INTEGRA REALTY RESOURCES, INC. FOR REAL ESTATE APPRAISAL SERVICES FOR 317 PENNSYLVANIA AVENUE, PATERSON, NEW JERSEY 07503, PURSUANT TO N.J.S.A. 40A:11-5, ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) owns the building located at 317 Pennsylvania Avenue, Paterson, New Jersey 07503 (hereafter “317 Pennsylvania Avenue”), which formerly served as the County’s Administration Building, and is currently used by various County departments for office and commercial space; and

**WHEREAS**, the County is currently under construction on a new public works facility at the Nike Base in Wayne, New Jersey, where the various County departments are going to be relocated to upon completion, and 317 Pennsylvania Avenue will be vacant; and

**WHEREAS**, consequently, the County is going to auction 317 Pennsylvania Avenue, in accordance with the law, and requires a real estate appraisal of the property to determine the fair market value in the sale of same; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, et seq. the County issued RFQ-20-052, seeking qualifications for a pool of outside real estate appraisers 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 real estate appraisers 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 January 28, 2020 the Passaic County Board of Chosen Freeholders (hereafter “Board”) passed Resolution No. R20200026, qualifying a pool of outside real estate appraisers for calendar year 2020, as recommended by the Passaic County Engineer, to be hired on an as-needed basis, which included Integra Realty Resources, Inc.; and

**WHEREAS**, the Passaic County Administrator is recommending to the Board to retain Integra Realty Resources, Inc. for an appraisal of 317 Pennsylvania Avenue, for an amount not to exceed four thousand dollars (\$4,000); 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 described herein; and

**WHEREAS**, this matter was discussed at the June 30, 2020 meeting of 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 authorizes an award of contract to Integra Realty Resources, Inc. in an amount not to exceed four thousand dollars (\$4,000) for an appraisal of 317 Pennsylvania Avenue, Paterson, New Jersey 07503; 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 Integra Realty Resources, Inc., 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.

MPJ

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$4,000.00

APPROPRIATION: 0-01-20-102-001-233

PURPOSE: Resolution retaining Integra Realty Resources, Inc. for Real Estate Appraisal Services for 317 Pennsylvania Avenue, Paterson, NJ.



Richard Cahill, Chief Financial Officer

DATED: July 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING AN EXTENSION OF THE SHARED SERVICES AGREEMENT BETWEEN THE COUNTY OF PASSAIC AND STATE OF NEW JERSEY FOR REGIONAL MEDICAL EXAMINER SERVICES, PURSUANT TO N.J.S.A. 40A:65-1, ET SEQ. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY ADMINISTRATOR

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200553							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING AN EXTENSION OF THE SHARED SERVICES AGREEMENT BETWEEN THE COUNTY OF PASSAIC AND STATE OF NEW JERSEY FOR REGIONAL MEDICAL EXAMINER SERVICES, PURSUANT TO N.J.S.A. 40A:65-1, ET SEQ.**

**WHEREAS**, pursuant to N.J.S.A. 40A:65-1, et seq., known and referred to as the Uniform Shared Services and Consolidation Act, the County of Passaic (hereafter “County”) is authorized to contract with other local units to effectuate agreements for any service or circumstance intended to reduce property taxes through the reduction of local expenses; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-4, the County entered into an agreement with the State of New Jersey, Department of Health, Office of the Chief State Medical Examiner (hereafter “Chief State Medical Examiner”), to provide regional medical examiner services (hereafter “Agreement”); and

**WHEREAS**, the Passaic County Board of Chosen Freeholders (hereafter “Board”) authorized the Agreement pursuant to Resolution No. R20160254, for a term beginning July 1, 2015 and expiring June 30, 2020; and

**WHEREAS**, the Chief State Medical Examiner, because of the Public Health Emergency caused by the outbreak of Coronavirus-19 (hereafter “COVID-19”), is requesting to the County that the Agreement be extended by three (3) months, retroactive to July 1, 2020 and expiring September 30, 2020; and

**WHEREAS**, the Passaic County Administrator is recommending that the Agreement be extended for a three (3) month term, for a term beginning retroactive to July 1, 2020 and expiring September 30, 2020; 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 described herein; and

**WHEREAS**, this matter was discussed at the June 30, 2020 meeting of 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: 65-1, et seq., that the Passaic County Board of Chosen Freeholders is authorizing the extension of the shared services agreement with the State of New Jersey, Department of Health, Office of the Chief State Medical Examiner for regional medical examiner services for an additional three (3) month term, beginning retroactive to July 1, 2020 and expiring September 30, 2020; 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.

MPJ

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$500,000.00

APPROPRIATION: 0-01-22-137-001-213

PURPOSE: Resolution authorizing an extension of the shared services agreement between the County of Passaic and State of New Jersey for Regional Medical Examiner Services.



Richard Cahill, Chief Financial Officer

DATED: July 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: Jul 14, 2020 - 6:00 PM

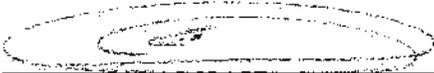
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING AN AGREEMENT WITH CONCORD ENERGY SERVICES FOR ENERGY ADVISORY AND COMMODITY PROCUREMENT CONSULTING FOR THE COUNTY OF PASSAIC ENERGY AGGREGATION PROGRAM, PURSUANT TO N.J.S.A. 40A:11-5(w). ALL AS NOTED IN THE RESOLUTION.

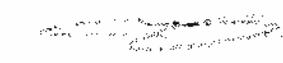
THIS RESOLUTION WAS REQUESTED BY:

PURCHASING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Administration and Finance  
COMMITTEE NAME

Official Resolution#	R20200554							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-7							
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: July 15, 2020

**RESOLUTION AUTHORIZING AN AGREEMENT WITH CONCORD ENERGY SERVICES FOR ENERGY ADVISORY AND COMMODITY PROCUREMENT CONSULTING FOR THE COUNTY OF PASSAIC ENERGY AGGREGATION PROGRAM, PURSUANT TO N.J.S.A. 40A:11-5(w)**

**WHEREAS**, the County of Passaic (hereafter “County”) is authorized to establish a government aggregator and energy aggregation program to purchase electric generation service and natural gas, pursuant to N.J.S.A. 48:3-93.1, et seq. and N.J.A.C. 14:4-6.1, et seq., that increases the competition for the provision of electric power and natural gas to residential and non-residential users, thereby increasing the likelihood of lower electric and natural gas rates; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders (hereafter “Board”) passed Resolution No. R2013731, authorizing a government energy aggregation program, pursuant to N.J.S.A. 48:3-93.1, et seq. and N.J.A.C. 14:4-6.1, et seq. (hereafter “Energy Aggregation Program”); and

**WHEREAS**, in order to assist the County with the development and implementation of the Energy Aggregation Program, and to procure electric and natural gas markets, the County requires administrative services from a qualified consultant; and

**WHEREAS**, Concord Energy Services (hereafter “Concord”) submitted a proposal dated June 26, 2020 for energy advisory and commodity procurement consulting for the County, which is attached to and made part of this resolution, and is being recommended by the Passaic County Purchasing Agent for approval; and

**WHEREAS**, in a letter dated February 5, 2020, the State of New Jersey, Board of Public Utilities, Concord was registered as an energy agent, private aggregator, and energy consultant, in accordance with the Electric Discount and Energy Competition Act of 1999, N.J.S.A. 48:3-49, et seq., which is attached to and made part of this resolution; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(w), the County may award a contract the amount of which exceeds the bid threshold, may be negotiated and awarded by the governing body, for the purchase of electricity or administrative or dispatching services directly related to the transmission of purchased electricity by a contracting unit engaged in the generation of electricity; and

**WHEREAS**, this matter was discussed at the June 30, 2020 meeting of 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(w), that the Passaic County Board of Chosen Freeholders is authorizing the proposal with Concord Energy Services for energy advisory and commodity procurement consulting for the County of Passaic for the Energy Aggregation Program; and

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, Purchasing Agent, 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.

MPJ

July 14, 2020



RECEIVED  
FEB 10 2020

CONCORD ENGINEERING

Philip D. Murphy  
Governor

Shella Y. Oliver  
Lt. Governor

STATE OF NEW JERSEY  
Board of Public Utilities  
44 South Clinton Avenue, 9th Floor  
Trenton, New Jersey 08625-0350  
[www.nj.gov/bpu/](http://www.nj.gov/bpu/)

Joseph L. Fiordaliso  
President

Mary-Anna Holden  
Commissioner

Djanne Solomon  
Commissioner

Upendra Chivukula  
Commissioner

Bob Gordon  
Commissioner

February 5, 2020

Vicki Molloy  
Vice President  
Concord Engineering Group  
d/b/a Concord Energy Services  
520 S. Burnt Mill Road  
Voorhees, New Jersey 08043

Re: **Energy Agent, Private Aggregator, and Energy Consultant Renewal Registrations**  
Docket Nos. EE19111440L and GE19111441L

Dear Ms. Molloy:

In accordance with the Electric Discount and Energy Competition Act of 1999, N.J.S.A. 48:3-49 et seq., at its February 5, 2020 Agenda meeting, the New Jersey Board of Public Utilities renewed the **REGISTRATIONS**, numbers EA-0086, PA-0077, and EC-0025, as an Energy Agent, Private Aggregator, and Energy Consultant issued to Concord Engineering Group d/b/a Concord Energy Services.

These registrations are effective February 5, 2020 and will expire on February 4, 2021. These registrations and the rights thereunder are **Non-Transferable**.

*This letter is not an endorsement of, nor is it intended for use in, the marketing promotions of the registrant. Registrants shall comply with all applicable law, including the Electric Discount and Energy Competition Act, which prohibits the unauthorized change of a customer's energy provider and other fraudulent and illegal marketing activities.*

If you have any questions, please contact Jehvson Espritu at (609) 292-0744.

Sincerely,

Aida Camacho-Welch  
Secretary of the Board

ACW/joe

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200554



JUNE 26, 2020

COUNTY OF PASSAIC  
 PASSAIC COUNTY PROCUREMENT CENTER  
 495 RIVER ST – 2<sup>ND</sup> FLOOR  
 PATERSON, NJ 07524  
 ATTN: SHERRY ARVANITAKIS, QPA  
 PURCHASING AGENT

**RE: PROPOSAL FOR ENERGY ADVISORY AND COMMODITY PROCUREMENT  
 CONSULTING FOR THE COUNTY OF PASSAIC, NEW JERSEY**

**PROPOSAL NO. 7P20295.00**

Dear Ms. Arvanitakis,

**INTRODUCTION**

In accordance with your request, Concord Engineering Group, Inc., dba Concord Energy Services (CES), is pleased to submit this proposal to provide Electricity and/or Natural Gas Energy Procurement/Consulting Services.

**ENERGY PROCUREMENT PROGRAM DEVELOPMENT**

CES proposes to assist the County with the development and implementation of an energy procurement program for the County and its Cooperative Participants to effectively navigate the deregulated electric and/or natural gas energy markets and to purchase energy at the lowest cost possible for facilities operated by the County and the Cooperative Participants. Specifically, CES will provide the County as the Lead Agent, with the scope of services identified below.

**SCOPE OF SERVICES**

**Phase I**

**Program Design**

We will collect, assemble and analyze a minimum of twelve (12) months of historical electricity and natural gas usage data. We have the ability to obtain historical usage and utility data quickly and efficiently. Through our electronic data interchange (EDI) service provider DataTrans Solutions, Inc. (DTS), we have the ability to utilize DTS' web-based platform and software to connect directly to the utility's mainframe for the purposes of gathering historical usage and other relevant utility data in a fast and efficient manner.

**CORPORATE OFFICE**  
 520 S. Burnt Mill Road  
 Voorhees, NJ 08043  
 856.427.0200

**PHILADELPHIA**  
 3020 Market St., #103  
 Philadelphia, PA 19104  
 215.387.1011

**ATLANTIC CITY**  
 2311 Atlantic Avenue  
 Atlantic City, NJ 08401  
 609.246.7255

**PRINCETON**  
 100 Overlook Ctr., 2<sup>nd</sup> Flr.  
 Princeton, NJ 08540  
 609.375.2253

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200554

[www.concord-engineering.com](http://www.concord-engineering.com)

- ✧ Evaluation of historical usage patterns, perform load profile analysis, existing rate(s) and/or rate tariffs and existing pricing structures.
- ✧ Assessment of available product structures and market pricing with a focus on risk tolerance and maximum measured savings for BGS and CIEP tariff rates. In energy contracting as with any endeavor, accepting certain calculated risks can yield significant rewards. Concord will advise the risks and rewards in detail and assist in making an informed decision on the adoption of the best suited sourcing strategy.
- ✧ Provide recommendations for Bid Lots that include the aggregation of facilities and single source facilities where appropriate based on current load profile, LDC and rate tariff.
- ✧ Provide commodity expertise of current and future market commodity conditions.
- ✧ Provide expertise on the procurement of renewable energy strategies.
- ✧ Development of strategic sourcing strategies and recommendations will be based upon reasonable, sound and defensible approaches to the commodity market with a focus on cost reduction and savings, safe and reliable supply, minimizing commodity market risk and exposure and maximizing Third Party Supplier (TPS) participation. Strategic sourcing strategies implemented will only be in your best interest.
- ✧ Provide alternative energy usage analyses and reports as requested.

### **Program Development**

- ✧ Concord will recommend a procurement strategy which includes bid timing, contract duration, contract structure, pricing products to include pricing alternatives and account classifications for electricity and natural gas in accordance with the strategic sourcing and risk management strategy.
- ✧ We will prepare and organize energy usage data, participating facility profiles, and develop formal bid specifications to include technical specifications and scope, Master Supply Agreements, and all necessary related bid documents required and in accordance with NJ Local Procurement Law and Administrative Code.
- ✧ The RFP may include agreed upon aggregations of sites and/or single source sites.
- ✧ Bid pricing will be requested and segregated by Utility and then by utility/rate tariff to alleviate any subsidization of accounts i.e.: Large accounts or accounts with favorable load profiles from subsidizing the smaller accounts.
- ✧ Identify all NJBPU licensed retail suppliers.
- ✧ Assist in the development of energy budgets.
- ✧ Assist and advise on other energy related services.
- ✧ Assist with the advertisement of the RFB Notice of Intent as well as the issuance of the RFB either through the traditional bid process, online bid receipt or via an approved online platform pursuant to the Local Unit Electronic Technology Pilot Program.

### **Bidding Practices and Processes**

Different bid processes and methodologies can create different objectives, but transparency is always a primary goal. Closed bid competitive purchase RFBs, online bid receipt or state-of-the-art online reverse auctions can be utilized. Concord's online bidding and reverse auction process and methodology are approved by New Jersey Division of Local Government Services pursuant to the Local Unit Electronic Technology Program, (P.L.2001, c. 30). Our Online Auction Platform complies with the new rules N.J.A.C. 5:34-5.1 through 5.15, which establish the regulatory framework for electronic procurement. Over the last decade, Concord has been involved with numerous approaches to bidding including the Traditional Sealed Bid format and Online Reverse Auction methods. Concord will work with the Client to determine a bidding practice that will yield optimum results and create a robust competitive environment. Many factors will come into consideration to determine whether the Online Bidding and/or Reverse Auction method is appropriate. Factors such as annual consumption, number and complexity of

accounts and bid lots, potential supplier participation, as well as rate tariffs will be taken into consideration.

Once data collection and load profiling has been completed, we will meet and discuss the benefits and considerations of each available approach, helping to decide which process is best to proceed.

## **Phase II**

### **Program Execution**

We will administer the bid process and ensure all NJBPU licensed suppliers receive the bid per appropriate channels and respond to all requests for information (RFI) from potential bidders as appropriate and make the Client aware of such requests and responses. Concord will attend all bid openings, review all bid responses, analyze all bid results and provide recommendations for award of contract(s).

Concord will provide a complete audit trail to include all supplier communications to include the Q&A stage of the RFB with prospective and/or actual bidders. Concord will prepare the bid specifications and all addendum required and ensure receipt from all bidders. Concord will provide pre-bid meetings to review the bid specifications and allow for questions to be submitted and answered. This process has been very successful in ensuring that all required bid documents are received in order to ensure all parties are provided with the same information at the same time.

### **Continued Monitoring and Ongoing Support**

We believe the services provided in this stage are most important and extremely valuable to our Clients. As part of our energy consulting service, Concord provides ongoing post award and Energy Advisory Account services and support as needed and requested throughout the duration of the term. After finalization of supplier contracts, Concord will fully manage the utility supplier relations to include coordination of the enrollment of all accounts with the supplier and utility and assist as necessary with periodic supplier billing review and all Supplier billing issues and dispute resolution.

Concord will also provide assistance on local utility issues to include LDC tariffs, service account classifications, metering and billing issues. Concord will also monitor regulatory changes that may affect future bids and be available to answer questions about the process and results. Concord will also continually monitor third party energy supplier's credit rating, ability to perform, standing and services. In addition, we will be available at any time for expert advice and provide continuous support for all programs.

### **Continuous Program Refinement**

Concord will continue to provide superior customer service and program refinement services. We will continually monitor the market for future buying opportunities and communicate material events or changes including future savings opportunities. This dynamic approach will be incorporated to ensure sourcing of future commodity requirements are as market opportunities dictate, not as contracts expire. We will monitor the competitive environment and work to develop and implement appropriate cutting-edge sourcing strategies that ensure minimum risk, budget stability and ongoing maximum savings.

### **COMPENSATION**

In recognition of Concord's services provided under this Agreement, Concord proposes that our fees be structured as an Energy Agent Consulting Fee that will be incorporated into the electricity supply and/or natural gas supply bid specifications as a \$/kWh or \$/therm fee. This fee will be included in the Third-

Party Supplier (TPS) bid pricing received and incorporated into each awarded energy supply contract to be paid to Concord based upon actual monthly usage for the duration of the contract term. Concord will not require any upfront fees for the Consultant/Administration of the County's Cooperative Program.

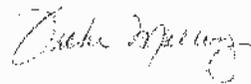
The specific all-inclusive Fee Concord proposes for its services.

Electricity \$0.002/kWh  
Natural Gas \$0.014/therm

**Concord's services as the energy consultant to the County of Passaic for all services shall commence on the date of this proposal and such services shall continue for a period of one (1) year, the remainder of this calendar year (2020), or for the duration of the Third Party Supplier agreement, whichever is longer.**

We trust you will find the terms and conditions described above satisfactory. If so, please indicate your acceptance by issuing the necessary resolution and returning one signed copy of this confirming proposal to our office. We look forward to assisting you in this project. Please do not hesitate to contact me directly at 609.304.4071 if you have any questions regarding the information contained herein.

Respectfully submitted,  
**CONCORD ENERGY SERVICES**

  
Vicki Molloy, CEP  
Vice President, Energy Services

**ACCEPTED BY:**

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

**TITLE:** \_\_\_\_\_

**FOR CLIENT:** COUNTY OF PASSAIC

**DATE:** \_\_\_\_\_

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION TO AMEND RESOLUTION R2019-1010 DATED NOVEMBER 18, 2019, TO APPLY FOR AND ACCEPT DRUG ENFORCEMENT DEMAND REDUCTION FUNDS THROUGH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FOR THE PASSAIC COUNTY MUNICIPAL ALLIANCE PROGRAM FOR THE PERIOD OF OCTOBER 1, 2020 THROUGH JUNE 30, 2021 IN THE AMOUNT OF \$181,571.00 AS AUTHORIZED BY N.J.S.A. 26:2BB. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HUMAN SERVICES

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#	R20200555							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-8							
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: July 15, 2020

**RESOLUTION TO AMEND RESOLUTION R2019-1010 DATED NOVEMBER 18, 2019, TO APPLY FOR AND ACCEPT DRUG ENFORCEMENT DEMAND REDUCTION FUNDS THROUGH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FOR THE PASSAIC COUNTY MUNICIPAL ALLIANCE PROGRAM FOR THE PERIOD OF OCTOBER 1, 2020 THROUGH JUNE 30, 2021 IN THE AMOUNT OF \$181,571.00 AS AUTHORIZED BY N.J.S.A. 26:2BB.**

**WHEREAS**, pursuant to Resolution R2019-1010 dated November 18, 2019, the Board of Chosen Freeholders of the County of Passaic (hereafter "Board") authorized the Human Services Department to apply for and accept Drug Enforcement Demand Reduction (hereafter "DEDR") funds through the Governor's Council on Alcoholism and Drug Abuse (hereafter "GCADA") for the Municipal Alliance Program in the amount of \$548,405.00 for July 1, 2020 through June 30, 2021; and

**WHEREAS**, due to a significant decrease in DEDR fund collections in Fiscal Year 2020, the GCADA is announcing a reduction to the previously awarded county grants for Fiscal Year 2021; and

**WHEREAS**, the Governor has extended the state budget for Fiscal Year 2020 to include five fiscal quarters ending on 9/30/2020 and shortened Fiscal Year 2021 to have three fiscal quarters beginning on 10/1/2020 and ending on 6/30/2021; and

**WHEREAS**, GCADA is announcing its intention to provide a revised grant to Passaic County for the Fiscal Year 2021 Alliance to Prevent Alcoholism and Drug Abuse Program; and

**WHEREAS**, the revised allocation for Fiscal Year 2021 per formula from the DEDR fund including coordination is \$181,571.00; and

**WHEREAS**, the grant period will begin October 1, 2020 and continue through June 30, 2021, contingent upon the availability of funds and subject to the rules of the New Jersey Department of Treasury; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 26:2BB, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the amendment of Resolution R2019-1010 dated November 18, 2019, to apply for and accept Drug Enforcement Demand Reduction funds through the Governor's Council on Alcoholism and Drug Abuse for the Passaic County Municipal Alliance Program for the period of October 1, 2020 through June 30, 2021 in the amount of \$181,571.00; and

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk and any other appropriate county official be authorized to execute the necessary agreement to effectuate the above.

JDP:lc

Dated: July 14, 2020



**RESOLUTION REQUEST FORM**

1. **NAME OF REQUESTER:** Francine Vince, MSW  
**Telephone #:** 973-881-2834

**DESCRIPTION OF RESOLUTION:**

RESOLUTION TO AMEND R20191010 (11/18/2019) TO APPLY AND ACCEPT DRUG ENFORCEMENT DEMAND REDUCTION (DEDR) FUNDS THROUGH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE (GCADA) FOR THE PASSAIC COUNTY MUNICIPAL ALLIANCE PROGRAM FOR THE PERIOD OF OCTOBER 1, 2020 THROUGH JUNE 30, 2021 (FY2021) IN THE AMOUNT OF \$181,571.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF THE REQUISITION FROM EDMUNDS

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

3. **AMOUNT OF EXPENDITURE:** \$ \_\_\_\_\_  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** \_\_\_\_\_

4. **METHOD OF PROCUREMENT:**

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

5. **COMMITTEE REVIEW:**

**DATE:**

<input type="checkbox"/> Administration & Finance	_____
<input type="checkbox"/> Budget	_____
<input type="checkbox"/> Health	_____
<input checked="" type="checkbox"/> Human Services	<u>7/1/20</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: \_\_\_\_\_

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200555



State of New Jersey

GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE  
PO BOX 545  
TRENTON, NEW JERSEY 08625-0545

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

NEIL VAN ESB  
*Assembly Chairman*

CELINA LEVY  
*Executive Director*

FY2021 LETTER OF INTENT

REVISED 6/24/2020

June 24, 2020

Brenda Browne  
Passaic County Division of Mental Health and Addiction Services  
401 Grand Street, Room 506  
Paterson, NJ 07505

Dear Ms. Browne:

Due to a significant decrease in Drug Enforcement Demand Reduction (DEDR) Fund collections in Fiscal Year 2020, the Governor's Council on Alcoholism and Drug Abuse (GCADA) is announcing a reduction to the previously awarded county grants for Fiscal Year 2021. The Governor has extended the state budget for Fiscal Year 2020 to include five fiscal quarters ending on 9/30/2020 and shortened Fiscal Year 2021 to have three fiscal quarters beginning on 10/1/2020 and ending on 6/30/2021.

The Governor's Council on Alcoholism and Drug Abuse (GCADA) is announcing its intention to provide a revised grant to Passaic County for the Fiscal Year 2021 Alliance to Prevent Alcoholism and Drug Abuse Program. The revised allocation for Fiscal Year 2021 per formula from the Drug Enforcement Demand Reduction (DEDR) Fund, including coordination is **\$181,571**.

The grant period will begin October 1, 2020 and continue through June 30, 2021. This letter of intent is contingent upon the availability of funds and is subject to the rules of the New Jersey Department of Treasury.

County coordination funds are included in your funding formula award. Counties may take a maximum of \$52,500 toward County Coordination in Fiscal Year 2021. In Fiscal Year 2022, the county coordination maximum funding will be restored to \$70,000 for those four quarters. County spending plans will be approved by the GCADA in accordance with established grant guidelines.

In Fiscal Year 2021, up to 5% of DEDR funds up to a maximum of \$15,000, may be used for countywide activities. These activities should focus on training for the Municipal Alliances and community partners. The trainings and activities chosen must benefit the county-at-large and are held at the County's discretion.

Counties will only be permitted to contract with Municipal Alliances that attended the required GCADA trainings on the needs assessment and strategic planning process. Refer to the enclosed "Guidelines for Distributing Funds from Non-Participating Municipalities" for assistance with reallocating funds from municipalities that are not participating for FY 2021.

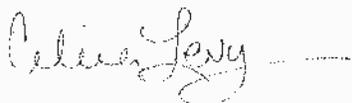
All funds will be reimbursed to the counties after receipt and acceptance of the required expenditure reports, programmatic reports and vouchers including supporting backup documentation.

The submission and approval of the revised County Alliance Plan, including a detailed budget for county coordination and countywide activities, will be required to access these funds. Plans must be submitted to GCADA by August 3, 2020. *Plans received past the due date will not be assured of approval by October 2020.*

Please be advised that no County Alliance Plan will be reviewed or presented to the full Council for approval if the County is not up to date with its expenditure and programmatic reports for the prior grant term.

The County's continued cooperation and support are appreciated.

Sincerely,



Celina Levy  
Executive Director

C: Donna Huber, Passaic County Alliance Coordinator

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

401 Grand Street  
Paterson, New Jersey 07505

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

Anthony J. De Nova III  
Administrator

Michael H. Glovin, Esq.  
County Counsel

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



## Public Meeting (Board Meeting)

Date: Nov 18, 2019 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING THE HUMAN SERVICES DEPARTMENT DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES TO APPLY FOR AND ACCEPT DRUG ENFORCEMENT DEMAND REDUCTION (DEDR) FUNDS THROUGH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE (GCADA) FOR THE MUNICIPAL ALLIANCE PROGRAM IN THE AMOUNT OF \$548,405.00 FOR JULY 1, 2020 TO JUNE 30, 2021 (FY2021), ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HUMAN SERVICES

REVIEWED BY:

  
Anthony J. De Nova III

COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Michael H. Glovin, Esq.

COUNTY COUNSEL

Human Services

COMMITTEE NAME

Official Resolution#		R20191010							
Meeting Date		11/18/2019							
Introduced Date		11/18/2019							
Adopted Date		11/18/2019							
Agenda Item		k-31							
CAF #									
Purchase Req. #									
Result		Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.	
Bartlett	✓				✓				
Lazzara	✓				✓				
Akhter	✓				✓				
Best Jr.	✓				✓				
Duffy	✓		✓		✓				
James	✓				✓				
Lepore	✓		✓		✓				

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

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200555

Dated: November 19, 2019

**RESOLUTION AUTHORIZING THE HUMAN SERVICES  
DEPARTMENT DIVISION OF MENTAL HEALTH AND  
ADDICTION SERVICES TO APPLY FOR AND ACCEPT DRUG  
ENFORCEMENT DEMAND REDUCTION (DEDR) FUNDS  
THROUGH THE GOVERNOR'S COUNCIL ON ALCOHOLISM  
AND DRUG ABUSE (GCADA) FOR THE MUNICIPAL  
ALLIANCE PROGRAM IN THE AMOUNT OF \$548,405.00  
FOR JULY 1, 2020 TO JUNE 30, 2021 (FY2021)**

**WHEREAS** the County Human Services Department is an umbrella social service agency concerned with planning and funding services for the county's disadvantaged and homeless citizens; and

**WHEREAS** the Board of Chosen Freeholders of the County of Passaic is desirous of applying for and accepting Drug Enforcement Demand Reduction (DEDR) funds through the Governor's Council on Alcoholism and Drug Abuse (GCADA) for the Municipal Alliance Program, in the amount of \$548,405.00 for the period of July 1, 2020 to June 30, 2021 (FY2021); and

**WHEREAS** this matter was reviewed and approved by the Human Services Committee on November 6, 2019;

**NOW THEREFORE BE IT RESOLVED** that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Human Services Department, Division of Mental Health and Addiction Services to apply for and accept Drug Enforcement Demand Reduction (DEDR) funds through the Governor's Council on Alcoholism and Drug Abuse (GCADA) for the Municipal Alliance Program, in the amount of

\$548,405.00, for the period of July 1, 2020 to June 30, 2021 (FY2021); and

**BE IT FURTHER RESOLVED** that the Director and Clerk and any other appropriate county official are authorized to execute any agreements on behalf of Passaic County, and are hereby authorized and directed to take such further actions and execute such further documents as are required to effectuate this resolution.

JDP:lc

Dated: November 18, 2019

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution #: R20200555  
Introduced on: November 18, 2019  
Adopted on: November 18, 2019  
Official Resolution #: R20191010



1

### RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Francine Vince, MSW  
Telephone #: 973-881-2834

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE HUMAN SERVICES DEPARTMENT DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES TO APPLY AND ACCEPT DRUG ENFORCEMENT DEMAND REDUCTION (DEDR) FUNDS THROUGH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE (GCADA) FOR THE PASSAIC COUNTY MUNICIPAL ALLIANCE PROGRAM FOR THE PERIOD OF JULY 1, 2020 THROUGH JUNE 30, 2021 (FY2021)

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: \$ 548,405.00  
REQUISITION # \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_

4. METHOD OF PROCUREMENT:

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

5. COMMITTEE REVIEW:	DATE:
<input type="checkbox"/> Administration & Finance	_____
<input type="checkbox"/> Budget	_____
<input type="checkbox"/> Health	_____
<input checked="" type="checkbox"/> Human Services	_____
<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

Introduced on: November 18, 2019  
Adopted on: November 18, 2019  
Official Resolution#: R20200555  
Adopted on: July 29, 2020  
Official Resolution#: R20200555



State of New Jersey

GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE  
PO Box 345  
TRENTON, NJ 08625-0345

NEIL VAN ESS  
Acting Chairman

CELINA LEVY  
Acting Executive Director

PHILIP D. MURPHY  
Governor  
SHEILA Y. OLIVER  
Lt. Governor

REC'D  
2/17  
D. J. COUGHLIN  
2019 AUG 30 09 59 AM EDT

FY2021 LETTER OF INTENT

August 27, 2019

Brenda Browne  
Passaic County Division of Mental Health and Addiction Services  
401 Grand Street, Room 506  
Paterson, NJ 07505

Dear Ms. Browne:

The Governor's Council on Alcoholism and Drug Abuse (GCADA) is announcing its intention to provide a grant to Passaic County for the Fiscal Year 2021 Alliance to Prevent Alcoholism and Drug Abuse Program. The allocation for Fiscal Year 2021 per formula from the Drug Enforcement Demand Reduction (DEDR) Fund, including coordination and supplemental funds, is \$548,405. This allocation includes a base award of \$501,709 and supplemental award of \$46,696.

The grant period will begin July 1, 2020 and continue through June 30, 2021. This letter of intent is contingent upon the availability of funds and is subject to the rules of the New Jersey Department of Treasury.

County coordination funds are included in your funding formula award. Counties may take up to 15% of their DEDR award with a minimum of \$70,000. The total amount of coordination funds available for your county for FY 2021 is \$82,260.75. County spending plans will be approved by the GCADA in accordance with established grant guidelines.

Up to 5% of DEDR funds up to a maximum of \$20,000, may be used for countywide activities. These activities should focus on training for the Municipal Alliances and community partners. The trainings and activities chosen must benefit the county-at-large and are held at the County's discretion.

Introduced on: November 18, 2019  
Adopted on: July 18, 2020  
Adopted Resolution#: R20200555  
Official Resolution#: R20200555

Counties will only be permitted to contract with Municipal Alliances that attended the required GCADA trainings on the needs assessment and strategic planning process. Refer to the enclosed "Guidelines for Distributing Funds from Non-Participating Municipalities" for assistance with reallocating funds from municipalities that are not participating for FY 2021.

All funds will be reimbursed to the counties after receipt and acceptance of the required expenditure reports, programmatic reports and vouchers including supporting backup documentation.

The submission and approval of the County Alliance Plan, including a detailed budget for county coordination and countywide activities, will be required to access these funds. Plans must be submitted to GCADA by February 1, 2020. *Plans received past the due date will not be assured of approval by July 2020.*

Please be advised that no County Alliance Plan will be reviewed or presented to the full Council for approval if the County is not up to date with its expenditure and programmatic reports for the prior grant term.

The County's continued cooperation and support are appreciated.

Sincerely,

Celina Levy  
Acting Executive Director

C: Donna Huber, Passaic County Alliance Coordinator



State of New Jersey

GOVERNOR'S OFFICE OF ADMINISTRATION AND DATA ANALYSIS  
PO Box 345  
TRENTON, NJ 08646-0345

PAUL D. MURPHY  
Governor  
NIGERIA Y. DEWINE  
Deputy Governor

State of New Jersey  
Office of the State Auditor  
100 State Street  
Trenton, NJ 08646

Guidelines for Distributing Funds from Non-Participating Municipalities

When determining the county's Municipal Alliance funding distribution, every municipality in the county must be allocated with funding. Although not every municipality in the county may be participating in the Municipal Alliance Program, it is important to allocate funding to each municipality in the event that the choice is made to reestablish the Municipal Alliance in the middle of a grant cycle. The funds set aside to the non-participating municipalities must then be reallocated utilizing one or more of the following options:

1. *Allocate the funds into a supplemental category for the Municipal Alliances*

Supplemental funds may be added to the base funding amount allocated by formula if a county is certain that there are municipalities that are not participating for the next grant year and before the Alliances are notified of their allocation. Supplemental funds may be added to participating municipalities based on criteria set by the County Alliance Steering Subcommittee. Criteria that should be considered are an Alliance's ability to utilize the funds appropriately as well as its history of meeting reporting requirements in a timely and efficient manner.

Example: Anytown is a municipality that is not participating in the Municipal Alliance Program and is allocated \$3,000 based on the county funding formula. The funding for Anytown may be reallocated to Town 1, Town 2, Town 3 and Town 4 since they have shown to provide exceptional programming and meet all the reporting deadlines with efficiency as shown here:

Participating Municipalities	Base Amount	Supplemental	Grant Total
Town 1	\$2,000	\$600	\$2,600
Town 2	\$3,000	\$900	\$3,900
Town 3	\$3,000	\$900	\$3,900
Town 4	\$2,000	\$600	\$2,600
Anytown	\$3,000	\$0	\$3,000

Introduced on: November 16, 2019  
Adopted on: November 18, 2019  
Official Resolution#: R20190555  
Adopted on: July 14, 2020  
Official Resolution#: R20200555

*2. Place the funds into countywide activities*

As long as the county allocation for countywide activities falls under 5% of the DEDR allocation up to a maximum of \$20,000, then the county may choose to place the funding allocated to the nonparticipating municipality towards countywide activities. The countywide activity form must be completed and approved by GCADA prior to program implementation.

*3. Develop a Special Project RFP*

The county may develop a Request for Proposal (RFP) process to distribute the funds allocated to non-participating municipalities. This is considered a special project application with the terms and criteria determined by the County Alliance Steering Subcommittee. GCADA forms must be used in the application process. All RFPs must be approved by the CASS and GCADA prior to program implementation.

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS TO ENTER INTO A THREE (3) MONTH CONTRACT EXTENSION WITH CARE PERSPECTIVES, INC. FOR MANAGEMENT CONSULTANT FOR NURSING SERVICES AND COVID-19 RELATED CONSULTING FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER, COMMENCING JUNE 1, 2020 TO AUGUST 31, 2020 FOR AN ESTIMATED AMOUNT OF \$18,000.00 AS AUTHORIZED BY N.J.S.A. 40A:11.6. 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#	R20200556							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-9							
CAF #	0-01-27-172-001-213							
Purchase Req. #	20-00803							
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

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS TO ENTER INTO A THREE (3) MONTH CONTRACT EXTENSION WITH CARE PERSPECTIVES, INC. FOR MANAGEMENT CONSULTANT FOR NURSING SERVICES AND COVID-19 RELATED CONSULTING FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER, COMMENCING JUNE 1, 2020 TO AUGUST 31, 2020 FOR AN ESTIMATED AMOUNT OF \$18,000.00 AS AUTHORIZED BY N.J.S.A. 40A:11.6.**

**WHEREAS**, Preakness Healthcare Center (hereafter “Preakness”) is a place of caring and care giving with a long, historical tradition of serving the ever-increasing needs of the citizens of Passaic County; and

**WHEREAS**, pursuant to Resolution R-2015-0196, dated March 6, 2015 the Board of Chosen Freeholders of the County of Passaic (hereafter “Board”) authorized an award of contract to Care Perspectives, Inc., for Management Consultant for Nursing Services for Preakness (RFP-15-010) commencing April 1, 2015 to March 31, 2016 with four one (1) year options to renew in the amount of \$150,000.00 annually through competitive contracting process in accordance with N.J.S.A. 40A:11-4.1 et. seq.; and

**WHEREAS**, pursuant to Resolution R20200228 dated March 10, 2020 the Board authorized a two (2) month contract extension with Care Perspectives, Inc., for Management Consultant for Nursing Services for Preakness commencing April 1, 2020 to May 31, 2020 for an estimated amount of \$6,000.00; and

**WHEREAS**, the reason for the aforesaid contract extension was that the Board was awaiting the completion of the Public Solicitation Process; 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**, N.J.S.A. 40:A-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**, in light of the current Public Health Emergency, the Board has been unable to complete the Public Solicitation Process; and

**WHEREAS**, the Board seeks to extend the current contract with Care Perspectives, Inc. for a period of three (3) months commencing June 1, 2020 expiring August 31, 2020 for an estimated amount of \$9,000.00 in order to maintain the status quo during the Public Health Emergency; and

**WHEREAS**, additionally, Preakness has been utilizing the services of Care Perspectives, Inc. for Covid-19 related consulting for an estimated amount of \$9,000.00; and

**WHEREAS**, the funds utilized for this expenditure total \$18,000.00; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40:A-11.6, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the County to enter into a three (3) month extension of contract with Care Perspectives, Inc. for Management Consultant for Nursing Services and Covid-19 related consulting for Preakness Healthcare Center, commencing June 1, 2020 expiring August 31, 2020 for a total estimated amount of \$18,000.00; and

**LET IT BE FURTHER RESOLVED**, that the Office of the Passaic County Counsel send official notification to Care Perspectives, Inc. of the action taken herein.

JDP:lc

Dated: July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$18,000.00

APPROPRIATION: \$9,000.00 - 0-01-27-172-001-213  
\$9,000.00 -- G-01-41-962-020-H02

PURPOSE: Resolution authorizing extension of contract with Care Perspectives, Inc. for management consultant for nursing services and Covid related consulting from June 1, 2020 through August 31, 2020.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

NAME OF REQUESTER: Luocinda Corrado DEPARTMENT/DIVISION: Preakness Healthcare Ctr

## 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Contract Extension

PROJECT NAME & NO. (If applicable): \_\_\_\_\_

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

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

Extension of contract - Care Perspectives Inc. is Consultant for Nursing Services for Preakness HC. awaiting the completion of the public solicitation process. Previous resolution was R20200228 dated 3/10/20. Approximate expenditure is \$9,000.00 for 3 months. Additionally, Preakness has utilized this company for approximately \$9,000.00 for Covid-19 related consulting.

## 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 9,000.00 + 9,000.00 total \$18,000.00

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

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

PURCHASE ORDER # 20-00803

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

ACCOUNT # 0-01-27-172-001-213 # G # \_\_\_\_\_

## 3. METHOD OF PROCUREMENT:

✓ RFP #: RFP-15-010

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

Planning & Economic Development

Public Works

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200556

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS  
Director Cassandra "Sand" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
John W. Barfield  
Theodoro O. Best, Jr.  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3740

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)

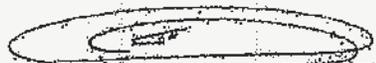
Date: Mar 10, 2020 - 5:30 PM

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

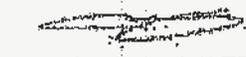
Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS TO ENTER INTO A TWO (2) MONTH CONTRACT EXTENSION WITH CARE PERSPECTIVES, INC. FOR MANAGEMENT CONSULTANT FOR NURSING SERVICES FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER, COMMENCING APRIL 1, 2020 TO MAY 31, 2020 FOR AN ESTIMATED AMOUNT OF \$6,000.00 THROUGH THE COMPETITIVE CONTRACTING PROCESS IN ACCORDANCE WITH N.J.S.A. 40A:11-4.1 ET SEQ., 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#	R20200228							
Meeting Date	03/10/2020							
Introduced Date	03/10/2020							
Adopted Date	03/10/2020							
Agenda Item	n-16							
CAF #	PO# 20-00803							
Purchase Req. #	R0-00719							
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓				✓			
Akhter	✓			✓	✓			
Barfield	✓				✓			
Best Jr.	✓				✓			
Duffy	✓				✓			
James	✓		✓		✓			

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

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200556

Dated: March 11, 2020

Res-Pg:n.16-2

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS TO ENTER INTO A TWO (2) MONTH CONTRACT EXTENSION WITH CARE PERSPECTIVES, INC. FOR MANAGEMENT CONSULTANT FOR NURSING SERVICES FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER, COMMENCING APRIL 1, 2020 TO MAY 31, 2020 FOR AN ESTIMATED AMOUNT OF \$6,000.00, THROUGH THE COMPETITIVE CONTRACTING PROCESS IN ACCORDANCE WITH N.J.S.A. 40A:11-4.1 ET SEQ.**

WHEREAS, Preakness Healthcare Center (hereafter "Preakness") is a place of caring and care giving with a long, historical tradition of serving the ever-increasing needs of the citizens of Passaic County; and

WHEREAS, pursuant to Resolution R-2015-0196, dated March 6, 2015 the Board of Chosen Freeholders of the County of Passaic (hereafter "Board") authorized an award of contract to Care Perspectives, Inc., for Management Consultant for Nursing Services for the Passaic County Preakness Healthcare Center (RFP-15-010), commencing April 1, 2015 to March 31, 2016 with four one (1) year options to renew as per the County of Passaic, in the amount of \$150,000.00, annually; and

WHEREAS, the "Board" is desirous of entering into a two (2) month extension of contract with Care Perspectives, Inc., for the within referenced services, commencing April 1, 2020 to May 31, 2020, for an estimated amount of \$6,000.00; and

WHEREAS, the reason for the aforesaid contract extension is that the "Board" is awaiting the completion of the Public Solicitation Process; and

WHEREAS, this matter was discussed at the February 26, 2020 meeting of Health and Human Services Committee, and is being recommended to the Passaic County Board of Chosen Freeholders for approval.

WHEREAS, a certification is attached hereto that indicates the availability of funds for said expenditure;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the County to enter into a two (2) month extension of contract with Care Perspectives, Inc., for Management Consultant for Nursing Services for Preakness Healthcare Center, commencing April 1, 2020 to May 31, 2020, for an estimated amount of \$6,000.00 through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1 et seq.; and

LET IT BE FURTHER RESOLVED, that the Office of the Passaic County Counsel forward official notification to Care Perspectives, Inc. of the action taken herein.

IDP:czb

Dated: March 10, 2020

Introduced on: July 14, 2020 March 10, 2020  
 Adopted on: July 14, 2020 March 10, 2020  
 Official Resolution#: R20200556 Official Resolution#: R20200228



## RESOLUTION REQUEST FORM

NAME OF REQUESTER: Luocinda Corrado DEPARTMENT/DIVISION: Preakness Healthcare Ctr

## 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Contract Extension

PROJECT NAME & NO. (If applicable): \_\_\_\_\_

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

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

Extension of contract - Care Perspectives Inc. is Consultant for Nursing Services for Preakness HC. awaiting the completion of the public solicitation process. Previous resolution was R20200228 dated 3/10/20. Approximate expenditure is \$9,000.00 for 3 months. Additionally, Preakness has utilized this company for approximately \$9,000.00 for Covid-19 related consulting.

## 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 9,000.00 + 9,000.00 total \$18,000.00

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

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

PURCHASE ORDER # 20-00803

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

ACCOUNT # 0-01-27-172-001-213 # G # \_\_\_\_\_

## 3. METHOD OF PROCUREMENT:

✓ RFP #: RFP-15-010

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

Planning & Economic Development

Public Works

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200556

# 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)

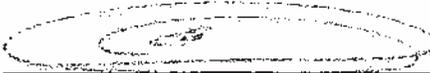
Date: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING GRANT FUNDING IN THE AMOUNT OF \$17,500.00 TO FC CARES INC. COMMENCING 7/1/2020 TERMINATING 6/30/2021 FOR MENTAL HEALTH, CRISIS INTERVENTION, SUICIDE AND RISK ASSESSMENT CONSULTATION, AND TRAINING TO PASSAIC COUNTY SCHOOLS AS AUTHORIZED BY N.J.S.A. 40:23-8.11. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
HUMAN SERVICES

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#	R20200557							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-10							
CAF #	0-01-27-162-002-213							
Purchase Req. #	R0-02356							
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: July 15, 2020

**RESOLUTION AUTHORIZING GRANT FUNDING IN THE AMOUNT OF \$17,500.00 TO FC CARES INC. COMMENCING 7/1/2020 TERMINATING 6/30/2021 FOR MENTAL HEALTH, CRISIS INTERVENTION, SUICIDE AND RISK ASSESSMENT CONSULTATION, AND TRAINING TO PASSAIC COUNTY SCHOOLS AS AUTHORIZED BY N.J.S.A. 40:23-8.11.**

**WHEREAS**, the Passaic County Human Services Department administers programs throughout the County of Passaic to address problems of mental health and addiction; and

**WHEREAS**, FC Cares Inc. is an organization that has requested grant funding in the amount of \$17,500.00 in order to provide mental health, crisis intervention, suicide and risk assessment consultation, and training to Passaic County schools commencing 7/1/2020 terminating 6/30/2021; and

**WHEREAS**, pursuant to N.J.S.A. 40:23-8.11, the Board of Chosen Freeholders of the County of Passaic (hereafter referred to as "Board") may appropriate funding to organizations for the purpose of diagnosis and treating mentally ill persons in a community; and

**WHEREAS**, the amount of \$17,500.00, as requested in the grant proposal, is not subject to the requirements of the New Jersey Pay to Play Law (N.J.S.A. 19:44A-20.4) inasmuch as the funding requested does not exceed the monetary threshold set forth in that legislation; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**WHEREAS**, a certification is attached hereto that indicates 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 pursuant to N.J.S.A. 40:23-8.11, the Board authorizes grant funding in the amount of \$17,500.00 to FC Cares Inc. commencing 7/1/2020 and terminating 6/30/2021; and

**LET IT BE FURTHER RESOLVED**, that the Director, Clerk to the Board and County Counsel are hereby authorized to execute any documents necessary to effectuate the purposes of this Resolution.

JDP:lc

Dated: July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$17,500.00

APPROPRIATION: \$8,750.00 - 0-01-27-162-002-213  
\$8,750.00 - \*Contingent upon availability of  
Funds in 2021 adopted budget.

PURPOSE: Resolution authorizing a one year direct award to FC  
Cares Inc. commencing July 1, 2020 through June 30,  
2021.

  
Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Francine Vince, MSW  
**Telephone #:** 973-881-2834

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE HUMAN SERVICES DEPARTMENT TO PROVIDE A ONE YEAR DIRECT AWARD OF COUNTY MENTAL HEALTH FUNDING TO FC CARES INC. COMMENCING JULY 1, 2020, AND TERMINATING JUNE 30, 2021, IN THE AMOUNT OF \$17,500 TO PROVIDE MENTAL HEALTH, CRISIS INTERVENTION, SUICIDE AND RISK ASSESSMENT CONSULTATION AND TRAINING TO PASSAIC COUNTY SCHOOLS.

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:** \$ 17,500  
**REQUISITION #** R0-02356  
**ACCOUNT #** 0-01-27-162-002-213

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: DIRECT AWARD

- | 5. <b>COMMITTEE REVIEW:</b>                              | DATE:           |
|--|-----------------|
| <input type="checkbox"/> Administration & Finance        | _____           |
| <input type="checkbox"/> Budget                          | _____           |
| <input type="checkbox"/> Health                          | _____           |
| <input checked="" type="checkbox"/> Human Services       | <u>7/1/2020</u> |
| <input type="checkbox"/> Law & Public Safety             | _____           |
| <input type="checkbox"/> Planning & Economic Development | _____           |
| <input type="checkbox"/> Public Works                    | _____           |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200557

**MENTAL HEALTH RESOLUTION REQUEST 2020**

RESOLUTION AUTHORIZING THE HUMAN SERVICE DEPARTMENT TO AWARD A ONE YEAR CONTRACT WITH (3) ONE YEAR OPTIONS TO RENEW TO **FC CARES INC.** TO PROVIDE **MENTAL HEALTH CRISIS INTERVENTION, SUICIDE RISK ASSESSMENT TRAINING AND CONSULTATION** TO PASSAIC COUNTY SCHOOLS AS DETAILED IN THE RESOLUTION.

**DIRECT AWARD**

**DATE PROPOSALS RECEIVED:** 6/5/2020

**BID REVIEW COMMITTEE MEETING DATE:** 6/16/2020

**BID REVIEW COMMITTEE:** NANETTE ARMENTA, JEANETTE PIMENTEL, ROBERT NOLAN, RAMON PAGAN, JULIE RIKON, PAULA TEDESCO

<b>ACCOUNT # 0-01-27-162-002-213—MENTAL HEALTH</b>			
<b>REQUISITION NUMBERS</b>	<b>AGENCY</b>	<b>PROGRAM</b>	<b>AMOUNT</b>
R0-01447	FC CARES INC.	MENTAL HEALTH RISK ASSESSMENT IN SCHOOLS	\$17,500

# CARES INC.

Mr. Steven Fiedeldey

[Fiedeldey.Steven@gmail.com](mailto:Fiedeldey.Steven@gmail.com)

(P) 201.669.7495

**1. *Description of the Applicant, Qualifications and Experience in Providing Proposed Services:***

FC Cares Inc. was formed in response to the ongoing and increasing mental health crisis facing today's youth. Suicide rates have increased by almost 60% among New Jersey's youth aged 15 to 24. Mr. Steven Fiedeldey, has been employed by the Ringwood Public Schools for the past 11 years, first as a school psychologist and then as the Director of Special Services. Mr. Fiedeldey has obtained a BA in psychology, MA in Educational Psychology, MA in Educational Leadership, while also holding certificates from the New Jersey Department of Education as School Psychologist and Principal. Mr. Fiedeldey is also currently enrolled at the International Institute for Restorative Practices to obtain his MA in Restorative Practices. FC Cares Inc. was formed at the encouragement of Mr. Fiedeldey's superintendent of schools with the primary purpose of helping to support neighboring towns' target population of students, staff, and families struggling with our mental health crisis.

As the Director of Special Services for the Ringwood Public Schools, Mr. Fiedeldey has spearheaded his department's growth, development, and adaptation of comprehensive and robust crisis intervention procedures. These procedures include the adoption and adaptation of evidence-based instruments to screen for suicidality, non-suicidal self-injurious behavior, and threat to others. More recently, Mr. Fiedeldey initiated a universal screening for depression for middle school students. Those students then receive school-based therapy to help alleviate the symptoms of depression interfering with their ability to access their education. All students reported decreased symptoms of depression during this intervention. Mr. Fiedeldey has conducted workshops and trainings on these initiatives and others for Passaic County schools, neighboring counties, and at state level conferences. Given his dedication to the social-emotional well-being of our youth for his entire career and proven results, it is anticipated that FC Cares Inc., will provide exceptional services and a continuum of professional learning for others within Passaic County to help fight our mental health crisis which has only been exacerbated by COVID-19.

**2. *Existing and Proposed Relationships with other Agencies and Individuals***

FC Cares Inc's board members are Steven Fiedeldey, Sarah Fiedeldey, and Victoria Trbuhovich. Steven is employed full-time by the Ringwood Public Schools and Montclair State University where he serves as an adjunct professor. Sarah Fiedeldey works for Gravity Goldberg LLC as a literacy consultant. Victoria Trbuhovich is a retired teacher.

# CARES INC.

Mr. Steven Fiedeldej

[Fiedeldej.Steven@gmail.com](mailto:Fiedeldej.Steven@gmail.com)

(P) 201.669.7495

**3. *Target population and Communities to Be Served:***

The target population and communities to be served may include students, families, and educators within Passaic County.

**4. *Existing Need Indicators for the Proposed Service:***

Research and reporting from the Center for Disease control is clear that as a nation we are facing increased deaths by suicide of which many suffer from mental health conditions. In 2016, we lost nearly 45,000 individual to suicide. Along with increase rates of suicide, the National Institute of Mental Health reports rates of anxiety and depression increasing. Currently both the New Jersey State Assembly and Senate have approved legislation that would mandate universal depression screening for students in grades 7 – 12.

**5. *Description of Project:***

The overview of the project Addressing Our Mental Health Crisis, is to offer professional consulting services to Passaic County schools, staff, and families. These services will be individualized to meet the need of the school district and may include professional learning around crisis intervention / risk assessment, social-emotional learning, restorative practices, universal screening for depression, suicide gatekeeper training, and other mental health related issues. The specific methodologies and approaches are all evidence-based interventions. For example crisis intervention / risk assessment interventions rely on the Columbia Suicide Severity Rating Scale, Non-Suicidal Self-Injury Assessment Tool (NSSI-AT), Functional Assessment of Self-Mutilation (FASM), and the Virginia Student Threat Assessment Guidelines. The screening for depression utilizes the Columbia DISC Depression Scale, while the suicide gatekeeper training is Question, Persuade, Refer (QPR). In working with the Passaic County schools, FC Cares Inc. will not maintain any client records. All student records will be maintained by the local education agency (LEA), and it is their responsibility to ensure that they are FERPA compliant.

Training will occur during the 2020 calendar year at times identified by local education agencies. The goal is for the targeted population of students, families and/or staff connected with Passaic County schools to increase their professional knowledge / skills through quality training / professional learning on social-emotional issues that may include mental health, suicide gatekeeper training, depression screening, crisis intervention, and/or risk assessments during the 2020 calendar year.

**6. *Facilities/Equipment:***

All professional learning will take place at the facilities of Passaic County schools.

**7. *Staffing:***

Staffing for the work outlined in this grant will all be completed by Mr. Steven Fiedeldej.

# CARES INC.

---

Mr. Steven Fiedeldey

[Fiedeldey.Steven@gmail.com](mailto:Fiedeldey.Steven@gmail.com)

(P) 201.669.7495

**8. *Evaluation:***

FC Cares Inc. will distribute program evaluation forms at the conclusion of each day of training during the 2020 calendar year. The measureable outcomes will evaluate the effectiveness of intervention outlined by the following outcomes:

- (1) For each day of training, 75% of the population receiving training or participating in professional learning will experience an increase in professional knowledge as indicated on the participant completed program evaluation form.
- (2) For each day a unique population is trained, 75% of participants will rate the training and/or professional learning 3 out of 5 as indicated on the participant completed program evaluation form.
- (3) For each day of training, 80% of targeted population will participate in the professional learning experience.

**9. *Budget Requirements***

The budgeting requirements as outlined in Annex B, requires a daily consulting fee of \$2,300 per day along with \$200 of supplies for day. This would total \$16,100 in consulting fees and \$1,400 in supplies. This rate is in keeping with the professional norms of other quotes for consulting work in schools that reach \$3500 per day.

# CARES INC.

---

Mr. Steven Fiedeldey

[Fiedeldey.Steven@gmail.com](mailto:Fiedeldey.Steven@gmail.com)

(P) 201.669.7495

June 05, 2020

To Whom It May Concern:

Our country is facing a national mental health epidemic. FC Cares Inc. hopes to provide the desperately needed expertise and partnership for schools to be proactive in supporting the social-emotional well-being of their students.

**Universal Screening for Depression:**

FC Cares Inc. will share years of experience to help expedite and navigate and educate districts regarding the process of universal screening for depression. We will collaborate with district staff and develop a personalized standard operating procedure. We share our experiences and best practices in the actual deployment of the depression screener and next steps for on-going school-based counseling. Our goal is to form a partnership with Passaic County school districts through every step of this critical process.

**Crisis Intervention / Risk Assessment Protocols and Procedures:**

Another service offered with these monies is professional learning centered around crisis intervention / risk assessment protocols and procedures. When it comes to students making comments about wanting to hurt themselves or others, staff deserve the training and protection of utilizing evidence-based instruments to make their decisions. FC Cares Inc. will work with districts to develop customized standard operating procedures for staff to screen students who may pose a threat to themselves or others. Upon completing this training, staff are able to confidently assign a risk level to a student in need and respond in a measured and appropriate way. A lack of systems and structures results in school staff erring on the side of caution, which often puts an excess number of students through the financial and emotional burden of unnecessarily being medically cleared to return to school. The adoption of a comprehensive package of evidence-based risk assessment instruments and standardized procedures results in districts maximizing resources, while acting from a position of legally defensible best practices to support student mental health.

**Suicide Prevention:**

Staff will be trained in identifying early signs of suicide, ways to offer hope, and how to compassionately persuade them to seek appropriate help. When it comes to suicide prevention training you might ask who should be trained? Teachers. Students. Parents. Paraprofessionals. Administrators. Bus Drivers. Custodians. Cafeteria staff. Anyone. EVERYONE. The warning



RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Francine Vince, MSW
Telephone #: 973-881-2834

DESCRIPTION OF RESOLUTION:

RESOLUTION AUTHORIZING THE HUMAN SERVICES DEPARTMENT TO PROVIDE A ONE YEAR DIRECT AWARD OF COUNTY MENTAL HEALTH FUNDING TO FC CARES INC. COMMENCING JULY 1, 2020, AND TERMINATING JUNE 30, 2021, IN THE AMOUNT OF \$17,500 TO PROVIDE MENTAL HEALTH, CRISIS INTERVENTION, SUICIDE AND RISK ASSESSMENT CONSULTATION AND TRAINING TO PASSAIC COUNTY SCHOOLS.

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: \$ 17,500
REQUISITION # R0-02356
ACCOUNT # 0-01-27-162-002-213

4. METHOD OF PROCUREMENT:

[ ] RFP [ ] RFQ [ ] Bid
[ ] Other: DIRECT AWARD

5. COMMITTEE REVIEW:

DATE:

[ ] Administration & Finance
[ ] Budget
[ ] Health
[ ] Human Services 7/1/2020
[ ] Law & Public Safety
[ ] Planning & Economic Development
[ ] Public Works

6. DISTRIBUTION LIST:

[ ] Administration [ ] Finance [ ] Counsel
[ ] Clerk to the Board [ ] Procurement

Introduced on: July 14, 2020
Adopted on: July 14, 2020
Official Resolution#: R20200557

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY HEALTH OFFICER TO APPLY FOR AND RECEIVE A GRANT FROM THE NEW JERSEY DEPARTMENT OF HEALTH IN AN AMOUNT UP TO \$100,000.00 FOR OVERDOSE FATALITY REVIEW TEAM. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HEALTH DEPT

REVIEWED BY:

  
Anthony J. De Nova III

COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.

COUNTY COUNSEL

Health & Human Services

COMMITTEE NAME

Official Resolution#	R20200558							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-11							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY HEALTH OFFICER TO APPLY FOR AND RECEIVE A GRANT FROM THE NEW JERSEY DEPARTMENT OF HEALTH IN AN AMOUNT UP TO \$100,000.00 FOR OVERDOSE FATALITY REVIEW TEAM**

**WHEREAS**, the Passaic County Department of Health Services (hereafter “Department”) is desirous of applying for and receiving a grant from the New Jersey Department of Health in an amount up to \$100,000.00 for Overdose Fatality Review Team; and

**WHEREAS**, the Department plans to form and implement an Overdose Fatality Review Team that involves support from the Regional Medical Examiner’s Office that services Passaic County cases through the Passaic County Prosecutor’s Office; and

**WHEREAS**, the goal of this group is to better examine and understand local causes and circumstances surrounding opioid overdoses, and to identify trends regarding the victim’s extent of engagement with the local system of care prior to overdosing through a comprehensive social autopsy; and

**WHEREAS**, this team will include community services, local government agencies (including municipal-level Local Health Departments), hospitals, treatment providers, police, EMS, corrections, and any other first response or service provider who may have interacted with the decedent; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services 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 Passaic County Department of Health Services to apply for and receive grant funding from the New Jersey Department of Health in an amount up to \$100,000.00 for Overdose Review Fatality Team; and

**LET IT BE FURTHER RESOLVED**, that the Passaic County Health Officer/Director, Clerk to the Board and County Counsel are hereby authorized to execute any documents necessary to effectuate the purposes of this Resolution.



# County of Passaic

Department of Health

18 Clark Street • Paterson, New Jersey 07505

Charlene W. Gungil, DHSc  
Director/Health Officer

TEL: (973) 881-4396  
FAX: (973) 225-0222

6/25/2020

To: New Jersey Department of Health- Office of Local Public Health  
Attention: Paula Van Cief, [Paula.VanCief@doh.nj.gov](mailto:Paula.VanCief@doh.nj.gov)  
Re: Overdose Fatality Review Teams -- Letter of Intent (LOI)

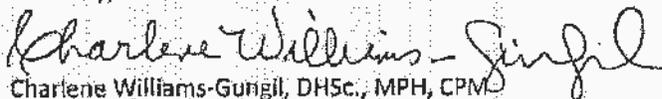
Please accept this letter of intent to apply to the New Jersey Department of Health (NJDOH) Office of Local Public Health (OLPH) Overdose Fatality Review Teams (OFRT) Request for Applications (RFA).

This Letter of Intent is not binding and is not included in the evaluation of the OFRT applications, however it contains information helpful for grant application setup in the System for Managing Grants Electronically (SAGE) and to estimate potential NJDOH grant evaluation workload.

The required information submitted is as follows:

1. Local Health Department: Passaic County Department of Health
2. FEIN: 22-6002466
3. LHD Address: Passaic County Department of Health Services  
18 Clark Street  
Paterson, NJ 07505
4. County in which LHD is located: Passaic County
5. Municipalities Served by LHD (list): All municipalities within Passaic County
6. Contact Person to Submit the Application in SAGE:  
(Note: Official email from NJDOH about this funding opportunity will be sent to this contact person)  
Contact Person Name: Andrea M. Ramalho  
Contact Person Title: Senior Grants Manager  
Contact Person Email Address: [aramalho@m-strat.com](mailto:aramalho@m-strat.com)  
Contact Person Phone Number: 973-998-1920
7. Amount of Funds Requested: \$100,000.00
8. Brief Overview of Project (1-2 pages) \*See attached

Sincerely,

  
Charlene Williams-Gungil, DHSc., MPH, CPM

Health Officer/Director

Passaic County Department of Health Services (Applicant)

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200558



# County of Passaic

Department of Health

18 Clark Street • Paterson, New Jersey 07505

Charlene W. Gungli, DHS  
Director/Health Officer

TEL: (973) 881-4396  
FAX: (973) 225-0222

Moreover, upon investigation, the Overdose Fatality Review Team may find that the overdoses occurring in Clifton, Wayne, West Milford, etc. have some type of connection or root cause that leads back to Paterson. Assuring continual interaction and data sharing between a County-based Overdose Fatality Review Team and Paterson COAR will be transformative in our jurisdiction, and potentially other counties, in the long run. It will ensure that investigations do not begin and end within one municipality, but have the potential to transcend traditional borders and begin viewing this problem from a region-wide lens, assuring it is more likely to be evaluated and addressed appropriately. This is why all current partners (including the Passaic County Division of Mental Health and Addiction Services) agree that the Overdose Fatality Review Team is best operated at the County level and tapped into municipal-based coalitions, such as Paterson COAR, in order to make a sincere impact on the region as well as specific communities.

**Methods:** The Passaic County Department of Health Services plans to hire one Coordinator to support the Overdose Fatality Review Team. The Coordinator will be responsible for overseeing the team's operations on behalf of the County of Passaic. The Coordinator will have primary responsibilities:

1. Establish a working-group of agencies that either has the potential to come into professional contact with a person suffering from opioid addiction or has the means to assist such a person in overcoming/managing that addiction.
2. Research and select opioid-related fatality cases for review and prepare cases for review by the Overdose Fatality Review Team.
3. Facilitate and coordinate Overdose Fatality Review Team meetings.
4. Oversee the collection of statistical data from various partners of and on behalf of the Overdose Fatality Review Team.
5. Establish and implement a mechanism by which opioid-related fatalities are reviewed with these agencies on a periodic basis, for the purposes of identifying policy changes that might benefit the system that is in place to help those who suffer from this addiction overcome/manage it.
6. Take policy recommendations from local and regional working-groups and seek to implement recommendations as appropriate feasible.

Short-term deliverables from the Overdose Fatality Review Team will include identification of (1) systems and agencies that the decedent interacted with, (2) reasons for system disengagement (i.e. if additional supports could have helped the individual stay engaged with treatment), (3) system gaps (i.e. the individual was not appropriately followed up with or provided a helpful referral), and (4) scenario-specific details that can support our understanding of overdose trends overall.

Long-term deliverables from the Overdose Fatality Review Team will include (1) strategizing how to fill system gaps, (2) identifying trends, (3) addressing trends with long-term solutions in order to reduce future opioid overdoses, (4) conducting an ongoing evaluation of system performance over time, and (5) conducting an ongoing evaluation of team performance over time.

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200558



# County of Passaic

Department of Health

18 Clark Street • Paterson, New Jersey 07505

Charlene W. Gungil, DHS  
Director/Health Officer

TEL: (973) 881-4396  
FAX: (973) 225-0222

## Overdose Fatality Review Teams – Letter of Intent (LOI) for the County of Passaic

**Program Contact:** Charlene Gungil, 973-881-4396

**SAGE Contact:** Andrea M. Ramalho, 973-998-1920

**Aim:** The Passaic County Department of Health Services plans to form and implement an Overdose Fatality Review Team that involves support from the Regional Medical Examiner's Office that services Passaic County cases through the Passaic County Prosecutor's Office. The goal of this group is to better examine and understand local causes and circumstances surrounding opioid overdoses, and to identify trends regarding the victim's extent of engagement with the local system of care prior to overdosing through a comprehensive social autopsy. This team will include community services, local government agencies (including municipal-level Local Health Departments), hospitals, treatment providers, police, EMS, corrections, and any other first response or service provider who may have interacted with the decedent.

**Significance:** When compared with statewide drug treatment admissions data, the New Jersey Substance Abuse Monitoring System shows that Passaic County is disproportionately impacted by the opioid epidemic and drugs than other areas of the state. For example, while Passaic County is the 9th-most populous county of New Jersey's 21 counties, it accounts for the 7th-highest concentration of opioid treatment admissions statewide. Trend data shows that Passaic County residents admitted to substance use treatment for heroin or other opioid addictions are more likely to be: older (age 45+); male; of a minority background (Hispanic or Black/African American); and entering drug treatment by way of the criminal justice system. This is an overall trend seen in data spanning from 2017 into 2020. More concretely, drug statistics at the County level show that Passaic County's data is primarily reflective of that of the City of Paterson, specifically, as the City is home to a disproportionate concentration of all heroin, opioid, and drug admissions countywide. Passaic County's 2018 New Jersey Drug and Alcohol Abuse Treatment Report shows that while Paterson City only comprises 29% of the County's population, it accounts for 51.6% of all drug treatment admissions and 55.3% of all heroin and opioid treatment admissions countywide. Among Paterson's drug admissions, 49% were specific to a heroin or opiate addiction. The next-highest percentage comes from Passaic City, which accounts for 10% of all drug treatment admissions and 5.2% of all heroin and opioid treatment admissions countywide. The City of Clifton accounts for 7.8% of its opioid treatment admissions while the Township of Wayne accounts for 6.8% of opioid treatment admissions countywide.

Recently, the County has been working with the City of Paterson and its Comprehensive Opioid Response Assessment (COAR) Coalition in order to address the City's significant, disproportionate opioid issue. This team has watched other counties begin developing their own Overdose Fatality Review Team and has been hopeful for such a resource to arrive in Passaic County. Thus, the significance of this team is that it will have major implications in an overdose hot-bed such as Paterson, wherein the City's opioid overdose data is largely reflective of the County's own opioid epidemic, and where resources are aligning to tackle this issue head-on. However, and very importantly, the team will also be regionally significant because it will address and evaluate overdoses that occur in other/suburban municipalities that are just as equally important to understanding the County's opioid epidemic, its social support systems, and trends overall.

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200558

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS TO ENTER INTO A FOUR (4) MONTH CONTRACT EXTENSION WITH HUBCO HEALTH CARE GROUP, LLC FOR BILLING CONSULTANT SERVICES FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER COMMENCING JULY 1, 2020 TO OCTOBER 31, 2020 FOR AN ESTIMATED AMOUNT OF \$60,000.00 AS AUTHORIZED BY N.J.S.A. 40A:11.6. 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#	R20200559							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-12							
CAF #	0-01-27-172-001-233							
Purchase Req. #	R0-03729							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS TO ENTER INTO A FOUR (4) MONTH CONTRACT EXTENSION WITH HUBCO HEALTH CARE GROUP, LLC FOR BILLING CONSULTANT SERVICES FOR THE PASSAIC COUNTY PREAKNESS HEALTHCARE CENTER COMMENCING JULY 1, 2020 TO OCTOBER 31, 2020 FOR AN ESTIMATED AMOUNT OF \$60,000.00 AS AUTHORIZED BY N.J.S.A. 40A:11.6.**

**WHEREAS**, Preakness Healthcare Center (hereafter “Preakness”) is a place of caring and care giving with a long, historical tradition of serving the ever-increasing needs of the citizens of Passaic County; and

**WHEREAS**, pursuant to Resolution R-2016-1064, dated December 29, 2016 the Board of Chosen Freeholders of the County of Passaic (hereafter “Board”) authorized an award of contract to HUBCO Health Care Group, LLC for Preakness for Billing Consultant Services through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1 et seq;

**WHEREAS**, pursuant to Resolution R2020-0304 dated April 14, 2020 the Board authorized a three (3) month contract extension with HUBCO Health Care Group, LLC, for Billing Consultant Services for Preakness commencing April 1, 2020 to June 30, 2020 for an estimated amount of \$45,000.00 through the competitive contracting process; and

**WHEREAS**, the reason for the aforesaid contract extension was that the Board was awaiting the completion of the Public Solicitation Process; 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**, N.J.S.A. 40:A-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**, in light of the current Public Health Emergency, the Board has been unable to complete the Public Solicitation Process; and

**WHEREAS**, the Board seeks to extend the current contract with HUBCO Health Care Group, LLC for a period of four (4) months commencing July 1, 2020 expiring October 31, 2020 for an estimated amount of \$15,000.00 per month for a total of \$60,000.00 in order to maintain the status quo during the Public Health Emergency; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40:A-11.6, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the County to enter into a four (4) month extension of contract with HUBCO Health Care Group, LLC for Billing Consultant Services for Preakness Healthcare Center, commencing July 1, 2020 expiring October 31, 2020 for a total estimated amount of \$60,000.00; and

**LET IT BE FURTHER RESOLVED**, that the Office of the Passaic County Counsel send official notification to HUBCO Health Care Group, LLC of the action taken herein.

JDP:lc

Dated: July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$60,000.00

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

PURPOSE: Resolution authorizing the Passaic County board of Chosen freeholders to enter into a four (4) month contract extension with Hubco Health Care Group, LLC.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

NAME OF REQUESTER: Lucinda Corrado DEPARTMENT/DIVISION: Preakness Healthcare Ctr

## 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Contract Extension

PROJECT NAME & NO. (If applicable): \_\_\_\_\_

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

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

Resolution authorizing up to four month (month-to-month basis) extension of contract pursuant to NJSA 40A:11-15 to Hubco Inc for Preakness billing consultant services. The present contract extension terminates 6/30/2020 as authorized under resolution R20200304 dated April 14, 2020. Estimated amount is \$15,000.00 per month.

## 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 60,000.00

REQUISITION # R0-03729

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

PURCHASE ORDER # \_\_\_\_\_

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

ACCOUNT # 0-01-27-172-001-233 # \_\_\_\_\_ # \_\_\_\_\_

## 3. METHOD OF PROCUREMENT:

✓ RFP #: RFP-14-032

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

Planning & Economic Development

Public Works

Introduced on: July 14, 2020

Adopted on: July 14, 2020

Official Resolution#: R20200559



## RESOLUTION REQUEST FORM

NAME OF REQUESTER: Lucinda Corrado DEPARTMENT/DIVISION: Preakness Healthcare Ctr

## 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Contract Extension

PROJECT NAME & NO. (If applicable): \_\_\_\_\_

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

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

Resolution authorizing up to four month (month-to-month basis) extension of contract pursuant to NJSA 40A:11-15 to Hubco Inc for Preakness billing consultant services. The present contract extension terminates 6/30/2020 as authorized under resolution R20200304 dated April 14, 2020. Estimated amount is \$15,000.00 per month.

## 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 60,000.00

REQUISITION # R0-03729

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

PURCHASE ORDER # \_\_\_\_\_

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

ACCOUNT # 0-01-27-172-001-233 # \_\_\_\_\_ # \_\_\_\_\_

## 3. METHOD OF PROCUREMENT:

✓ RFP #: RFP-14-032

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

Planning & Economic Development

Public Works

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200559

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION TO AMEND RESOLUTION R2020-0237 DATED MARCH 10, 2020, AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO INCREASE THE AWARD TO CITY OF PASSAIC STATIONHOUSE ADJUSTMENT PROGRAM BY A TOTAL OF \$8,209.00 FROM \$34,762.00 TO \$42,971.00 TO EXPAND THEIR CAPACITY TO PROVIDE CONTRACTED SERVICES AS MODIFIED WITH APPROPRIATE SOCIAL DISTANCING MEASURES PURSUANT TO N.J.S.A. 40A:11-4.5. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HUMAN SERVICES

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#	R20200560							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-13							
CAF #	G-01-41-823-020-213							
Purchase Req. #	R0-03799							
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: July 15, 2020

**RESOLUTION TO AMEND RESOLUTION R2020-0237 DATED MARCH 10, 2020, AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO INCREASE THE AWARD TO CITY OF PASSAIC STATIONHOUSE ADJUSTMENT PROGRAM BY A TOTAL OF \$8,209.00 FROM \$34,762.00 TO \$42,971.00 TO EXPAND THEIR CAPACITY TO PROVIDE CONTRACTED SERVICES AS MODIFIED WITH APPROPRIATE SOCIAL DISTANCING MEASURES PURSUANT TO N.J.S.A. 40A:11-4.5.**

**WHEREAS**, pursuant to Resolution R2020-0237 dated March 10, 2020, the Board of Chosen Freeholders of the County of Passaic (hereafter "Board") authorized the second one-year option to renew grants with various agencies under the Juvenile Justice Commission, Family Court and State Community Partnership in the amount of \$535,935.00 for calendar year 2020 through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.5; and

**WHEREAS**, the purpose of this Resolution is to increase the award to the City of Passaic Stationhouse Adjustment Program by a total of \$8,209.00 from \$34,762.00 to \$42,971.00 to expand their capacity to provide contracted services as modified with appropriate social distancing measures;

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4.5, the Department of Human Services to increase the award to the City of Passaic Stationhouse Adjustment Program from Resolution R-2020-0237 dated March 10, 2020, by a total of \$8,209.00 from \$34,762.00 to \$42,971.00 to expand their capacity to provide contracted services as modified with appropriate social distancing measures;

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk and any other appropriate county official be authorized to execute the necessary agreement to effectuate the above.

JDP:lc

Dated: July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$8,209.00

APPROPRIATION: G-01-41-823-020-213

PURPOSE: Resolution authorizing increasing the award to City of Passaic Station House Adjustment Program.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Francine Vince, MSW  
**Telephone #:** 973-881-2834

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO INCREASE THE AWARD TO CITY OF PASSAIC STATIONHOUSE ADJUSTMENT PROGRAM FROM RESOLUTION R-2020-0237, DATED MARCH 10, 2020, BY A TOTAL OF \$8,209.00 FROM \$34,762.00 TO \$42,971.00, TO EXPAND THEIR CAPACITY TO PROVIDE CONTRACTED SERVICES WITH AS MODIFIED WITH APPROPRIATE SOCIAL DISTANCING MEASURES.

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. **AMOUNT OF EXPENDITURE:** \$ 8,209.00  
**REQUISITION #** R0-03799  
**ACCOUNT #** G-01-41-823-020-213

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: INTERGOVERNMENTAL AGREEMENT

- | 5. <b>COMMITTEE REVIEW:</b>                              | DATE:           |
|--|-----------------|
| <input type="checkbox"/> Administration & Finance        | _____           |
| <input type="checkbox"/> Budget                          | _____           |
| <input type="checkbox"/> Health                          | _____           |
| <input checked="" type="checkbox"/> Human Services       | <u>7/1/2020</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

Introduced on: July 14, 2020  Other: \_\_\_\_\_  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200560

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$1,723,460.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH ALLOTMENTS FOR PROGRAM YEAR 2020 (JULY 1, 2020 – JUNE 30, 2021) AS AUTHORIZED BY PUB.L. 113-128. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HUMAN SERVICES

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#	R20200561							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$1,723,460.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH ALLOTMENTS FOR PROGRAM YEAR 2020 (JULY 1, 2020 – JUNE 30, 2021) AS AUTHORIZED BY PUB.L. 113-128.**

**WHEREAS**, the Passaic County Workforce Investment Board provides planning and oversight for the training for unemployed, unskilled and displaced individuals so they can effectively operate in the workplace; and

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic (hereafter “Board”) is desirous of accepting Notice of Award in the amount of \$1,723,460.00 from the Department of Labor & Workforce Development for the Workforce Innovation and Opportunity Act Youth allotments for Program Year 2020 (July 1, 2020 – June 30, 2021); and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Passaic County Workforce Investment Board to accept the Notice of Award in the amount of \$1,723,460.00 from the Department of Labor & Workforce Development for the Workforce Innovation and Opportunity Act Youth allotments for Program Year 2020 (July 1, 2020 – June 30, 2021) as authorized by Pub.L. 113-128; and

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk and any other appropriate county official be authorized to execute the necessary agreement to effectuate the above.

JDP:lc

Dated: July 14, 2020



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Duwan Bogert, Executive Director  
 Telephone #: 973-569-5082

**DESCRIPTION OF RESOLUTION:**

Authorization to accept the Notice of Award/N.O.A. of \$1,723,460 from the Department of Labor & Workforce Development for the WIOA Youth allotments for Program Year 2020 (July 1, 2020 - June 30, 2021).

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. AMOUNT OF EXPENDITURE: \$ \_\_\_\_\_  
 REQUISITION # \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

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

5. COMMITTEE REVIEW:

DATE:

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

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services 06/25/2020

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

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

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

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200561



State of New Jersey

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lieutenant Governor

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
P.O. BOX 55, TRENTON, NEW JERSEY 08625-0110

ROBERT ASARO-ANGELO  
Commissioner

June 18, 2020

Ms. Cassandra Lazzara  
Freeholder Director  
Passaic County  
Administration Building 401 Grand Street  
Paterson, New Jersey 07505-2027

RE: Notice of Award - Program Year 2020 - Workforce Innovation and Opportunity Act Youth  
Allotments

Dear Ms. Cassandra Lazzara:

I am pleased to announce that the U.S. Department of Labor (USDOL) has provided Workforce Innovation and Opportunity Act (WIOA) allotments for Program Year 2020 (July 1, 2020 through June 30, 2021). The enclosed Notice of Award (NOA) reflects the allocation of the Youth funds for your Workforce Development Area. Final determination of the allocation for Youth funding is contingent upon authorization and availability from the USDOL.

Please incorporate these funds into your Program Year 2020 Workforce Development Area Contract. As WIOA legislation allows a portion of these funds to be used for administrative purposes, including the activities of the Workforce Development Area, we recommend setting aside a proportionate amount of your allocation for this purpose.

Program Year 2020 funds must be 80 percent obligated by June 30, 2021 and fully expended by June 30, 2022 or returned to the state. The period of availability of funds is April 1, 2020 through June 30, 2022.

If you have any questions regarding the issuance of this NOA, please contact Hugh Bailey, Assistant Commissioner, Workforce Development, at 609-984-9414.

Sincerely,

Robert Asaro-Angelo  
Commissioner

**"Opportunity. Stability. Dignity."**  
OFFICE OF THE COMMISSIONER

*New Jersey is an Equal Opportunity Employer  
Printed on Recycled and Recyclable Paper*



Introduced: July 14, 2020  
Adopted On: July 14, 2020  
Official Resolution#: R20200561

## NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

## WORKFORCE DEVELOPMENT AND ECONOMIC OPPORTUNITY

NOTICE OF AWARD

**GRANTEE:** Passaic County  
Administration Building 401 Grand Street  
Paterson, New Jersey 07505-2027

**GRANTOR:** State of New Jersey  
Department of Labor and Workforce Development  
Workforce Development and Economic Opportunity  
P.O. Box 055

**CONTACT:** Hugh Bailey, Assistant Commissioner, at 609-984-9414

This Notice of Award provides funding authority for the program shown below for Program Year 2020 (July 1, 2020 through June 30, 2021). **The period of availability of funds is April 1, 2020 through June 30, 2022.** Funds must be 80 percent obligated by June 30, 2021. All funds must be fully expended by June 30, 2022 or returned to the state. Final determination for Youth funding is contingent upon authorization and availability from the USDOL.

Program	Total PY 2020
WIOA Youth	\$1,723,460

Authorized Signature:  Date Signed: 06/18/2020  
Robert Asaro-Angelo  
Commissioner  
New Jersey Department of Labor and Workforce Development

# 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: Jul 14, 2020 - 6:00 PM

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

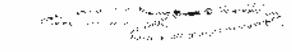
Agenda: RESOLUTION RATIFYING THE ACTION TAKEN BY THE PASSAIC COUNTY ADMINISTRATOR IN AWARDING AN EMERGENCY CONTRACT TO JA FOOD SERVICE IN THE AMOUNT OF \$18,975.00 FOR SHELF STABLE MEALS PURSUANT TO N.J.S.A. 40A:11-6. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
OFFICE ON AGING

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Health & Human Services  
COMMITTEE NAME

Official Resolution#	R20200562							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-15							
CAF #	G-01-41-801-020-F04							
Purchase Req. #	PO# 20-02144							
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: July 15, 2020

**RESOLUTION RATIFYING THE ACTION TAKEN BY THE PASSAIC COUNTY ADMINISTRATOR IN AWARDING AN EMERGENCY CONTRACT TO JA FOOD SERVICE IN THE AMOUNT OF \$18,975.00 FOR SHELF STABLE MEALS PURSUANT TO N.J.S.A. 40A:11-6.**

**WHEREAS**, Coronavirus disease 2019 (hereafter “COVID-19”) is a contagious, and at times fatal, respiratory disease caused by the 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**, there exists a need for provision of shelf stable meals for the Passaic County Division of Nutrition Services; and

**WHEREAS**, as a consequence thereof, the Passaic County Division of Nutrition Services contacted JA Food Service, of Stevensville, Michigan, to conduct emergency services for the provision of five (5) day supply of shelf stable meals to our homebound and congregate participants during this public health emergency; and

**WHEREAS**, the total cost of shelf stable meals is \$18,975.00; and

**WHEREAS**, the Passaic County Department of Senior, Disability Services and Veterans’ Affairs operates senior congregate food sites throughout Passaic County, as well as the Meals on Wheels program delivering meals to the homebound seniors which in some instances they are the only meals available to Passaic County seniors on a daily basis; and

**WHEREAS**, it is vital to public health, safety and welfare of these seniors that meals continue to be offered throughout the Public Health Emergency; and

**WHEREAS**, the Administrator has authorized an award of an emergency contract for the provision of shelf stable meals to JA Food Service, of Stevensville, Michigan, in conformity with N.J.S.A. 40A:11-6 of the Local Public Contract Law; and

**WHEREAS**, this award of an emergency contract is for the sum of \$18,975.00 to provide shelf stable meals; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of 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 that indicates the availability of funds for said expenditure;

**NOW, THEREFORE, LET IT BE RESOLVED**, that pursuant to N.J.S.A. 40A:11-6, the Board of Chosen Freeholders of the County of Passaic hereby ratifies the action taken by the Passaic County Administrator in awarding an emergency contract to JA Food Service in the amount of \$18,975.00 for shelf stable meals; and

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk and any other appropriate county official be authorized to execute the necessary agreement to effectuate the above.

JDP:lc

Dated: July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$18,975.00

APPROPRIATION: G-01-41-801-020-F04

PURPOSE: Resolution ratifying the action taken by the Passaic County Administrator in awarding an emergency contract to JA Food Service.

  
Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

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

**DESCRIPTION OF RESOLUTION:**

Resolution authorizing an emergency contract to JA Food Service, for the provision of a five day supply of shelf stable meals to our homebound and congregate participants during this public health emergency.

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:** \$ 18,975  
**REQUISITION #** PO # 20-02144 - Already Paid  
**ACCOUNT #** G-01-41-801-020-F04

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

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

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

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200562



## County of Passaic

Administration Building Room 205  
401 Grand Street • Paterson, New Jersey 07505-2023

Anthony J. DeNova  
County Administrator

TEL: (973) 881-4405

FAX: (973) 881-2853

Email: adenova@passaiccountynj.org

March 12, 2020

Sent via email [sherrya@passaiccountynj.org](mailto:sherrya@passaiccountynj.org)

Sherry Arvanitakis, QPA  
Purchasing Agent  
County of Passaic – Division of Purchasing  
495 River Street  
Paterson, NJ 07524

**RE: Emergency Contract Award to JA Food Service pursuant to N.J.S.A. 40A:11-6**

Dear Ms. Arvanitakis:

On March 9, 2020, New Jersey Governor Philip D. Murphy issued Executive Order No. 103 declaring a Public Health Emergency and State of Emergency exists in the State of New Jersey in response to the Coronavirus disease 2019 (hereafter "COVID-19"). As may know, the Passaic County Department of Senior, Disability Services & Veterans' Affairs operates senior congregate food sites throughout Passaic County, as well as the Meals on Wheels Program delivering meals to homebound seniors. In some instances, these are the only meals available to Passaic County seniors on a daily basis. It is vital to public health, safety, and welfare of these seniors that these meals continued to be offered throughout the Public Health Emergency declared by Governor Murphy.

Consequently, and pursuant to the authority vested in the County Administrator pursuant to N.J.S.A. 40A:11-6, I am authorizing an award of contract to JA Food Service in the amount of twenty three thousand two hundred thirty seven dollars and fifty cents (\$23,237.50) for the purchase of food and meals necessary to continue the operation of these programs. Likewise, the County Counsel, Chief Financial Officer, and Purchasing Agent are authorized to take all necessary action to ensure performance of the contract with JA Food Service, and specifically, pursuant to N.J.S.A. 40A:11-6(b), once the goods are received, the Chief Financial Officer is authorized to render payment for same.

Thank-you for your anticipated cooperation.

Sincerely,

Anthony J. DeNova, III  
County Administrator

cc: Passaic County Board of Chosen Freeholders (sent via email)  
Mathew P. Jordan, County Counsel (sent via email)  
Richard Cahill, Chief Financial Officer (sent via email)  
Kelly C. Ruffel, Deputy County Administrator (sent via email)  
Shirley Force, Senior, Disability Services & Veterans' Affairs (sent via email)

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200562

## N.J. Division of Local Government Services

## EMERGENCY PROCUREMENT REPORT

This report is to be filed by the contracting agent of the public agency with the Director of the Division of Local Government Services within 30 days of the date the emergency contract was issued. Please provide the necessary information to satisfactorily complete the report. Refer to the Instructions accompanying this form and the statutory and regulatory citations on the reverse of this form.

This form is designed to be completed using Microsoft Word; if not completed that way, please print it out.

1. Name of Public Agency:	County of Passaic	County:	Passaic
2. Date Emergency occurred:	03/11/2020	Time emergency occurred:	
3. Date emergency declared:	03/09/2020	Time emergency declared:	
4. Agency/department responsible for determining there was an emergency:	Division of Nutrition		
5. Name and title of the official in charge of that agency:	Bennie Cook		
6. Describe the condition or circumstance pertaining to the emergency (attach additional sheets if necessary): State of New Jersey has declared Health emergency that occurred from COVID-19 (coronavirus). This request is to supply the County of Passaic Congregate and Homebound Seniors with a seven day supply of shelf stable meals.			
7. Name and title of the individual who determined the matter was an emergency and authorized award of contract(s):	Shirley Force		
8. The total (or estimated) cost of providing the goods or performing services was:	\$23,237.50		
9. List the names the contractors/suppliers receiving 25% or more of the contracts awarded under the emergency:			
JA Food Service			
10. When was the notification reduced to writing and filed with the purchasing agent?		03/11/2020	
11. Has the public agency adopted a "chain of command" procedure pursuant to N.J.A.C.5:34-6.1?			Yes
This report was completed by (name and title):		Shirley Force Executive Director	
Name and Address of agency contact person:		Passaic County Department of Senior Services 930 Riverview Drive, Suite 200 Totowa, NJ 07512	
Signature:	<i>Shirley Force</i>		Date: 3/12/2020

Submit by mail or fax to:

Director, Division of Local Government Services  
P.O. Box 803  
Trenton, New Jersey 08625-0803

Fax: 609-633-6243

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200562

## Legal Provisions Related to Use of Emergencies

### 40A:11-6 Emergency contracts

6. Emergency contracts. Any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; provided that the awarding of such contracts is made in the following manner:

- a. The official in charge of the agency wherein the emergency occurred, or such other officer or employee as may be authorized to act in place of that official, shall notify the purchasing agent, a supervisor of the purchasing agent, or a designated representative of the governing body, as may be appropriate to the form of government, of the need for the performance of a contract, the nature of the emergency, the time of its occurrence and the need for invoking this section. If that person is satisfied that an emergency exists, that person shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs. Such notification shall be reduced to writing and filed with the purchasing agent as soon as practicable.
- b. Upon the furnishing of such goods or services, in accordance with the terms of the contract, the contractor furnishing such goods or services shall be entitled to be paid therefor and the contracting unit shall be obligated for said payment. The governing body of the contracting unit shall take such action as shall be required to provide for the payment of the contract price.
- c. The Director of the Division of Local Government Services in the Department of Community Affairs shall prescribe rules and procedures to implement the requirements of this section.
- d. The governing body of the contracting unit may prescribe additional rules and procedures to implement the requirements of this section.

### N.J.A.C. 5:34-6.1 General requirements (edited as to applicability)

(a) The use of emergency purchasing pursuant to N.J.S.A. 40A:11-6 or 18A:18A-7 shall be subject to the following requirements:

1. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service;...
- ...3. The emergency purchasing procedure may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen notwithstanding a good faith effort on the part of the contracting unit to plan for the purchase of any goods or services required by the contracting unit;
4. The contract shall be of such limited duration as to meet only the immediate needs of the emergency; and
5. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract.

(b) The governing body of each contracting unit shall adopt rules or regulations as appropriate to the contracting unit to ensure that there is a procedure for determining and confirming the existence of an emergency and that the provisions for emergency purchasing pursuant to N.J.S.A. 40A:11-6 or 18A:18A-7 may be implemented. Such rules or regulations shall include such provisions that ensure that if initially designated individuals are not available, there is a designated chain of command to ensure that there are always appropriate individuals available to make such decisions.

### 18A:64A-25.6 Emergency purchases and contracts

6. Any purchase, contract, or agreement may be made, negotiated or awarded by a county college without public advertising for bids and bidding therefor, notwithstanding that the cost or contract price will exceed \$25,000\* or, commencing January 1, 2003, the amount determined pursuant to subsection b. of section 3 of P.L.1982, c.189 (C.18A:64A-25.3), when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of the materials or supplies or the performance of the work, provided that such purchases, contracts or agreements are awarded or made in the following manner:

- a. A written requisition for the performance of such work or the furnishing of materials or supplies, certified by the employee in charge of the building, facility or equipment where the emergency occurred, is filed with the contracting agent or his deputy in charge, describing the nature of the emergency, the time of its occurrence, and the need for invoking this section. The contracting agent, or his deputy in charge, being satisfied that the emergency exists, is hereby authorized to award a contract for said work, materials or supplies.
- b. Upon the furnishing of such work, materials or supplies in accordance with the terms of the contract or agreement, the contractor furnishing such work, materials or supplies shall be entitled to be paid therefor and the county college shall be obligated for said payment.
- c. The board of trustees may prescribe rules and procedures to implement the requirements of this section.

\* This provision is superseded by the provisions of N.J.S.A. 19:44A-20.4 threshold of \$17,500

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200562

## EMERGENCY PROCUREMENT REPORT

### Public Exigencies Pursuant To N.J.S.A. 19:44A-20.12

#### Procedure

An Emergency Procurement Report is required when municipalities, counties, and their instrumentalities and agencies<sup>1</sup> (public agency) experience an emergency that warrants the immediate delivery of goods or services and in doing so, are unable to comply with the "Pay-to-Play" provisions of N.J.S.A. 19:44A-20.4 et seq. N.J.S.A. 19:44A-20.12 provides in pertinent part that:

"Nothing contained in this act shall be construed as prohibiting the awarding of a contract when the public exigency requires the immediate delivery of goods or performance of emergency services as determined by the State Treasurer."

The State Treasurer<sup>2</sup> has determined that approval under this provision is automatically granted when:

1. A public agency finds the public's health, safety or welfare requires the immediate delivery of goods or the performance of services.
2. The award of any such contracts is made pursuant to the provisions of N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 et seq., or for county colleges, N.J.S.A. 18A:64A-25.6.
3. Contracts are issued in response to a formal declaration of an emergency by the Governor.

#### Emergency Report Required

The Treasurer also requires that when a contracting agency uses these provisions, the agency's purchasing agent or other appropriate personnel shall file with Director of the Division of Local Government Services an "Emergency Procurement Report," within 30 days of the date the contract was issued. Contracts relating to a formal declaration of an emergency by the Governor are exempt from the reporting provision.

Certain information is necessary to address situations in which an exigency/emergency affecting the public's health, safety or welfare requires the immediate delivery of goods or the performance of services.

<sup>1</sup> This language has been interpreted by the State to include among others, local authorities, fire districts, and county colleges.  
 Introduced on: July 14, 2020  
 Adopted on: The State Treasurer's directive can be seen at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p)  
 Official Resolution#: R20200562



PASSAIC COUNTY  
DEPARTMENT OF SENIOR SERVICES,  
DISABILITY AND VETERANS AFFAIRS

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



**To:** Human Services Committee

**From:** Shirley Force

**Date:** June 5, 2020

**Re:** Emergency Contract – **JA Food Service**  
**1010 W. John Beers**  
**Stevensville, MI 49127**

The Department of Senior Services requests permission to authorize an emergency contract to conduct emergency provision of a 5 day supply of shelf stable meals to our homebound and congregate participants for the Passaic County Division of Nutrition. This situation is vital to public health, safety and welfare of the seniors that meals continue to be offered throughout the public health emergency.

Thank you for your consideration.

SHIRLEY FORCE

Executive Director July 14, 2020  
Adopted on: July 14, 2020  
Email: shirley.f@passaiccounty.nj.org  
Official Resolution: R20200562

930 Riverview Drive, Suite 200 • Totowa, NJ 07512

Tel: (973) 569-4060

ADRC Toll Free: 1-877-222-3737

Fax: (973) 256-5191

COUNTY OF PASSAIC  
 DIV OF SENIOR & NUTRITION SRVS  
 CO OF PASSAIC, (Q)973-569-4060  
 930 RIVERVIEW DRIVE, SUITE 200  
 TOTOWA, NJ 07512

REQUISITION	
NO.	R0-02024

SHIP TO	COUNTY OF PASSAIC NUTRITION DEPARTMENT 930 RIVERVIEW DR. SUITE 250 TOTOWA, NJ 07512
VENDOR	VENDOR #: 10645 JA FOOD SERVICE CORPORATION D/B/A J&R PACKAGING 455 POST ROAD BUCHANAN, MI 49107

ORDER DATE: 03/11/20  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1250.00	SHELF STABLE MEALS FOR MEALS ON WHEELS CLIENTS EMERGENCY MEALS VARIETY OF DINNER BOX MEALS  SALES REP: MICHELLE COLCORD  <i>Pending Resolution</i>	G-01-41-801-020-F04	18.5900	23,237.50
			TOTAL	23,237.50

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200562

*Shirley Force*  
 REQUESTING DEPARTMENT  
 3/12/2020  
 DATE



COUNTY OF PASSAIC  
 DIV OF SENIOR & NUTRITION SRVS  
 CO OF PASSAIC, (Q)973-569-4060  
 930 RIVERVIEW DRIVE, SUITE 200  
 TOTOWA, NJ 07512

**Purchase Order**  
 THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, CORRESPONDENCE, ETC.  
 NO. 20-02144

**SHIP TO**  
 COUNTY OF PASSAIC  
 NUTRITION DEPARTMENT  
 930 RIVERVIEW DR. SUITE 250  
 TOTOWA, NJ 07512

ORDER DATE: 03/12/20  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:  
 VENDOR ACCT NUM:  
 VENDOR PHONE #: (269)695-5600  
 VENDOR FAX #:  
 REQUISITION #: RD-02024

**VENDOR** Vendor #: 10645  
 JA FOOD SERVICE CORPORATION  
 D/B/A J&R PACKAGING  
 455 POST ROAD  
 BUCHANAN, MI 49107

**PAYMENT RECORD**  
 CHECK NO. 144202  
 DATE PAID 4/14/2020

QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1250.00	SHELF STABLE MEALS FOR MEALS ON WHEELS CLIENTS EMERGENCY MEALS ORDER VARIETY OF DINNER BOX MEALS SALES REP: MICHELLE COLCORD PENDING RESOLUTION	6-01-41-801-020-P04	18.5900	23,237.50
			TOTAL	23,237.50

NOTICE: TAX EXEMPT - TAX ID: 22-6002466

**CLAIMANT CERTIFICATION & DECLARATION**  
 I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

*Michelle Colcord*  
 Sales  
 3/12/20  
 OFFICIAL POSITION  
 Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolutions # R26204562

**OFFICER'S CERTIFICATION**  
 I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

*Shirley Torce* 4/16/2020  
 DEPT. HEAD / DATE

VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER, MAIL VOUCHER & ITEMIZED BILLS TO:  
 COUNTY OF PASSAIC  
 DIV OF SENIOR & NUTRITION SRVS  
 CO OF PASSAIC, (Q)973-569-4060  
 930 RIVERVIEW DRIVE, SUITE 200  
 TOTOWA, NJ 07512

**APPROVAL TO PURCHASE**  
 DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW

*Sherry Avramitakis*  
 Purchasing Agent, CPA



**RESOLUTION REQUEST FORM**

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

**DESCRIPTION OF RESOLUTION:**

Resolution authorizing an emergency contract to JA Food Service, for the provision of a five day supply of shelf stable meals to our homebound and congregate participants during this public health emergency.

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:** \$ 18,975  
**REQUISITION #** PO # 20-02144 - Already Paid  
**ACCOUNT #** G-01-41-801-020-F04

4. **METHOD OF PROCUREMENT:**

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

5. **COMMITTEE REVIEW:**

**DATE:**

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

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

Introduced on: July 14, 2020  Other: \_\_\_\_\_  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200562

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE ADDITIONAL FUNDING AWARD IN THE AMOUNT OF \$273,000.00 TO VARIOUS VENDORS IN BID SB-20-006 FOR FROZEN FOODS/GROCERIES AND CANNED GOODS FOR THE COUNTY OF PASSAIC DEPARTMENTS AND INSTITUTIONS IN ACCORDANCE WITH N.J.S.A. 40A:11-1 ET. SEQ. ALL AS NOTED IN THE RESOLUTION.

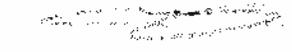
THIS RESOLUTION WAS REQUESTED BY:

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#	R20200563							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-16							
CAF #	0-01-27-172-001-M02							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE ADDITIONAL FUNDING AWARD IN THE AMOUNT OF \$273,000.00 TO VARIOUS VENDORS IN BID SB-20-006 FOR FROZEN FOODS/GROCERIES AND CANNED GOODS FOR THE COUNTY OF PASSAIC DEPARTMENTS AND INSTITUTIONS IN ACCORDANCE WITH N.J.S.A. 40A:11-1 ET. SEQ.**

**WHEREAS**, pursuant to Resolution R2020-0048 dated January 28, 2020, the Board of Chosen Freeholders of the County of Passaic (hereafter "Board") authorized an award of contract to various vendors for frozen foods/groceries and canned goods for the County of Passaic Departments and Institutions in Bid SB-20-006, in accordance with N.J.S.A. 40A:11-1 et. seq. as set forth below:

**Mivla Foods – (132 items) \$173,607.54**

Bid Items: 31, 35, 55, 74, 81, 83, 84, 98, 99, 108, 109, 114, 116, 117b, 117c, 122, 123, 124, 126, 128, 129, 134, 135, 143, 146, 148, 154, 156, 159c, 159e, 160, 170, 172, 173, 174, 175, 176, 177, 180, 181, 182, 183, 184, 185, 186, 187, 192, 193, 198, 199a, 199b, 199c, 199d, 203, 208, 209, 214, 219, 221, 223, 226, 229, 230, 232, 237, 240, 256, 247, 248, 251, 252, 262, 268, 269, 270, 271, 176, 180, 281, 282, 283, 288, 290, 291, 294, 295, 297, 301, 305, 311, 314, 318, 322, 323, 325, 329, 330, 333, 334, 350, 352, 355, 356, 374, 375, 386, 387, 399, 400, 409, 413, 414, 415, 416, 418, 421, 423, 426, 427, 435, 437, 438, 447, 450, 456, 457, 460, 463, 467, 469, 471, 473;

**Jamac Frozen Food Corp. – (74 items) \$204,353.50**

Bid Items: 6, 7, 8, 10, 12, 13, 17, 18, 19, 23, 26, 28, 29, 33a, 33b, 34, 38, 40, 41, 42, 45, 46, 47, 48, 50, 57, 58, 59, 62, 63, 64, 66, 69, 70, 71, 72, 73, 75, 76, 77, 79a, 86, 87, 90, 103, 105b, 105c, 105d, 105e, 106, 107, 110, 111, 113, 120, 130, 133, 136, 137, 138, 141, 142, 144, 145, 150, 151, 158, 159f, 159g, 159h, 159i, 159j, 159m.

**H. Schrier & Co., Inc. – (281 items) \$737,568.81**

Bid Items: 2, 3, 4, 5, 9, 11, 14, 15, 16, 20, 24, 25, 30, 32, 36, 39, 43, 51, 52, 56, 61, 67, 78, 80, 82, 85, 89, 91, 92, 93, 94, 95, 101, 104, 105a, 115, 117a, 118a, 118b, 118c, 118d, 118e, 118f, 119a, 119b, 119c, 119d, 119e, 119f, 119g, 121, 125, 127, 131, 132, 139, 140, 147, 149, 152, 153, 155, 157, 159a, 159b, 159d, 159k, 159l, 159n, 162, 163, 164, 165, 166, 169, 171, 178, 179, 188, 189, 190, 191, 94, 195, 196, 197, 200, 201, 202, 204, 205, 206, 207, 210, 211, 212, 213, 215, 216, 217, 218, 220, 222, 224, 225, 227, 228, 231, 233, 234, 235, 236, 238, 239, 241, 242, 243, 244, 245, 249, 250, 253, 254, 255, 256, 257, 258, 259, 260, 261, 263, 264, 265, 266, 267, 273, 274, 275, 277, 278, 279, 284, 285, 286, 287, 289, 292, 293, 296, 298, 299, 300, 302, 303, 304, 306, 307, 308, 309, 310, 312, 313, 315, 316, 317, 319, 320, 321, 324, 326, 327, 328, 335a, 335b, 335c, 335d, 335e, 336a, 336b, 336c, 336d, 336e, 336f, 336g, 336h, 336i, 336j, 347, 348, 349, 351, 353, 354, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 401, 402, 403, 404, 405, 406, 407, 408, 410, 411, 412, 417, 419, 420, 422, 424, 425, 428, 429, 430, 431, 432, 434, 436, 439, 440, 441, 442, 443, 444, 445, 446, 448, 449, 451, 452, 453, 454, 455, 458, 459, 461, 464, 465, 466, 468, 470, 472, 474;

**Cardinal Foods LLC – (40 items) \$73,083.83**

Bid Items: 1, 21, 22, 27, 37, 44, 49, 53, 54, 60, 65, 68, 79b, 88, 96, 100, 102, 112, 161a, 161b, 161c, 161d, 161e, 161f, 161g, 161h, 161i, 161j, 161k, 161l, 161m, 161n, 161o, 161p, 161q, 161r, 161s, 161t, 161u, 161v.

Prices are not available to Cooperative #38PCCP; and

**WHEREAS**, the purpose of this Resolution is to authorize an additional award of funding to the above-stated various vendors in the amount of \$273,000.00 because Preakness Health Care Center is now preparing breakfast for Meals-On-Wheels citizens as a result of Covid-19, this was not known at the time of the original award;

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-1 et. seq. that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the additional funding award to various vendors for frozen foods/groceries and canned goods for the County of Passaic Departments and Institutions in accordance with Bid SB-20-006;

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, the Purchasing Agent, and the Director of the Board are hereby authorized to execute any necessary agreements on behalf of the County of Passaic as prepared by the Office of the County Counsel for said purpose.

JDP:lc

Dated: July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$273,000.00

APPROPRIATION: 0-01-27-172-001-M02

PURPOSE: Resolution authorizing the additional funding award in the amount of \$273,000 to various vendors for frozen foods/groceries and canned goods.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

NAME OF REQUESTER: Lucinda Corrado DEPARTMENT/DIVISION: Preakness Healthcare Ctr

## 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Increase of additional award

PROJECT NAME & NO. (If applicable): \_\_\_\_\_

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

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

Resolution authorizing additional award to the vendors awarded via R2020-0048 dated 1/31/2020. Preakness HC is now preparing breakfast for Meals-On-Wheels citizens as a result of Covid-19; this was not known at the time of original award, January 2020.

## 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 273,000.00

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

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

PURCHASE ORDER # \_\_\_\_\_

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

ACCOUNT # 0-01-27-172-001-M02 # \_\_\_\_\_ # \_\_\_\_\_

## 3. METHOD OF PROCUREMENT:

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

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

BID #: SB-20-006

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

Planning & Economic Development

Public Works

Introduced on:

July 14, 2020

Adopted on:

July 14, 2020

Official Resolution#: R20200563

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE HUMAN SERVICES DEPARTMENT TO AWARD CONTRACT FOR ONE (1) YEAR PERIOD UNDER RFP 20-018 BEGINNING AUGUST 1, 2020 TERMINATING JULY 31, 2021, TO MORRIS COUNTY PREVENTION IS KEY TO PROVIDE SERVICES VIA A MOBILE RECOVERY UNIT TO HELP COMBAT OPIOID ADDICTION WITHIN THE COUNTY IN THE AMOUNT OF \$167,627.00 IN ACCORDANCE WITH N.J.S.A. 40A:11-4.5. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HUMAN SERVICES

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#	R20200564							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-17							
CAF #	G-01-41-736-020-213							
Purchase Req. #	R0-03699							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE HUMAN SERVICES DEPARTMENT TO AWARD CONTRACT FOR ONE (1) YEAR PERIOD UNDER RFP 20-018 BEGINNING AUGUST 1, 2020 TERMINATING JULY 31, 2021, TO MORRIS COUNTY PREVENTION IS KEY TO PROVIDE SERVICES VIA A MOBILE RECOVERY UNIT TO HELP COMBAT OPIOID ADDICTION WITHIN THE COUNTY IN THE AMOUNT OF \$167,627.00 IN ACCORDANCE WITH N.J.S.A. 40A:11-4.5.**

**WHEREAS**, the Passaic County Human Services Department is an umbrella social service agency concerned with planning and funding services for the county's disadvantaged and homeless citizens, including mental health and addiction treatment; and

**WHEREAS**, on May 22, 2020, proposals were received and opened for RFP-20-018 for \$167,627.00 for addiction service funding awards for Passaic County for calendar year 2020 for a one (1) year period as a competitive contract pursuant to the Local Public Contract Law, specifically N.J.S.A. 40A:11-4.5; and

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

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

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic is desirous of awarding a contract under the aforesaid RFP-20-018 totaling \$167,627.00 to Morris County Prevention is Key to provide services via a mobile recovery unit to help combat opioid addiction within the County beginning August 1, 2020 through July 31, 2021;

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4.5, the Passaic County Human Services Department is authorized to award a one (1) year contract under RFP 20-018 beginning August 1, 2020, and terminating July 31, 2021, to Morris County Prevention is Key to provide services via a mobile recovery unit to help combat opioid addiction within the County; and

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk and any other appropriate county official be authorized to execute the necessary agreement to effectuate the above.

JDP:lc

Dated: July 14, 2020

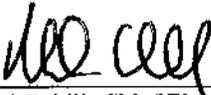
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$167,627.00

APPROPRIATION: G-01-41-736-020-213

PURPOSE: Resolution authorizing the Human Services Department to award contract for one year to Morris County Prevention is Key beginning August 1, 2020 terminating July 31, 2021

  
Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Francine Vince, MSW  
**Telephone #:** 973-881-2834

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE HUMAN SERVICE DEPARTMENT TO AWARD A ONE YEAR CONTRACT UNDER RFP 20-018, BEGINNING AUGUST 1, 2020 AND TERMINATING JULY 31, 2021, TO MORRIS COUNTY PREVENTION IS KEY TO PROVIDE SERVICES VIA A MOBILE RECOVERY UNIT TO HELP COMBAT OPIOID ADDICTION WITHIN THE COUNTY AS DETAILED IN THE ATTACHMENTS.

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:** \$ 167,627  
**REQUISITION #** R0-03699  
**ACCOUNT #** G-01-41-736-020-213

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

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

5. **COMMITTEE REVIEW:**

**DATE:**

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

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services 7/1/2020

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

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

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

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

Introduced on: July 14, 2020  Other: \_\_\_\_\_  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200564

ADDICTION RESOLUTION REQUESTS 2020-2021

RESOLUTION AUTHORIZING THE HUMAN SERVICE DEPARTMENT TO AWARD A ONE YEAR CONTRACT TO MORRIS COUNTY PREVENTION IS KEY TO PROVIDE MOBILE RECOVERY UNIT TO ASSIST IN COMBATING OPIOID ADDICTION ISSUES IN THE COMMUNITY AS DETAILED IN THE RESOLUTION.

RFP # 20-018

DATE PROPOSALS RECEIVED AT PROCUREMENT: 5/22/2020

BID REVIEW COMMITTEE MEETING DATE: 5/28/2020

BID REVIEW COMMITTEE: PAULA TEDESCO, RONNA BOUTON, JEANETTE PIMENTEL, DONNA HUBER, TASHAI MCFARLANE

ACCOUNT # G-01-41-736-020-213--ADDICTIONS			
REQUISITION NUMBERS	AGENCY	PROGRAM	AMOUNT
R0-03699	MORRIS COUNTY PREVENTION IS KEY	MOBILE RECOVERY UNIT	\$167,627



RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Francine Vince, MSW
Telephone #: 973-881-2834

DESCRIPTION OF RESOLUTION:

RESOLUTION AUTHORIZING THE HUMAN SERVICE DEPARTMENT TO AWARD A ONE YEAR CONTRACT UNDER RFP 20-018, BEGINNING AUGUST 1, 2020 AND TERMINATING JULY 31, 2021, TO MORRIS COUNTY PREVENTION IS KEY TO PROVIDE SERVICES VIA A MOBILE RECOVERY UNIT TO HELP COMBAT OPIOID ADDICTION WITHIN THE COUNTY AS DETAILED IN THE ATTACHMENTS.

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: \$ 167,627
REQUISITION # R0-03699
ACCOUNT # G-01-41-736-020-213

4. METHOD OF PROCUREMENT:

[X] RFP [ ] RFQ [ ] Bid
[ ] Other:

5. COMMITTEE REVIEW:

DATE:

[ ] Administration & Finance
[ ] Budget
[ ] Health
[X] Human Services 7/1/2020
[ ] Law & Public Safety
[ ] Planning & Economic Development
[ ] Public Works

6. DISTRIBUTION LIST:

[ ] Administration [ ] Finance [ ] Counsel
[ ] Clerk to the Board [ ] Procurement

Introduced on: July 14, 2020 Other:
Adopted on: July 14, 2020
Official Resolution#: R20200564

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$2,843,439.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT (\$1,587,337.00) AND DISLOCATED WORKER (\$1,256,102.00) ALLOTMENTS FOR PROGRAM YEAR (JULY 1, 2020 – JUNE 30, 2021) AS AUTHORIZED BY PUB.L. 113-128. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HUMAN SERVICES

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>R20200565</b>							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-18							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$2,843,439.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT (\$1,587,337.00) AND DISLOCATED WORKER (\$1,256,102.00) ALLOTMENTS FOR PROGRAM YEAR (JULY 1, 2020 – JUNE 30, 2021) AS AUTHORIZED BY PUB.L. 113-128.**

**WHEREAS**, the Passaic County Workforce Investment Board provides planning and oversight for the training for unemployed, unskilled and displaced individuals so they can effectively operate in the workplace; and

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic (hereafter “Board”) is desirous of accepting Notice of Award in the amount of \$2,843,439.00 from the Department of Labor & Workforce Development for the Workforce Innovation and Opportunity Act Adult (\$1,587,337.00) and Dislocated Worker (\$1,256,102.00) allotments for PY (July 1, 2020 – June 30, 2021); and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Passaic County Workforce Investment Board to accept the Notice of Award in the amount of \$2,843,439.00 from the Department of Labor & Workforce Development for the Workforce Innovation and Opportunity Act Adult (\$1,587,337.00) and Dislocated Worker (\$1,256,102.00) allotments for PY (July 1, 2020 – June 30, 2021) as authorized by Pub.L. 113-128; and

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk and any other appropriate county official be authorized to execute the necessary agreement to effectuate the above.

JDP:lc

Dated: July 14, 2020



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Duwan Bogert, Executive Director  
 Telephone #: 973-569-5082

**DESCRIPTION OF RESOLUTION:**

Authorization to accept the Notice of Award/N.O.A. of \$2,843,439 from the Department of Labor & Workforce Development for the WIOA Adult (\$1,587,337) and Dislocated Worker (\$1,256,102) allotments for Program Year 2020 (July 1, 2020 - June 30, 2021).

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. AMOUNT OF EXPENDITURE: \$ \_\_\_\_\_  
 REQUISITION # \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_

4. METHOD OF PROCUREMENT:

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

5. COMMITTEE REVIEW:

DATE:

<input type="checkbox"/> Administration & Finance	_____
<input type="checkbox"/> Budget	_____
<input type="checkbox"/> Health	_____
<input checked="" type="checkbox"/> Human Services	06/25/2020
<input type="checkbox"/> Law & Public Safety	_____
<input type="checkbox"/> Planning & Economic Development	_____
<input type="checkbox"/> Public Works	_____

6. DISTRIBUTION LIST:

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200565



PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lieutenant Governor

State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
P.O. BOX 55, TRENTON, NEW JERSEY 08625-0110

ROBERT ASARO-ANGELO  
Commissioner

June 18, 2020

Ms. Cassandra Lazzara  
Freeholder Director  
Passaic County  
Administration Building 401 Grand Street  
Paterson, New Jersey 07505-2027

RE: Notice of Award - Program Year 2020 - Workforce Innovation and Opportunity Act  
Adult and Dislocated Worker Allotments

Dear Ms. Cassandra Lazzara:

I am pleased to announce that the U.S. Department of Labor (USDOL) has provided Workforce Innovation and Opportunity Act (WIOA) allotments for Program Year 2020 (July 1, 2020 through June 30, 2021). The enclosed Notice of Award (NOA) reflects the allocation of the Adult and Dislocated Worker funds for your Workforce Development Area. Final determination of the allocation for Adult and Dislocated Worker funding is contingent upon authorization and availability from the USDOL.

Please incorporate these funds into your Program Year 2020 Workforce Development Area Contract. As WIOA legislation allows a portion of these funds to be used for administrative purposes, including the activities of the Workforce Development Area, we recommend setting aside a proportionate amount of your allocation for this purpose.

Program Year 2020 funds must be 80 percent obligated by June 30, 2021. All funds must be fully expended by June 30, 2022 or returned to the state.

If you have any questions regarding the issuance of this NOA, please contact Hugh Bailey, Assistant Commissioner, Workforce Development, at 609-984-9414.

Sincerely,

Robert Asaro-Angelo  
Commissioner



Introduced by: [Signature]  
Adopted on: July 14, 2020  
Official Resolution#: R20200565

*"Opportunity. Stability. Dignity."*  
OFFICE OF THE COMMISSIONER

*New Jersey is an Equal Opportunity Employer  
Printed on Recycled and Recyclable Paper*

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
 WORKFORCE DEVELOPMENT AND ECONOMIC OPPORTUNITY

NOTICE OF AWARD

**GRANTEE:** Passaic County  
 Administration Building 401 Grand Street  
 Paterson, Passaic County New Jersey

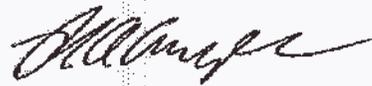
**GRANTOR:** State of New Jersey  
 Department of Labor and Workforce Development  
 Workforce Development and Economic Opportunity  
 P.O. Box 055  
 Trenton, New Jersey 08625-0055

**CONTACT:** Hugh Bailey, Assistant Commissioner, at 609-984-9414

This Notice of Award provides funding authority for the program(s) shown below for Program Year 2020 (July 1, 2020 through June 30, 2021). Funds must be 80 percent obligated by June 30, 2021. All funds must be fully expended by June 30, 2022 or returned to the state. Final determination of the allocation for Adult and Dislocated Worker funding is contingent upon authorization and availability from the USDOL.

Program	July 1, 2020	October 1, 2020	Total PY 2020
WIOA Adult	\$ 266,090	\$ 1,321,247	\$ 1,587,337
WIOA Dislocated Worker	\$ 229,374	\$ 1,026,728	\$ 1,256,102
<b>TOTAL</b>	<b>\$ 495,464</b>	<b>\$ 2,347,975</b>	<b>\$ 2,843,439</b>

Authorized Signature:



Robert Asaro-Angelo  
 Commissioner

New Jersey Department of Labor and Workforce Development

Date Signed: 06/18/2020

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$51,000.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE LEARNING LINK PROGRAM FOR FY2021 (JULY 1, 2020 – JUNE 30, 2021). ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HUMAN SERVICES

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#	R20200566							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$51,000.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE LEARNING LINK PROGRAM FOR FY2021 (JULY 1, 2020 – JUNE 30, 2021).**

**WHEREAS**, the Passaic County Workforce Investment Board provides planning and oversight for the training for unemployed, unskilled and displaced individuals so they can effectively operate in the workplace; and

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic (hereafter “Board”) is desirous of accepting Notice of Award in the amount of \$51,000.00 from the Department of Labor & Workforce Development for the Workforce Learning Link Program for FY2021 (July 1, 2020 – June 30, 2021); and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Passaic County Workforce Investment Board to accept the Notice of Award in the amount of \$51,000.00 from the Department of Labor & Workforce Development for the Workforce Learning Link Program for FY2021 (July 1, 2020 – June 30, 2021); and

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk and any other appropriate county official be authorized to execute the necessary agreement to effectuate the above.

JDP:lc

Dated: July 14, 2020



**RESOLUTION REQUEST FORM**

1. NAME OF REQUESTER: Duwan Bogert, Executive Director  
 Telephone #: 973-569-5082

**DESCRIPTION OF RESOLUTION:**

Authorization to accept the Notice of Award/N.O.A. of \$51,000 from the Department of Labor & Workforce Development for the Workforce Learning Link Program Year/ FY 2021 (July 1, 2020 - June 30, 2021).

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. AMOUNT OF EXPENDITURE: \$ \_\_\_\_\_  
 REQUISITION # \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_

4. **METHOD OF PROCUREMENT:**

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

5. **COMMITTEE REVIEW:**

DATE:

Administration & Finance \_\_\_\_\_  
 Budget \_\_\_\_\_  
 Health \_\_\_\_\_  
 Human Services 06/25/2020  
 Law & Public Safety \_\_\_\_\_  
 Planning & Economic Development \_\_\_\_\_  
 Public Works \_\_\_\_\_

6. **DISTRIBUTION LIST:**

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



State of New Jersey

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lieutenant Governor

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
P.O. BOX 55, TRENTON, NEW JERSEY 08625-0110

ROBERT ASARO-ANGELO  
Commissioner

June 18, 2020

Ms. Cassandra Lazzara  
Freeholder Director  
Passaic County  
Administration Building 401 Grand Street  
Paterson, New Jersey 07505-2027

RE: Notice of Award - State Fiscal Year 2021 - Workforce Learning Link Program

Dear Ms. Cassandra Lazzara:

I am pleased to announce that a total of \$51,000 in Workforce Learning Link funds has been provided to the Passaic County Workforce Development Area for State Fiscal Year 2021 (July 1, 2020 through June 30, 2021). The enclosed Notice of Award (NOA) reflects the allocation of these funds. Final determination for funding is contingent upon authorization and availability from the state.

Please incorporate these funds into your Program Year 2020 Workforce Development Area Contract. These funds must be fully obligated by June 30, 2021 and fully expended by December 31, 2021.

Please be reminded that you must report line items as per your approved budget. You must receive New Jersey Department of Labor and Workforce Development approval for any line item change that equals 10 percent or more of your total budget.

If you have any questions regarding the issuance of this NOA, please contact Danielle Jubanyik, Ph.D. at 609-292-6640.

Sincerely,

Robert Asaro-Angelo  
Commissioner



Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200566

*"Opportunity. Stability. Dignity."*

OFFICE OF THE COMMISSIONER

*New Jersey is an Equal Opportunity Employer  
Printed on Recycled and Recyclable Paper*

**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
**WORKFORCE DEVELOPMENT AND ECONOMIC OPPORTUNITY**  
**NOTICE OF AWARD**

**GRANTEE:** Passaic County  
Administration Building 401 Grand Street  
Paterson, New Jersey 07505-2027

**GRANTOR:** State of New Jersey  
Department of Labor and Workforce Development  
Workforce Development  
P.O. Box 055  
Trenton, New Jersey 08625-0055

**GRANTEE:** Danielle Jubanyik, Ph.D., at 609-292-6640

This Notice of Award provides funding authority for the program shown below for State Fiscal Year 2021 (July 1, 2020 through June 30, 2021). Not more than seven percent of the allocation may be spent on administration (**Note:** Support to HSE Testing Centers is considered administration). Final determination for funding is contingent upon authorization and availability from the state.

<u>Program</u>	<u>Allocation</u>	<u>Level of Service</u>
Workforce Learning Link	\$51,000	51

Authorized Signature:



Date Signed: 6/18/2020

Robert Asaro-Angelo  
Commissioner  
New Jersey Department of Labor and Workforce Development

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$132,000.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT SUMMER YOUTH EMPLOYMENT PROGRAM, PY2020 (MAY 1, 2020 – OCTOBER 31, 2020) AS AUTHORIZED BY PUB.L. 113-128. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

HUMAN SERVICES

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#	R20200567							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY WORKFORCE INVESTMENT BOARD TO ACCEPT THE NOTICE OF AWARD IN THE AMOUNT OF \$132,000.00 FROM THE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT SUMMER YOUTH EMPLOYMENT PROGRAM, PY2020 (MAY 1, 2020 – OCTOBER 31, 2020) AS AUTHORIZED BY PUB.L. 113-128.**

**WHEREAS**, the Passaic County Workforce Investment Board provides planning and oversight for the training for unemployed, unskilled and displaced individuals so they can effectively operate in the workplace; and

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic (hereafter “Board”) is desirous of accepting Notice of Award in the amount of \$132,000.00 from the Department of Labor & Workforce Development for the Workforce Innovation and Opportunity Act Summer Youth Employment Program, PY2020 (May 1, 2020 – October 31, 2020); and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Passaic County Workforce Investment Board to accept the Notice of Award in the amount of \$132,000.00 from the Department of Labor & Workforce Development for the Workforce Innovation and Opportunity Act Summer Youth Employment Program, PY2020 (May 1, 2020 – October 31, 2020) as authorized by Pub.L. 113-128; and

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk and any other appropriate county official be authorized to execute the necessary agreement to effectuate the above.

JDP:lc

Dated: July 14, 2020



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Duwan Bogert, Executive Director  
 Telephone #: 973-569-5082

**DESCRIPTION OF RESOLUTION:**

Authorization to accept the Notice of Award/N.O.A. of \$132,000 from the Department of Labor & Workforce Development for the WIOA Summer Youth Employment Program (SYEP), Program Year 2019 (May 1, 2020 - October 30, 2020).

2. CERTIFICATION INFORMATION:

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. AMOUNT OF EXPENDITURE: \$ \_\_\_\_\_  
 REQUISITION # \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

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

5. COMMITTEE REVIEW:

DATE:

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

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services 06/29/2020

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

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

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

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200567



PHILIP D. MURPHY  
Governor

State of New Jersey

SHEILA Y. OLIVER  
Lieutenant Governor

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
P.O. BOX 110, TRENTON, NEW JERSEY 08625-0110

ROBERT ASARO-ANGELO  
Commissioner

June 1, 2020

Ms. Cassandra Lazzara  
Freeholder Director  
Passaic County Board of Chosen Freeholders  
County Administration Building  
401 Grand Street, Room 417  
Paterson, New Jersey 07505-2023

RE: Notice of Award – Fiscal Year 2020 Summer Youth Employment Program (SYEP)

Dear Ms. Lazzara:

I am pleased to announce that you have been awarded a grant in the amount of \$132,000 for the Summer Youth Employment Program (SYEP).

The enclosed Notice of Award (NOA) reflects the allocation of funding for your SYEP made available through the Workforce Innovation and Opportunity Act. Please incorporate these funds into your Program Year 2019 Workforce Development Area Contract. Program duration is May 1, 2020 through October 30, 2020 requiring all funds to be fully expended by October 30, 2020.

The goal of the SYEP is to provide In-school and Out of School youth and young adults ages 16-24 with valuable internships and help them to successfully transition to the world of work.

If you have any questions regarding the issuance of this NOA, please contact Dr. Yolanda Allen, Director of the Division of Career Services, at 609-984-2477.

Sincerely,

Robert Asaro-Angelo  
Commissioner

Enclosure



Issued on: July 14, 2020  
Approved: July 14, 2020  
Official Resolution#: R20200567

*"Opportunity. Stability. Dignity."*

OFFICE OF THE COMMISSIONER

New Jersey is an Equal Opportunity Employer  
Printed on Recycled and Recyclable Paper

## NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

## WORKFORCE DEVELOPMENT AND ECONOMIC OPPORTUNITY

NOTICE OF AWARD

**GRANTEE:** County of Passaic  
 Board of Chosen Freeholders  
 County Administration Building  
 401 Grand Street, Room 417  
 Paterson, New Jersey 07505-2023

**GRANTOR:** State of New Jersey  
 Department of Labor and Workforce Development  
 Division of Career Services  
 P.O. Box 055  
 Trenton, New Jersey 08625-0055

**CONTACT:** Dr. Yolanda Allen, Director, (609)984-2477

This Notice of Award provides funding authority for the programs shown below for Program Year 2019. Not more than 10 percent of the total contracted funds may be spent on administration. All funds must be fully expended by October 30, 2020 or returned to the state. Final determination for funding is contingent upon authorization and availability from the USDOL.

Program	WIOA Funding
Summer Youth Employment Program	\$132,000

Authorized Signature:  Date Signed: 6/10/20

Robert Asaro-Angelo  
 Commissioner  
 New Jersey Department of Labor and Workforce Development

**PROGRAM GOALS AND OBJECTIVES:**

The goal of the SYEP is to provide youth and young adults with valuable internships and help them to successfully transition to the world of work. Grantees must support and implement the following:

- To enlist public and private partners to connect young adults ages 16-24 to paid internships and work experiences in high growth industries and occupations that are in line with each local area's plan.
- To provide a minimum of 35 hours of workforce readiness training which include topics such as: soft skills training, financial literacy, resume building, entrepreneurship skills, diversity training and prevention of workplace harassment training.
- To provide exposure to different careers and an opportunity to (1) gain hands-on work experience; (2) earn a paycheck; (3) prepare for a future career; (4) interact with employers; (5) learn about community resources; and (6) receive supportive services.
- To provide a positive experience for both employer and employee.

**PROGRAM OUTCOMES:**

All programs are expected to report on a number of outputs and outcomes including but not limited to:

- Total number and demographics of young adults served.
- How many interns were classified as In-school and Out of School?
- For how many interns was SYEP 2020 their first job/work experience?
- Number of businesses/worksites that hosted SYEP interns.
- Summary of workforce readiness activities.
- Were any SYEP interns hired permanently with their business/employer worksite post-SYEP, and were they F/T or P/T?

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING FIRST ONE-YEAR OPTION TO RENEW WITH MONARCH HOUSING ASSOCIATES FOR PLANNING AND COORDINATION OF HUD CONTINUUM OF CARE ACTIVITIES ADMINISTERED BY THE PASSAIC COUNTY HUMAN SERVICES DEPARTMENT PURSUANT TO THE PROVISIONS OF N.J.S.A. 40A:11-4.5. 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

Health & Human Services  
COMMITTEE NAME

Official Resolution#	R20200568							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING FIRST ONE-YEAR OPTION TO RENEW WITH MONARCH HOUSING ASSOCIATES FOR PLANNING AND COORDINATION OF HUD CONTINUUM OF CARE ACTIVITIES ADMINISTERED BY THE PASSAIC COUNTY HUMAN SERVICES DEPARTMENT PURSUANT TO THE PROVISIONS OF N.J.S.A. 40A:11-4.5.**

**WHEREAS**, the Passaic County Human Services Department (hereafter “Department”) is an umbrella social service agency concerned with planning and funding services for the disadvantaged and homeless citizens; and

**WHEREAS**, pursuant to Resolution R20200273 dated March 24, 2020, the Board of Chosen Freeholders of the County of Passaic (hereafter “Board”) authorized an award of contract to Monarch Housing Associates for planning and coordination of HUD Continuum of Care Activities for initial period of April 1, 2020 through July 31, 2020 with three (3) one-year options to renew, in accordance with N.J.S.A. 40A:11-4.5; and

**WHEREAS**, the Board is desirous of exercising the first one-year option to renew for the period August 1, 2020 through July 31, 2021 in the amount of \$90,000.00; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board 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 for the within contemplated expenditure; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4.5, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the first one-year option to renew with Monarch Housing Associates for planning and coordination of HUD Continuum of Care Activities by the Passaic County Human Services Department;

**LET IT BE FURTHER RESOLVED**, that the Director and Clerk of the said Board are hereby authorized to execute any necessary agreement on behalf of the County of Passaic.

JDP

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$90,000.00

APPROPRIATION: 0-01-30-204-007-213

PURPOSE: Resolution authorizing first one year option to renew with Monarch Housing Associates for Planning and Coordination of Hud Continuum of Care Activities.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



### RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Francine Vince, MSW  
**Telephone #:** 973-881-2834

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO AWARD THE FIRST ONE YEAR EXTENSION TO MONARCH HOUSING ASSOCIATES AS PER RESOLUTION R2020-0273 (3/24/20) FOR PLANNING AND COORDINATION OF HUD CONTINUUM OF CARE ACTIVITIES ADMINISTERED BY THE COUNTY DEPARTMENT OF HUMAN SERVICES. THE AWARD IS FOR AUGUST 1, 2020 THROUGH JULY 31, 2021 WITH THE OPTION FOR UP TO TWO REMAINING ONE-YEAR RENEWALS.

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:** \$ 90,000  
**REQUISITION #** R0-03919  
**ACCOUNT #** 0-01-30-204-007-213

4. **METHOD OF PROCUREMENT:**

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

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance \_\_\_\_\_  
 Budget \_\_\_\_\_  
 Health \_\_\_\_\_  
 Human Services 7/1/20  
 Law & Public Safety \_\_\_\_\_  
 Planning & Economic Development \_\_\_\_\_  
 Public Works \_\_\_\_\_

6. **DISTRIBUTION LIST:**

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

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director 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: Jul 14, 2020 - 6:00 PM

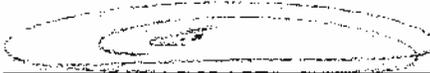
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO APPLY FOR AND ACCEPT FUNDING IN THE AMOUNT OF \$424,306.00 FROM THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR PROJECT FUNDS-COMMUNITY SERVICES BLOCK GRANT (CSBG) NON-DISCRETIONARY COVID 19 CARES ACT, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

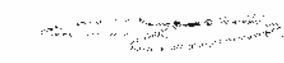
HUMAN SERVICES

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#	R20200569							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO APPLY FOR AND ACCEPT FUNDING IN THE AMOUNT OF \$424,306.00 FROM THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR PROJECT FUNDS- COMMUNITY SERVICES BLOCK GRANT (CSBG) NON-DISCRETIONARY COVID 19 CARES ACT**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic (hereafter “Board”) desires to apply for and obtain a grant from the New Jersey Department of Community Affairs (hereafter “Department”) for approximately \$424,306.00 to carry out a project in connection with Community Services Block Grant Non-Discretionary COVID 19 CARES ACT; and

**WHEREAS**, this matter was discussed via e-mail for the April 15, 2020, meeting of Health and Human Services Committee, and is being recommended to the Board for approval;

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic does hereby authorize the application for such a grant; and

**LET IT BE FURTHER RESOLVED**, that the Board 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 also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between The Board of Chosen Freeholders of the County of Passaic and the New Jersey Department of Community Affairs; 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:

Francine Vince, Director  
Human Services Department  
County of Passaic

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

JDP:lc

Dated: July 14, 2020



**RESOLUTION REQUEST FORM**

1. **NAME OF REQUESTER:** Francine Vince, MSW  
**Telephone #:** 973-881-2834

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO APPLY FOR AND ACCEPT FUNDING IN THE AMOUNT OF \$424,306.00 FROM THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR PROJECT FUNDS-COMMUNITY SERVICE BLOCK GRANT (CSBG) NON-DISCRETIONARY COVID 19 CARES ACT

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. **AMOUNT OF EXPENDITURE:** \$ \_\_\_\_\_  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** \_\_\_\_\_

4. **METHOD OF PROCUREMENT:**

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

5. **COMMITTEE REVIEW:**

**DATE:**

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

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

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

Introduced on: April 28, 2020  
 Adopted on: April 28, 2020  
 Official Resolution#: R20200569  
 Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200569



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 051  
TRENTON, NJ 08625-0051

PHILIP D. MURPHY  
Governor

LT. GOVERNOR SHEILA Y. OLIVER  
Commissioner

April 23, 2020

Mounir Almalfa, M.A.  
Director  
Division of Community and Family Services  
Passaic County Department of Human Services  
401 Grand Street, Room 506  
Paterson, NJ 07505

RE: Project Funds – CSBG ND COVID 19 CARES Act

Dear Mr. Almalfa:

Passaic County will receive Community Services Block Grant (CSBG) Non-Discretionary (ND) COVID 19 CARES Act funds of approximately \$424,306. Your first allocation is approximately \$148,507.

As of April 17, 2020, Health and Human Services has not provided the States with a date on which agencies may attribute costs related to this public health emergency, but we anticipate the CSBG ND grant funds will be available from April 1, 2020 through September 30, 2022. Please ensure that the agencies you subcontract with are aware of the time frame, since this differs from past contract years. If you require additional time to utilize funds, a grant revision would be necessary.

If you have any questions, please do not hesitate to contact me at (609) 633-6129.

Sincerely,

Scott Bruno  
Grant Manager  
Department of Community Affairs  
Division of Housing and Community Resources  
Office of Community Services

Produced on: April 28, 2020  
Adopted on: April 28, 2020  
Official Resolution#: R20200343  
Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200569  
New Jersey is an Equal Opportunity Employer. Printed on Recycled paper and Recyclable

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE CLOSING OF SALE OF AN EXCESS COUNTY-OWNED RIGHT-OF-WAY CONSISTING OF APPROXIMATELY 5,020 SQUARE FEET COMMONLY KNOWN AS BLOCK 2400 LOT 1, ON WANAQUE AVENUE IN THE BOROUGH OF POMPTON LAKES, NJ TO 60 WANAQUE AVENUE REALTY, LLC PURSUANT TO N.J.S.A. 40A:12-13.5 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#	R20200570							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING THE CLOSING OF SALE OF AN EXCESS COUNTY-OWNED RIGHT-OF-WAY CONSISTING OF APPROXIMATELY 5,020 SQUARE FEET COMMONLY KNOWN AS BLOCK 2400 LOT 1, ON WANAQUE AVENUE IN THE BOROUGH OF POMPTON LAKES, NJ TO 60 WANAQUE AVENUE REALTY, LLC PURSUANT TO N.J.S.A. 40A:12-13.5 ET SEQ.**

**WHEREAS**, the County of Passaic (herein after “County”) now owns an excess of the right-of-way West of the Bridge on the South side of Wanaque Avenue in the Borough of Pompton Lakes (Block 2400, Lot 1) consisting of approximately 5, 020 square feet; and

**WHEREAS**, the County has agreed to sell the County owned excess of the right-of-way for the fair market value of \$25, 000 to the contiguous property owner to 60 Wanaque LLC, through its members John V. Soojian, James Soojian and Steven Soojian; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders (herein after “Board”) adopted Resolution R-2014-503 dated June 20, 2014, which determined that the County-owned excess right-of-way consisting of approximately 5,020 square feet, commonly known as Block 2400 Lot 1 on Wanaque Avenue in the Borough of Pompton Lakes, NJ, was no longer needed for public use pursuant to N.J.S.A 40A: 12-13 and was desirous of selling the property for the full market value to the sole contiguous property owner; and

**WHEREAS**, the Board adopted Resolution R-2019-0515 dated June 11, 2019, wherein they accepted and authorized the economic and environmental report, scheduling of two public hearings; one to be held at the Borough of Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, NJ on July 17, 2019 at 6:30 p.m. and the other hearing at the Passaic County Administration Building, 401 Grand Street, 2<sup>nd</sup> floor, Paterson, NJ on August 13, 2019 at 5:30 p.m., regarding the County of Passaic’s plan to sell the excess right-of-way consisting of approximately 5,020 square feet commonly known as Block 2400 Lot 1 on Wanaque Avenue, Pompton Lakes, NJ to the sole contiguous property owner, 60 Wanaque LLC.

**WHEREAS**, the public hearings have occurred as authorized by the Board and it now is necessary for the closing of sale of the property and for the County to transfer marketable title to 60 Wanaque Realty LLC; and

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

**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:12-13.5 if hereby authorizes the closing of the sale and transfer of the title of the excess right-of-way to 60 Wanaque Realty LLC; and

**LET IT BE FURTHER RESOLVED**, that the County of Passaic Administration, Clerk to the Board, staff, and counsel be authorized to publish and provide the prerequisite notice to the public in conformity with N.J.S.A. 40A:12-13.5.

June 30, 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING OFFERS OF PURCHASE FOR TWO CONSTRUCTION & CULVERT MAINTENANCE EASEMENTS TO THE OWNERS IN FEE IN ORDER TO UNDERTAKE THE REPLACEMENT OF THE HIGH MOUNTAIN ROAD CULVERT NO. 1600-338 OVER SQUAW BROOK IN THE BOROUGH OF NORTH HALEDON, NEW JERSEY, AS PURSUANT TO N.J.S.A. 20:3-6, 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>R20200571</b>							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-24							
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: July 15, 2020

**RESOLUTION AUTHORIZING OFFERS OF PURCHASE FOR TWO CONSTRUCTION & CULVERT MAINTENANCE EASEMENTS TO THE OWNERS IN FEE IN ORDER TO UNDERTAKE THE REPLACEMENT OF THE HIGH MOUNTAIN ROAD CULVERT NO. 1600-338 OVER SQUAW BROOK IN THE BOROUGH OF NORTH HALEDON, NEW JERSEY, AS PURSUANT TO N.J.S.A. 20:3-6**

**WHEREAS**, the County of Passaic is preparing plans for The Replacement of the High Mountain Road Culvert No. 1600-338 Over Squaw Brook in the Borough of North Haledon, NJ which requires that the County obtain two construction and culvert maintenance easements; and

**WHEREAS**, pursuant to the law governing eminent domain, specifically N.J.S.A. 20:3-6, the County of Passaic is first required to obtain the necessary real property acquisition through bona fide negotiations with the affected property owner; and

**WHEREAS**, the firm of Wade Appraisal, LLC of Metuchen, New Jersey has completed real property appraisal reports relative to the value of the lands that need to be acquired and the value of damages associated with the acquisition of the necessary easements; and

**WHEREAS**, the subject matter of the necessary acquisition and easements from the owners in fee is identified hereafter as to the square footage to be taken and/or used as easements, lot and block number as well as the record title holder with the compensation set forth in the appraisal report; and

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic is desirous of acquiring the easements through an offer of purchase and sale to the record title holder of the parcel based upon the established value as provided by the said firm of Wade Appraisal, LLC as follows:

- A. 630 High Mountain Road (Block 38, Lot 10), North Haledon  
Construction & Culvert Maintenance Easement - Area 678 S.F.  
Appraised Value \$1,100 (per Wade Appraisal Report as of March 26, 2020)
- B. 635 High Mountain Road (Block 34, Lot 29), North Haledon  
Construction & Culvert Maintenance Easement - Area 374 S.F.  
Appraised Value \$4,720 (per Wade Appraisal Report as of March 26, 2020)

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

**WHEREAS**, it is now necessary that the Office of the County Counsel prepare and forward an offer of purchase and sale to the above-listed property owner before the project can move forward; 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 for the within contemplated expenditure.

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the aforesaid offers of purchase and sale regarding the aforesaid acquisitions based upon the above-mentioned dollar value.

**LET IT BE FURTHER RESOLVED**, that the said Board hereby directs the County Counsel to draft and forward the above-mentioned documents to the said property owners and the Director and Clerk of said Board are hereby authorized to execute same on behalf of the County of Passaic.

NDA

July 14, 2020

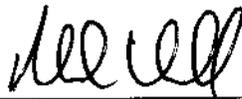
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$5,820.00

APPROPRIATION: C-04-55-105-001-902

PURPOSE: Resolution authorizing offers of purchase for two construction & culvert maintenance easements to the owners as stated by the resolution.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

**NAME OF REQUESTER:** Jonathan Pera **DEPARTMENT/DIVISION:** Engineering

### 1. DESCRIPTION OF RESOLUTION:

**TYPE OF RESOLUTION:** Authorization to Acquire Easements

**PROJECT NAME & NO. (If applicable):** High Mountain Road Culvert No. 1600-338

**PROJECT LOCATION (If applicable):** North Haledon

**SUMMARY** (include full details such as contract award period, purpose, etc.)

The County is preparing plans for the Replacement of the High Mountain Road Culvert No. 1600-338 over Squaw Brook in North Haledon. The project requires the acquisition of two construction & culvert maintenance easements. This Resolution Request form is for the authorization for County Council to make the offer to the property owners, negotiate as necessary, and execute the following two easements:  
 A. 630 High Mountain Road (Block 38, Lot 10) - North Haledon  
 Construction & Culvert Maintenance Easement - Area - 678 S.F.  
 Appraised Value - \$1,160 (per Wide Appraisal Report - Valuation as of March 26, 2020)  
 B. 635 High Mountain Road (Block 34, Lot 29) - North Haledon  
 Construction & Culvert Maintenance Easement - Area - 334 S.F.  
 Appraised Value - \$4,720 (per Wide Appraisal Report - Valuation of of March 26, 2020)  
 This matter was discussed at the July 1, 2020 Public Works Committee and recommended for approval to the full Board.

### 2. CERTIFICATION OF FUNDS:

**AMOUNT OF EXPENDITURE:** \$ \$5,820.00

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

(A copy of the requisition from EDC award must be attached)

**PURCHASE ORDER #** 20-04920

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

**ACCOUNT #** C-04-55-105-001-902 # \_\_\_\_\_ # \_\_\_\_\_

### 3. METHOD OF PROCUREMENT:

**RFP #:** \_\_\_\_\_ **RFQ #:** \_\_\_\_\_

(if multiple resolution no. it requires an award)

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

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

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

**QUOTES:** (Attach additional colored quotes herein, including vendor name and total amount.)

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

**OTHER:** Easements

### 4. COMMITTEE REVIEW / DISTRIBUTION:

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: July 14, 2020

Adopted on: Planning & Economic Development  Public Works

Official Resolution#: R20200571

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1 FOR TECTONIC AS IT CONCERNS ON-CALL TESTING SERVICES FOR THE NEW DEPARTMENT OF PUBLIC WORKS FACILITY IN THE TOWNSHIP OF WAYNE, NEW JERSEY 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

Official Resolution#	R20200572							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1 FOR TECTONIC AS IT CONCERNS ON-CALL TESTING SERVICES FOR THE NEW DEPARTMENT OF PUBLIC WORKS FACILITY IN THE TOWNSHIP OF WAYNE, NEW JERSEY PURSUANT TO N.J.S.A 40A: 11-5 ET SEQ.**

**WHEREAS**, as per Resolution R2019-294 dated March 28, 2019, the County of Passaic received bids for construction and geotechnical on-call testing services on an as-needed basis for the period March 1, 2019 through February 28, 2021; and

**WHEREAS**, the New Department of Public Works Facility in the Township of Wayne required a variety of field testing and inspection services and Tectonic was selected to perform the work based on the lowest price on the On-Call Services bid; and

**WHEREAS**, by Resolution R2019-0816 dated September 10, 2019, Tectonic was awarded a contract for \$40,000 which included all coordination, sampling, field testing, transportation, reports, analytical laboratory testing of samples, and preparation of test results for the project; and

**WHEREAS**, additional testing services are now required for soil compaction testing, concrete testing and asphalt testing that are beyond the scope of the original contract and the Passaic County Engineer is recommending that Tectonic be awarded a contract modification for the additional on-call testing services in the amount of \$15,000; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of Public Works Committee and is being recommended to the Board for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes an amendment to the original on-call testing services contract for Tectonic for additional work outside the original scope of the project as set forth above; and

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

NDA:dmp

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$15,000.00

APPROPRIATION: C-04-65-400-000-500

PURPOSE: Resolution authorizing contract modification to Tectonic for construction and geotechnical on-call services.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



RESOLUTION REQUEST FORM

NAME OF REQUESTER: Jonathan Pera DEPARTMENT/DIVISION: Engineering

1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Contract Modification

PROJECT NAME & NO. (If applicable): On Call Testing Services New DPW Facility

PROJECT LOCATION (If applicable): Wayne Township

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

As per Resolution R2019-294, dated March 28, 2021, the County of Passaic received bids for Construction and Geotechnical On-Call Testing Services on an-as-needed basis for the period March 1, 2019 to February 28, 2021. The New Department of Public Works Facility required a variety of field testing and inspection services. Tectonic was selected to perform the work based on the lowest price on the On Call Services Bid and was awarded a Contract on September 10, 2019 by Resolution R2019-0816. The work included all coordination; sampling, field testing, transportation, reports, analytical laboratory testing of samples, and preparation of test results for this project. Additional testing services are now required for soil compaction testing, concrete testing and asphalt testing that were not included in the original contract for a fee of \$15,000.00. This matter was discussed at the Public Works Committee Meeting of July 1, 2020 and recommended for approval to the full Board.

2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 15,000.00

REQUISITION #

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

PURCHASE ORDER # 19-07194

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

ACCOUNT # C-04-65-400-000-500 # #

3. METHOD OF PROCUREMENT:

RFP #:

RFQ #:

Add qualifying resolution no. if requesting an award

✓ BID #: C-19-008 2/27/19

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: July 14, 2020
Adopted on: July 14, 2020
Official Resolution#: R20200572

✓ 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.  
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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1 FOR TECTONIC AS IT CONCERNS ON-CALL TESTING SERVICES FOR THE PASSAIC COUNTY JAIL GENERATOR REPLACEMENT PROJECT & THE WEASEL BROOK PARK IMPROVEMENTS PHASE II 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

Official Resolution#	R20200573							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-26							
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: July 15, 2020

**RESOLUTION AUTHORIZING CONTRACT MODIFICATION #1 FOR TECTONIC AS IT CONCERNS ON-CALL TESTING SERVICES FOR THE PASSAIC COUNTY JAIL GENERATOR REPLACEMENT PROJECT & THE WEASEL BROOK PARK IMPROVEMENTS PHASE II PROJECT PURSUANT TO N.J.S.A 40A: 11-5 ET SEQ.**

**WHEREAS**, as per Resolution R2019-294 dated March 28, 2019, the County of Passaic received bids for construction and geotechnical on-call testing services on an as-needed basis for the period March 1, 2019 through February 28, 2021; and

**WHEREAS**, the Passaic County Jail Generator Replacement Project in the City of Paterson and the Weasel Brook Park Improvements Phase II Project in the City of Clifton required concrete testing; and

**WHEREAS**, by Resolution R2020-0313 dated April 14, 2020, Tectonic was awarded a contract for \$2,430 for said testing which included coordination, preparation of concrete test cylinders, transportation of the concrete cylinders, analytical laboratory testing of samples and preparation of test results for the projects; and

**WHEREAS**, additional testing services are now required for these projects and also at the Passaic County Sheriff's Motor Pool and the Passaic County Engineer is recommending that Tectonic be awarded a contract modification for the additional on-call testing services in the amount of \$2,000, bringing the current contract total to \$4,430; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of Public Works Committee and is being recommended to the Board for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes an amendment to the original on-call testing services contract for Tectonic for additional work outside the original scope of the projects, and also at the Sheriff's Motor Pool, as set forth above; and

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

NDA:dmp

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$2,000.00

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

PURPOSE: Resolution authorizing contract modification #1 for Tectonic as it concerns on-call testing services.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

**NAME OF REQUESTER:** Sandy Laufer **DEPARTMENT/DIVISION:** Engineering

### 1. DESCRIPTION OF RESOLUTION:

**TYPE OF RESOLUTION:** Contract Modifications

**PROJECT NAME & NO. (if applicable):** On Call Testing Services Jail Generator Replacement & Weasel Brook Park Improvements Phase II Project

**PROJECT LOCATION (if applicable):** Passaic County Jail & Weasel Brook Park

**SUMMARY** ~~(Include all details which are essential to award contract, no tables, etc.)~~

As per Resolution R2019-294 dated 3/28/2019 the County received bids for SB-19-013 Construction and Geotechnical On-Call Testing Services for the County of Passaic on a as-needed basis for the Period 3/1/2019 to 2/28/2021 on 2/27/2019. For the project C-19-008, the Passaic County Jail Generator Replacement Project and the Project C-19-010, Weasel Brook Park Phase II Improvements require concrete testing which include coordination, preparation of concrete test cylinders, transportation of the concrete cylinders, analytical laboratory testing of samples, and preparation of test results. A contract was awarded to Tectonic, in the amount of \$2,430.00, by Resolution R2020-0313, dated 4/14/2020. Additional testing is now required on these projects and also at the Sheriff's Motor Pool. This Resolution Request is award Tectonic a Contract Modification #1 for addition in the amount of \$2,000.00, bringing the current contract total to \$4,430.00. This matter was discussed at the Public Works Committee Meeting of July 1, 2020, and recommended for approval to the Full Board.

### 2. CERTIFICATION OF FUNDS:

**AMOUNT OF EXPENDITURE:** \$ 2,000.00

**REQUISITION #** R0-02535

~~(A copy of the requisition from the vendor must be attached.)~~

**PURCHASE ORDER #** \_\_\_\_\_

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

**ACCOUNT #** C-04-55-148-001-920 # \_\_\_\_\_ # \_\_\_\_\_

### 3. METHOD OF PROCUREMENT:

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

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

~~(If no RFQ, include resolution no. if requesting an award.)~~

**BID #:** SB-19-013 3/28/2019

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

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

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

**QUOTES:** ~~(Please see all related quotes, including vendor name and bid amount.)~~

**NON-FAIR & OPEN:** ~~(A copy of an executed business E-Verify Certification must be attached.)~~

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

### 4. COMMITTEE REVIEW / DISTRIBUTION:

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: July 14, 2020

Adopted on: Planning & Economic Development

Public Works

Official Resolution#: R20200573

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING CONTRACT MODIFICATION #2 FOR REMINGTON & VERNICK ENGINEERS AS IT CONCERNS THE RIFLE CAMP PARK PHASE I IMPROVEMENTS PROJECT IN THE BOROUGH OF WOODLAND PARK, NEW JERSEY 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

Official Resolution#	R20200574							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-27							
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: July 15, 2020

**RESOLUTION AUTHORIZING CONTRACT MODIFICATION #2 FOR REMINGTON & VERNICK ENGINEERS AS IT CONCERNS THE RIFLE CAMP PARK PHASE I IMPROVEMENTS PROJECT IN THE BOROUGH OF WOODLAND PARK, NEW JERSEY PURSUANT TO N.J.S.A 40A: 11-5 ET SEQ.**

**WHEREAS**, a professional design engineering consultant services contract was awarded to Remington & Vernick Engineers by Resolution R-2016-1086 dated December 29, 2016 pertaining to the inspection, design and preparation of construction contract documents and construction phase services for the Rifle Camp Park Phase I Improvements Project in the Borough of Woodland Park, NJ; and

**WHEREAS**, Remington & Vernick was issued a contract modification by Resolution of the Board of Chosen Freeholders of the County of Passaic (the "Board") R2018-0372 dated May 8, 2018 for additional work which included performing an Asbestos Containing Material Survey for the four existing bathroom buildings within Rifle Camp Park; and

**WHEREAS**, Remington & Vernick submitted a proposal dated June 17, 2020 attached hereto and made part of this resolution, in the amount of \$5,700.00 for design services related to changes for Community Development Block Grant (CDBG) compliance and changes to interior bathrooms to improve vandal resistance; and

**WHEREAS**, the Passaic County Engineer is recommending that said Remington & Vernick Engineers be awarded a contract modification for design services for the Rifle Camp Park Phase I Improvements Project in the Borough of Woodland Park, NJ for an amount of \$5,700.00 resulting in a total contract amount of \$161,175.00; and

**WHEREAS**, this matter was discussed at the July 1, 2020 meeting of Public Works Committee and is being recommended to the Board for approval; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes an amendment to the original professional design engineering consulting services contract for Remington & Vernick Engineers for the inspection, design and preparation of construction documents and construction phase services for the Rifle Camp Park Phase I Project in the Borough of Woodland Park, NJ for additional work outside the original scope of the project as set forth above and in its additional contract modification request attached hereto; and

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

NDA:dmp

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$5,700.00

APPROPRIATION: C-04-55-163-002-920

PURPOSE: Resolution authorizing contract modification #2 for Remington & Vernick Engineers.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

**NAME OF REQUESTER:** Jonathan Pera **DEPARTMENT/DIVISION:** Engineering

### 1. DESCRIPTION OF RESOLUTION:

**TYPE OF RESOLUTION:** Contract Modifications

**PROJECT NAME & NO. (If applicable):** Rifle Camp Park Phase I Improvements

**PROJECT LOCATION (If applicable):** Woodland Park

**SUMMARY** (analyze in 100 words or less, include contract award period, purpose, etc.)

Remington and Vernick Engineers was awarded a contract for \$148,600.00 by Resolution R2016-1086, dated 12/29/2016 for Consulting Design Services as it pertains to the Inspection, Design and Preparation of Construction Contract Documents and Construction Phase Services for the Rifle Camp Park Phase I Improvements in the Borough of Woodland Park. Remington & Vernick was issued contract modification, in the amount of \$6,875.00, by Resolution R2018-0372, dated May 8, 2018 for additional work which included performing an Asbestos Containing Material Survey for the four existing bathroom buildings with Rifle Camp Park. Remington and Vernick has now submitted a proposal, dated June 17, 2020, in the amount of \$5,700.00 for design services related to changes for CDBG compliance and changes to interior bathrooms to improve vandal resistance. The total contract amount will be \$161,175.00. This matter was discussed at the Public Works Committee Meeting of July 1, 2020, and recommended for approval to the full Board.

### 2. CERTIFICATION OF FUNDS:

**AMOUNT OF EXPENDITURE: \$** 5,700.00

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

(A copy of the requisition form form must be attached to resolution.)

**PURCHASE ORDER #** 17-00992

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

**ACCOUNT #** C-04-55-163-002-920 # \_\_\_\_\_ # \_\_\_\_\_

### 3. METHOD OF PROCUREMENT:

**RFP #:** 12/8/2016

**RFQ #:** \_\_\_\_\_  
(A copy of the resolution no. requesting an award)

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

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

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

**EXCEPTIONS (per N.J.S.A. 40A:11-6 et seq.):** \_\_\_\_\_

**QUOTES:** (Please give a list of selected quotes including vendor name and total amount.)

**NON-FAIR & OPEN:** (A copy of the resolution Request Entry Disclosure Declaration must be attached.)

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

### 4. COMMITTEE REVIEW / DISTRIBUTION:

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: July 14, 2020

Adopted on: Planning & Economic Development

Public Works

Official Resolution#: R20200574



**REMINGTON  
& VERNICK  
ENGINEERS**

51 Haddonfield Road, Suite 260  
Cherry Hill, NJ 08002  
O: (856) 795-9595  
F: (856) 616-0135

June 17, 2020

Passaic County Administration Building  
401 Grand Street, 5th Floor, Room 524  
Paterson, NJ 07505

**Attn: Mr. Nordan Murphy, Assistant County Engineer**

**Re: Additional Scope of Services  
Passaic County Rifle Camp Park  
Woodland Park, NJ  
Our File: 1600F004**

Dear Mr. Murphy:

We are writing to provide you with our additional scope and fee for the task listed below:

**Plan revisions.** The County has requested several revisions to the plans to be made before advertisement with regards to the bathroom partitions and ADA related improvements slated for CDBG funding. Additionally, we are required to identify these certain items in the construction documents that are specifically CDBG funded. Our additional scope and fee is for the labor associated with this extra work including the additional work to make the requested revisions to the plans and specifications.

As you know, our current scope of services for this project does not include these tasks. Our lump sum fee for these additional services is \$5,700 and will be invoiced as a separate phase on a percent complete basis. Our new contract fee will be as follows:

Project	Current Fee	Increase	New Total Fee
Rifle Camp Park Improvements	\$155,475	\$5,700	\$161,175

Upon authorization, we are prepared to begin work as soon as possible. If you have any questions, please feel free to contact us.

Sincerely,

**REMINGTON & VERNICK ENGINEERS, INC.**

*Jessica D. Hauber*

Jessica D. Hauber, P.E.  
Project Manager

Cc: Mr. Jonathan Pera, County Engineer (via email)

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200574



## RESOLUTION REQUEST FORM

NAME OF REQUESTER: Jonathan Pera DEPARTMENT/DIVISION: Engineering

### 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Contract Modifications

PROJECT NAME & NO. (If applicable): Rifle Camp Park Phase I Improvements

PROJECT LOCATION (If applicable): Woodland Park

#### SUMMARY (attach to RFP. Do not attach an award period, purpose, etc.)

Remington and Vernick Engineers was awarded a contract for \$148,600.00 by Resolution R2016-1086, dated 12/29/2016 for Consulting Design Services as it pertains to the Inspection, Design and Preparation of Construction Contract Documents and Construction Phase Services for the Rifle Camp Park Phase I Improvements in the Borough of Woodland Park. Remington & Vernick was issued contract modification, in the amount of \$6,875.00, by Resolution R2018-0372, dated May 8, 2018 for additional work which included performing an Asbestos Containing Material Survey for the four existing bathroom buildings with Rifle Camp Park. Remington and Vernick has now submitted a proposal, dated June 17, 2020, in the amount of \$5,700.00 for design services related to changes for CDBG compliance and changes to interior bathrooms to improve vandal resistance. The total contract amount will be \$161,175.00. This matter was discussed at the Public Works Committee Meeting of July 1, 2020, and recommended for approval to the full Board.

### 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 5,700.00

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

(A copy of the requisition form form must be attached to resolution.)

PURCHASE ORDER # 17-00992

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

ACCOUNT # C-04-55-163-002-920 # \_\_\_\_\_ # \_\_\_\_\_

### 3. METHOD OF PROCUREMENT:

✓ RFP #: 12/8/2016

RFQ #: \_\_\_\_\_  
(Attach to resolution no. if requesting an award)

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

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

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

EXCEPTIONS (per N.J.S.A. 40A:11-6 et seq.): \_\_\_\_\_

QUOTES: (Attach a list of selected quotes including vendor name and total amount.)

NON-FAIR & OPEN: (A copy must be attached. Reason: Entry Discretion Qualification must be attached.)

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

### 4. COMMITTEE REVIEW / DISTRIBUTION:

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: July 14, 2020

Adopted on: Planning & Economic Development

✓ Public Works

Official Resolution#: R20200574

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AMENDING R-2018-0968 DATED DECEMBER 11, 2018 TO INCLUDE STONE INDUSTRIES, INC. AS A QUALIFIED VENDOR FOR SB-18-063 RE-BID PASSAIC COUNTY ROAD MATERIALS DISTRICT No. 2 PURSUANT TO N.J.S.A. 19:44A-20.4, 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#	R20200575							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-28							
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: July 15, 2020

**RESOLUTION AMENDING R-2018-0968 DATED DECEMBER 11, 2018 TO INCLUDE STONE INDUSTRIES, INC. AS A QUALIFIED VENDOR FOR SB-18-063 RE-BID PASSAIC COUNTY ROAD MATERIALS DISTRICT No. 2 PURSUANT TO N.J.S.A. 19:44A-20.4, ET SEQ.**

**WHEREAS**, by Resolution R-2018-0968, dated December 11, 2018, the Passaic County Board of Chosen Freeholders awarded a bid contract to Tilcon New York as a qualified vendor for SB-18-063 Re-Bid Passaic County Road Materials District #2 in accordance with “Fair and Open” procedures as established in the “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 *et seq.* for an estimated award of \$21,522.60 for Bid Items #2, 10, and 11 with prices available to the registered members of the Passaic County Cooperative Pricing System #38-PCCP; and

**WHEREAS**, the contract period was from November 1, 2018 through October 31, 2019 with a one-year option to renew; and

**WHEREAS**, due to an error in that resolution, Stone Industries, Inc. was listed as a vendor who indicated in their bid response that they were not willing to provide goods and services to the registered members of the Passaic County Cooperative Pricing System #38-PCCP; and

**WHEREAS**, by way of documentation attached hereto, the Supervisor of Passaic County Roads is requesting an amendment to Resolution R-2018-0968 dated December 11, 2018, to include Stone Industries, Inc. as a vendor for Bid Items #3, 4, 5, 6, 7, 8, 9, 12, 13, 15, and 17 for an estimated award of \$134,923.00, which prices will be available to Cooperative #38-PCCP; and

**WHEREAS**, this matter was discussed at the July 1, 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, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby amends Resolution R-2018-0968 dated December 11, 2018 to include Stone Industries, Inc. as a vendor for the Passaic County Road Materials District #2.

**LET IT BE FURTHER RESOLVED**, in all other respects R-2018-0968 dated December 11, 2018 shall remain in full force and effect.

NAI/dmp

July 14, 2020

**Crusco, Elaine**

---

**To:** Simpson, Kenneth; Arvanitakis, Sherry; Kao, Jessica  
**Cc:** Jordan, Matthew; Pera, Jonathan; Naumov, Nicola; Allwaters, Nadege  
**Subject:** RE: SB-18-063, Road Material District II  
**Attachments:** pwc agenda 8-28-2019.pdf

Good Morning,

Attached you will find a copy of the Public Works and Buildings and Grounds Committee Meeting Agenda for August 28<sup>th</sup>, 2019. The Agenda includes and was moved on the extensions for Both Stone Industries and Tilcon. There is a letter requesting an extension for Tilcon and one for Stone Industries for Ms. Allwaters, a resolution request two for Tilcon and one for Stone, a requisition for a partial payment purchase order for Stone and two for Tilcon, copies of the original resolutions and supporting letters, requisitions, resolution requests, and contract award brake down for both Stone Industries and Tilcon. Perhaps the problem was that Tilcon and Stone both have awards for District II and Tilcon is the sole award for District I.

---

**From:** Simpson, Kenneth  
**Sent:** Wednesday, May 20, 2020 11:34 AM  
**To:** Crusco, Elaine <elaine@passaiccountynj.org>  
**Subject:** FW: SB-18-063, Road Material District II

We have to correct this problem.

---

**From:** Kao, Jessica  
**Sent:** Wednesday, May 20, 2020 11:33 AM  
**To:** Simpson, Kenneth <kenneth@passaiccountynj.org>  
**Cc:** Arvanitakis, Sherry <sherry@passaiccountynj.org>; Naumov, Nicola <NNaumov@passaiccountynj.org>  
**Subject:** SB-18-063, Road Material District II

Good morning,

I am reaching out to you concerning SB-18-063, Road Material District II, awarded bid vendors.

R20180968 (see attached) awarded a contract, from 11/1/18 through 10/31/19 with a **one-year option to renew**, to two qualified vendors, **Tilcon New York** (3 items) and **Stone Industries** (11 items).

R20190795 (see attached) authorized the one-year option to renew the contract with Tilcon New York. Since Stone Industries was left out from the Resolution Request Form (see attached), the contract with Stone Industries ended 10/31/19.

Therefore, please amend R20190795 in order to reinstate the contract with Stone Industries.

Thank you.

*Jessica Kao*

Assistant Purchasing Agent, QPA  
 Passaic County Procurement Ctr.  
 495 River Street, 2<sup>nd</sup> Floor  
 Paterson, NJ 07524

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200575

(973) 247-3302  
(973) 742-8295 (FAX)  
[jessicak@passaiccountynj.org](mailto:jessicak@passaiccountynj.org)



*Rich History...Bright Future*

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575

**Crusco, Elaine**

---

**From:** Microsoft Outlook  
**To:** Allwaters, Nadege  
**Sent:** Thursday, May 21, 2020 7:21 AM  
**Subject:** Delivered: RE: SB-18-063, Road Material District II

**Your message has been delivered to the following recipients:**

Allwaters, Nadege (nadegea@passaiccountynj.org)

Subject: RE: SB-18-063, Road Material District II

**Crusco, Elaine**

---

**From:** Microsoft Outlook  
**To:** Simpson, Kenneth; Jordan, Matthew  
**Sent:** Thursday, May 21, 2020 7:21 AM  
**Subject:** Delivered: RE: SB-18-063, Road Material District II

**Your message has been delivered to the following recipients:**

Simpson, Kenneth (kenneths@passaiccountynj.org)

Jordan, Matthew (MatthewJ@passaiccountynj.org)

Subject: RE: SB-18-063, Road Material District II

**Crusco, Elaine**

---

**From:** Microsoft Outlook  
**To:** Pera, Jonathan; Naumov, Nicola; Santana, Carmen; Arvanitakis, Sherry; Kao, Jessica  
**Sent:** Thursday, May 21, 2020 7:21 AM  
**Subject:** Delivered: RE: SB-18-063, Road Material District II

**Your message has been delivered to the following recipients:**

[Pera, Jonathan \(JonathanP@passaiccountynj.org\)](mailto:JonathanP@passaiccountynj.org)

[Naumov, Nicola \(NNaumov@passaiccountynj.org\)](mailto:NNaumov@passaiccountynj.org)

[Santana, Carmen \(CarmenS@passaiccountynj.org\)](mailto:CarmenS@passaiccountynj.org)

[Arvanitakis, Sherry \(sherrya@passaiccountynj.org\)](mailto:sherrya@passaiccountynj.org)

[Kao, Jessica \(Jessicak@passaiccountynj.org\)](mailto:Jessicak@passaiccountynj.org)

Subject: RE: SB-18-063, Road Material District II

**PUBLIC WORKS and BUILDINGS & GROUNDS COMMITTEE MEETING**  
**ROAD DEPARTMENT**  
**August 28, 2019**  
**MEETING AGENDA**

**1. Request to Open Roadway in Excess of 1000 Linear Feet:**

- a. Passaic Valley Water Commission  
1525 Main Avenue, Clifton, New Jersey 07011

Location of Work: Lexington Avenue, Passaic from Main Avenue  
to Jackson Street

Purpose of Work: Replace existing water main, water services and fire  
hydrants

Total Linear Footage: 1,430

**2. Request for Permit Fee Wavier:**

- a. City of Clifton, 900 Clifton Avenue, Clifton, New Jersey for their contractor,  
AA Berms, LLC

Location of Work: Allwood Road, Clifton, at Hollwood Avenue and Elm  
Street at Colfax Avenue

Purpose of Work: Replace Handicap Ramps

Total Linear Footage: 80

Amount of Requested Fee Wavier: \$650.00

Amount of Requested Bond Wavier: \$10,000.00

- b. City of Clifton, 900 Clifton Avenue, Clifton, New Jersey for their contractor,  
John Garcia Construction Co.

Location of Work: 158 – 180 Clifton Avenue, Clifton

Purpose of Work; Remove and Replace existing sanitary sewer

Total Linear Footage: 240

Amount of Requested Fee Wavier: \$1,180.00

Amount of Requested Bond Wavier: \$10,000.00

**3. Resolution Request:**

- a. Contract Extension – Road Materials for District I
- b. Contract Extension – Road Materials for District II

**Crusco, Elaine**

---

**From:** Crusco, Elaine  
**Sent:** Monday, August 26, 2019 2:33 PM  
**To:** Laufer, Sandy  
**Subject:** PUBLIC WORKS AGENDS FORM 9-19 .doc  
**Attachments:** PUBLIC WORKS AGENDS FORM 9-19 .doc; road mat.extension district 1.pdf; road mat.extension dist 2.pdf

Good Afternoon Sandy,

Attached is the Agenda with backup for the resolutions requested.



# County of Passaic

Administration Building Annex

307 Pennsylvania Avenue • Paterson, New Jersey 07503

ROAD DEPARTMENT

Kenneth A. Simpson, CPWM  
Passaic County  
Supervisor of Roads

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

September 29, 2019

Ms. Nadege Allwaters, Esq.  
Deputy Passaic County Counsel  
401 Grand Street  
Paterson, New Jersey 07505

Re: Resolution Request – Road Materials – District I

Dear Ms. Allwaters:

At the September 28<sup>th</sup>, 2019 meeting of the Public Works and Buildings & Grounds Committee, a request was heard authorizing the acceptance and initiation of the one year renewal option contained in the 2018 – 2019 Road Materials Award for District I. The current contract period is from November 1, 2018 thru October 31, 2019. The option for renewing said contract is for a one year period to commence on November 1, 2019 thru October 31, 2020. The Committee directed that a resolution be made authorizing same and that it be placed before the Board of Chosen Freeholders for approval at their next regularly scheduled meeting. The County of Passaic Resolution request form is attached with a copy of the original resolution number R2018-0790.

If you should have any questions or I can be of additional assistance, please feel free to contact me.

Thank you for your attention and your assistance with this matter.

Very truly yours,

Kenneth A. Simpson, CPWM  
Supervisor of Passaic County Roads

KAS/esc  
Enclosures

cc: Michael Glovin, Esq., Passaic County Counsel  
Jonathan Pera, P.E., Passaic County Engineer



**RESOLUTION REQUEST FORM**

1. NAME OF REQUESTER: KENNETH A. SIMPSON, CPWM, SUPERVISOR OF ROADS

Telephone #: 973-881-4500

DESCRIPTION OF RESOLUTION: AUTHORIZING A ONE YEAR EXTENSION OF A CONTRACT WITH TILCON NEW YORK, INC., 9 ENTIN ROAD, PARSIPPANY, NJ07054 FOR ROAD MATERIALS FOR DISTRICT I FOR 11/1/19 THRU 10/31/20 FOR ITEMS NO. 2,5,6,7,8,9,10,11,12,13,15,16, AND 17. AS PER RESOLUTION NO. R20180790, 10/8/18.

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: \$ 198,781.15

REQUISITION # R9-05542

ACCOUNT # \$10,000.00 (BALANCE OF 2019) 9-01-26-151-001-238

4. METHOD OF PROCUREMENT:

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

5. COMMITTEE REVIEW:

DATE:

- Administration & Finance \_\_\_\_\_
- Budget \_\_\_\_\_
- Health \_\_\_\_\_
- Human Services \_\_\_\_\_
- Law & Public Safety \_\_\_\_\_
- Planning & Economic Development \_\_\_\_\_
- Public Works 8-28-19

6. DISTRIBUTION LIST:

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

COUNTY OF PASSAIC  
 ROADS DEPT, CO OF PASSAIC  
 (O) 973-881-4500  
 307 PENNSYLVANIA AVENUE  
 PATERSON, NJ 07503

REQUISITION	
NO.	R9-05542

SHIP TO	
VENDOR	TILCON NEW YORK INC. A CRH COMPANY 9 ENTIN ROAD PARSIPPANY, NJ 07054  VENDOR #: 01104

ORDER DATE: 08/26/19  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ROAD DEPARTMENT - DISTRICT 1 FOR ROAD MATERIALS FOR DISTRICT I FOR 2019 THRU 2020  AS PER PASSAIC COUNTY CONTRACT PLEASE SET UP FOR PARTIAL PAYMENTS AS PER RESOLUTION NO.	9-01-26-151-001-238	10,000.0000	10,000.00
			TOTAL	10,000.00

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200575

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

Res-Pg:k.10:2

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO  
TILCON NEW YORK INC OF WHARTON, NJ FOR PASSAIC  
COUNTY ROAD MATERIALS DISTRICT #1 AS PER BID**

**WHEREAS**, there exists a need for road materials for Passaic County Roads; and

**WHEREAS**, the County of Passaic issued a public solicitation to qualified vendors titled SB-18-050 Passaic County Road Materials District #1 in accordance with "Fair and Open" procedures as established in the "Pay-to-Play" Law, N.J.S.A. 19:44A-20.4, et seq.; and

**WHEREAS**, the County of Passaic, Department of Purchasing has reviewed and tabulated the bids as received on August 24, 2018 pursuant to N.J.S.A. 40A: 11-1 et. seq., and has made a recommendation to the Board of Chosen Freeholders for an award of contract to Tilcon New York Inc; and

**WHEREAS**, Tilcon New York Inc will provide the goods and services as submitted with their bid response; and

**WHEREAS**, the Finance, Administration and Personnel Committee has reviewed this matter at its September 12, 2018 meeting and recommended this resolution to the full Board for adoption; and

**WHEREAS**, the contract period will be from November 1, 2018 through October 31, 2019 with a one-year option to renew as per the County of Passaic for a total estimated award of \$198,781.15; and

**WHEREAS**, a certificate is attached hereto, indicating that \$15,000.00 in funds are available as recorded in purchase requisition #R8-06060 in budget account #8-01-26-151-001-R03 for the within contemplated expenditure with the remainder \$183,781.15 contingent upon adoption of future years budget; and

**WHEREAS**, Tilcon New York Inc indicated in their bid response that they are willing to provide these goods and services to the registered members of Passaic County Cooperative Pricing System #38-PCCP; and

Introduced on:	October 9, 2018
Adopted on:	October 9, 2018
Official Resolution#:	R20200575

Introduced on: July 14, 2020  
Official Resolution#: R20200575

Res-Pg:k.10-3

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that pursuant to the terms and conditions set forth above, it hereby authorizes an award of contract to Tilcon New York LLC of Wharton, NJ for the services referenced above; and

**BE IT FURTHER RESOLVED** that the Clerk of the Board, the Purchasing Agent and the Director of the Board are hereby authorized to execute all necessary agreements on behalf of the County of Passaic as prepared by the Office of County Counsel for said purpose.

October 9, 2018

Introduced on: October 9, 2018  
Adopted on: October 9, 2018  
Official Resolution#: R20180780  
Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575

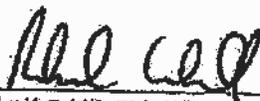
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$198,781.15

APPROPRIATION: \$15,000.00 – 8-01-20-151-001-R03  
\$183,781.15- \*Contingent upon availability of  
Funds in next year's adopted  
Budget.

PURPOSE: Resolution authorizing award of contract to Tilcon  
New York Inc of Wharton, NJ for Passaic County  
Road Materials District #1.

  
Richard Cahill, Chief Financial Officer

DATED: October 9, 2018

RC:fr

Introduced on: October 8, 2018  
Adopted on: October 8, 2018  
Official Resolution#: R20180790

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575



# County of Passaic

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

Kenneth A. Simpson, CPWM  
Passaic County  
Supervisor of Roads

ROAD DEPARTMENT

TEL: (973) 881-4500  
FAX: (973) 742-3498  
kennetha@passaiccountynj.org

September 27, 2018

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

Re: Road Materials Bid, District I, for November 1, 2018 thru October 31, 2019  
SB-18-050

Dear Mr. Marinello:

I have reviewed the bids received by your Department for Road Materials, District I, for maintenance and repair of Passaic County roadways for a one-year period beginning on November 1, 2018 and ending on October 31, 2019. Attached you will find individual, itemized award, resolution request form, and requisition. The award is as follows:

Tycon New York.....	\$ 198,781.15
<b>Total Award District I .....</b>	<b>\$198,781.15*</b>

If you should have any questions, or I can be of additional assistance, please feel free to contact me at 973-881-4500.

Very truly yours,

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

KAS/esc  
Enclosures

Introduced on: October 8, 2018  
Adopted on: October 9, 2018  
Official Resolution#: R20180790

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575

COUNTY OF PASSAIC  
RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: KENNETH A. SIMPSON, CPEM, SUPERVISOR OF ROADS  
Telephone #: 973-881-4500 Date: 9-27-18

DESCRIPTION OF RESOLUTION:  
AUTHORIZING AN AWARD OF CONTRACT TO TILCON NEW YORK, INC. 625 MT. HOPE  
RD., WHARTON, NJ 07885 FOR DELIVERY OF ROAD MATERIALS FOR DISTRICT I FOR  
CONTRACT PERIOD 11/1/18 THRU 10/31/19 FOR ITEMS NO. 2,5,6,7,8,9,  
10,11,12,13,15,16, AND 17. ESTIMATED TOTAL \$198,781.15.

PROCUREMENT SOLICITATION (if any): SB18-050

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: \$ 198,781.15

REQUISITION # R2-06060 (\$15,000 FOR 2018)  
ACCOUNT # 8-01-26-151-001-R03

4. COMMITTEE REVIEW:

DATE

Administration & Finance

Public Works / Buildings & Grounds

9/26/18

Planning & Economic Development

Health, Human Services & Community Affairs

Law & Public Safety

Energy

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

5. DISTRIBUTION LIST:

Administration

Finance

Counsel

Clerk to the Board

Procurement

Introduced on: October 8, 2018  
Adopted on: October 8, 2018  
Official Resolution#: R20180730

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575



# County of Passaic

Administration Building Annex

307 Pennsylvania Avenue • Paterson, New Jersey 07503

ROAD DEPARTMENT

Kenneth A. Simpson, CPWM  
Passaic County  
Supervisor of Roads

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

September 29, 2019

Ms. Nadege Allwaters, Esq.  
Deputy Passaic County Counsel  
401 Grand Street  
Paterson, New Jersey 07505

Re: Resolution Request – Road Materials – District II

Dear Ms. Allwaters:

At the September 28<sup>th</sup>, 2019 meeting of the Public Works and Buildings & Grounds Committee, a request was heard authorizing the acceptance and initiation of the one year renewal option contained in the 2018 – 2019 Road Materials Award for District II. The current contract period is from November 1, 2018 thru October 31, 2019. The option for renewing said contract is for a one year period to commence on November 1, 2019 thru October 31, 2020. The Committee directed that a resolution be made authorizing same, and that it be placed before the Board of Chosen Freeholders for approval at their next regularly scheduled meeting. The County of Passaic Resolution request form is attached with a copy of the original resolution number R2018-0968.

If you should have any questions or I can be of additional assistance, please feel free to contact me.

Thank you for your attention and your assistance with this matter.

Very truly yours,

Kenneth A. Simpson, CPWM  
Supervisor of Passaic County Roads

KAS/esc  
Enclosures

cc: Michael Glovin, Esq., Passaic County Counsel  
Jonathan Pera, P.E., Passaic County Engineer



**RESOLUTION REQUEST FORM**

1. NAME OF REQUESTER: ~~KENNETH A. SIMPSON, CPWM, SUPERVISOR OF ROADS~~  
 Telephone #: 973-881-4500

DESCRIPTION OF RESOLUTION: AUTHORIZING A ONE YEAR CONTRACT EXTENSION FOR ROAD MATERIALS FOR DISTRICT II WITH TILCON NEW YORK, INC., 9 ENTIN ROAD, PARSLIPPANY, NJ STARTING 11/1/19 THRU 10/31/20 FOR ITEM NOS. 2, 10 AND 11 AS PER RESOLUTION NO. R20180968, 12/11/18

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: \$ 21,522.60

REQUISITION # R2019-05544

ACCOUNT # 9-01-26-151-001-238 (\$5,000.00 FOR BALANCE OF 2019)

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bld  
 Other: \_\_\_\_\_

5. COMMITTEE REVIEW:

DATE:

Administration & Finance \_\_\_\_\_  
 Budget \_\_\_\_\_  
 Health \_\_\_\_\_  
 Human Services \_\_\_\_\_  
 Law & Public Safety \_\_\_\_\_  
 Planning & Economic Development \_\_\_\_\_  
 Public Works 8/28/19

6. DISTRIBUTION LIST:

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

COUNTY OF PASSAIC  
 ROADS DEPT, CO OF PASSAIC  
 (Q) 973-881-4500  
 307 PENNSYLVANIA AVENUE  
 PATERSON, NJ 07503

REQUISITION	
NO.	R9-05544

S H I P  T O	
V E N D O R	TILCON NEW YORK INC. A CRH COMPANY 9 ENTIN ROAD PARSIPPANY, NJ 07054  VENDOR #: 01104

ORDER DATE: 08/26/19  
 DELIVERY DATE: 08/26/19  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ROAD DEPARTMENT - DISTRICT II ROAD MATERIALS FOR DISTRICT II FOR 2019 THRU 2020  AS PER PASSAIC COUNTY CONTRACT PLEASE SET UP FOR PARTIAL PAYMENTS AS PER RESOLUTION NO.	9-01-26-151-001-238	5,000.0000	5,000.00
			TOTAL	5,000.00

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

\_\_\_\_\_  
 DATE

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200575



**RESOLUTION REQUEST FORM**

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

DESCRIPTION OF RESOLUTION: AUTHORIZING A ONE YEAR CONTRACT EXTENSION FOR ROAD MATERIALS FOR DISTRICT II WITH STONE INDUSTRIES, 400 CENTRAL AVENUE, HALEDON, NJ STARTING 11/1/19 THUR 10/31/20 FOR ITEM NOS. 3,4, 5,6,7,8,9,12,13,15 AND 17 AS PER RESOLUTION NO. R20180968, 12/11/18.

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: \$ 134,923.00

REQUISITION # R9-05545

ACCOUNT # 9-01-26-151-001-238 (\$10,000 FOR BALANCE OF 2019)

4. METHOD OF PROCUREMENT:

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

5. COMMITTEE REVIEW:

DATE:

- |  |                |
|--|----------------|
| <input type="checkbox"/> Administration & Finance        | _____          |
| <input type="checkbox"/> Budget                          | _____          |
| <input type="checkbox"/> Health                          | _____          |
| <input type="checkbox"/> Human Services                  | _____          |
| <input type="checkbox"/> Law & Public Safety             | _____          |
| <input type="checkbox"/> Planning & Economic Development | _____          |
| <input checked="" type="checkbox"/> Public Works         | <u>8-28-19</u> |

6. DISTRIBUTION LIST:

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

COUNTY OF PASSAIC  
 ROADS DEPT, CO OF PASSAIC  
 (Q) 973-881-4500  
 307 PENNSYLVANIA AVENUE  
 PATERSON, NJ 07503

REQUISITION	
NO.	R9-05545

SHIP TO	
VENDOR	VENDOR #: 01830 STONE INDUSTRIES, INC. 400 CENTRAL AVENUE HALEDON, NJ 07508

ORDER DATE: 08/26/19  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ROAD DEPARTMENT - DISTRICT II FOR ROAD MATERIALS FOR DISTRICT II FOR 2019 - 2020  AS PER PASSAIC COUNTY CONTRACT PLEASE SET UP FOR PARTIAL PAYMENTS AS PER RESOLUTION NO.	9-01-26-151-001-238	10,000.0000	10,000.00
			TOTAL	10,000.00

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200575

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

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

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

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

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



## Public Meeting (Board Meeting)

Date: Dec 11, 2018 - 5:30 PM

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

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO THE VENDORS LISTED BELOW FOR PASSAIC COUNTY ROAD MATERIALS DISTRICT #2 AS PER BID, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
ROADS & BRIDGES/OPERATIONS

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

William J. Pascrell, III, Esq.  
COUNTY COUNSEL

Administration and Finance

COMMITTEE NAME

Official Resolution#	R20180968							
Meeting Date	12/11/2018							
Introduced Date	12/11/2018							
Adopted Date	12/11/2018							
Agenda Item	I-13							
CAF #	8-01-26-151-001-R03							
Purchase Req. #								
Result	Adopted							
FREEHOLDER	PRES.	ABS.	MOVE	SEC.	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
James	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.		✓						
Duffy	✓				✓			
Lepore	✓			✓	✓			

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

Dated: December 13, 2018

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575

Res-Pg:l.13-2

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO THE VENDORS LISTED BELOW FOR PASSAIC COUNTY ROAD MATERIALS DISTRICT #2 AS PER BID**

**WHEREAS**, there exists a need for road materials for district #2 for County Roads Division; and

**WHEREAS**, the County of Passaic issued a public solicitation to qualified vendors for SB-18-063 Re-Bid Passaic County Road Materials District #2 in accordance with "Fair and Open" procedures as established in the "Pay-to-Play" Law, N.J.S.A. 19:44A-20.4, et seq.; and

**WHEREAS**, the County of Passaic, Department of Purchasing has reviewed and tabulated the bids as received on October 30, 2018 pursuant to N.J.S.A. 40A: 11-1 et. seq., and has made a recommendation to the Board of Chosen Freeholders for an award of contract to the vendors listed below; and

**WHEREAS**, the Finance, Administration and Personnel Committee has reviewed this matter at its November 19, 2018 meeting and recommended this resolution to the full Board of adoption; and

**WHEREAS**, The list of vendors have indicated in their bid response if they are willing to provide these goods and services to the registered members of Passaic County Cooperative Pricing System #38-PCCP; and

**WHEREAS**, the contract period will be from November 1, 2018 through October 31, 2019 with a one-year option to renew as per the County of Passaic for a total estimated award of \$156,445.60 with purchases to be made on an as-needed basis from the following vendors:

**Tilcon New York (3 item) \$ 21,522.60**  
Bid item # 2, 10, 11 price available to Cooperative #38PCCP

**Stone Industries, Inc. (11 items) \$134,923.00**  
Bid items # 3, 4, 5, 6, 7, 8, 9, 12, 13, 15, 17 prices not available to Cooperative #38PCCP

Introduced on: December 11, 2018  
Adopted on: December 11, 2018  
Official Resolution#: R20180985  
Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575

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

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that pursuant to the terms and conditions set forth above, it hereby authorizes an award of contract to the above referenced vendors for the products referenced above in an amount not to exceed the line item prices submitted in the vendor's responses. Purchases will be made on an as-needed basis in an amount not to exceed \$156,445.60 in accordance with N.J.A.C. 5:30-11.10 (a) open-end Contracts; and

**BE IT FURTHER RESOLVED** that the Clerk of the Board, the Purchasing Agent and the Director of the Board are hereby authorized to execute all necessary agreements on behalf of the County of Passaic as prepared by the Office of County Counsel for said purpose.

December 11, 2018

Introduced on: December 11, 2018  
Adopted on: December 11, 2018  
Official Resolution#: R20180568

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575

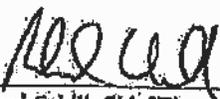
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$156,445.60

APPROPRIATION: \$5,000.00 - 8-01-26-151-001-R03  
\$10,000.00- 8-01-26-151-001-R03  
\$141,445.60- \*Contingent upon availability of  
Funds in 2019 budget.

PURPOSE: Resolution authorizing award of contract to the vendors listed below for Passaic County road materials district #2.

  
Richard Cahill, Chief Financial Officer

DATED: December 11, 2018

RC:fr

Introduced on: December 11, 2018  
Adopted on: December 11, 2018  
Official Resolution#: R20180988

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575



# County of Passaic

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

Kenneth A. Simpson, CPWM  
Passaic County  
Supervisor of Roads

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

November 08, 2018

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

Re: Road Materials Bid, District II, for November 1, 2018 thru October 31, 2019  
SB-18-063

Dear Mr. Marinello:

I have reviewed the bids received by your Department for Road Materials, District II, for maintenance and repair of Passaic County roadways for a one-year period beginning on November 1, 2018 and ending on October 31, 2019. Attached you will find individual itemized awards. They are as follows:

<i>Stone Industries, Inc.</i> .....	\$134,923.00
<i>Tilcon New York, Inc.</i> .....	\$ 21,522.60
<b>Total Award District II</b> .....	<b>\$156,445.60*</b>

If you should have any questions, or I can be of additional assistance, please feel free to contact me at 973-881-4500.

Very truly yours,

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

KAS/esc  
Enclosures

Introduced on: December 11, 2018  
Adopted on: December 11, 2018  
Official Resolution#: R20180968

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575



RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: KENNETH A. SIMPSON, CPWM-SUPERVISOR OF ROADS

Telephone #: 973-881-4500

DESCRIPTION OF RESOLUTION:

AUTHORIZING THE AWARD OF A CONTRACT TO TILCON NEW YORK, INC., 625 MT. ROY'S ROAD, WHARTON, NJ 07885 FOR DELIVERY OF ROAD MATERIALS FOR DISTRICT 11 FOR 2018-2019 CONTRACT PERIOD FOR ITEMS NO. 2, 10 AND 11. ESTIMATED TOTAL \$21,522.60

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: \$ 21,522.60

REQUISITION # R8-06885 (BALANCE OF 2018)

ACCOUNT # 8-01-26-151-001-003

4. METHOD OF PROCUREMENT:

[ ] RFP [ ] RFQ [X] Bid

[ ] Other:

6. COMMITTEE REVIEW:

DATE:

[ ] Administration & Finance

[ ] Budget

[ ] Health

[ ] Human Services

[ ] Law & Public Safety

[ ] Planning & Economic Development

[X] Public Works

9-26-18

6. DISTRIBUTION LIST:

[ ] Administration [ ] Finance [ ] Counsel

[ ] Clerk to the Board [ ] Procurement

[ ] Other:

Introduced on: December 11, 2018
Adopted on: December 11, 2018
Official Resolution#: R20180988

Introduced on: July 14, 2020
Adopted on: July 14, 2020
Official Resolution#: R20200575

**PASSAIC COUNTY – NOVEMBER 1, 2018 THRU OCTOBER 31, 2019**

**FOR MAINTENANCE & REPAIR**

**ROAD MATERIALS -- ROAD DEPARTMENT -- DISTRICT 11**

**TILCON NEW YORK, INC.  
625 MT. HOPE ROAD  
WHARTON, NJ 07885**

<b>ITEM NO.</b>	<b>APPROXIMATE QUANTITIES</b>	<b>DESCRIPTION OF MATERIALS</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
2	100 TONS	UPM COLD MIX	\$210.00	\$ 21,000.00
10	10 TONS	#8 BROKEN STONE	\$ 26.13	\$ 261.30
11	10 TONS	#9 BROKEN STONE	\$ 26.13	\$ 261.30

**TOTAL AMOUNT OF CONTRACT .....\$ 21,522.60\***

**FOR LOWER COUNTY REGIONS  
DISTRICT #2  
FROM – NOVEMBER 1, 2018 THRU OCTOBER 31, 2019**

Introduced on: December 11, 2018  
Adopted on: December 11, 2018  
Official Resolution#: R20180968

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575

**COUNTY OF PASSAIC**  
 ROADS DEPT. CO OF PASSAIC  
 (O) 973-881-4500  
 307 PENNSYLVANIA AVENUE  
 PATERSON, NJ 07503

Res-Pg:l.13-8

REQUISITION	
NO.	R8-06885

SHIP TO	
VENDOR	VENDOR #: 01104 TILCON NEW YORK, INC. ATTN: CREDIT DEPARTMENT 625 MOUNT HOPE ROAD WHARTON, NJ 07885

ORDER DATE: 11/08/18  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ROAD MATERIALS FOR DISTRICT II FOR 2018 THRU 2019  AS PER PASSAIC COUNTY CONTRACT PLEASE SET UP FOR PARTIAL PAYMENTS AS PER RESOLUTION NO.	8-01-26-151-001-R03	5,000.0000	5,000.00
			TOTAL	5,000.00

Introduced on: December 11, 2018  
 Adopted on: December 11, 2018  
 Official Resolution#: R20180988

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200575



RESOLUTION REQUEST FORM

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

DESCRIPTION OF RESOLUTION:
AUTHORIZING THE AWARD OF A CONTRACT TO STONE INDUSTRIES, INC.
400-402 CENTRAL AVENUE, HALEDON, NJ FOR DELIVERY OF ROAD MATERIALS
FOR DISTRICT II FOR 2018-2019 CONTRACT PERIOD FOR ITEMS 3,4,5,6,
7,8,9,12,13,15, AND 17. ESTIMATED TOTAL \$134,923.00

2. CERTIFICATION INFORMATION:
ATTACH A COPY OF THE REQUISITION FROM EDMUNDS

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

3. AMOUNT OF EXPENDITURE: \$ 134,923.00
REQUISITION # R8-06886 (BALANCE OF 2018)
ACCOUNT # 8-01-26-151-001-R03

4. METHOD OF PROCUREMENT:
[ ] RFP [ ] RFQ [X] BID
[ ] Other:

5. COMMITTEE REVIEW: DATE:
[ ] Administration & Finance
[ ] Budget
[ ] Health
[ ] Human Services
[ ] Law & Public Safety
[ ] Planning & Economic Development
[X] Public Works 9-26-18

6. DISTRIBUTION LIST:
[ ] Administration [ ] Finance [ ] Counsel
[ ] Clerk to the Board [ ] Procurement
[ ] Other:

Introduced on: December 11, 2018
Adopted on: December 11, 2018
Official Resolution#: R20180968

Introduced on: July 14, 2020
Adopted on: July 14, 2020
Official Resolution#: R20200575

Res-Pg:l.13-10

## PASSAIC COUNTY - NOVEMBER 1, 2018 THRU OCTOBER 31, 2019

FOR MAINTENANCE &amp; REPAIR

ROAD MATERIALS - ROAD DEPARTMENT - DISTRICT II

STONE INDUSTRIES, INC.  
P.O. BOX 8310  
400 - 402 CENTRAL AVENUE  
HALEDON, NEW JERSEY 07538

<u>ITEM NO.</u>	<u>APPROXIMATE QUANTITIES</u>	<u>DESCRIPTION OF MATERIALS</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3	65 TONS	BITUMINOUS STABILIZED SURFACE COURSE - 1-2	\$ 59.00	\$ 3,835.00
4	65 TONS	BITUMINOUS CONCRETE SURFACE COURSE - 1-3	\$ 60.00	\$ 3,900.00
5	1500 TONS	BITUMINOUS CONCRETE SURFACE MIX - 1-5	\$ 62.00	\$ 93,000.00
6	50 TONS	BITUMINOUS CONCRETE SURFACE MIX - 1-6	\$ 75.00	\$ 3,750.00
7	100 TONS	#2 BROKEN STONE	\$ 12.98	\$ 1,298.00
8	100 TONS	#3 BROKEN STONE	\$ 12.98	\$ 1,298.00
9	10 TONS	#57 BROKEN STONE	\$ 13.20	\$ 132.00
12	74 TONS	RIP-RAP	\$ 15.00	\$ 1,110.00
13	200 TONS	DENSE GRADED AGGREGATE BASE COURSE	\$ 11.20	\$ 2,240.00
15	200 GALLONS (40 - 5GAL PAILS)	RRM-C-70 TACK COAT	\$ 84.00	\$ 3,360.00
17	200 TONS	WINTER MIX	\$ 105.00	\$ 21,000.00
<b>TOTAL AMOUNT OF CONTRACT .....</b>				<b>\$ 134,923.00*</b>

FOR LOWER COUNTY REGION  
DISTRICT #2

FROM NOVEMBER 1, 2018 THRU OCTOBER 31, 2019

Introduced on: December 11, 2018  
Adopted on: December 11, 2018  
Official Resolution#: R20180988

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575



# County of Passaic

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

Kenneth A. Simpson, CPWM  
Passaic County  
Supervisor of Roads

ROAD DEPARTMENT  
TEL: (973) 381-4500  
FAX: (973) 742-2498  
kenneths@passaiccounty.nj.org

November 08, 2018

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

Re: Road Materials Bid, District II, for November 1, 2018 thru October 31, 2019  
SB-18-063

Dear Mr. Marinello:

I have reviewed the bids received by your Department for Road Materials, District II, for maintenance and repair of Passaic County roadways for a one-year period beginning on November 1, 2018 and ending on October 31, 2019. Attached you will find individual, itemized awards. They are as follows:

<i>Stone Industries, Inc.</i> .....	\$154,923.00
<i>Tilcon New York, Inc.</i> .....	\$ 21,522.69
<b>Total Award District II</b> .....	<b>\$156,445.69*</b>

If you should have any questions, or I can be of additional assistance, please feel free to contact me at 973-381-4500.

Very truly yours,

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

KAS/esc  
Enclosures

Introduced on: December 11, 2018  
Adopted on: December 11, 2018  
Official Resolution#: R20180968

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200575

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING A NON-FAIR AND OPEN CONTRACT AWARD TO SLATER WELL DRILLING, FOR THE PASSAIC COUNTY PARKS AND RECREATION DEPARTMENT TO BE INSTALLED AT THE GARRET MOUNTAIN EQUESTRIAN CENTER, PURSUANT TO N.J.S.A. 19:44A-20.4, 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#	R20200576							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-29							
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: July 15, 2020

**RESOLUTION AUTHORIZING A NON-FAIR AND OPEN CONTRACT AWARD TO SLATER WELL DRILLING, FOR THE PASSAIC COUNTY PARKS AND RECREATION DEPARTMENT TO BE INSTALLED AT THE GARRET MOUNTAIN EQUESTRIAN CENTER, PURSUANT TO N.J.S.A. 19:44A-20.4**

**WHEREAS**, the Passaic County Parks and Recreation Department (hereafter “Department”) maintains the Equestrian Center located at Garret Mountain and other recreational facilities in the Passaic County Park System; and

**WHEREAS**, the existing well at the Equestrian Center was examined and it was determined that a new well needed to be drilled based on a routine number of testing for contaminates; and

**WHEREAS**, the Department received quotes from the following drillers: Slater Well Drilling submitted a quote for \$18,012, Whitwar Drilling submitted a quote for \$18,850 and Eastern Well Drilling submitted a quote for \$19,250. Slater Well Drilling has submitted the lowest quote but will exceed the bid threshold of seventeen thousand five hundred dollars (\$17,500.00) set forth in N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Slater Well Drilling has executed a Business Entity Disclosure Certification for Non-Fair and Open Contracts pursuant to N.J.S.A. 19:44A-20.8, stating that Slater Well Drilling has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1, et seq. that would bar award of this contract, which is attached hereto and made part of this resolution; and

**WHEREAS**, the Director of the Department is recommending the award of the non-fair and open contract to Slater Well Drilling, as a necessary expenditure for the operations of the Equestrian Center; 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 discussed at the July 1, 2020 meeting of the Public Works 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. 19:44A-20.4 the Passaic County Board of Chosen Freeholders is awarding a non-fair and open contract to Slater Well Drilling in the amount of eighteen thousand and twelve dollars (\$18,012) as recommended by the Director of Parks and Recreation.

**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 Slater Well Drilling 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.

NAD

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$18,012.00

APPROPRIATION: C-04-55-163-002-903

PURPOSE: Resolution authorizing a non-fair and open contract award to Slater Well Drilling, for the Passaic County Parks and Recreation Department.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



**COUNTY OF PASSAIC  
PARKS & RECREATION**

209 Totowa Road, Wayne, NJ 07470  
Office (973) 881-4833 Fax (973) 872-2684

To: Nadege Allwaters, County Counsel  
From: Darryl Sparta, Director of Parks & Recreation  
Date: 6/2/2020  
Re: Well drilling at Garret Mountain Equestrian Center

The Passaic County Parks Department Equestrian center located at Garret Mountain is in need of a new water well. The existing well was routinely tested for contaminants earlier this year and failed. The well was examined and it was determined that corrective action had already been taken for this issue at some point in the past and was no longer working. Due to this fact, it was determined that a new well will need to be drilled. Proposals were received from 3 well drillers. Slater Well Drilling (1045 Macopin Road West Milford NJ 07480) submitted a quote for \$18,012. Whitwar drilling (485 Will Court Oakland NJ 07436) submitted a quote for \$18,850. Eastern Well Drilling (PO Box 629 Wanaque NJ) submitted a quote for \$19,250.

The Parks Department would like to use Slater Well Drilling for the installation of the new well in the amount of \$18,012. This was approved at the public works committee meeting on June 3<sup>rd</sup> 2020.

The Parks Department is therefore requesting that the Board of Chosen Freeholders adopt the necessary resolution authorizing Slater Well Drilling to drill the new well at the Garret Mountain Equestrian center in the amount of \$18,012.



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Darryl Sparta  
**Telephone #:** 973-881-6714

**DESCRIPTION OF RESOLUTION:**

Services for well drilling at Garret Mountain Equestrian Center

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:** \$ 18,012  
**REQUISITION #** R0-03406  
**ACCOUNT #** C-04-55-163-002-903

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 type="checkbox"/> Planning & Economic Development | _____           |
| <input type="checkbox"/> Public Works                    | <u>6/3/2020</u> |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200576



**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
 FOR NON-FAIR AND OPEN CONTRACTS  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**COUNTY OF PASSAIC**

**Part I - Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstance, does hereby certify that the Accurate Well & Pump LLC has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq, that pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period proceeding Accurate Well & Pump LLC to any of the following name candidates committee, joint candidates committee; or political party committee representing the elected officials of the Passaic County Board of Chosen Freeholder as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).


**Part II - Ownership Disclosure Certification**

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

Check the box that represents the type of business entity:

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

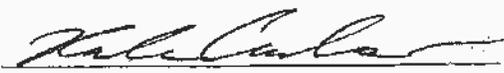
Name of Stock or Shareholder	Home Address
Glenn Slater 100%	1045 Macopin Road West Milford . NJ 07480

**Part 3 - Signature and Attestation**

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

Name of Business Entity: Accurate Well & Pump LLC

Signed: Glenn Slater Title: OWNER  
 Printed Name: Glenn Slater Date: 6/18/2020

Subscribed and sworn before me this 18 day of June, 2020  
  
 (Affiant)  
 My Commission expires: KARLA CANCALOSI  
 Commission # 50009326  
 Notary Public, State of New Jersey  
Karla Cancalosi Print name & title of affiant (Corporate Seal)

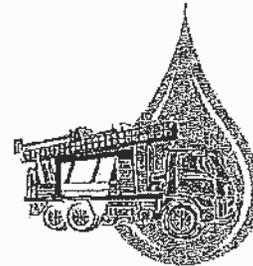
Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R202005  
 County Council Business Entity Disclosure - 02/14/2020

**SLATER**  
**WELL DRILLING**  
**ACCURATE**  
**WELL & PUMP**

**Estimate**

05/08/2020

1045 Macopin Road  
West Milford, N.J. 07480  
973-901-3053  
[Accuratewellandpump@yahoo.com](mailto:Accuratewellandpump@yahoo.com)  
[Accuratewellandpump.com](http://Accuratewellandpump.com)



To:  
County of Passaic  
Greg Moore  
862-596-2000  
[Gregm@passaiccountynj.org](mailto:Gregm@passaiccountynj.org)

Job address:  
8 Mountain Ave  
Woodland Park, N.J. 07424

**PHASE 1: ESTIMATE TO DRILL WATER WELL**

Well drilled 300 feet at \$17.00 per foot \$ 5,100.00  
*(estimated depth only)*

Furnished and Installed 80 feet of 6-Inch casing at \$25.00 per foot \$ 2,000.00  
*(estimated amount of casing necessary depending on nearby septic systems)*

Furnished and Installed 80 feet of grout at \$12.00 per foot \$ 960.00  
*(estimated amount of grout necessary depending on nearby septic systems)*

Furnished and installed (1) 6-inch steel drive shoe <i>(One-time charge)</i>	\$ 450.00
NJ DEP and county permits and records <i>(Accurate will handle all permits, records and inspections Necessary regarding the drilling and pump installation)</i>	\$ 500.00
Cost to contain and control drill mud <i>(When the well is being drilled a 'drill mud' will be produced From the ground. This mud will need to be contained)</i>	\$ 600.00
Furnished and installed 21 feet of 10-inch casing at \$50.00 per foot <i>(Surface casing used to keep borehole open during drilling. This Amount will vary depending on the stability of the ground Formation.)</i>	\$ 1,050.00
<b>ESTIMATED COST FOR WELL DRILLING</b>	<b>\$ 10,662.00</b>

**PHASE 2: ESTIMATE TO INSTALL PUMP SYSTEM TO SUPPLY THE BUILDING**

- To be installed in water well
  - Goulds 10 gallon per minute ¼ horse power submersible pump
  - 280 feet of 1-inch schedule 80 PVC pipe with couplings

- 285 feet of 12/2 submersible pump cable
  - Necessary torque arresters, check valves and splice kits
- To be installed at well casing
  - 1-inch brass pitless adapter
  - 6-inch vented sanitary well cap
- Trenching
  - A trench will be excavated from the dwelling to the well 4 feet in depth
  - A 1-inch 200 PSI polyethylene water conduit will be installed
  - A 1-inch 200 PSI electrical conduit will be installed
  - 12/2 wire will be pulled through the electrical conduit
  - The trench and piping will be inspected by the Sussex county health department
  - The trench will be backfilled and graded
  - IF bedrock is encountered while excavating the trench, there will be an additional cost for heath cable (cost unknown)
- To be installed in basement
  - Challenger PC122 captive air tank
  - Brass tank-t
  - Brass fitting package
- All necessary plumbing and electrical connections will be made between the well pump and tank
- Chlorination
  - The water well, pump system and dwelling plumbing will be chlorinated and flushed

Warranty: There is a 3-year warranty on all materials and a 1-year warranty on labor.

ESTIMATED COST FOR COMPLETE PUMP SYSTEM \$ 5,850.00

PHASE 3: ESTIMATE TO DECOMMISSION EXISTING WATER WELL

- The pump setting will be pulled from the well
- A Well search will be submitted to the NJ DEP
- The well will be pumped full of neat grout from bottom to top through a tremie pipe
- A decommissioning report will be filed with the NJ DEP

ESTIMATED COST FOR WELL DECOMMISSIONING \$ 1,500.00

TOTAL COST FOR COMPLETE JOB INCLUDING: \$ 18,012.00

- WELL DRILLING
- PUMP SYSTEM INSTALLATION
- TRENCHING
- WELL DECOMMISSIONING

# Whitwar Well Drilling

485 Will Court

Oakland, New Jersey 07436

973-897-6587

County of Passaic

Greg Moore

862-596-2000

Gregm@passaiccountynj.org

Job address:

8 Mountain Ave

Woodland Park, N.J. 07424

## Estimate For Well Decommission

- Well pump will be pulled
- Required documents will be submitted to NJ DEP
- Pump well full of grout bottom to top
- Well decommission report will be submitted

Estimate Cost.....\$1,750.00

## Estimate To Install New Pump System

- Install a Gould's ¾ HP pump
- 1 inch-scheduled PVC will be installed
- 1 1/2 pump cable will be installed
- Install a Challenger well tank
  - Tank tee
  - Fitting package
- Chlorinate well

Estimated Cost.....\$6,250.00

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200576

Estimate To Drill A New Well

- Drill well to 300 feet \$20.00 per foot
- Install 50 feet of casing and grout at \$40 per foot
- Install 10 inch casing if necessary at \$50 per foot
- Install 6 inch drive shoe \$850.00
- Excavation \$1,200.00
- Permits \$400.00

Estimated Cost..... \$10,850.00

Cost For Job.....\$18,850.00

# Eastern Well Drilling

PO Box 629  
Wanaque, NJ  
973-879-4206

County of Passaic  
Greg Moore  
862-596-2000  
[Gregm@passaiccountynj.org](mailto:Gregm@passaiccountynj.org)  
8 Mountain Ave  
Woodland Park, N.J. 07424

## Estimate – Replace Water Well

- Drill well to 300 feet \$20.00 per foot
- Install 50 feet of casing and grout at \$40 per foot
- Install 10 Inch casing if necessary at \$50 per foot
- Install 6 Inch drive shoe \$850.00
- Excavation \$1,200.00
- Permits \$400.00

Estimated Cost - \$11,000.00

## Estimate – Install Pump System

- Install a Gould's ¾ HP submersible pump
- 1 Inch scheduled pvc with couplings

Estimated Cost - \$6,250.00

## Estimate – Well Decommission

- Pump will be pulled from well
- Necessary documents will be submitted to NJ DEP
- Pump well full of grout bottom to top

Estimate Cost - \$2,000.00

Total Estimated Price to Complete Job – \$19,250.00

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200576



**COUNTY OF PASSAIC  
PARKS & RECREATION**

209 Totowa Road, Wayne, NJ 07470  
Office (973) 881-4833 Fax (973) 872-2684

To: Nadege Allwaters, County Counsel  
From: Darryl Sparta, Director of Parks & Recreation  
Date: 6/2/2020  
Re: Well drilling at Garret Mountain Equestrian Center

The Passaic County Parks Department Equestrian center located at Garret Mountain is in need of a new water well. The existing well was routinely tested for contaminants earlier this year and failed. The well was examined and it was determined that corrective action had already been taken for this issue at some point in the past and was no longer working. Due to this fact, it was determined that a new well will need to be drilled. Proposals were received from 3 well drillers. Slater Well Drilling (1045 Macopin Road West Milford NJ 07480) submitted a quote for \$18,012. Whitwar drilling (485 Will Court Oakland NJ 07436) submitted a quote for \$18,850. Eastern Well Drilling (PO Box 629 Wanaque NJ) submitted a quote for \$19,250.

The Parks Department would like to use Slater Well Drilling for the installation of the new well in the amount of \$18,012. This was approved at the public works committee meeting on June 3<sup>rd</sup> 2020.

The Parks Department is therefore requesting that the Board of Chosen Freeholders adopt the necessary resolution authorizing Slater Well Drilling to drill the new well at the Garret Mountain Equestrian center in the amount of \$18,012.

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO APPLY FOR THE NEW JERSEY HISTORIC TRUST HERITAGE TOURISM GRANT PROGRAM FOR THE PASSAIC COUNTY AMERICAN REVOLUTION NARRATIVE PREPARATION, 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#	R20200577							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-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: July 15, 2020

**RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO APPLY FOR THE NEW JERSEY HISTORIC TRUST HERITAGE TOURISM GRANT PROGRAM FOR THE PASSAIC COUNTY AMERICAN REVOLUTION NARRATIVE PREPARATION**

**WHEREAS**, the County of Passaic Director of the Department of Cultural & Historic Affairs is desirous of applying for the New Jersey Historic Trust Heritage Tourism Grant Program for 2020 with a maximum award of \$50,000.00 for the research and preparation of a Passaic County American Revolution narrative for the upcoming 250<sup>th</sup> anniversary; and

**WHEREAS**, the Department of Cultural & Historic Affairs will request \$19,443.00 in order to cover the costs of hiring a research firm to research and prepare a historic narrative on the American Revolution in the County, as noted in a letter to the Board dated June 17, 2020 attached hereto and made a part hereof; and

**WHEREAS**, the County of Passaic will be required to match this grant request in the amount of \$9,772.00 and matching funds will be taken from the Open Space Trust Fund; and

**WHEREAS**, this matter was discussed by the Freeholder members of the Public Works and Buildings & Grounds Committee via e-mail on July 8, 2020 and is recommended to the full Board for approval.

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

**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 Department of Cultural & Historic Affairs to apply for the New Jersey Historic Trust Heritage Tourism Grant Program 2020 for the research and preparation of a historic narrative on the American Revolution in Passaic County, New Jersey.

**LET IT BE FURTHER RESOLVED**, 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.

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$9,772.00

APPROPRIATION: 0-01-30-203-001-MGU

PURPOSE: Resolution authorizing grant application to the New Jersey Historic Trust Heritage Tourism Grant Program.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## GRANT APPLICATION REQUEST FORM

1. **Grant Title:** NJ Historic Trust – Heritage Tourism Grant
  
2. **Funding Source:**  Federal  State  Other: \_\_\_\_\_
  
3. **Description of Grant:**  
The grant will fund America's 250th celebrations planning initiatives
  
4. **Grant Period:** From January 2021 To January 2022
  
5. **Amount Requested:** \$ 19,443
  
6. **Is a dollar match required? :**  Yes  No
  
7. **If yes, how much? :** \$ 9,772
  
8. **Is the match:**  Monetary  In-Kind (Identify): \_\_\_\_\_
  
9. **Account #:** 2021 PCIA Tourism Line
  
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  
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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE PASSAIC COUNTY PARKS & RECREATION DEPARTMENT AND US SPORTS INSTITUTE IN ORDER TO PROVIDE SPORTS CAMPS FOR THE YOUTH OF PASSAIC COUNTY ON FIELDS WITHIN THE COUNTY-OWNED PARK SYSTEM DURING JULY & AUGUST 2020, 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#	R20200578							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-31							
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: July 15, 2020

**RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE PASSAIC COUNTY PARKS & RECREATION DEPARTMENT AND US SPORTS INSTITUTE IN ORDER TO PROVIDE SPORTS CAMPS FOR THE YOUTH OF PASSAIC COUNTY ON FIELDS WITHIN THE COUNTY-OWNED PARK SYSTEM DURING JULY & AUGUST 2020**

**WHEREAS**, the Passaic County Parks Department is desirous of expanding recreational programming within the Passaic County Parks System starting in July and August 2020; and

**WHEREAS**, the Director of Parks & Recreation for Passaic County is reporting that he reached out to several organizations that run sports camps and requested proposals from each of them; and

**WHEREAS**, US Sports Institute proposed to run soccer, golf, and multi-sport camps for the County for youth age 2 to 11 years old and camps will vary from one (1) week long to six (6) weeks long; some are day camps while others are evening camps which will take place during the months of July and August 2020; and

**WHEREAS**, for each participant who registers for one of these camps run by US Sports Institute, the County of Passaic will receive \$10; and

**WHEREAS**, the said Director of Parks & Recreation also received a proposal from TGA Premier Sports whose participant registration fees were higher and from International Soccer Development Schools, who could only offer camps for soccer (proposals attached hereto and made part hereof); and

**WHEREAS**, based upon the aforementioned three proposals received, the Director of Parks & Recreation for Passaic County is, therefore, desirous of entering into an official agreement with US Sports Institute for the 2020 summer sports camp season; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the Passaic County Department of Parks & Recreation to enter into an agreement with US Sports Institute to provide sports camps for the youth of Passaic County age 2 to 11 years old during July and August 2020 on fields within the County Park System, said camps to vary from one (1) week long to six (6) weeks long with some being day camps and others evening camps for which the County would receive \$10 for each registered participant.

**LET IT BE FURTHER RESOLVED**, that the Director of the Freeholder Board, Clerk to the Board and County Counsel are hereby authorized to sign said Agreement in order to effectuate the purposes of this resolution.

NDA:dmp

July 14, 2020



## RESOLUTION REQUEST FORM

**NAME OF REQUESTER:** Darryl Sparta-Director      **DEPARTMENT/DIVISION:** Parks & Recreation

**1. DESCRIPTION OF RESOLUTION:**

**TYPE OF RESOLUTION:** Signing of Agreement

**PROJECT NAME & NO. (If applicable):** US Sports Institute

**PROJECT LOCATION (If applicable):** Fields within the County Park System

**SUMMARY:** include full details such as start/end period, purpose, etc.

The Passaic County Parks Department would like to enter into an agreement with an organization that will run sports camps for the County of Passaic on fields within the county owned park system. The Parks Department reached out to several organizations that run sports camps and requested proposals. US Sports Institute proposed to run soccer, golf, and multi-sport camps for the county for kid's age 2 to 11 years old. Individual camps vary from 1 week long to 6 weeks long and some are day camps while others are evening camps. Camps will run during the months of July and August. For each participant who registers for one of these camps the County of Passaic receives \$10. Proposals were also received from TGA Premier Sports and from International Soccer Development Schools. TGA offered a similar proposal to that of the US Sports Institute however their participant registration fees were higher and International Soccer Development Schools could only offer camps for soccer. For this reason the Passaic County Parks Department would like to enter into an official agreement with US Sports Institute for the 2020 summer sports camp season.

**2. CERTIFICATION OF FUNDS:**

**AMOUNT OF EXPENDITURE: \$** TBD

**REQUISITION #** TBD

*(A copy of the requisition form should be attached)*

**PURCHASE ORDER #** TBD

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

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

**3. METHOD OF PROCUREMENT:**

**RFP #:** \_\_\_\_\_       **RFQ #:** \_\_\_\_\_

*(All qualifying resolution no. if applicable are noted)*

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

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

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

**QUOTES:** *(When applicable, attach quotes herein, include vendor name and total amount)*

**NON-FAIR & OPEN:** *(A copy of an executed Fairness Early Procurement Qualification must be attached)*

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

**4. COMMITTEE REVIEW / DISTRIBUTION:**

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: July 14, 2020

Adopted on:  Planning & Economic Development

Public Works

Official Resolution#: R20200578



**US Sports Institute  
2020 Summer Confirmation Agreement  
Passaic County Parks & Recreation**

The following information serves as a confirmation agreement between the US Sports Institute and above named organization for the programs listed below. These programs are being provided by US Sports Institute as a service to above mentioned organization and the children of their community. If you have additional questions, please contact Rose Debnosky at (732) 957-0888 or via e-mail at Rose@USA-sportgroup.com.

Official Resolution R2020-07-01  
 Adopted on: July 1, 2020  
 Passed on: July 1, 2020

Program	Start Date	End Date	Day	Location	Time	Age	Regular Price	Contribution to Org.	Additional Information
Soccer Squirts	7/18/20	8/22/20	Sat	Weasel Brook and Goffie Brook Parks	9:30am-9:30am 9:45am-10:45am 11am-12pm	3-4 yrs 2-3 yrs 5-6 yrs	\$122	\$10 per player	6 week program

**Summer 2019 Weeklong Camp Format**

Program	Start Date	End Date	Day	Location	Time	Age	Regular Price	Contribution to Org.	Additional Information
Multi Sports Camp	8/24/2020	8/28/2020	Mon-Fri	Weasel Brook	9:00am - 12:30pm 9:00am - 12:30pm	5-11 yrs 5-11 yrs	\$169 \$169	\$10 per player	Weeklong Camp -No makeup sessions
Soccer Camp	8/17/2020	8/21/2020	Mon-Fri	Weasel Brook	4:30pm-5:30pm	4-5 yrs	\$65	\$10 per player	Weeklong Evening Camp - No makeup session
Golf Camp	7/6/2020	7/10/2020	Mon-Fri	Goffie Park	9:00am - 12:30pm	5-11 yrs	\$169	\$10 per player	Weeklong Camp -No makeup sessions
Golf Camp	7/6/2020	7/10/2020	Mon-Fri	Goffie Park	4:30pm-5:30pm	4-5 yrs	\$65	\$10 per player	Weeklong Evening Camp - No makeup session
Soccer Camp	7/13/2020	7/17/2017	Mon-Fri	Goffie Park	9:00am - 12:30pm	5-11 yrs	\$169	\$10 per player	Weeklong Camp -No makeup sessions
Soccer Camp	7/13/2020	7/17/2017	Mon-Fri	Goffie Park	4:30pm-5:30pm	4-5 yrs	\$65	\$10 per player	Weeklong Evening Camp - No makeup session
Multi Sports Camp	8/24/2020	8/28/2020	Mon-Fri	Weasel Brook	9:00am - 12:30pm	5-11 yrs	\$169	\$10 per player	Weeklong Camp -No makeup sessions
Soccer Camp	8/17/2020	8/21/2020	Mon-Fri	Weasel Brook	4:30pm-5:30pm	4-5 yrs	\$65	\$10 per player	Weeklong Evening Camp - No makeup session
Golf Camp	7/13/2020	7/17/2017	Mon-Fri	Goffie Park	9:00am - 12:30pm	5-11 yrs	\$169	\$10 per player	Weeklong Camp -No makeup sessions
Golf Camp	7/13/2020	7/17/2017	Mon-Fri	Goffie Park	4:30pm-5:30pm	4-5 yrs	\$65	\$10 per player	Weeklong Evening Camp - No makeup session
Soccer Camp	7/6/2020	7/10/2020	Mon-Fri	Goffie Park	9:00am - 12:30pm	5-11 yrs	\$169	\$10 per player	Weeklong Camp -No makeup sessions
Soccer Camp	7/6/2020	7/10/2020	Mon-Fri	Goffie Park	4:30pm-5:30pm	4-5 yrs	\$65	\$10 per player	Weeklong Evening Camp - No makeup session

**Locations ( First year)**

- Hawthorne
- Passaic
- West Milford

**\*\*Specific Programs and dates/ Times be discussed with Kerry**

**Non Compete**

ISDS & Passaic of County agree to not have a similar or exact relationship with any other provider, no other soccer Programs outside of this relationship to be able to use the fields for Any Soccer Event. All soccer inquiries to be directed to ISDS to grow the relationship/program

**Consideration**

As Soccer is an all year round sport, we would need access to the grass fields in Hawthorne in the Spring and Summer, not everyday but certainly to keep up with the demand.

**Marketing and Social Media**

- Press Release to be published and approved by both parties
- Flyers to be done by ISDS with County logo
- All marketing material to be sent to county then to be streamlined on social media and other outlets, local schools, websites, email lists etc

**Summer Consideration**

As you know this agreement will not start until the Fall season, however in the summer we would ask to be able to rent more time on the grass & Turf fields at a lower rate to what we usually pay. We feel if we do a good job in the summer through us, it will only have a positive effect on the future relationship in September.



### **TGA Sports Camp Proposal**

**Proposed Schedule (this camp can be run for an entire week or any days when school is out; it could also be adjusted for half day)**

8:00am-9:00am: Optional Before Care

9:00am-9:15am: Check-In/Choose Sport

9:15am-10:30am: Period One – choose between 1 of 3 sports (sports listed below)

10:30am-10:45am: between period break for snack and bathroom

10:45am-12:00pm: Period Two - choose between 1 of 3 sports (sports listed below)

12:00pm-12:45pm: Lunch

12:45pm-2:00pm: Period 3 - choose between 1 of 3 sports (sports listed below)

2:00pm-2:15pm: Break for snack and bathroom

2:15pm-3:00pm: Universal Game for all campers

3:00pm-6:00pm: Optional After Care

**Pricing (for a 5 day, full day camp; fee would be pro-rated if camp was not full day, all week)**

I would like the final price to parents be as close as possible to the below:

\$225 for Full Day (9a-3p)\*

\$175 for Half Day (9a-12p)\*

+ \$25 for Before Care

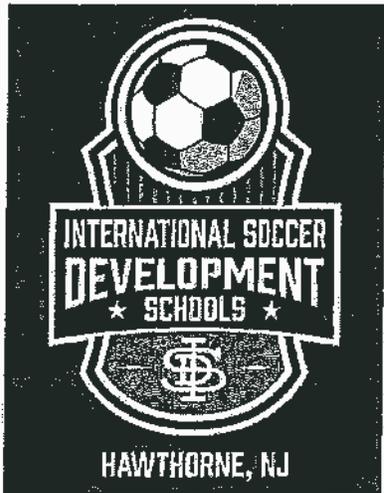
+ \$75 for After Care

#### **Additional Details**

- Minimum of 12 Campers (no maximum)
- Max Ratio of 1 coach to 10 campers
- Camp would be Monday-Friday

- Possible sports: golf, tennis, lacrosse, flag football, floor hockey, volleyball, ultimate Frisbee, and cheerleading
- TGA would provide all equipment
- Campers would have to provide snack, lunch, and drinks

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200578



**International Soccer Development Schools & Passaic County Soccer Program**

**Objective**

To provide an educational Soccer program for all soccer players in Passaic County, with a professional Training program for players ages 2 plus to Adult Soccer. All Programs are currently active. The objective is to take the current ISDS programs and grow Passaic County's Programs together.

**Terms**

Start Date : September 2020

End Date : 5 year Agreement until 2025

**Agreement**

- ISDS to be the soccer provider in Passaic County for every Soccer Event
- ISDS will pay 8.5 % on all registrations to the County of Passaic on every event
- Passaic County will provide all Grass & Turf Fields to host events
- All registrations will be done through ISDS & a full report of financials will be available to the county
- ISDS to make sure specific sized fields and goals are correct as per National soccer policies and procedures at the fields
- County to provide all goals, sandbags.
- All soccer in the county of passaic County to be ran by ISDS in form of a partnership with the county

**Selection of Programs Available**

- ages 2-5
- Training ages 6-13
- Training ages 13-18
- Tournaments
- Adult Soccer

# 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)

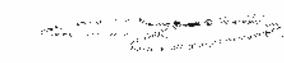
Date: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AWARDDING CONTRACT TO NEW JERSEY REALTY ADVISORY GROUP, LLC FOR THE APPRAISAL OF EASEMENTS REQUIRED FOR THE FINAL DESIGN PHASE FOR THE RATZER ROAD CULVERT NO. 1600-387 PROJECT IN THE TOWNSHIP OF WAYNE, NEW JERSEY PURSUANT TO N.J.S.A. 40A:11-1, 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#	R20200579							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-32							
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: July 15, 2020

Res. Pg. n.32-2

**RESOLUTION AWARDING CONTRACT TO NEW JERSEY REALTY ADVISORY GROUP, LLC FOR THE APPRAISAL OF EASEMENTS REQUIRED FOR THE FINAL DESIGN PHASE FOR THE RATZER ROAD CULVERT NO. 1600-387 PROJECT IN THE TOWNSHIP OF WAYNE, NEW JERSEY PURSUANT TO N.J.S.A. 40A:11-1**

**WHEREAS**, there exists a need for Professional Consultant Appraisal Services as it concerns the preparation of appraisals in order to value four temporary construction easements and two permanent culvert and maintenance easements in connection with the Final Design Phase for the Ratzler Road Culvert No. 1600-387 Project in the Township of Wayne, New Jersey as follows

1. Block 2406, Lot 65 – Temporary construction easement consisting of 633 sf & permanent culvert and maintenance easement consisting of 374 sf.
2. Block 2406, Lot 64 – Temporary construction easement consisting of 228 sf & permanent culvert and maintenance easement consisting of 478 sf.
3. Block 1602, Lot 11 – Temporary construction easement consisting of 216 sf.
4. Block 1602, Lot 12 - Temporary construction easement consisting of 370 sf.; and

**WHEREAS**, New Jersey Realty Advisory Group, LLC, 178 Main Street, Woodbridge, NJ 07095 has submitted a proposal dated July 6, 2020 to perform the necessary appraisal reports for the sum of \$3,800.00 (a copy of said proposal is attached hereto and made a part hereof); and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., requires that the resolution authorizing the award of contract for “Professional Services” without competitive bids and the contract itself must be available for public inspection; and

**WHEREAS**, said New Jersey Realty Advisory Group, LLC has been qualified as a “pool appraiser” through a fair and open process pursuant to the Resolution of the Board R-2020-0026 dated January 28, 2020 under the New Jersey Pay-to-Play Law (N.J.S.A. 19:44A:20.3, et seq.); and

**WHEREAS**, the County Engineer is recommending New Jersey Realty Advisory Group, LLC to prepare the easements; and

**WHEREAS**, this matter was discussed at the July 1, 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 is attached here to which indicates 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 it hereby awards a contract for professional appraisal consulting services with regard to easements listed above in connection with the Final Design Phase for the Ratzler Road Culvert 1600-378 Project in the Township of Wayne, NJ to New Jersey Realty Advisory Group, LLC of Woodbridge, NJ as recommended by the County Engineer and pursuant to the attached proposal.

**LET IT BE IT FURTHER RESOLVED**, that the Director and Clerk of the Board of Chosen Freeholders be authorized to execute an agreement for these services on behalf of the County of Passaic.

**LET IT BE FURTHER RESOLVED**, that this contract is awarded without competitive bidding as a “Professional Services” contract in accordance with N.J.S.A. 40A:11-5(1) of the Local Public Contracts Law because:

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

**LET IT BE FURTHER RESOLVED** that a Notice of this action be published in the North Jersey Herald & News. **Res. Pg:n.32-3**

NA:dmp

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$3,800.00

APPROPRIATION: C-04-55-105-001-902

PURPOSE: Resolution awarding contract to New Jersey Realty  
Advisory Group LLC.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



RESOLUTION REQUEST FORM

NAME OF REQUESTER: Jonathan Pera DEPARTMENT/DIVISION: Engineering

1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Award of Contract

PROJECT NAME & NO. (If applicable): Replacement of the Ratzter Road Culvert No. 1600-387

PROJECT LOCATION (If applicable): Wayne Township

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

The County of Passaic issued public solicitation RFQ-20-052 on December 27, 2019 to establish a pool of certified real estate appraisers. The Evaluation and Review Committee found six firms qualified to perform the necessary services on as needed basis, as outlined in Resolution R20200026, dated January 28, 2020. For the Replacement of the Ratzter Road Culvert No. 1600-387 in Wayne Township, four easements are required to be obtained. The County requested proposals from four firms in the certified pool of real estate appraisers. The following proposals were received - N.J. Realty Advisory Group, \$5,800.00; Sterling DiSanto & Associates-\$6,900.00; Wade Appraisals - \$8,800.00; and Harry L. Schwarz & Company- \$11,000.00. This Resolution Request is to award a contract to the lowest proposal, New Jersey Realty Advisory Group for \$3,800.00. This was discussed via email on July 9, 2020 with the Public Works Committee and recommended to the Board of Chosen Freeholders meeting on July 14, 2020

2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 3,800.00

REQUISITION # R0-03925

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

PURCHASE ORDER #

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

ACCOUNT # C-04-55-105-001-902 #

3. METHOD OF PROCUREMENT:

RFP #: RFQ #: 20-052 12/27/2019 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.)

Realty Advisory Group, \$3,800.00; Sterling DiSanto & Associates-\$6,900.00; Wade Appraisal - \$8,800.00; Harry L. Schwarz & Company- \$11,000.00

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: July 14, 2020 Planning & Economic Development Public Works
Adopted on: July 14, 2020
Official Resolution#: R20200579

# New Jersey Realty Advisory Group, LLC

---

178 Main Street, Woodbridge, NJ 07095  
Phone: (732) 853-0271 \* Fax: (732) 835-2377

July 6, 2020

Nadege D. Allwaters  
Assistant County Counsel  
County of Passaic  
Administration Building Room 214  
401 Grand Street  
Paterson, NJ 07505-2023

RE: - Appraisal Services for:  
Final Design Phase for the Ratzer  
Road Culvert No. 1600-387 Project  
Wayne, New Jersey

Dear Nadege Allwaters:

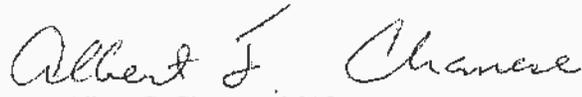
In response to your request for an appraisal proposal for the above captioned property, New Jersey Realty Advisory Group, LLC would like to submit a proposal to provide appraisal services for this project.

The purpose of the appraisal is to arrive at a market value of the properties in fee simple for several easements.

My fee for this assignment will be \$3,800. The assignment will be completed in approximately 3 weeks from the date of inspection. We will provide separate reports on each of the properties.

If you have any additional questions or comments, please email me or call me at (732)-853-0271.

Respectfully submitted,

  
Albert F. Chanese, MAI

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS

Director 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO DEACCESSION OBJECTS 2018.833.1 AND 2018.833.2 AND RETURN THEM TO THE NEW JERSEY HISTORICAL SOCIETY, 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#	R20200580							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-33							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS TO DEACCESSION OBJECTS 2018.833.1 AND 2018.833.2 AND RETURN THEM TO THE NEW JERSEY HISTORICAL SOCIETY**

**WHEREAS**, the Director of the Cultural and Historic Affairs is seeking authorization for the deaccession of objects 2018.833.1 and 2018.833.2, currently at the Dey Mansion Washington's Headquarters in Wayne, NJ, and give the objects to the New Jersey Historical Society; and

**WHEREAS** the objects are a photograph of the historic Van Ness House in Newark, NJ and its frame, as indicated resolution request form from the Director of Cultural & Historic Affairs for Passaic County (attached hereto and made part hereof); and

**WHEREAS** the objects no longer lends itself to the interpretive program at the Dey Mansion Washington's Headquarters; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the Department of Cultural & Historic Affairs to deaccession 2018.833.1 and 2018.833.2 and return the objects to the New Jersey Historical Society.

NAD

July 14, 2020



## RESOLUTION REQUEST FORM

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

**1. DESCRIPTION OF RESOLUTION:**

**TYPE OF RESOLUTION:** Other

**PROJECT NAME & NO. (if applicable):** Dey Mansion Collections

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

**SUMMARY:** (Please fill details such as: contract award period, purpose, etc.)

Resolution authorizing the Dept of Cultural & Historic Affairs to deaccession item number 2018.833.1 and 2018.833.2, a photograph of the historic Van Ness house in Newark, NJ and its frame, from the collections at Dey Mansion Washington's Headquarters, and returned to the New Jersey Historical Society.

**2. CERTIFICATION OF FUNDS:**

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

**REQUISITION #:** N/A

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

**PURCHASE ORDER #:** N/A

(A copy of the purchase order and change order request (if applicable) 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 collected quotes herein, including vendor name and total amount.)

**NON-FAIR & OPEN:** (A copy of an awarded Business Fully Informed Conditions must be attached)

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

**4. COMMITTEE REVIEW / DISTRIBUTION:**

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: July 14, 2020  
Adopted on:  July 14, 2020  Planning & Economic Development

Public Works

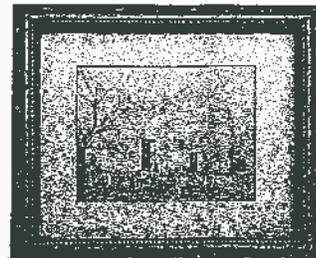
Official Resolution#: R20200580

## 2018.833.1 ~ Photograph

07/01/2020

Collection Photographs  
 Other# 2013.00592.FIC  
 Old#  
 Accession# X215  
 Received as  
 Cataloged by McManus, Kelly J.  
 Source  
 Creditline  
 Home loc Storage: Visitor Center:Box 305  
 Description Photograph of Van Ness House, No 9, Third Street, Newark, NJ, 19thC.; There is a man standing behind a fence and in front of a white house. The door to the house is open.

008\2018833.JPG



Date 1880  
 Year Range 1870 - 1890  
 Condition Good  
 Height 0.000 in  
 Length 7.000 in  
 Diameter 0.000 in  
 Weight 0.000 oz  
 Width 9.500 in  
 Depth 0.000 in  
 Circum 0.000 in  
 Count  
 Status date 06/17/2020  
 Status by Bush, Jessica  
 Status Ok  
 Dim Notes 7" x 9 1/2"  
 Collector  
 Site  
 Pl origin  
 Event  
 Material paper  
 Found  
 Used  
 Made  
 Owned The County of Passaic  
 Title  
 Artist  
 Provenance No accession information located as of 6/16/2020 - JB

Makers mark  
 Inscription type  
 Inscrp techq  
 Inscrp lang  
 Updated/by 06/17/2020 01:54 PM Unknown

Inscription text  
 Inscription position  
 Inscription translation

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200580

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY CULTURAL & HISTORIC AFFAIRS DEPARTMENT TO APPLY TO THE PASSAIC COUNTY CULTURAL HERITAGE COUNCIL FOR THE ARTS REGRANT PROGRAM 2021 AT THE PASSAIC COUNTY ARTS CENTER AT THE JOHN W. REA HOUSE, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Public Works  
COMMITTEE NAME

Official Resolution#	R20200581							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-34							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY CULTURAL & HISTORIC AFFAIRS DEPARTMENT TO APPLY TO THE PASSAIC COUNTY CULTURAL HERITAGE COUNCIL FOR THE ARTS REGRANT PROGRAM 2021 AT THE PASSAIC COUNTY ARTS CENTER AT THE JOHN W. REA HOUSE**

**WHEREAS**, the County of Passaic Department of Cultural & Historic Affairs is desirous of applying to the Passaic County Cultural Heritage Council for the Arts Regrant Program 2021 calendar year at the Passaic County Arts Center at the John W. Rea House; and

**WHEREAS**, the Arts Regrant Program offers funding to organizations that demonstrate a high degree of professionalism in sponsoring or producing arts activities in performing, visual and literary arts; and

**WHEREAS**, this grant will fund art workshops both virtually and in-person for the 2021 calendar year; and

**WHEREAS**, this grant has a maximum award of \$5,000.00, the County will be required to have a 50% match in the amount of \$2,500; and

**WHEREAS**, the full \$5,000.00 will be requested, which will cover the costs of artists to conduct workshops; and

**WHEREAS**, this matter was discussed by at the July 1, 2020 meeting of the Public Works and is 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 for said expenditure.

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic hereby authorizes application by the Passaic County Department of Cultural & Historic Affairs to the Passaic County Cultural Heritage Council for the Arts Regrant Program 2021 at the Passaic County Arts Center at the John W. Rea House; and

**LET IT BE FURTHER RESOLVED**, 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 accept for the Grant as set forth above and also to receive funds accordingly.

NDA:dmp

July 1, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$2,500.00

APPROPRIATION: 0-01-30-203-001-MGU

PURPOSE: Resolution authorizing grant application to the Passaic County Cultural Heritage Council.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## GRANT APPLICATION REQUEST FORM

1. **Grant Title:** Passaic County Cultural Heritage Council - Arts Regrant
  
2. **Funding Source:**  Federal  State  Other : \_\_\_\_\_
  
3. **Description of Grant:**  
 The grant will fund art workshops both virtually and in-person for the 2021 calendar year at the Passaic County Arts Center at the John W. Rea House.
  
4. **Grant Period:** From January 2021 To December 2021
  
5. **Amount Requested:** \$ 5,000
  
6. **Is a dollar match required? :**  Yes  No
  
7. **If yes, how much? :** \$ 2,500
  
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  
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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE REJECTION OF ALL BIDS FOR BID#C-20-017 FOR THE LAMBERT CASTLE & CARRIAGE HOUSE RESTORATION PROJECT PURSUANT TO N.J.S.A. 40A:11-13.2 (a), 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#	R20200582							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-35							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE REJECTION OF ALL BIDS FOR BID#C-20-017  
FOR THE LAMBERT CASTLE & CARRIAGE HOUSE RESTORATION PROJECT  
PURSUANT TO N.J.S.A. 40A:11-13.2(a)**

**WHEREAS**, bids were received by the County of Passaic on July 2, 2020 for BID#C-20-017 for the construction of the Lambert Castle & Carriage House Restoration Project; and

**WHEREAS**, the Passaic County Director of Cultural & Historic Affairs has advised the rejection of the responses received on this date as they are over the project budget; and

**WHEREAS**, N.J.S.A. 40A:11-13.2(a) provides that a contracting unit may reject all bids when the lowest bid substantially exceeds the cost estimate for the goods or services; and

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

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that, pursuant to the terms set forth above, it hereby authorizes the Director of Purchasing to reject Bid#C-20-017 received July 2, 2020 for the Lambert Castle & Carriage House Restoration Project in accordance with the provisions of N.J.S.A. 40A:11-13.2(a).

NDA:dmp

July 14, 2020



## RESOLUTION REQUEST FORM

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

### 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Bid Award

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.)

Resolution authorizing the rejection of bids for C-20-017  
Bids for the construction of the above referenced project were received on July 2, 2020. The County has elected to reject the bids received as they are over the project budget.

### 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ N/A

REQUISITION # N/A

(A copy of the requisition form is required to be attached)

PURCHASE ORDER # N/A

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

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

### 3. METHOD OF PROCUREMENT:

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

(Add qualifying resolution no. if requesting approval)

BID #: C-20-017  CO-OP: \_\_\_\_\_ NO: \_\_\_\_\_

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

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

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

NON-FAIR & OPEN: (A copy of an executed business fully disclosing Qualifications must be attached)

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

### 4. COMMITTEE REVIEW / DISTRIBUTION:

Administration & Finance

Health & Human Services

Law & Public Safety

Introduced on: July 14, 2020

Adopted on:  Planning & Economic Development

Public Works

Official Resolution#: R20200582

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PASSAIC COUNTY CULTURAL & HISTORIC AFFAIRS DEPARTMENT TO APPLY TO THE PASSAIC COUNTY CULTURAL HERITAGE COUNCIL FOR THE DIGITIZATION OF THE PASSAIC COUNTY PARK COMMISSION FILES, 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#	R20200583							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-36							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE PASSAIC COUNTY CULTURAL & HISTORIC AFFAIRS DEPARTMENT TO APPLY TO THE PASSAIC COUNTY CULTURAL HERITAGE COUNCIL FOR THE DIGITIZATION OF THE PASSAIC COUNTY PARK COMMISSION FILES**

**WHEREAS**, the County of Passaic Department of Cultural & Historic Affairs is desirous of applying to the Passaic County Cultural Heritage Council - CHPP for a grant to fund the digitization of the Passaic County Park Commission files, currently held at the Dey Mansion Washington's Headquarters in Wayne, NJ; and

**WHEREAS**, the CHPP offers funding to organizations for history exhibitions, public lectures and workshops, archival preservation, professional research, and educational publications; and

**WHEREAS**, this grant has a maximum award of \$10,000.00 and the County will be required to have a \$5,000 match; and

**WHEREAS**, the full \$10,000.00 will be requested, which will cover the costs of professional services; and

**WHEREAS**, this matter was discussed at the July 1, 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 for the expenditure described herein; and

**NOW, THEREFORE, LET IT BE RESOLVED** that the Board of Chosen Freeholders of the County of Passaic hereby authorizes application by the Passaic County Department of Cultural & Historic Affairs to the Passaic County Cultural & Heritage Council for the a grant in order to fund the digitization of the Passaic County Park Commission files, currently held at the Dey Mansion Washington's Headquarters in Wayne, NJ; and

**LET IT BE FURTHER RESOLVED**, 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 accept for the Grant as set forth above and also to receive funds accordingly.

NDA:dmp

July 14, 2020

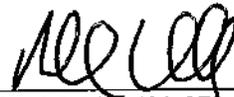
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$5,000.00

APPROPRIATION: 0-01-30-203-001-MGU

PURPOSE: Resolution authorizing the Passaic County Cultural & Historic Affairs department to apply to the Passaic County Cultural Heritage Council for the digitization of the Passaic County Park Commission files.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## GRANT APPLICATION REQUEST FORM

1. **Grant Title:** Passaic County Cultural Heritage Council - CHPP

2. **Funding Source:**  Federal  State  Other : \_\_\_\_\_

3. **Description of Grant:**

The grant will fund the digitization of the the Passaic County Park Commission files, currently held at the Dey Mansion Washington's Headquarters.

4. **Grant Period:** From January 2021 To December 2021

5. **Amount Requested:** \$ 10,000

6. **Is a dollar match required? :**  Yes  No

7. **If yes, how much? :** \$ 5,000

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  
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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE AWARD TO PURCHASE GRINDERS FOR THE PREAKNESS VALLEY GOLF COURSE FROM STORR TRACTOR COMPANY AS PER BID # SB-20-022 PURSUANT TO N.J.S.A 40A:11-24, 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#	R20200584							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-37							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE AWARD TO PURCHASE GRINDERS FOR THE PREAKNESS VALLEY GOLF COURSE FROM STORR TRACTOR COMPANY AS PER BID # SB-20-022 PURSUANT TO N.J.S.A 40A:11-24, *ET SEQ.***

**WHEREAS**, the County of Passaic Preakness Valley Golf Course (hereafter "County") is in need of an Express Dual 4100 Reel Grinder or equal and an Angle Master 4100 Bedknife Grinder or equal, which are used to sharpen the cutting units on various mowers used daily at the Preakness Valley Golf Course; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24 the County issued bid #SB-20-022 advertisement for bids, which was published in advance of the date fixed for receiving the bids, to promote competitive bidding; the County received only one bid for these items on June 11, 2020 from Storr Tractor Company; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24, the Director of Passaic County Parks & Recreation has recommended award of contract to Storr Tractor Company in the amount of \$44,100 for the Express Dual 4100 Reel Grinder and \$23,200 for the Angle Master 4100 Bedknife Grinder for a total contract award of \$67,300; 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 discussed at the July 1, 2020 meeting of the Public Works Committee and is 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 *et seq.* the Board of Chosen Freeholders of the County of Passaic hereby awards a contract to Storr Tractor Company for an Express Dual 4100 Reel Grinder and an Angle Master 4100 Bedknife Grinder as recommended by the Passaic County Director of Parks & Recreation.

**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

July 14, 2020

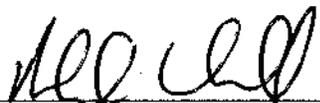
CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$67,300.00

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

PURPOSE: Resolution authorizing the award to purchase grinders for the Preakness Valley Golf Course.

  
Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



**COUNTY OF PASSAIC  
PARKS & RECREATION**  
209 Totowa Road, Wayne, NJ 07470  
Office (973) 881-4833 Fax (973) 872-2684

To: Nadege Allwaters, County Counsel  
Cc: Sherry Arvanitakis, Carmen Santana, Nicola Naumov, Jessica Kao, Gamez,  
Marie Gamez, Victoria Jones, and Theresa Scuttaro.  
From: Darryl Sparta, Director of Parks & Recreation  
Date: 6/29/2020  
Re: Grinder Bids

The Passaic County Parks Department requested bids for an Express Dual 4100 reel grinder or equal and an Angle Master 4100 bedknife grinder or equal. These grinders are used to sharpen the cutting units on various mowers used daily at the Preakness Valley Golf Course.

Bids were received from Storr Tractor Company (3191 US 22, Branchburg, NJ 08876) in the amount of \$44,100 for the Express Dual 4100 Reel Grinder and \$23,200 for the Angle Master 4100 Bedknife Grinder. No other bids were received. Monies are available for the purchase of both grinders in the Parks Department's 2020 capital funds.

After reviewing the bids the Parks Department would like to award the purchase of both grinders to Storr Tractor Company. This was presented and approved at Public Works Committee meeting held on Jul 1, 2020.

The Passaic County Parks Department is therefore recommending that the Board of Chosen Freeholders adopt the necessary resolution allowing the Parks Department to purchase the Express Dual 4100 Bedknife Grinder in the amount of \$44,100 and the Angle Master 4100 Bedknife Grinder in the amount of \$23,200 from Storr Tractor Company.

**COUNTY OF PASSAIC**  
**BID TALLY SHEET**  
**Straight Bids**

Sherry Arvanitakis, Q.P.A.  
Purchasing Agent  
Jose Santiago, Esq.  
Assistant County Counsel  
Taken by: JESSICA KAO  
Typed by: NICOLA NAUMOV  
Typed by: DAISY CANO

Matthew Jordan, Esq.  
County Counsel  
Nadège Allwater, Esq.  
Deputy County Counsel

**PURCHASING DEPARTMENT**

**Bids received at 10:30 a.m. on JUNE 11, 2020 the Passaic County Procurement Center, 495 River Street Second Floor, Paterson, NJ 07524**

**SB-20-022 RE-BID 2020 OR NEWER – BERNHARD EXPRESS DUAL 4100 REEL GRINDER OR EQUAL AND 2020 OR NEWER – BERNHARD ANGLE MASTER 4100 BEDKNIFE GRINDER OR EQUAL**

Vendor	Disc. Stim. (Exh. I)	Non Coll. Aff. (Exh. II)	B.B. C.Ck. Cs. Check (Exh. III)	Con. Of Surety (Exh. IV)	Disc. I/A Iran (V)	Business Reg. Cert.	Avail to Co-Op	Least Page (Exh. VI)	Bid Total
STORR TRACTOR COMPANY 3191 US 22 BRANCHBURG, NJ 08876	X	X	N/A	N/A	X	X	YES	X	EXPRESS DUAL 4100 REEL GRINDER \$44,100 ----- ANGLE MASTER 4100 BEDKNIFE GRINDER \$23,200

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200584



**COUNTY OF PASSAIC  
PARKS & RECREATION**

209 Totowa Road, Wayne, NJ 07470  
Office (973) 881-4833 Fax (973) 872-2684

To: Nadege Allwaters, County Counsel  
Cc: Sherry Arvanitakis, Carmen Santana, Nicola Naumov, Jessica Kao, Gamez,  
Marie Gamez, Victoria Jones, and Theresa Scuttaro.  
From: Darryl Sparta, Director of Parks & Recreation  
Date: 6/29/2020  
Re: Grinder Bids

The Passaic County Parks Department requested bids for an Express Dual 4100 reel grinder or equal and an Angle Master 4100 bedknife grinder or equal. These grinders are used to sharpen the cutting units on various mowers used daily at the Preakness Valley Golf Course.

Bids were received from Storr Tractor Company (3191 US 22, Branchburg, NJ 08876) in the amount of \$44,100 for the Express Dual 4100 Reel Grinder and \$23,200 for the Angle Master 4100 Bedknife Grinder. No other bids were received. Monies are available for the purchase of both grinders in the Parks Department's 2020 capital funds.

After reviewing the bids the Parks Department would like to award the purchase of both grinders to Storr Tractor Company. This was presented and approved at Public Works Committee meeting held on Jul 1, 2020.

The Passaic County Parks Department is therefore recommending that the Board of Chosen Freeholders adopt the necessary resolution allowing the Parks Department to purchase the Express Dual 4100 Bedknife Grinder in the amount of \$44,100 and the Angle Master 4100 Bedknife Grinder in the amount of \$23,200 from Storr Tractor Company.

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING CHANGE ORDER #2 TO KONKUS CORPORATION, FOR THE TWO BRIDGES ROAD BRIDGE AND WEST BELT EXTENSION PROJECT, TOWNSHIP OF WAYNE AND BOROUGH OF LINCOLN PARK, 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#	R20200585							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-38							
CAF #								
Purchase Req. #	PO#: 19-08881							
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: July 15, 2020

**RESOLUTION AUTHORIZING CHANGE ORDER #2 TO KONKUS CORPORATION,  
FOR THE TWO BRIDGES ROAD BRIDGE AND WEST BELT EXTENSION  
PROJECT, TOWNSHIP OF WAYNE AND BOROUGH OF LINCOLN PARK, NEW  
JERSEY PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ.**

**WHEREAS**, the Passaic County Board of Chosen Freeholders (hereafter “Board”) passed resolution R2019-1058 on November 18, 2019 awarding a contract to Konkus Corporation for the Two Bridges Road Bridge and West Belt Extension project in the Township of Wayne and Borough of Lincoln Park for the sum of \$14,633,876.89; and

**WHEREAS**, the above referenced resolution was amended on December 20, 2019 by Resolution R2019-1248 to reflect a contract sum of \$14,633,903.00; and

**WHEREAS**, the above referenced resolution was amended on June 16, 2020 by Resolution R2020-0476 (Change Order #1), an addition in the amount of \$16,028.80, which brought the contract total to \$14,649,931.80; and

**WHEREAS**, it is now necessary that another change order (Change Order #2) be made reflecting an increase of \$110,200.00.00 resulting in an overall contract in the amount of \$14,760,131.80; and

**WHEREAS**, this project is funded by a NJDOT grant; and

**WHEREAS**, the Office of the County Engineer has also submitted a resolution request form to the Board requesting the adoption of Change Order #2, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, this matter was discussed at the July 1, 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 described herein;

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby approves Change Order #2 of the contract awarded to Konkus Corporation for the Two Bridged Road Bridge and West Belt Extension project, which was recommended for approval by the Office of the Passaic County Engineer:

**CHANGE ORDER #2**

**1. DESCRIPTION AND VALUE OF CHANGE**

See documents attached hereto

Add	\$ 110,200.00
-----	---------------

**REASON FOR CHANGE**

See documents attached hereto

**2. STATEMENT OF CONTRACT AMOUNT**

Original Contract Amount	\$ 14,633,903.00
Previous Additions	\$ 16,028.80
Total	\$ 14,649,931.80
Previous Deductions	\$ 0.00
Net Prior to This Change	\$ 14,649,931.80
Amount of This Change      Add	\$ 110,200.00
Contract Amount to Date	\$ 14,760,131.80

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

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$110,200.00

APPROPRIATION: G-01-45-715-019-903

PURPOSE: Resolution authorizing change order to Konkus Corporation for Two Bridges Road over West Belt Extension.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

NAME OF REQUESTER: Jonathan Pera DEPARTMENT/DIVISION: Engineering

### 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Change Orders

PROJECT NAME & NO. (If applicable): Two Bridges Road Bridge and West Belt Extension

PROJECT LOCATION (If applicable): Wayne Township and Lincoln Park Borough

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

The County of Passaic received bids on October 17, 2019 for project C-19-017, the Two Bridges Road and West Belt Extension and Awarded a Contract to the low bidder on this project Konkus Corporation by Resolution R2019-1058, dated 11/18/19, and amended by Resolution 2019-1248, dated 12/20/2019 in the amount of \$14,633,903.00. Change Order # 1, an addition in the amount of \$16,028.80, was approved by Resolution R2020-0476, dated June 16, 2020 and brought the contract total to \$14,649,931.80. Change Order # 2, dated July 1, 2020 (see attached), in the amount of \$110,200.00 brings the current contract total to \$14,760,131.80. This project is funded by a NJDOT grant, and this Change Order was recommended for approval on the July 1, 2020 Public Works Committee Meeting.

### 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ \$110,200.00

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

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

PURCHASE ORDER # 19-08881

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

ACCOUNT # G-01-45-715-019-903 # \_\_\_\_\_ # \_\_\_\_\_

### 3. METHOD OF PROCUREMENT:

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

Add qualifying resolution no. if requesting an award

✓ BID #: C-19-017 10/17/2019 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: July 14, 2020

Adopted on: Planning & Economic Development ✓ Public Works

Official Resolution#: R20200585

## COUNTY OF PASSAIC

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

## CHANGE ORDER No. 2

DATE: July 1, 2020

## PROJECT TITLE:

Two Bridges Road Bridge over Pompton River and West Belt Extension

LOCATION: Township of Wayne, Passaic County &amp; Borough of Lincoln Park, Morris County

DATE OF CONTRACT: November 18, 2019

OWNER: PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERSCONTRACTOR: Konkus Corporation

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

1. DESCRIPTION AND VALUE OF CHANGE

ITEM No.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<u>DEDUCTIONS - ORIGINAL CONTRACT PAY ITEMS</u>					
	N/A				\$0.00
	TOTAL DEDUCTIONS				<u>\$0.00</u>
<u>ADDITIONS - ORIGINAL CONTRACT PAY ITEMS</u>					
45	EXCAVATION, UNCLASSIFIED	1600	CY	\$22.00	\$35,200.00
49	I-14 SOIL AGGREGATE	3000	CY	\$25.00	\$75,000.00
<u>ADDITIONS - SUPPLEMENTAL CONTRACT PAY ITEMS</u>					
	N/A				\$0.00
	TOTAL ADDITIONS				<u>\$110,200.00</u>
				NET CHANGE ORDER (ADDITION)	<u>\$110,200.00</u>

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200585

---

1. DESCRIPTION AND VALUE OF CHANGE (Cont.)

ADDITION TO THE AMOUNT OF CONTRACT.....		\$110,200.00
ORIGINAL TIME FOR COMPLETION.....	751 Calendar Days	
ADD TO OR DEDUCT FROM - THE PRESENT CONTRACT TIME.....	None	
NEW DATE FOR COMPLETION IS.....	3/24/2022 (no change)	

---

2. REASON FOR CHANGE

Item No. 45 - Excavation, Unclassified: Due to field adjustments, additional quantity of this pay item was required. This resulted in an increase in the quantity for Excavation, Unclassified.

Item No. 49 - I-14 Soil Aggregate: Due to field adjustments, additional quantity of this pay item was required. This resulted in an increase in the quantity for I-14 Soil Aggregate.



## RESOLUTION REQUEST FORM

NAME OF REQUESTER: Jonathan Pera DEPARTMENT/DIVISION: Engineering

### 1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Change Orders

PROJECT NAME & NO. (If applicable): Two Bridges Road Bridge and West Belt Extension

PROJECT LOCATION (If applicable): Wayne Township and Lincoln Park Borough

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

The County of Passaic received bids on October 17, 2019 for project C-19-017, the Two Bridges Road and West Belt Extension and Awarded a Contract to the low bidder on this project Konkus Corporation by Resolution R2019-1058, dated 11/18/19, and amended by Resolution 2019-1248, dated 12/20/2019 in the amount of \$14,633,903.00. Change Order # 1, an addition in the amount of \$16,028.80, was approved by Resolution R2020-0476, dated June 16, 2020 and brought the contract total to \$14,649,931.80. Change Order # 2, dated July 1, 2020 (see attached), in the amount of \$110,200.00 brings the current contract total to \$14,760,131.80. This project is funded by a NJDOT grant, and this Change Order was recommended for approval on the July 1, 2020 Public Works Committee Meeting.

### 2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ \$110,200.00

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

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

PURCHASE ORDER # 19-08881

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

ACCOUNT # G-01-45-715-019-903 # \_\_\_\_\_ # \_\_\_\_\_

### 3. METHOD OF PROCUREMENT:

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

Add qualifying resolution no. if requesting an award

✓ BID #: C-19-017 10/17/2019 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: July 14, 2020

Adopted on: Planning & Economic Development ✓ Public Works

Official Resolution#: R20200585

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING CHANGE ORDER #3 FOR C.J. VANDERBECK AND SONS, INC. AS IT PERTAINS TO THE BOILER REPLACEMENT PROJECT AT 77 HAMILTON STREET, 80 HAMILTON STREET AND 401 GRAND STREET IN PATERSON, NJ AND AT 30 KING ROAD IN TOTOWA, NJ PURSUAN TO N.J.A.C. 5:30-11.3 ET SEQ.

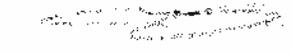
THIS RESOLUTION WAS REQUESTED BY:

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#	R20200586							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-39							
CAF #	C-04-55-157-009-902							
Purchase Req. #	19-05545							
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: July 15, 2020

**RESOLUTION AUTHORIZING CHANGE ORDER #3 FOR C.J. VANDERBECK AND SONS, INC. AS IT PERTAINS TO THE BOILER REPLACEMENT PROJECT AT 77 HAMILTON STREET, 80 HAMILTON STREET AND 401 GRAND STREET IN PATERSON, NJ AND AT 30 KING ROAD IN TOTOWA, NJ PURSUAN TO N.J.A.C. 5:30-11.3 ET SEQ.**

**WHEREAS**, The County of Passaic (hereafter “County) received bids on June 6, 2019 for Boiler Replacement Project at 77 Hamilton Street, 80 Hamilton Street and 401 Grand Street in Paterson, NJ and at 30 King Road in Totowa, NJ; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders (hereafter “Board”) adopted Resolution R2019-0522 on June 11, 2019 a contract was awarded to the lowest bidder C.J. Vanderbeck and Son, Inc., in the amount of \$1,299,550.00.

**WHEREAS**, the Board adopted Resolution R2019-0905 on October 18, 2019 approving Change Order #1 for an additional amount of \$38,223.00 increasing the contract amount to \$1,337,773.00; and

**WHEREAS**, subsequently, the Board adopted Resolution R 2020-0136 on February 11, 2020 approving Change Order #2 for an additional amount of \$14,994.00 increasing the contract amount to \$1,352,767.00; and

**WHEREAS**, it is now necessary for Change Order #3 for an additional amount of \$400,900.00 resulting to a net addition which reflects the change from steam to hot water boilers for 77 Hamilton Street for significantly increased boiler efficiency (approximately 70% vs 96% efficiency), and lower future annual maintenance costs; and

**WHEREAS** this proposed Change Order #3 will result in the net sum of change orders for this project to be in excess of the 20% limit for change orders which is allowed under the Local Public Contracts Law N.J.S.A. 40A:11-1; and

**WHEREAS** the regulations (N.J.A.C. 5:30-11.9) of the State of New Jersey Department of Community Affairs permits change orders in excess of 20% as long as the following is present:

- 1) a written certification by the contractor containing the following:
  - i) an explanation of the factual circumstances which necessitate issuance of the change order;
  - ii) a statement indicating why these circumstances could not have been foreseen;
  - iii) a statement indicating why issuance of the change order would be in the best interests of the County and would not constitute an abuse of these rules;
  - iv) if the nature of the change order is technical, the certification shall include a certified statement from contractor’s appropriate expert, explaining in detail the factual circumstances which necessitate the issuance of the change order;
- 2) a request from the chief executive officer, in this case the County Administrator, or his designee, to the governing body requesting the change order and explaining why this change order may be allowed pursuant to this provision; and

**WHEREAS** the Office of the County Engineer has also submitted a letter to the Board dated July 7, 2020 requesting the adoption of Change Order #3, a copy of which is attached hereto and made a part hereof; and

**WHEREAS** the Passaic County Administrator has filed a letter with the Board of Chosen Freeholders dated July 9, 2020 requesting that the Board review this matter and consider adopting this Change Order (see copy attached); and

**WHEREAS** this proposed change order will bring the contract above the 20% threshold generally permitted under the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) but is being considered because it would be impractical to award a new contract for this additional work; and

**WHEREAS**, this matter was discussed at the July 1, 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 is attached hereto to reflect the availability of funds.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby approves Change Order #3 of the contract awarded to C.J. Vanderbeek and Sons Inc., for the project known as the Boiler Replacement Project which was recommended for approval by the Office of the Passaic County Engineer by resolution request form and attached hereto and the same is hereby approved:

**CHANGE ORDER NO. 3**

DESCRIPTION AND VALUE OF CHANGE

See July 7, 2020 letter attached hereto  
 Addition \$ 400,900.00

REASON FOR CHANGE

See July 7, 2020 letter attached hereto

STATEMENT OF CONTRACT AMOUNT

Original Contract Amount		\$ 1,299,550.00
Previous Additions		\$ 53,217.00
Total		\$ 1,352,767.00
Previous Additions		\$ 0.00
Net Prior to This Change		\$ 1,352,767.00
Amount of This Change	Net Add	\$ 400,900.00
Contract Amount to Date		\$ 1,753,667.00

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

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board is authorized to publish a notice of this action in the Herald News indicating the additional amount to be expended, the original contract price, the nature of the original and additional work authorized by the within resolution and why it is necessary to expend the additional funds; and

**LET IT BE FURTHER RESOLVED**, that the said Clerk to the Board shall report this action to the Division of Local Government Affairs of the Department of Community Affairs of the State of New Jersey in its annual audit.

NAD

July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$400,900.00

APPROPRIATION: \$302,216.08 – C-04-55-157-009-902  
\$ 98,683.92 - C-04-55-148-001-920

PURPOSE: Resolution authorizing change order for C.J  
Vanderbeck & Son and Pennetta Industrial  
Automation, LLC.

  
Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$400,900.00

APPROPRIATION: \$302,216.08 – C-04-55-157-009-902  
\$ 98,683.92 - C-04-55-148-001-920

PURPOSE: Resolution authorizing change order for C.J  
Vanderbeck & Son and Pennetta Industrial  
Automation, LLC.

  
Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



### RESOLUTION REQUEST FORM

NAME OF REQUESTER: Jonathan Pera DEPARTMENT/DIVISION: Engineering

**1. DESCRIPTION OF RESOLUTION:**

TYPE OF RESOLUTION: Change Order

PROJECT NAME & NO. (if applicable): Passaic County Boiler Replacement Project

PROJECT LOCATION (if applicable): 77 Hamilton St., 80 Hamilton Street, 401 Grand Street in Paterson; 30

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

The County of Passaic receive bids on June 6, 2019 for Boiler Replacements at 77 Hamilton Street, 80 Hamilton Street, and 401 Grand Street in Paterson and 30 King Road in Totowa. The County Awarded a Contract to the low Bidder C.J. Vanderbeek and Sons for \$1,299,550.00 by Resolution R2019-0522, dated 6/11/2019. Change Order # 1, an addition in the amount of \$38,223.00 was approved by Resolution R2019-0905, dated 10/8/2019, which addressed additional equipment that needed to be replaced bringing the contract total to \$1,337,773.00. Change Order # 2, an addition in the amount of \$14,994.00 was approved by Resolution R20200136 on 2/11/2020 which addressed failing backflow preventers brought the contract total to \$1,352,767.00. Change Order # 3, a net addition in the amount of \$400,900.00 which reflects the change from steam to hot water boilers for significantly increased boiler efficiency (approximately 70% vs 96% efficiency), and lower future annual maintenance costs. Change Order #3 brings the total project contract over 20% of the original award. Change Order #3 was approved by the Public Works Committee on July 1, 2020, and recommended for approval to the full Board, and brings the current contract total to \$1,753,667.00.

**2. CERTIFICATION OF FUNDS:**

AMOUNT OF EXPENDITURE: \$ 400,900.00

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

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

PURCHASE ORDER # 19-05545

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

ACCOUNT # C-04-55-157-009-902 # \_\_\_\_\_ # C-04-55-148-001-920

**3. METHOD OF PROCUREMENT:**

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

Add qualifying resolution no. if requesting an award

✓ BID #: C-19-013 6/11/2019

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.)

**C-04-55-157-009-902 \$302,216.08 C-04-55-148-001-920 \$98,683.92**

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: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200586

✓ Public Works



## County of Passaic

**Administration Building**

401 Grand Street, Paterson, New Jersey 07505-2023

**ENGINEERING DEPARTMENT**  
**JONATHAN PERA, P.E.**  
 COUNTY ENGINEER

**ROOM 524**  
 TELEPHONE: (973) 881-4456  
 FAX: (973) 742-3936

### STANDARD CERTIFICATION FOR CHANGE ORDER IN EXCESS OF 20% OF CONTRACT AMOUNT

TO: Board of Chosen Freeholders

FROM: Jonathan Pera, P.E., County Engineer

DATE: July 7, 2020

SUBJECT: Passaic County Boilers Replacement Project at 77 Hamilton Street, 80 Hamilton Street, and 401 Grand Street in Paterson and 30 King Road in Totowa.

This is to request your approval of a Resolution authorizing a Change Order #3 to be executed as follows:

CONTRACTOR: C.J. Vanderbeck and Sons, Inc.

Summary of Change Order:

Original Contract Amount	\$1,299,550.00
Previous Additions	\$ <u>53,217.00</u>
Total	\$1,352,767.00
Previous Deductions	\$ <u>0.00</u>
Net Prior to this Change	\$1,352,767.00
Amount of this Change ADD	\$ <u>400,900.00</u>
Contract Amount to Date	\$1,753,667.00

This is to request a Change Order in excess of 20% of the original contract amount, in accordance with N.J.A.C. 5:30-11/9. I do hereby certify to the following:

**1. Explanation of the Factual Circumstances which necessitates issuance of the Change Order:**

The project consists of the replacement of boilers at four County buildings. The bid documents included the replacement of the existing steam boiler at 77 Hamilton Street with a new steam boiler. During the construction of the hot water boilers at the other three buildings, it was determined to replace the existing steam boilers at 77 Hamilton Street with new hot water boilers. The new hot water boilers will be more energy efficient units (70% efficient - steam vs. 96% efficient - hot water), more efficient pipe runs due to having boilers in both the basement level and the mechanical penthouse, and significant reduction in annual maintenance costs.

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200586

**2. Statement indicating why these circumstances could not have been foreseen:**

The original design was to replace the boilers in kind with same type of system. Thru discussions with the new Superintendent of Buildings and Grounds, the significant reduction in annual maintenance costs became evident, in addition to the increase efficiency of the units.

**3. Statement indicating why issuance of the change order would be in the best interests of the contracting unit and would not constitute an abuse of these rules:**

As indicated above, the change from steam boilers to hot water boilers at 77 Hamilton Street will provided for more energy efficient units (70% efficient vs. 96% efficient), more efficient pipe runs due to having boilers in both the basement and the mechanical penthouse, and significant reduction in annual maintenance costs. As the existing steam boilers are beyond their useful life, it is prudent to have the new hot water boilers installed prior to the upcoming heating season.

**4. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:30-11.9 ET. Seq., and certify that the proposed change order may be allowed under the aforementioned rules.**

Respectfully,



Jonathan Pera, P.E.  
County Engineer



RESOLUTION REQUEST FORM

NAME OF REQUESTER: Jonathan Pera DEPARTMENT/DIVISION: Engineering

1. DESCRIPTION OF RESOLUTION:

TYPE OF RESOLUTION: Change Order

PROJECT NAME & NO. (if applicable): Passaic County Boiler Replacement Project

PROJECT LOCATION (if applicable): 77 Hamilton St., 80 Hamilton Street, 401 Grand Street in Paterson; 30

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

The County of Passaic receive bids on June 6, 2019 for Boiler Replacements at 77 Hamilton Street, 80 Hamilton Street, and 401 Grand Street in Paterson and 30 King Road in Totowa. The County Awarded a Contract to the low Bidder C.J. Vanderbeek and Sons for \$1,299,350.00 by Resolution R2019-0522, dated 6/11/2019. Change Order # 1, an addition in the amount of \$38,223.00 was approved by Resolution R2019-0905, dated 10/8/2019, which addressed additional equipment that needed to be replaced bringing the contract total to \$1,337,773.00. Change Order # 2, an addition in the amount of \$14,994.00 was approved by Resolution R20200136 on 2/11/2020 which addressed failing backflow preventers brought the contract total to \$1,352,767.00. Change Order # 3, a net addition in the amount of \$400,900.00 which reflects the change from steam to hot water boilers for significantly increased boiler efficiency (approximately 70% vs 96% efficiency), and lower future annual maintenance costs. Change Order #3 brings the total project contract over 20% of the original award. Change Order #3 was approved by the Public Works Committee on July 1, 2020, and recommended for approval to the full Board, and brings the current contract total to \$1,753,667.00.

2. CERTIFICATION OF FUNDS:

AMOUNT OF EXPENDITURE: \$ 400,900.00

REQUISITION #

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

PURCHASE ORDER # 19-05545

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

ACCOUNT # C-04-55-157-009-902 # C-04-55-148-001-920

3. METHOD OF PROCUREMENT:

RFP #: RFQ #:

Add qualifying resolution no. if requesting an award

✓ BID #: C-19-013 6/11/2019

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.)

C-04-55-157-009-902 \$302,216.08 C-04-55-148-001-920 \$98,683.92

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 July 14, 2020
Adopted on July 14, 2020
Official Resolution#: R20200586

✓ 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.  
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)

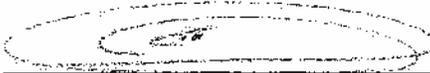
Date: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE PURCHASE OF GOODS BY THE PASSAIC COUNTY SHERIFF'S OFFICE PURSUANT TO N.J.S.A 40A:11-12, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:  
SHERIFF'S DEPT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Law and Public Safety  
COMMITTEE NAME

Official Resolution#	R20200587							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-40							
CAF #								
Purchase Req. #	R0-03900;R0-03704							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE PURCHASE OF GOODS BY THE PASSAIC COUNTY SHERIFF'S OFFICE PURSUANT TO N.J.S.A. 40A:11-12**

**WHEREAS**, the Passaic County Sheriff's Office (hereafter "PCsO") has requested the purchase of goods from qualified vendors for use in furtherance of its law enforcement and/or administrative objectives and/or those of various law enforcement agencies within the County; and

**WHEREAS**, said goods are being procured through State Contracts or Cooperative Agreements pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-12, as specified below; and

**WHEREAS**, said purchase is to be funded either directly from the County budget, grant accounts or from forfeited funds obtained by the PCSO and/or administered by the PCPO on behalf of the Passaic County Sheriff's Department and/or local law enforcement agencies in accordance with applicable law; and

**WHEREAS**, the Board of Chosen Freeholders is desirous of approving said purchase in accordance with the terms of the applicable State Contracts or Cooperative Agreements and authorizing the Purchasing Agent to issue the appropriate Purchase Orders; and

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

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

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-12, the Board of Chosen Freeholders of the County of Passaic hereby authorizes the purchase of the following goods in accordance with the terms of the applicable State Contracts or Cooperative Agreements:

Description:	Purchase of Ballistic Body Armor
Using Agency:	Passaic County Sheriff's Department
Purchase Price:	\$76,915.79
Vendor:	Turn Out Uniform
Authority:	State Contract
Contract #:	17-FLEET-00778
Account #:	G-01-41-875-019-801-223 & 0-01-25-157-001-223
Requisition #:	R0-03900
Description:	Purchase of security equipment for PCSO Bearcat, Mobile Command, Motorpool Building Thermal System upgrade
Using Agency:	Passaic County Sheriff's Department
Purchase Price:	\$160,000.00
Vendor:	Packetalk LLC
Authority:	Bergen County Purchasing Cooperative
Contract #:	19-32
Account #:	T-22-56-850-012-801
Requisition #:	R0-03704

**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 appropriate Purchase Orders.

KM:czb

Dated: July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$236,915.79

APPROPRIATION: \$76,915.79 – G-01-41-875-019-223  
\$30,000.00 - 0-01-25-157-001-223  
\$160,000.00- T-22-56-850-012-801

PURPOSE: Resolution authorizing the purchase of goods by the  
Passaic County Sheriff's Office.

  
Richard Cahill, Chief Financial Officer

DATED: July 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO SHRED-TECH USA, LLC FOR THE PURCHASE OF A MDS-3S-26 SHREDDING TRUCK BY THE PASSAIC COUNTY SHERIFF'S OFFICE PURSUANT TO N.J.S.A. 40A:11-1-ET SEQ. ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

SHERIFF'S DEPT

REVIEWED BY:

  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Law and Public Safety  
COMMITTEE NAME

Official Resolution#	R20200588							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-41							
CAF #								
Purchase Req. #	R0-03841							
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: July 15, 2020

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO SHRED-TECH USA, LLC FOR THE PURCHASE OF A MDS-3S-26 SHREDDING TRUCK BY THE PASSAIC COUNTY SHERIFF'S OFFICE PURSUANT TO N.J.S.A. 40A:11-1-ET SEQ.**

**WHEREAS**, in accordance with "Fair and Open" procedures established in the "Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 and N.J.S.A. 40A:11-1 et. seq., on June 12, 2020 a bid was held for a shredding truck to be utilized by the Passaic County Sheriff's Office; and

**WHEREAS**, the committee assigned to review said bid is recommending that the contract for the shredding truck be awarded to Shred-Tech USA, LLC as Shred-Tech USA, LLC was the sole bidder and they met the specifications; and

**WHEREAS**, this matter was reviewed by the Law and Public Safety 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 described herein; and

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Passaic County Board of Chosen Freeholders that pursuant to N.J.S.A. 40A:11-1, et seq., that it hereby authorizes a contract with Shred-Tech USA, LLC to provide a shred truck to be utilized by the Passaic County Sheriff's Office for the cost of \$246,510.00; and

**BE IT FURTHER RESOLVED**, that the Clerk of the Board, the Purchasing Agent and the Director of the Board are hereby authorized and directed to take such further actions necessary to effectuate the purpose of this resolution.

KM:czb

Dated: July 14, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$246,510.00

APPROPRIATION: T-22-56-850-012-803

PURPOSE: Resolution authorizing the award of a contract to Shred-Tech USA, LLC.



Richard Cahill, Chief Financial Officer

DATED: July 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AMENDING R-2020-0154 DATED FEBRUARY 11, 2020 AWARDING A SUB-GRANT FROM THE DOS2020C3-CNTY GRANT PROGRAM – NJ 2020 CENSUS IN THE AMOUNT OF \$81,000 TO ASSIST THE CITY OF PATERSON IN ORGANIZING COMPLETE COUNT ACTIVITIES TO ENSURE THE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS, 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

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200589							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-42							
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: July 15, 2020

**RESOLUTION AMENDING R-2020-0154 DATED FEBRUARY 11, 2020 AWARDING A SUB-GRANT FROM THE DOS2020C3-CNTY GRANT PROGRAM – NJ 2020 CENSUS IN THE AMOUNT OF \$81,000 TO ASSIST THE CITY OF PATERSON IN ORGANIZING COMPLETE COUNT ACTIVITIES TO ENSURE THE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic adopted Resolution R-2020-0154, on February 11, 2020, awarding a Sub-grant from the Dos2020C-3-Cnty grant program – NJ 2020 Census in the amount of \$81,000 to assist the City of Paterson in organizing complete count activities to ensure the highest participation in the upcoming 2020 decennial census and

**WHEREAS**, the City of Paterson in turn adopted a resolution accepting the grant award subject to the terms and conditions of the grant award agreement. (see copy attached); and

**WHEREAS**, under the terms and condition of the grant award and agreement which was fully executed by the Mayor of Paterson, Andre Sayegh, on July 6 , 2020, the parties agreed to future grant award/budget modifications; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders has expended a total sum of \$24,312.68 on behalf of the City of Paterson to assist the City of Paterson in organizing complete count activities and therefore the direct grant award must now be modified to account for those sums; and

**WHEREAS**, due to the cost of materials and services associate with the 2020 Census, it is necessary to make a reduction of the original sub-grant awarded, from the DOS2020C3-CITY-035 account, to the City of Paterson in the amount of \$56,687.32; and

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

**NOW, THEREFORE BE, IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby amends Resolution R-2020-0154, dated February 11, 2020, to reflect a reduction from the original amount awarded of \$81,000 to the new amount of \$56,687.32, all as set forth above; and

**LET IT BE FURTHER RESOLVED**, that in all other aspects R2020-0154, dated February11, 2020 shall remain in full force and effect.

Dated: July 14, 2020

JRS:meg



**RESOLUTION REQUEST FORM**

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

**DESCRIPTION OF RESOLUTION:**

Resolution to amend sub-grant award to the City of Paterson to account for County procured materials and services associated with the 2020 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:** \$ 24,312.68 (deduction)  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** TBD

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: Change Order

5. **COMMITTEE REVIEW:**

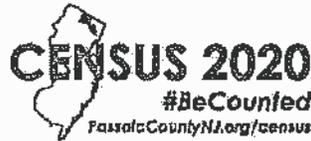
**DATE:**

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

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

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



**NEW JERSEY 2020 CENSUS COMPLETE COUNT SUB-GRANT RECIPIENT CONTRACT**

**TABLE OF CONTENTS:**

**GENERAL TERMS AND CONDITIONS**

- I. Grant Agreement Data
- II. Compliance with Existing Laws
- III. Bonding and Insurance
- IV. Indemnification
- V. Assignability
- VI. Availability of Funds

**PRE-AWARD REQUIREMENTS**

- VII. Special Grant Conditions for "High Risk" Grantees

**POST-AWARD REQUIREMENTS**

- VIII. Financial Management System
- IX. Method of Payment
- X. Allowable Costs
- XI. Period of Availability of Funds
- XII. Program Income
- XIII. Audit Requirements
- XIV. Budget Revision and Modification
- XV. Property Management Standards
- XVI. Procurement Standards
- XVII. Monitoring of Program Performance
- XVIII. Financial and Performance Reporting
- XIX. Access to Records
- XX. Record Retention
- XXI. Enforcement
- XXII. Termination and Suspension
- XXIII. Publicity

**AFTER-THE-GRANT REQUIREMENTS**

- XXIV. Grant Closeout Procedures

**ATTACHMENTS**

- A. Additional Grant Provisions - Audits; Insurance; Financial Reporting
- B. Approved Budget
- C. Final Comparison of Actual to Budget Expend/Reporting Requirements
- D. Other Terms and Conditions - Guidance and Restriction on Use of Funds
- E. Grant Agreement Signature Page

## I. Grant Agreement and Data

A. The City of Paterson is eligible to spend up to \$81,000 for eligible activities in the twenty-seven (27) Hard to County (HTC) census tracts highlighted in the mapping attached to this agreement. The eligible activities to use this funding are listed in Attachment A as well as specific activities that are ineligible. All reporting requirements are listed in Attachment C. The sub-grantee (City of Paterson) will abide by all the provisions of the agreement including all required information for reimbursements for eligible activities. The responsible party designated by the sub-grantee will sign this agreement in section five. Formal acceptance of the grant requires signature of the authorized individual in Attachment E.

## II. Compliance with Existing Laws

A. The Sub-Grantee, in order to permit Passaic County (hereto referred to as "the County") to award this grant, agrees to comply with all Federal, State and municipal laws, rules, and regulations generally applicable to the Activities in which the Sub-Grantee is engaged in the performance of this grant.

B. These laws and regulations include, but are not limited to the following:

1. Federal Office of Management and Budget (OMB) documents:

<http://www.whitehouse.gov/omb/circulars/>

2. New Jersey Department of the Treasury, Office of Management and Budget documents: a) Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: <http://www.state.nj.us/infobank/circular/circindx.htm> and click on "Circular Letters" and locate Circular 15-08.

3. State Affirmative Action Legal Citations: The Sub-Grantee agrees to require its contractors to comply with the requirements of N.J.A.C. 17:27, applicable provisions of N.J.S.A 10:5, et. al., and P.L. 1975, c.127 and all implementing regulations.

Failure to comply with the laws, rules and regulations shall be grounds for termination of this grant.

## III. Bonding and Insurance

NOTE: Proof of Insurance is required. Bonding and insurance of the type described in Attachment A, Part VII, shall be provided by the Sub-Grantee and proof of bonding and insurance must be retained on file by the Sub-Grantee.

## IV. Indemnification

The Sub-Grantee shall be solely responsible for and shall keep, save, and hold the County of Passaic harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Sub-Grantee's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Sub-Grantee's services that results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Sub-Grantee's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of the Sub-Grantee. The Sub-Grantee's responsibility shall also include all legal fees and costs that may arise from these actions. The Sub-Grantee's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

## V. Assignability

The Sub-Grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of the County.

## VI. Availability of Funds

The Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Agreement is expressly dependent upon the availability to the County of Passaic of funds appropriated by the State of New Jersey revenue or such other funding sources as may be applicable. A failure of the County to make any payment under this Agreement or to observe and perform any condition on its part to be performed under the Agreement as a result of the failure of the State to appropriate shall not in any manner constitute a breach of the Agreement by the County or an event of default under the Agreement and the County shall not be held liable for any breach of the Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the County beyond the duration of the award period set forth in the Grant/Loan Agreement and in no event shall the Agreement be construed as a commitment by the County of Passaic to expend funds beyond the termination date set in the Grant/Loan Agreement.

## VII. Special Grant Conditions For "High Risk" Sub-Grantees

A. A Sub-Grantee may be considered "high risk" if the Department determines that a Sub-Grantee:

1. Has a history of unsatisfactory performance.
2. Is not financially stable.
3. Has a financial management system which does not meet the standards set forth in Section VIII.
4. Has not conformed to terms and conditions of current and previous awards.
5. Is otherwise not responsible; and the County determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.

B. Special conditions or restrictions may include:

1. Payment on a reimbursement basis.
2. Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period.
3. Requiring additional, more detailed financial reports.
4. Additional project monitoring.
5. Requiring the Sub-Grantee to obtain technical or management assistance.
6. Establishing additional prior approvals.

C. If the County decides to impose such conditions, the County official will notify the Sub-Grantee as soon as possible, in writing, of:

1. The nature of the special conditions/restrictions.
2. The reason(s) for imposing the special conditions.
3. The corrective actions that must be taken before the special conditions will be removed by the County and the time allowed for completing the corrective actions.
4. The method of requesting reconsideration of the conditions/restrictions imposed.

## VIII. Financial Management System

A. The Sub-Grantee shall be responsible for maintaining an adequate financial management system and will immediately notify the County when the Sub-Grantee cannot comply with the requirements established in this Section of the grant.

B. The Sub-Grantee's financial management system shall provide for:

1. **Financial Reporting:** Accurate, current, and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting, and reporting in a format that is in accordance with the financial reporting requirements of the grant.
2. **Accounting Records:** Records that adequately identify the source and application of funds for Department supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income.
3. **Internal Control:** Effective internal and accounting controls over all funds, property and other assets. The Sub-Grantee shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
4. **Budget Control:** Comparison of actual expenditures or outlays with budgeted amounts for each grant. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by the County.
5. **Allowable Cost:** Procedures for determining reasonableness, allowability, and allocability of costs generally consistent with the provisions of Federal and State requirements.
6. **Source Documentation:** Accounting records that are supported by source documentation.
7. **Cash Management:** Procedures to minimize the time elapsing between the advance of funds from the County and the disbursement by the Sub-Grantee, whenever funds are advanced by the County.

C. The County may require the submission of a "Statement of Adequacy of the Accounting System," as provided in Attachment A, Section II of this grant agreement.

D. The County may review the adequacy of the financial management system of any applicant for financial assistance as part of a pre-award review or at any time subsequent to the award. If the County determines that the Sub-Grantee's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by the County upon written notice to the Sub-Grantee, until such time as the system meets with County approval.

#### IX. Method of Payment

A. Payment will be made to the Sub-Grantee in a manner determined by the County (see Attachment A, Section V), upon receipt by the Department of a properly executed copy of this grant.

#### X. Allowable Costs

A. **Limitation on Use of Funds -** Grant funds must be used only for allowable costs. (See also Attachment D)

B. **Applicable Cost Principles -** For each type of organization, there is a set of Federal principals for determining allowable costs. Allowable costs will be determined in accordance with applicable Federal cost principles specific to the organization incurring the costs (Federal OMB Circular 2 CFR, Part 200) and State requirements.

**XI. Period of Availability of Funds**

Sub-Grantees may charge to the award only costs resulting from obligations of the funding period unless carryover of unobligated balances is permitted, in which case the carryover balances may be charged for costs resulting from obligations of the subsequent funding period.

**XII. Program Income**

Program income shall be defined as gross income earned by the Sub-Grantee from grant-supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees, and royalties on patents and copyrights.

- A. If a Sub-Grantee receives interest earned of \$250 or more in a fiscal year on advances of grant funds, see Attachment A, Section VIII (B).
- B. Unless the grant provides otherwise, the Sub-Grantee shall have no obligation to the Department with respect to royalties received as a result of copyrights or patents produced under the grant.
- C. All other program income earned during the grant period shall be retained by the Sub-Grantee and used in accordance with Attachment A, Section IV of this grant.

**XIII. Audit Requirements**

NOTE: Audit reports are due within 90 days following Sub-Grantee fiscal year end. This grant is covered by the audit requirements of the Department of the Treasury Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

**XIV. Budget Revision and Modification**

This Section sets forth criteria and procedures to be followed by the Sub-Grantee in reporting deviations from the approved budget and in requesting approvals for budget revisions and modification. Revisions and modifications to this grant must be requested by the Sub-Grantee and approved by the County no later than two months after interim report due date via written notice.

- A. Sub-Grantee shall request approval for a revision or modification via written request, from the County, when there is reason to believe a revision or modification will be necessary for the following reasons:
  - 1. Changes in the scope, objective, financial assistance, key personnel, timing of the project or program, or deviations from the approved budget.
  - 2. The need for additional funding or to extend the period of availability of funds.
  - 3. Adjustments between cost categories and/or shifts of funding to direct cost categories that are not part of the approved budget. Salaries can be reduced, not increased, with approved funding.
  - 4. Revisions which involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.
  - 5. No cost time extensions to revise the contractual end date to allow for full program implementation. For the purpose of this grant, indirect costs are defined as those incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved.

Direct costs are defined as those which can be identified specifically with a particular cost objective. These costs may be charged directly to grants, contracts, or to other programs against which costs are finally lodged.

B. The County may also, at its option, establish policy to restrict transfers of funds among direct cost categories and must require Sub-Grantees to comply with applicable Federal and State requirements concerning prior approval for certain budget changes.

C. When requesting approval for budget revisions, the Sub-Grantee shall clearly indicate the change in cost categories in writing.

D. The County may request changes in the scope of services of the Sub-Grantee to be performed hereunder. Such changes, which are mutually agreed upon by and between the County and the Sub-Grantee must be incorporated in written amendments to this grant.

E. If the Sub-Grantee is making program expenditures or providing grant services at a rate which, in the judgment of the County, will result in substantial failure to expend the grant amount or provide grant services, the County may so notify the Sub-Grantee. If, after consultation, the Sub-Grantee is unable to develop to the satisfaction of the County a plan to rectify its low level of program expenditures or grant services, the County may upon thirty (30) days notice to the Sub-Grantee, reduce the grant amount by a sum so that the revised grant amount fairly projects program expenditures over the grant period. This reduction shall take into account the Sub-Grantee's fixed costs and shall establish the committed level of services for each program element of grant services at the reduced grant amount. If such a determination is made by the County subsequent to the awarding of the grant and the funds have already been received by the Sub-Grantee, the reduced amount will be remitted to the County.

#### **XV. Property Management Standards**

Property furnished by the County or whose cost was charged to a project supported by Federal or County funds shall be utilized and disposed of in a manner generally consistent with State and Federal requirements.

#### **XVI. Procurement Standards**

Procurement of supplies, equipment, and other services with funds provided by this grant shall be accomplished in a manner generally consistent with Federal and State requirements.

Adherence to the standards contained in the applicable Federal and State laws and regulations does not relieve the Sub-Grantee of the contractual responsibilities arising under its procurements. The Sub-Grantee is the responsible authority, without recourse to the County, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

#### **XVII. Monitoring of Program Performance**

A. The Sub-Grantee must assure compliance with applicable Federal and State requirements and that performance goals are being achieved. Sub-Grantee monitoring must cover each program, function or activity to monitor performance under grant supported activities to assure time schedules and objectives are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved as applicable.

B. The Sub-Grantee shall inform the County of the following types of conditions which affect program objectives and performance as soon as they become known:

1. Problems, delays, or adverse conditions which will materially impair the ability to attain program objectives, prevent meeting time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any County assistance required to resolve the situation.
2. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated, at a lower than anticipated cost, or produces a greater benefit than originally planned.

C. The County may, at its discretion, make site visits to:

1. Review program accomplishments and management control systems.
2. Provide such technical assistance as may be required.
3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.

#### **XVIII. Financial and Performance Reporting**

A. The grant budget as used in this Section means the approved financial plan to carry out the purpose of the grant. This plan is the financial representation of the project or program as approved during the award process. The Approved Budget is contained in Attachment B.

B. The Sub-Grantee is required to submit all financial and programmatic reports as stated in Attachment A. Section V.

C. If reports are not submitted as required, the County may, at its discretion, suspend payments on this grant. The County of Passaic may, at its discretion, take such action to withhold payments to the Sub-Grantee on this or any grant with County agencies until the required reports have been submitted.

D. The Sub-Grantee shall provide the cash/in kind match as indicated in the grant guidelines.

E. Extensions to reporting due dates may be granted upon request to the County, providing adequate justification which must be received at least one week in advance of the due date by the County. Approval will be provided in writing by the County.

F. If reports are not submitted as required, the County may, at its discretion, suspend payments on this grant. The County of Passaic may, at its discretion, take such action to withhold payments to the Sub-Grantee on this or any grant with other County agencies until the required reports have been submitted.

G. The Sub-Grantee shall provide the cash/in kind match as indicated in the grant guidelines.

#### **XIX. Access to Records**

A. The Sub-Grantee in accepting this grant agrees to make available to the County, any Federal agency whose funds are expended in the course of this grant, or any of their duly authorized representatives, pertinent accounting records, books, documents and papers as may be necessary to monitor and audit Sub-Grantee's operations.

B. All visitations, inspections and audits, including visits and requests for documentation in discharge of the County's responsibilities, shall as a general rule provide for prior notice when reasonable and practical to do so. However, the County retains the right to make unannounced visitations, inspections, and audits as deemed necessary.

C. The County reserves the right to have access to records of any Sub-Grantees and requires the Sub-Grantee to provide for County access to such records in any grant with the Sub-Grantee.

D. The County reserves the right to have access to all work papers produced in connection with audits made by the Sub-Grantee or independent certified public accountants, registered municipal accountants or licensed public accountants hired by the Sub-Grantee to perform such audits.

#### **XX. Record Retention**

A. Except as otherwise provided, financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant shall be retained for a period of seven years, unless Federal or State funding Department statutes require longer periods or unless directed to extend the retention by the County.

1. If any litigation, claim, negotiation, action or audit involving the records is started before the expiration of the seven year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular seven year period, whichever is later unless otherwise directed by the County.

2. Records for nonexpendable property acquired with State funds shall be retained for seven years after its final disposition, unless otherwise provided or directed by the County.

B. For Federal and State purposes (unless otherwise provided):

1. General - The retention period starts from the date of submission of the final expenditure report, or for grants that are renewed annually, from the date of submission of the annual financial report.

2. Real Property and Equipment - The retention period for real property and equipment records starts from the date of the disposition, replacement or transfer at the direction of the County.

C. The County may request transfer of certain records to its custody from the Sub-Grantee when it determines that the records possess long-term retention value and will make arrangements with the Sub-Grantee to retain any records that are continuously needed for joint use.

## XXI. Enforcement

A. Remedies for Noncompliance - If a Sub-Grantee materially fails to comply with the term of an award, whether stated in a State or Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the Department may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Sub-Grantee or take more severe enforcement action.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current award for the Sub-Grantee's program.
4. Withhold further awards for the program,
5. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement.
6. Take other remedies that may be legally available.

B. Hearings, Appeals - In taking an enforcement action, the Department may provide the Sub-Grantee an opportunity for such hearing, appeal or other administrative proceeding to which the Sub-Grantee is entitled under any statute or regulation applicable to the action involved.

C. Effects of Suspension and Termination - Costs incurred by the Sub-Grantee, resulting from obligations incurred by the Sub-Grantee during a suspension or after termination of an award, are not allowable to be applied against the grant unless the County expressly authorizes them in the notice of suspension or termination or subsequently. Other Sub-Grantee costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if the costs result from obligations which were properly incurred by the Sub-Grantee before the effective date of suspension or termination, and are non-cancellable.

D. Relationship to Debarment and Suspension - The enforcement remedies identified in this Section, including suspension and termination, do not preclude the Sub-Grantee from being subject to State and Federal debarment and suspension procedures.

## XXII. Termination and Suspension

A. The following definitions shall apply for the purposes of this Section:

1. Termination - The termination of a grant means the cancellation of assistance, in whole or in part, under a grant at any time prior to the date of completion.
2. Suspension - The suspension of a grant is an action by the County which temporarily suspends assistance under the grant pending corrective action by the Sub-Grantee or pending a decision to terminate the grant by the County.
3. Disallowed Costs - Disallowed costs are those charges to the grant which the County or its representatives shall determine to be beyond the scope of the purpose of the grant, excessive, or otherwise unallowable.

B. When the Sub-Grantee has failed to comply with grant award stipulations, standards, or conditions, the County may suspend the grant and withhold further payments; prohibit the Sub-Grantee from incurring additional obligations of grant funds pending corrective action by the Sub-Grantee; or decide to terminate the grant in accordance with paragraph C below. The Department shall allow all necessary and proper costs, which the Sub-Grantee could not reasonably avoid during the period of suspension, provided they meet Federal and State requirements.

C. The County may terminate the grant in whole or in part whenever it is determined that the Sub-Grantee has failed to comply with the conditions of the grant. The County shall promptly notify the Sub-Grantee in writing of the determination and the reasons for the termination together with the effective date. Payments made to the Sub-Grantee or recoveries by the County under the grant terminated for cause shall be in accord with the legal right and liability of the parties.

D. The County and the Sub-Grantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Sub-Grantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.

E. The Grant Closeout procedures in Section XXII of the grant shall apply in all cases of termination of the grant.

#### XXIII. Publicity

A. Credit must be given to the Department of State Complete Count Commission (DOSCCC) in all printed materials, releases and announcements of the Sub-Grantee regarding all activities to which OFBI funds contribute. This applies to all promotional appearances on television and radio by representatives of the Sub-Grantee organization as well. In the case of electronic media, verbal credit must be given at least once during a broadcast to acknowledge the support the Sub-Grantee has received from OFBI to its overall operation. The only exception to this is by using the State Census logo in printed materials and electronic media.

B. Credit must be given to the DOSCCC in all print advertising and broadcast advertising placed by a Sub-Grantee.

C. The language used when crediting the DOSCCC should read as follows: "The City of Paterson received a grant from the Department of State Complete Count Commission."

#### XXIV. Grant Closeout Procedures

A. The following definitions shall apply for the purpose of this Section:

1. Grant Closeout - The closeout of a grant is the process by which the Department determines that all applicable administrative actions and all required work of the grant have been completed by the Sub-Grantee.

2. Date of Completion - The date when all activities under the grant are completed or the expiration date in the award document, or any supplement or amendment thereto.

B. The Sub-Grantee shall submit final expenditure and performance reports as prescribed by the County and in the timeframes set forth in Attachment A, Part VI upon completion of the grant period or termination of the grant. The County may permit extensions when requested in writing by the Sub-Grantee.

C. The Sub-Grantee will, together with the submission of the final report, refund to the County any unexpended funds or unobligated (unencumbered) cash advanced, except such sums that have been otherwise authorized in writing by the County to be retained.

D. In the event a final audit has not been performed prior to the closeout of the grant, the County retains the right to recover any appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

## ATTACHMENT A

## ADDITIONAL GRANT PROVISIONS

## I. Audit Requirement

NOTE: Audits are due within 90 days following Sub-Grantee fiscal year end.

- A. Any audit required under Section XIII of this grant will be conducted in the Sub-Grantee's fiscal year. It is the Department's understanding that the Sub-Grantee's fiscal year ends on 12/31.
- B. Any changes in the fiscal year must be reported immediately to the County.
- C. Copies of audit reports must be submitted to the County.
- D. Sub-Grantees must assure the County that auditors satisfactorily comply with the General Accounting Office's Government Auditing Standards (Yellow Book) for internal and external quality control review program requirements.
- E. All grants must include the audit requirements as delineated in the Department of the Treasury Circular Letter 15-08, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.
- F. Departmental internal auditors has been designated in performing audits.
- G. Grants which are basically procurement in nature and less than \$10,000 shall not be subject to the audit requirements contained in Section XIII of this grant.

## II. Certification of Adequacy of Accounting Systems

A statement attesting to the adequacy of the Grantee's accounting system in accordance with the standards set forth in Section VIII, Financial Management System of this grant, is not required.

## III. Budget Revision and Modification

All budget revisions and modifications must be approved by:

Michael Lysicatos – Director, Passaic County Department of Planning and Economic Development

The following procedures will be required for budget revisions and modifications:

For all grants refer to Section XIV.

## IV. Program Income

Other program income, if any, as defined in Section XII, shall be treated by the Sub-Grantee in the following manner:

- Added to funds committed to the project by the Department and be used to further eligible program objectives; or
- Cost sharing or matching method (Using program income to meet cost-sharing or matching requirements).

## V. Method of Payment

- A. The Grant will be paid on a reimbursement basis where possible.
- B. Where deemed applicable, the Department may authorize advance payments to the Sub-Grantee. These payments are not to exceed 75% of the grant amount upon acceptance of the executed Grant Agreement

C. A final payment of 25% will be made upon receipt and approval of the FINAL fiscal and programmatic reports and compliance with mandatory trainings and technical assistance sessions.

#### VI. Financial and Performance Reporting

A. Mid-Term Programmatic and Fiscal reports shall be submitted by April 15. See Attachments C.

B. Final reports shall be submitted by the Grantee no later than July 15. See Attachments C.

C. The Grantee's financial reports shall be prepared, in a manner consistent with the Grantee's normal accounting records, which is an Accrual Basis.

D. The Sub-Grantee shall use the Reporting Form found at the end of this section to submit all reimbursement requests which provides basic information on the activity eligibility, description of the activity and any problems in compliance with the grant requirements.

#### VII. Bonding and Insurance ATTACH PROOF OF INSURANCE WITH CONTRACT

Type of Insurance Required: The Sub-Grantee hereby agrees to include the New Jersey Office of Faith-Based Initiatives as an insured party on the existing general liability policy No.NA; Provider NA. Coverage of \$0.00 bodily injury per occurrence and \$0.00, property damage per occurrence are included. The Sub-Grantee shall maintain this policy during the life of this grant with the Department. (Please certify in writing if the Sub-Grantee is a self-insured, public entity). The Sub-Grantee must furnish a certificate of insurance evidencing such coverage.

#### VIII. Interest

A. Charges for Unresolved Audit Findings - An interest charge on unallowable costs that are not repaid by the Sub-Grantee shall begin to accrue 30 days from the date the Sub-Grantee is notified of the debt. The interest shall continue to accrue while any appeal of the audit findings is underway. In the event the Sub-Grantee is successful in its appeal, the accrued interest will be eliminated.

B. Interest Earned on Advanced Payments - Sub-Grantees must deposit advances or State grants and State Aid payments in interest bearing accounts.

In accordance with the Terms and Conditions of the award, interest earned on advanced payments shall be reported

#### IX. Other Grant Provisions

A. It is the Department's understanding that the Sub-Grantee's fiscal year ends on 12/31. Any changes in the fiscal year must be reported immediately to the Department.



X. Passaic County 2020 Census Complete County Grant Program – Fiscal Reporting Form

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

Reporting Entity: \_\_\_\_\_

Total Reimbursement Request: \_\_\_\_\_

Total Funds Expended (including this request): \_\_\_\_\_

Total Funds Remaining: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Attachments: (please list attachments such as receipts, invoices, agendas or sign-in sheets for relevant eligible activities and reimbursement requests):

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

Activity Description (Briefly describe the activity and how it relates to the eligible activities and goals of increasing participation in HTC census tracts.):

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

Problems, delays, or adverse conditions. (Attach a statement of action taken, or contemplated, and any County assistance required if any adverse conditions existed):

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

Favorable developments or events that lowered costs, met projects goals sooner than anticipated or led to greater benefit than planned:

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

## ATTACHMENT B

## APPROVED BUDGET

Organization Name: Application ID:

The City of Paterson has been awarded a total amount of \$81,000 to support eligible activities under the New Jersey Department of State Complete Count Commission 2020 Census Grant in twenty-seven (27) Hard to County (HTC) Census Tracts. The funds are to be used on eligible activities in the HTC Census Tracts highlighted in the mapping in this section. The following are examples of eligible activities under the 2020 Passaic County Census Complete County sub-recipient grant. While these are not a complete list of activities they are what would typically be undertaken and have been discussed through past collaboration.

1. Ambassador Training
2. Materials or promotions for community specific activities through Local Complete County Committees;
3. Printing, publicity, marketing, postage and telephone;
4. Snacks, food, water provided at public events or ambassador trainings;
5. Promotional materials that educate the public or encourage participation in the 2020 Census (i.e., tote bags, pens, posters);
6. Direct outreach to media outlets (i.e., cable/social media advertisement)
7. Staff trainings and materials;
8. Fees associated with the use of space for public 2020 Census Awareness and Educational campaigns;
9. Planning for compliance with the Americans with Disabilities Act; and
10. Equipment purchase, installation, and lease (e.g., computers, technologies, software, display materials, Hotspots).

Below is the draft budget proposed by the City of Paterson. The budget can be amended and updated following the procedures outlined in this agreement.

City of Paterson - 2020 Census Grant Costs	
Sub-Grantee Draft Budget	
June 10, 2020	
Budget Item	Proposed Budget
Commercial Films	\$1,700.00
TV Ad Buys	\$18,250.00
Univision Town Halls	\$5,000.00
Materials	\$1,500.00
Miscellaneous	\$30,237.32
County Procured Costs, Products and Services	
Giveaway / Promotional Materials	\$3,000.00
Social Media Coordinator	\$6,000.00
T-Shirts & Stickers	\$600.00
Flyers and Handouts	\$700.00
Advertising posters	\$700.00
Flyers/posters	\$1,200.00
Community Outreach/Ambassador Coordination	\$2,000.00
Additional Promotional Materials	\$1,000.00
Hyperlocal Ad Buys	\$9,112.68
<b>TOTAL COSTS</b>	<b>\$81,000.00</b>



Introduced on: July 4, 2020  
 Adopted on: July 14, 2020  
 Official Resolution: 2020-1584



PASSAIC COUNTY, NJ  
 "Our History, Bright Future"



2010 Hard to Count Tracts based on Mail Return Rate  
 2020 Census - City of Paterson, Passaic County, NJ

2/6/2020

**ATTACHMENT C****REPORTING REQUIREMENTS**

As a condition of receiving funding for this grant, the Sub-Grantee will submit reports by the assigned deadline:

- Mid-Term Programmatic and Fiscal Reports no later than April 15.
- Final Programmatic and Fiscal Reports no later than July 15.

**Programmatic Narrative Report**

The following items must be addressed in the Programmatic reporting forms submitted for review and approval by OFBI. Please use the forms provided in this agreement to provide reporting.

- A. **Summary of Progress/Activities**  
Please describe your program's progress during the reporting period toward accomplishing annual objectives.
  - Describe progress toward the goals and objectives outlined in your application.
  - Describe the programs activities related to the objectives this reporting period.
  - Describe any research, program evaluation information or other indicators of progress to date. Describe any new partnerships or significant joint activities this period.
  - Describe any training, technical assistance and/or other capacity building activities you have organized during this reporting period.
- B. **Primary Accomplishments**
  - Describe accomplishments such as central activities, project milestones, significant community impacts, participant impacts, institutional impacts, and/or unique successes.
  - Quotes from participants, parents, teachers, community members and/or service recipients.
  - News clippings
  - Information on public awareness activities (e.g., copies of press releases)
  - Descriptions of any awards/special recognition your program has received
- C. **Primary Challenges**  
Please describe challenges encountered by your program. Include issues/barriers (both resolved and unresolved), obstacles to achieving program objectives, significant sources of delay, events or incidents that caused concern, and needs of which the County should be aware.
- D. **Primary Challenges – Solutions**  
Please indicate strategies that were used to overcome the identified barriers mentioned above.
- E. **Changes in Program Organization**  
Describe any changes in organization or key staff positions. Please include any turnover in management or supervisory positions, changes in partners/sponsor relationships, changes in board membership, etc.
- F. **Primary Training and Technical Assistance Needs**  
Describe the training/technical assistance needs that have surfaced during this reporting period. Include needs for which you have adequate resources and information as well as those that you are unable to meet. Training/technical assistance needs may include requests for professional guidance in program related areas such as curriculum
- G. **Website Use**  
What type/addresses of websites are being used for your programs? For what use?
- H. **Next Steps**  
Please describe plans for complying with identified milestones for the next reporting period. (Example: scheduled activities, meetings, etc.)

**Demographic Data**

The County, as required by the Department of State, as a part of the programmatic narrative report will be requesting demographic data of the Sub-Grantee. Please use the forms provided.

**Fiscal Monitoring Report**

The Approved Budget is identified in Attachment B of this Agreement and represents the financial plan to carry out the program for which funds have been awarded. The Fiscal Monitoring Reports will be submitted for review and approval by the County and will identify the actual expenditures with a comparison to the approved budget. Please use the form in Attachment A, Fiscal Reporting Form.

**Financial Reporting**

The Sub-Grantee will use the financial reporting outlined in Attachment A for all reimbursements and status of available funds.

## ATTACHMENT D

## OTHER TERMS &amp; CONDITIONS - GUIDANCE AND RESTRICTION ON USE OF FUNDS

A. The Sub-Sub-Grantee shall certify that all funds under this grant will be used in a manner that is free from religious influences and in accordance with the following principles:

1. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
2. It will not discriminate for/or against any person applying for services on the basis of religion; and,
3. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in nor religious proselytizing and exert no other religious influence in the provision of services.

## B. Eligible Activities

The following are examples of eligible activities under the 2020 Passaic County Census Complete County sub-recipient grant. While these are not a complete list of activities they are what would typically be undertaken and have been discussed through past collaboration.

11. Ambassador Training
12. Materials or promotions for community specific activities through Local Complete County Committees;
13. Printing, publicity, marketing, postage and telephone;
14. Snacks, food, water provided at public events or ambassador trainings;
15. Promotional materials that educate the public or encourage participation in the 2020 Census (i.e., tote bags, pens, posters);
16. Direct outreach to media outlets (i.e., cable/social media advertisement)
17. Staff trainings and materials;
18. Fees associated with the use of space for public 2020 Census Awareness and Educational campaigns;
19. Planning for compliance with the Americans with Disabilities Act; and
20. Equipment purchase, installation, and lease (e.g., computers, technologies, software, display materials, Hotspots).

## B. Ineligible Activities

Examples of ineligible activities include, but are not limited to the following:

1. The Sub-Grantee shall not use grant funds to renovate, rehabilitate, or convert buildings under this agreement.
2. Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects;
3. Exterior maintenance;
4. Purchase of real estate, motor vehicles, or leasehold improvements;
5. Deficits and debt service;
6. Acquisitions;
7. Endowment; and
8. Any item not explicitly listed as an approved item is ineligible for funding unless the Department of State has pre-approved the expenditure in writing.

C. If any funds under this grant are used by the Sub-Grantee to purchase vehicles or any other tangible property ceases to be used for wholly secular purposes, the Sub-Grantee will repay to the Department an amount equivalent to the residual value of said tangible property.

D. No person shall be employed or retained as a consultant (under this Agreement) by the recipient or any of its subrecipients while he/she or a member of his/her immediate family is a member of the governing Board of the recipient; exercises supervisory authority over his/her position; or serves on a Board or Committee which - either by rule or practice - regularly nominates, recommends, or screens candidates for his/her position. Exceptions to this provision must be requested in writing from the Office of Faith Based Initiatives. For the purpose of this paragraph, a member of an immediate family shall include the following persons: Husband/Wife; Father, Mother, Brother, Sister, Son, Daughter and corresponding "in law" individuals.



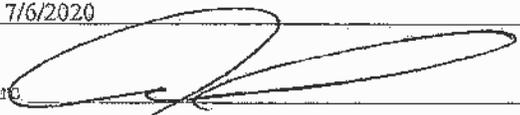
ATTACHMENT F

GRANT AGREEMENT SIGNATURE PAGE

The following is an acknowledgement of all the grant procedures and eligible activities under the 2020 State Census Grant Program as outlined in this contract document.

City of Paterson

Date: 7/6/2020

Signature 

Name: Andre Sayegh

Title: Mayor, City of Paterson

County of Passaic

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

Signature \_\_\_\_\_

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

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

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AMENDING R-2020-0153 DATED FEBRUARY 11, 2020 AWARDING A SUB-GRANT FROM THE DOS2020C3-CNTY GRANT PROGRAM – NJ 2020 CENSUS IN THE AMOUNT OF \$30,000 TO ASSIST THE CITY OF PASSAIC IN ORGANIZING COMPLETE COUNT ACTIVITIES TO ENSURE THE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS, 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

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200590							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-43							
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: July 15, 2020

**RESOLUTION AMENDING R-2020-0153 DATED FEBRUARY 11, 2020 AWARDING A SUB-GRANT FROM THE DOS2020C3-CNTY GRANT PROGRAM – NJ 2020 CENSUS IN THE AMOUNT OF \$30,000 TO ASSIST THE CITY OF PASSAIC IN ORGANIZING COMPLETE COUNT ACTIVITIES TO ENSURE THE HIGHEST PARTICIPATION IN THE UPCOMING 2020 DECENNIAL CENSUS**

**WHEREAS**, the Board of Chosen Freeholders of the County of Passaic adopted Resolution R-2020-0153, on February 11, 2020, awarding a Sub-grant from the DOS2020C3-CITY County grant program – NJ 2020 Census in the amount of \$30,000 to assist the City of Passaic in organizing complete count activities to ensure the highest participation in the upcoming 2020 decennial census and

**WHEREAS**, the City of Passaic in turn adopted resolution 20-04-101 accepting the grant award subject to the terms and conditions of the grant award agreement. (see copy attached); and

**WHEREAS**,, under the terms and condition of the grant award and agreement which was fully executed by the Mayor of Passaic, Hector Lora, on May 8, 2020, the parties agreed to future grant award/budget modifications; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders plans to expend a total sum of \$6,103.92 on behalf of the City of Passaic to assist the City of Passaic in organizing complete count activities and therefore the direct grant award must now be modified to account for those sums; and

**WHEREAS**, due to the cost of materials and services associate with the 2020 Census, it is necessary to make a reduction of the original sub-grant awarded, from the DOS2020C3-CITY account, to the City of Passaic in the amount of \$23,896.08; and

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

**NOW, THEREFORE BE, IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby amends Resolution R-2020-0153, dated February 11, 2020, to reflect a reduction from the original amount awarded of \$30,000 to the new amount of \$23,896.08, all as set forth above; and

**LET IT BE FURTHER RESOLVED**, that in all other aspects R2020-0153, dated February 11, 2020 shall remain in full force and effect.

Dated: July 14, 2020

JRS:meg



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Michael Lysicatos

**Telephone #:** 973.569.4047

**DESCRIPTION OF RESOLUTION:**

Resolution to amend sub-grant award to the City of Passaic to account for County procured materials and services associated with the 2020 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:** \$ \$6,103.92 (deduction)

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

**ACCOUNT #** TBD

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

Other: Change Order

5. **COMMITTEE REVIEW:** **DATE:**

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

Budget \_\_\_\_\_

Health \_\_\_\_\_

Human Services \_\_\_\_\_

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

Planning & Economic Development 7/7/20

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

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200590



**NEW JERSEY 2020 CENSUS COMPLETE COUNT SUB-GRANT RECIPIENT CONTRACT**

**TABLE OF CONTENTS:**

**GENERAL TERMS AND CONDITIONS**

- I. Grant Agreement Data
- II. Compliance with Existing Laws
- III. Bonding and Insurance
- IV. Indemnification
- V. Assignability
- VI. Availability of Funds

**PRE-AWARD REQUIREMENTS**

- VII. Special Grant Conditions for "High Risk" Grantees

**POST-AWARD REQUIREMENTS**

- VIII. Financial Management System
- IX. Method of Payment
- X. Allowable Costs
- XI. Period of Availability of Funds
- XII. Program Income
- XIII. Audit Requirements
- XIV. Budget Revision and Modification
- XV. Property Management Standards
- XVI. Procurement Standards
- XVII. Monitoring of Program Performance
- XVIII. Financial and Performance Reporting
- XIX. Access to Records
- XX. Record Retention
- XXI. Enforcement
- XXII. Termination and Suspension
- XXIII. Publicity

**AFTER-THE-GRANT REQUIREMENTS**

- XXIV. Grant Closeout Procedures

**ATTACHMENTS**

- A. Additional Grant Provisions - Audits; Insurance; Financial Reporting
- B. Approved Budget
- C. Final Comparison of Actual to Budget Expend/Reporting Requirements
- D. Other Terms and Conditions - Guidance and Restriction on Use of Funds
- E. Grant Agreement Signature Page

## I. Grant Agreement and Data

A. The City of Passaic is eligible to spend up to \$30,000 for eligible activities in the ten (10) Hard to County (HTC) census tracts highlighted in the mapping attached to this agreement. The eligible activities to use this funding are listed in Attachment A as well as specific activities that are ineligible. All reporting requirements are listed in Attachment C. The sub-grantee (City of Passaic) will abide by all the provisions of the agreement including all required information for reimbursements for eligible activities. The responsible party designated by the sub-grantee will sign this agreement in section five. Formal acceptance of the grant requires signature of the authorized individual in Attachment E.

## II. Compliance with Existing Laws

A. The Sub-Grantee, in order to permit Passaic County (hereto referred to as "the County") to award this grant, agrees to comply with all Federal, State and municipal laws, rules, and regulations generally applicable to the Activities in which the Sub-Grantee is engaged in the performance of this grant.

B. These laws and regulations include, but are not limited to the following:

1. Federal Office of Management and Budget (OMB) documents:

<http://www.whitehouse.gov/omb/circulars/>

2. New Jersey Department of the Treasury, Office of Management and Budget documents: a) Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: <http://www.state.nj.us/infobank/circular/circindx.htm> and click on "Circular Letters" and locate Circular 15-08.

3. State Affirmative Action Legal Citations: The Sub-Grantee agrees to require its contractors to comply with the requirements of N.J.A.C. 17:27, applicable provisions of N.J.S.A 10:5, et. al., and P.L. 1975, c.127 and all implementing regulations.

Failure to comply with the laws, rules and regulations shall be grounds for termination of this grant.

## III. Bonding and Insurance

NOTE: Proof of Insurance is required. Bonding and insurance of the type described in Attachment A, Part VII, shall be provided by the Sub-Grantee and proof of bonding and insurance must be retained on file by the Sub-Grantee.

## IV. Indemnification

The Sub-Grantee shall be solely responsible for and shall keep, save, and hold the County of Passaic harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Sub-Grantee's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Sub-Grantee's services that results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Sub-Grantee's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of the Sub-Grantee. The Sub-Grantee's responsibility shall also include all legal fees and costs that may arise from these actions. The Sub-Grantee's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

## V. Assignability

The Sub-Grantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of the County.

## VI. Availability of Funds

The Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Agreement is expressly dependent upon the availability to the County of Passaic of funds appropriated by the State of New Jersey revenue or such other funding sources as may be applicable. A failure of the County to make any payment under this Agreement or to observe and perform any condition on its part to be performed under the Agreement as a result of the failure of the State to appropriate shall not in any manner constitute a breach of the Agreement by the County or an event of default under the Agreement and the County shall not be held liable for any breach of the Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the County beyond the duration of the award period set forth in the Grant/Loan Agreement and in no event shall the Agreement be construed as a commitment by the County of Passaic to expend funds beyond the termination date set in the Grant/Loan Agreement.

## VII. Special Grant Conditions For "High Risk" Sub-Grantees

A. A Sub-Grantee may be considered "high risk" if the Department determines that a Sub-Grantee:

1. Has a history of unsatisfactory performance.
2. Is not financially stable.
3. Has a financial management system which does not meet the standards set forth in Section VIII.
4. Has not conformed to terms and conditions of current and previous awards.
5. Is otherwise not responsible; and the County determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.

B. Special conditions or restrictions may include:

1. Payment on a reimbursement basis.
2. Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period.
3. Requiring additional, more detailed financial reports.
4. Additional project monitoring.
5. Requiring the Sub-Grantee to obtain technical or management assistance.
6. Establishing additional prior approvals.

C. If the County decides to impose such conditions, the County official will notify the Sub-Grantee as soon as possible, in writing, of:

1. The nature of the special conditions/restrictions.
2. The reason(s) for imposing the special conditions.
3. The corrective actions that must be taken before the special conditions will be removed by the County and the time allowed for completing the corrective actions.
4. The method of requesting reconsideration of the conditions/restrictions imposed.

## VIII. Financial Management System

A. The Sub-Grantee shall be responsible for maintaining an adequate financial management system and will immediately notify the County when the Sub-Grantee cannot comply with the requirements established in this Section of the grant.

B. The Sub-Grantee's financial management system shall provide for:

1. **Financial Reporting:** Accurate, current, and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting, and reporting in a format that is in accordance with the financial reporting requirements of the grant.
2. **Accounting Records:** Records that adequately identify the source and application of funds for Department supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income.
3. **Internal Control:** Effective internal and accounting controls over all funds, property and other assets. The Sub-Grantee shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
4. **Budget Control:** Comparison of actual expenditures or outlays with budgeted amounts for each grant. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by the County.
5. **Allowable Cost:** Procedures for determining reasonableness, allowability, and allocability of costs generally consistent with the provisions of Federal and State requirements.
6. **Source Documentation:** Accounting records that are supported by source documentation.
7. **Cash Management:** Procedures to minimize the time elapsing between the advance of funds from the County and the disbursement by the Sub-Grantee, whenever funds are advanced by the County.

C. The County may require the submission of a "Statement of Adequacy of the Accounting System," as provided in Attachment A, Section II of this grant agreement.

D. The County may review the adequacy of the financial management system of any applicant for financial assistance as part of a pre-award review or at any time subsequent to the award. If the County determines that the Sub-Grantee's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by the County upon written notice to the Sub-Grantee, until such time as the system meets with County approval.

#### **IX. Method of Payment**

A. Payment will be made to the Sub-Grantee in a manner determined by the County (see Attachment A, Section V), upon receipt by the Department of a properly executed copy of this grant.

#### **X. Allowable Costs**

A. **Limitation on Use of Funds -** Grant funds must be used only for allowable costs. (See also Attachment D)

B. **Applicable Cost Principles -** For each type of organization, there is a set of Federal principals for determining allowable costs. Allowable costs will be determined in accordance with applicable Federal cost principles specific to the organization incurring the costs (Federal OMB Circular 2 CFR, Part 200) and State requirements.

**XI. Period of Availability of Funds**

Sub-Grantees may charge to the award only costs resulting from obligations of the funding period unless carryover of unobligated balances is permitted, in which case the carryover balances may be charged for costs resulting from obligations of the subsequent funding period.

**XII. Program Income**

Program income shall be defined as gross income earned by the Sub-Grantee from grant-supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees, and royalties on patents and copyrights.

- A. If a Sub-Grantee receives interest earned of \$250 or more in a fiscal year on advances of grant funds, see Attachment A, Section VIII (B).
- B. Unless the grant provides otherwise, the Sub-Grantee shall have no obligation to the Department with respect to royalties received as a result of copyrights or patents produced under the grant.
- C. All other program income earned during the grant period shall be retained by the Sub-Grantee and used in accordance with Attachment A, Section IV of this grant.

**XIII. Audit Requirements**

NOTE: Audit reports are due within 90 days following Sub-Grantee fiscal year end. This grant is covered by the audit requirements of the Department of the Treasury Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

**XIV. Budget Revision and Modification**

This Section sets forth criteria and procedures to be followed by the Sub-Grantee in reporting deviations from the approved budget and in requesting approvals for budget revisions and modification. Revisions and modifications to this grant must be requested by the Sub-Grantee and approved by the County no later than two months after interim report due date via written notice.

- A. Sub-Grantee shall request approval for a revision or modification via written request, from the County, when there is reason to believe a revision or modification will be necessary for the following reasons:
  - 1. Changes in the scope, objective, financial assistance, key personnel, timing of the project or program, or deviations from the approved budget.
  - 2. The need for additional funding or to extend the period of availability of funds.
  - 3. Adjustments between cost categories and/or shifts of funding to direct cost categories that are not part of the approved budget. Salaries can be reduced, not increased, with approved funding.
  - 4. Revisions which involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.
  - 5. No cost time extensions to revise the contractual end date to allow for full program implementation. For the purpose of this grant, indirect costs are defined as those incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved.

Direct costs are defined as those which can be identified specifically with a particular cost objective. These costs may be charged directly to grants, contracts, or to other programs against which costs are finally lodged.

B. The County may also, at its option, establish policy to restrict transfers of funds among direct cost categories and must require Sub-Grantees to comply with applicable Federal and State requirements concerning prior approval for certain budget changes.

C. When requesting approval for budget revisions, the Sub-Grantee shall clearly indicate the change in cost categories in writing.

D. The County may request changes in the scope of services of the Sub-Grantee to be performed hereunder. Such changes, which are mutually agreed upon by and between the County and the Sub-Grantee must be incorporated in written amendments to this grant.

E. If the Sub-Grantee is making program expenditures or providing grant services at a rate which, in the judgment of the County, will result in substantial failure to expend the grant amount or provide grant services, the County may so notify the Sub-Grantee. If, after consultation, the Sub-Grantee is unable to develop to the satisfaction of the County a plan to rectify its low level of program expenditures or grant services, the County may upon thirty (30) days notice to the Sub-Grantee, reduce the grant amount by a sum so that the revised grant amount fairly projects program expenditures over the grant period. This reduction shall take into account the Sub-Grantee's fixed costs and shall establish the committed level of services for each program element of grant services at the reduced grant amount. If such a determination is made by the County subsequent to the awarding of the grant and the funds have already been received by the Sub-Grantee, the reduced amount will be remitted to the County.

#### XV. Property Management Standards

Property furnished by the County or whose cost was charged to a project supported by Federal or County funds shall be utilized and disposed of in a manner generally consistent with State and Federal requirements.

#### XVI. Procurement Standards

Procurement of supplies, equipment, and other services with funds provided by this grant shall be accomplished in a manner generally consistent with Federal and State requirements.

Adherence to the standards contained in the applicable Federal and State laws and regulations does not relieve the Sub-Grantee of the contractual responsibilities arising under its procurements. The Sub-Grantee is the responsible authority, without recourse to the County, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

#### XVII. Monitoring of Program Performance

A. The Sub-Grantee must assure compliance with applicable Federal and State requirements and that performance goals are being achieved. Sub-Grantee monitoring must cover each program, function or activity to monitor performance under grant supported activities to assure time schedules and objectives are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved as applicable.

B. The Sub-Grantee shall inform the County of the following types of conditions which affect program objectives and performance as soon as they become known:

1. Problems, delays, or adverse conditions which will materially impair the ability to attain program objectives, prevent meeting time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any County assistance required to resolve the situation.

2. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated, at a lower than anticipated cost, or produces a greater benefit than originally planned.

C. The County may, at its discretion, make site visits to:

1. Review program accomplishments and management control systems.
2. Provide such technical assistance as may be required.
3. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.

#### **XVIII. Financial and Performance Reporting**

A. The grant budget as used in this Section means the approved financial plan to carry out the purpose of the grant. This plan is the financial representation of the project or program as approved during the award process. The Approved Budget is contained in Attachment B.

B. The Sub-Grantee is required to submit all financial and programmatic reports as stated in Attachment A, Section V.

C. If reports are not submitted as required, the County may, at its discretion, suspend payments on this grant. The County of Passaic may, at its discretion, take such action to withhold payments to the Sub-Grantee on this or any grant with County agencies until the required reports have been submitted.

D. The Sub-Grantee shall provide the cash/in kind match as indicated in the grant guidelines.

E. Extensions to reporting due dates may be granted upon request to the County, providing adequate justification which must be received at least one week in advance of the due date by the County. Approval will be provided in writing by the County.

F. If reports are not submitted as required, the County may, at its discretion, suspend payments on this grant. The County of Passaic may, at its discretion, take such action to withhold payments to the Sub-Grantee on this or any grant with other County agencies until the required reports have been submitted.

G. The Sub-Grantee shall provide the cash/in kind match as indicated in the grant guidelines.

#### **XIX. Access to Records**

A. The Sub-Grantee in accepting this grant agrees to make available to the County, any Federal agency whose funds are expended in the course of this grant, or any of their duly authorized representatives, pertinent accounting records, books, documents and papers as may be necessary to monitor and audit Sub-Grantee's operations.

B. All visitations, inspections and audits, including visits and requests for documentation in discharge of the County's responsibilities, shall as a general rule provide for prior notice when reasonable and practical to do so. However, the County retains the right to make unannounced visitations, inspections, and audits as deemed necessary.

C. The County reserves the right to have access to records of any Sub-Grantees and requires the Sub-Grantee to provide for County access to such records in any grant with the Sub-Grantee.

D. The County reserves the right to have access to all work papers produced in connection with audits made by the Sub-Grantee or independent certified public accountants, registered municipal accountants or licensed public accountants hired by the Sub-Grantee to perform such audits.

#### **XX. Record Retention**

A. Except as otherwise provided, financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant shall be retained for a period of seven years, unless Federal or State funding Department statutes require longer periods or unless directed to extend the retention by the County.

1. If any litigation, claim, negotiation, action or audit involving the records is started before the expiration of the seven year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular seven year period, whichever is later unless otherwise directed by the County.

2. Records for nonexpendable property acquired with State funds shall be retained for seven years after its final disposition, unless otherwise provided or directed by the County.

B. For Federal and State purposes (unless otherwise provided):

1. General - The retention period starts from the date of submission of the final expenditure report, or for grants that are renewed annually, from the date of submission of the annual financial report.

2. Real Property and Equipment - The retention period for real property and equipment records starts from the date of the disposition, replacement or transfer at the direction of the County.

C. The County may request transfer of certain records to its custody from the Sub-Grantee when it determines that the records possess long-term retention value and will make arrangements with the Sub-Grantee to retain any records that are continuously needed for joint use.

#### XXI. Enforcement

A. Remedies for Noncompliance - If a Sub-Grantee materially fails to comply with the term of an award, whether stated in a State or Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the Department may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Sub-Grantee or take more severe enforcement action.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current award for the Sub-Grantee's program.
4. Withhold further awards for the program,
5. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement.
6. Take other remedies that may be legally available.

B. Hearings, Appeals - In taking an enforcement action, the Department may provide the Sub-Grantee an opportunity for such hearing, appeal or other administrative proceeding to which the Sub-Grantee is entitled under any statute or regulation applicable to the action involved.

C. Effects of Suspension and Termination - Costs incurred by the Sub-Grantee, resulting from obligations incurred by the Sub-Grantee during a suspension or after termination of an award, are not allowable to be applied against the grant unless the County expressly authorizes them in the notice of suspension or termination or subsequently. Other Sub-Grantee costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if the costs result from obligations which were properly incurred by the Sub-Grantee before the effective date of suspension or termination, and are non-cancellable.

D. Relationship to Debarment and Suspension - The enforcement remedies identified in this Section, including suspension and termination, do not preclude the Sub-Grantee from being subject to State and Federal debarment and suspension procedures.

#### XXII. Termination and Suspension

A. The following definitions shall apply for the purposes of this Section:

1. Termination - The termination of a grant means the cancellation of assistance, in whole or in part, under a grant at any time prior to the date of completion.
2. Suspension - The suspension of a grant is an action by the County which temporarily suspends assistance under the grant pending corrective action by the Sub-Grantee or pending a decision to terminate the grant by the County.
3. Disallowed Costs - Disallowed costs are those charges to the grant which the County or its representatives shall determine to be beyond the scope of the purpose of the grant, excessive, or otherwise unallowable.

B. When the Sub-Grantee has failed to comply with grant award stipulations, standards, or conditions, the County may suspend the grant and withhold further payments; prohibit the Sub-Grantee from incurring additional obligations of grant funds pending corrective action by the Sub-Grantee; or decide to terminate the grant in accordance with paragraph C below. The Department shall allow all necessary and proper costs, which the Sub-Grantee could not reasonably avoid during the period of suspension, provided they meet Federal and State requirements.

C. The County may terminate the grant in whole or in part whenever it is determined that the Sub-Grantee has failed to comply with the conditions of the grant. The County shall promptly notify the Sub-Grantee in writing of the determination and the reasons for the termination together with the effective date. Payments made to the Sub-Grantee or recoveries by the County under the grant terminated for cause shall be in accord with the legal right and liability of the parties.

D. The County and the Sub-Grantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Sub-Grantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.

E. The Grant Closeout procedures in Section XXII of the grant shall apply in all cases of termination of the grant.

### **XXIII. Publicity**

A. Credit must be given to the Department of State Complete Count Commission (DOSCCC) in all printed materials, releases and announcements of the Sub-Grantee regarding all activities to which OFBI funds contribute. This applies to all promotional appearances on television and radio by representatives of the Sub-Grantee organization as well. In the case of electronic media, verbal credit must be given at least once during a broadcast to acknowledge the support the Sub-Grantee has received from OFBI to its overall operation. The only exception to this is by using the State Census logo in printed materials and electronic media.

B. Credit must be given to the DOSCCC in all print advertising and broadcast advertising placed by a Sub-Grantee.

C. The language used when crediting the DOSCCC should read as follows: "The City of Passaic received a grant from the Department of State Complete Count Commission."

### **XXIV. Grant Closeout Procedures**

A. The following definitions shall apply for the purpose of this Section:

1. Grant Closeout - The closeout of a grant is the process by which the Department determines that all applicable administrative actions and all required work of the grant have been completed by the Sub-Grantee.

2. Date of Completion - The date when all activities under the grant are completed or the expiration date in the award document, or any supplement or amendment thereto.

B. The Sub-Grantee shall submit final expenditure and performance reports as prescribed by the County and in the timeframes set forth in Attachment A, Part VI upon completion of the grant period or termination of the grant. The County may permit extensions when requested in writing by the Sub-Grantee.

C. The Sub-Grantee will, together with the submission of the final report, refund to the County any unexpended funds or unobligated (unencumbered) cash advanced, except such sums that have been otherwise authorized in writing by the County to be retained.

D. In the event a final audit has not been performed prior to the closeout of the grant, the County retains the right to recover any appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

**ATTACHMENT A**

**ADDITIONAL GRANT PROVISIONS**

**I. Audit Requirement**

NOTE: Audits are due within 90 days following Sub-Grantee fiscal year end.

- A. Any audit required under Section XIII of this grant will be conducted in the Sub-Grantee's fiscal year. It is the Department's understanding that the Sub-Grantee's fiscal year ends on 12/31.
- B. Any changes in the fiscal year must be reported immediately to the County.
- C. Copies of audit reports must be submitted to the County.
- D. Sub-Grantees must assure the County that auditors satisfactorily comply with the General Accounting Office's Government Auditing Standards (Yellow Book) for internal and external quality control review program requirements.
- E. All grants must include the audit requirements as delineated in the Department of the Treasury Circular Letter 15-08, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.
- F. Departmental internal auditors has been designated in performing audits.
- G. Grants which are basically procurement in nature and less than \$10,000 shall not be subject to the audit requirements contained in Section XIII of this grant.

**II. Certification of Adequacy of Accounting Systems**

A statement attesting to the adequacy of the Grantee's accounting system in accordance with the standards set forth in Section VIII, Financial Management System of this grant, is not required.

**III. Budget Revision and Modification**

All budget revisions and modifications must be approved by:

Michael Lysicatos – Director, Passaic County Department of Planning and Economic Development

The following procedures will be required for budget revisions and modifications:

For all grants refer to Section XIV.

**IV. Program Income**

Other program income, if any, as defined in Section XII, shall be treated by the Sub-Grantee in the following manner:

- Added to funds committed to the project by the Department and be used to further eligible program objectives; or
- Cost sharing or matching method (Using program income to meet cost-sharing or matching requirements).

**V. Method of Payment**

- A. The Grant will be paid on a reimbursement basis where possible.
- B. Where deemed applicable, the Department may authorize advance payments to the Sub-Grantee. These payments are not to exceed 75% of the grant amount upon acceptance of the executed Grant Agreement

C. A final payment of 25% will be made upon receipt and approval of the FINAL fiscal and programmatic reports and compliance with mandatory trainings and technical assistance sessions.

#### **VI. Financial and Performance Reporting**

A. Mid-Term Programmatic and Fiscal reports shall be submitted by April 15. See Attachments C.

B. Final reports shall be submitted by the Grantee no later than July 15. See Attachments C.

C. The Grantee's financial reports shall be prepared, in a manner consistent with the Grantee's normal accounting records, which is an Accrual Basis.

D. The Sub-Grantee shall use the Reporting Form found at the end of this section to submit all reimbursement requests which provides basic information on the activity eligibility, description of the activity and any problems in compliance with the grant requirements.

#### **VII. Bonding and Insurance ATTACH PROOF OF INSURANCE WITH CONTRACT**

Type of Insurance Required: The Sub-Grantee hereby agrees to include the New Jersey Office of Faith-Based Initiatives as an insured party on the existing general liability policy No.NA; Provider NA. Coverage of \$0.00 bodily injury per occurrence and \$0.00, property damage per occurrence are included. The Sub-Grantee shall maintain this policy during the life of this grant with the Department. (Please certify in writing if the Sub-Grantee is a self-insured, public entity). The Sub-Grantee must furnish a certificate of insurance evidencing such coverage.

#### **VIII. Interest**

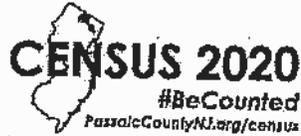
A. Charges for Unresolved Audit Findings - An interest charge on unallowable costs that are not repaid by the Sub-Grantee shall begin to accrue 30 days from the date the Sub-Grantee is notified of the debt. The interest shall continue to accrue while any appeal of the audit findings is underway. In the event the Sub-Grantee is successful in its appeal, the accrued interest will be eliminated.

B. Interest Earned on Advanced Payments - Sub-Grantees must deposit advances or State grants and State Aid payments in interest bearing accounts.

In accordance with the Terms and Conditions of the award, interest earned on advanced payments shall be reported

#### **IX. Other Grant Provisions**

A. It is the Department's understanding that the Sub-Grantee's fiscal year ends on 12/31. Any changes in the fiscal year must be reported immediately to the Department.



X. Passaic County 2020 Census Complete County Grant Program – Fiscal Reporting Form

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

Reporting Entity: \_\_\_\_\_

Total Reimbursement Request: \_\_\_\_\_

Total Funds Expended (Including this request): \_\_\_\_\_

Total Funds Remaining: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Attachments: (please list attachments such as receipts, invoices, agendas or sign-in sheets for relevant eligible activities and reimbursement requests):

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

Activity Description (Briefly describe the activity and how it relates to the eligible activities and goals of increasing participation in HTC census tracts.):

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

Problems, delays, or adverse conditions. (Attach a statement of action taken, or contemplated, and any County assistance required if any adverse conditions existed):

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

Favorable developments or events that lowered costs, met projects goals sooner than anticipated or led to greater benefit than planned:

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

**ATTACHMENT B****APPROVED BUDGET**

Organization Name: City of Passaic

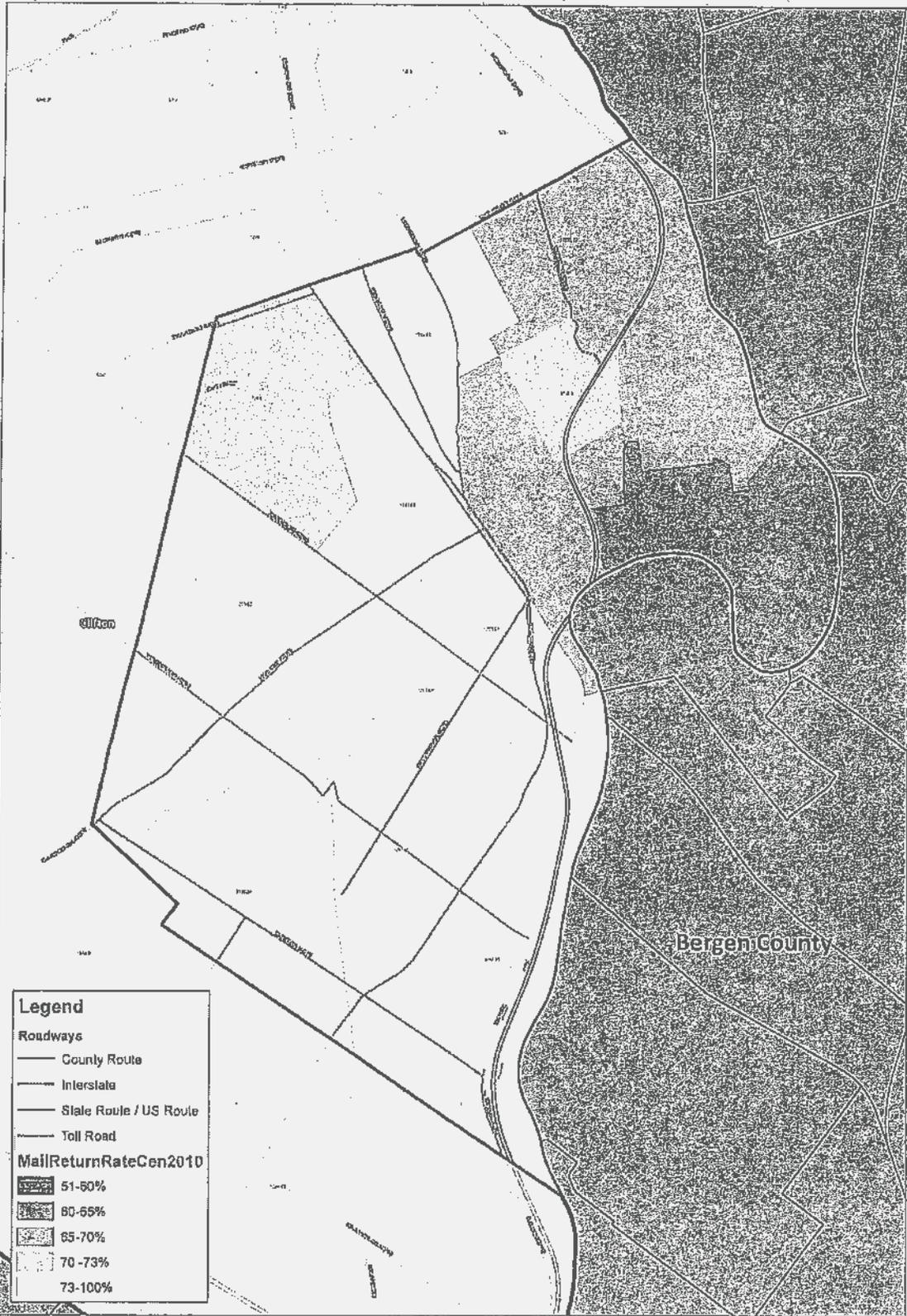
The City of Passaic has been awarded a total amount of \$30,000 to support eligible activities under the New Jersey Department of State Complete Count Commission 2020 Census Grant in ten (10) Hard to County (HTC) Census Tracts. The funds are to be used on eligible activities in the HTC Census Tracts highlighted in the mapping in this section. The following are examples of eligible activities under the 2020 Passaic County Census Complete County sub-recipient grant. While these are not a complete list of activities they are what would typically be undertaken and have been discussed through past collaboration.

1. Ambassador Training
2. Materials or promotions for community specific activities through Local Complete County Committees;
3. Printing, publicity, marketing, postage and telephone;
4. Snacks, food, water provided at public events or ambassador trainings;
5. Promotional materials that educate the public or encourage participation in the 2020 Census (i.e., tote bags, pens, posters);
6. Direct outreach to media outlets (i.e., cable/social media advertisement)
7. Staff trainings and materials;
8. Fees associated with the use of space for public 2020 Census Awareness and Educational campaigns;
9. Planning for compliance with the Americans with Disabilities Act; and
10. Equipment purchase, installation, and lease (e.g., computers, technologies, software, display materials, Hotspots).

Below is the draft budget proposed by the City of Passaic. The budget can be amended and updated following the procedures outlined in this agreement.

**City of Passaic - Sub-Grantee Draft Budget**  
**April 3, 2020**

Budget Item	Amount	Vendor
Professional TV Commercial	\$10,000.00	TBD
Postcards	\$1,000.00	DOT Design
T-shirts and stickers	\$4,300.00	DOT Design
Postage Costs	\$3,150.00	Postal Service
Flyers and Posters	\$375.00	DOT Design
Billboard	\$4,000.00	TBD
Miscellaneous	\$1,071.08	TBD
<b>County Procured Costs, Products and Services</b>		
Giveaway / Promotional Materials	\$1,125.26	
Social Media Coordinator	\$2,073.17	
T-Shirts & Stickers	\$210.37	
Flyers and Handouts	\$263.41	
Advertising posters	\$257.32	
Miscellaneous Handouts/Informational Items	\$442.68	
Community Outreach/Ambassador Coordination	\$731.71	
Additional Materials Production	\$1,000.00	
<b>TOTAL COSTS</b>	<b>\$30,000.00</b>	
<b>Grant Availability</b>	<b>\$30,000.00</b>	



**Legend**

**Roadways**

- County Route
- Interstate
- State Route / US Route
- Toll Road

**Mail Return Rate Cen 2010**

- 51-50%
- 60-65%
- 65-70%
- 70-73%
- 73-100%

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolutions: R20200590



PASSAIC COUNTY, NJ  
July 14, 2020, Bright Future  
2020 Census - City of Passaic, Passaic County, NJ



2010 Hard to Count Tracts based on Mail Return Rate  
2020 Census - City of Passaic, Passaic County, NJ

2/6/2020

**ATTACHMENT C****REPORTING REQUIREMENTS**

As a condition of receiving funding for this grant, the Sub-Grantee will submit reports by the assigned deadline:

- Mid-Term Programmatic and Fiscal Reports no later than April 15.
- Final Programmatic and Fiscal Reports no later than July 15.

**Programmatic Narrative Report**

The following items must be addressed in the Programmatic reporting forms submitted for review and approval by OFBI. Please use the forms provided in this agreement to provide reporting.

**A. Summary of Progress/Activities**

Please describe your program's progress during the reporting period toward accomplishing annual objectives.

- Describe progress toward the goals and objectives outlined in your application.
- Describe the programs activities related to the objectives this reporting period.
- Describe any research, program evaluation information or other indicators of progress to date. Describe any new partnerships or significant joint activities this period.
- Describe any training, technical assistance and/or other capacity building activities you have organized during this reporting period.

**B. Primary Accomplishments**

- Describe accomplishments such as central activities, project milestones, significant community impacts, participant impacts, institutional impacts, and/or unique successes.
- Quotes from participants, parents, teachers, community members and/or service recipients.
- News clippings
- Information on public awareness activities (e.g., copies of press releases)
- Descriptions of any awards/special recognition your program has received

**C. Primary Challenges**

Please describe challenges encountered by your program. Include issues/barriers (both resolved and unresolved), obstacles to achieving program objectives, significant sources of delay, events or incidents that caused concern, and needs of which the County should be aware.

**D. Primary Challenges – Solutions**

Please indicate strategies that were used to overcome the identified barriers mentioned above.

**E. Changes in Program Organization**

Describe any changes in organization or key staff positions. Please include any turnover in management or supervisory positions, changes in partners/sponsor relationships, changes in board membership, etc.

**F. Primary Training and Technical Assistance Needs**

Describe the training/technical assistance needs that have surfaced during this reporting period. Include needs for which you have adequate resources and information as well as those that you are unable to meet. Training/technical assistance needs may include requests for professional guidance in program related areas such as curriculum

**G. Website Use**

What type/addresses of websites are being used for your programs? For what use?

**H. Next Steps**

Please describe plans for complying with identified milestones for the next reporting period. (Example: scheduled activities, meetings, etc.)

**Demographic Data**

The County, as required by the Department of State, as a part of the programmatic narrative report will be requesting demographic data of the Sub-Grantee. Please use the forms provided.

**Fiscal Monitoring Report**

The Approved Budget is identified in Attachment B of this Agreement and represents the financial plan to carry out the program for which funds have been awarded. The Fiscal Monitoring Reports will be submitted for review and approval by the County and will identify the actual expenditures with a comparison to the approved budget. Please use the form in Attachment A, Fiscal Reporting Form.

**Financial Reporting**

The Sub-Grantee will use the financial reporting outlined in Attachment A for all reimbursements and status of available funds.

**ATTACHMENT D****OTHER TERMS & CONDITIONS - GUIDANCE AND RESTRICTION ON USE OF FUNDS**

A. The Sub-Sub-Grantee shall certify that all funds under this grant will be used in a manner that is free from religious influences and in accordance with the following principles:

1. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
2. It will not discriminate for/against any person applying for services on the basis of religion; and,
3. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in nor religious proselytizing and exert no other religious influence in the provision of services.

**B. Eligible Activities**

The following are examples of eligible activities under the 2020 Passaic County Census Complete County sub-recipient grant. While these are not a complete list of activities they are what would typically be undertaken and have been discussed through past collaboration.

11. Ambassador Training
12. Materials or promotions for community specific activities through Local Complete County Committees;
13. Printing, publicity, marketing, postage and telephone;
14. Snacks, food, water provided at public events or ambassador trainings;
15. Promotional materials that educate the public or encourage participation in the 2020 Census (i.e., tote bags, pens, posters);
16. Direct outreach to media outlets (i.e., cable/social media advertisement)
17. Staff trainings and materials;
18. Fees associated with the use of space for public 2020 Census Awareness and Educational campaigns;
19. Planning for compliance with the Americans with Disabilities Act; and
20. Equipment purchase, installation, and lease (e.g., computers, technologies, software, display materials, Hotspots).

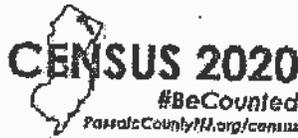
**B. Ineligible Activities**

Examples of ineligible activities include, but are not limited to the following:

1. The Sub-Grantee shall not use grant funds to renovate, rehabilitate, or convert buildings under this agreement.
2. Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects;
3. Exterior maintenance;
4. Purchase of real estate, motor vehicles, or leasehold improvements;
5. Deficits and debt service;
6. Acquisitions;
7. Endowment; and
8. Any item not explicitly listed as an approved item is ineligible for funding unless the Department of State has pre-approved the expenditure in writing.

C. If any funds under this grant are used by the Sub-Grantee to purchase vehicles or any other tangible property ceases to be used for wholly secular purposes, the Sub-Grantee will repay to the Department an amount equivalent to the residual value of said tangible property.

D. No person shall be employed or retained as a consultant (under this Agreement) by the recipient or any of its subrecipients while he/she or a member of his/her immediate family is a member of the governing Board of the recipient; exercises supervisory authority over his/her position; or serves on a Board or Committee which - either by rule or practice - regularly nominates, recommends, or screens candidates for his/her position. Exceptions to this provision must be requested in writing from the Office of Faith Based Initiatives. For the purpose of this paragraph, a member of an immediate family shall include the following persons: Husband/Wife; Father, Mother, Brother, Sister, Son, Daughter and corresponding "in law" individuals.



ATTACHMENT F

GRANT AGREEMENT SIGNATURE PAGE

The following is an acknowledgement of all the grant procedures and eligible activities under the 2020 State Census Grant Program as outlined in this contract document.

City of Passaic

Date: 5/8/2020  
Signature: [Handwritten Signature]  
Name: Hector C. Lora  
Title: Mayor

County of Passaic

Amada D. Curling, RMC  
City Clerk

Date: 6/13/2020  
Signature: [Handwritten Signature]  
Name: Cassandra Lazzara  
Title: Freeholder Director

APPROVED AS TO FORM AND LEGALITY  
BY: [Handwritten Signature]  
MATTHEW P. JORDAN, ESQ.  
CITY ATTORNEY  
DATE: June 9, 2020

**CITY OF PASSAIC**  
**RESOLUTION NO. 20-04-101**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF SUB-GRANT AWARD  
FOR 2020 CENSUS PARTICIPATION EFFORTS FROM PASSAIC COUNTY**

**WHEREAS**, the Passaic County Board of Chosen Freeholders ("County") has awarded the City of Passaic ("City") a sub-grant award in the amount of \$30,000 towards the State of New Jersey effort to maximize participation in the upcoming 2020 Census; and

**WHEREAS**, the sub-grant under the County's DOS2020C3- CTY-035 grant award from the State of New Jersey is specifically geared towards the City of Passaic encouraging a full participation in twenty-seven (27) hard-to-county (HTC) census tracts through active outreach efforts in order to address low response scores during the 2010 Census in the 27 tracts; and

**WHEREAS**, the grant award shall be budgeted for matters related to encouraging 2020 census participation in the City such as, but not limited to, promotional materials, social media, t-shirts, stickers, flyers, handouts, advertising posters, and community outreach efforts; and

**WHEREAS**, the City wishes to accept the maximum grant award being allotted, subject ~~to the terms and conditions set forth in the Grant Agreement.~~

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Passaic that the City of Passaic is hereby authorized to accept the sub-grant award for the 2020 Census in the amount of \$30,000 from the Passaic County Board of Chosen Freeholders, ~~subject to the terms and conditions set forth in the Grant Agreement attached hereto;~~ and

**BE IT FURTHER RESOLVED**, that the Mayor and City Clerk are hereby authorized to execute the Grant Agreement and any other documents necessary to effectuate receipt of these funds.

# 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: Jul 14, 2020 - 6:00 PM

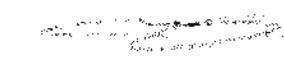
Location: County Administration Building  
220  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUHORIZING A GRANT APPLICATION TO THE NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY (NJTPA) TRANSPORTATION CLEAN AIR MEASURES (TCAM) GRANT PROGRAM. FOR DESIGN, CONSTRUCTION AND CONSTRUCTION INSPECTION OF PHASE II OF THE HIGHLANDS RAIL TRAIL PROJECT, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:  
  
Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

  
Matthew P. Jordan, Esq.  
COUNTY COUNSEL  
Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200591							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-44							
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: July 15, 2020

**RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE NORTH JERSEY  
TRANSPORTATION PLANNING AUTHORITY (NJTPA) TRANSPORTATION  
CLEAN AIR MEASURES (TCAM) GRANT PROGRAM. FOR DESIGN,  
CONSTRUCTION AND CONSTRUCTION INSPECTION OF PHASE II OF THE  
HIGHLANDS RAIL TRAIL PROJECT**

**WHEREAS**, the North Jersey Transportation Planning Authority (NJTPA) Transportation Clean Air Measures (TCAM) Grant Program provides funds to counties and municipalities in New Jersey; and

**WHEREAS**, the Highlands Rail Trail Feasibility Study was adopted as an element of the Passaic County Master Plan, outlining a vision for a greenway that will offer pedestrians and cyclists an alternative route to access local businesses and recreational areas along the constrained Ringwood Avenue/Greenwood Lake Turnpike Corridor in Wanaque and Ringwood; and

**WHEREAS**, the proposed improvements would include design, construction and construction inspection of the Phase II of the Highlands Rail Trail and

**WHEREAS**, the County of Passaic, through the Department of Planning and Economic Development wishes to submit a grant application for \$1,600,000.00 to the New Jersey Transportation Planning Authority Clean Air Measures Grant Program, for the Highlands Rail Trail Phase II Project; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the Passaic County Planning Department to submit a grant application to the North Jersey Transportation Planning Authority Clean Air Measures (TCAM) Grant Program, for the Highlands Rail Trail Phase II Project, as set forth above; and

**LET IT BE FURTHER RESOLVED**, that the Freeholder Director and Clerk to the Board are hereby authorized to execute the grant agreement and any and all necessary documents on behalf of the County of Passaic with respect to the grant funds for the above stated project.

Dated: July 14, 2020

JRS:meg

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$1,600,000 FROM THE NJTPA 2019-2020 REGIONAL/LOCAL FEDERAL CONGESTION MITIGATION & AIR QUALITY (CMAQ) GRANT PROGRAM, FOR THE SMART CORRIDOR-TRAFFIC SIGNAL COORDINATION PROJECT, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200592							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-45							
CAF #	T-20-56-880-019-801\$							
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: July 15, 2020

**RESOLUTION ACCEPTING GRANT FUNDS IN THE AMOUNT OF  
\$1,600,000 FROM THE NJTPA 2019-2020 REGIONAL/LOCAL FEDERAL  
CONGESTION MITIGATION & AIR QUALITY (CMAQ) GRANT PROGRAM, FOR  
THE SMART CORRIDOR-TRAFFIC SIGNAL COORDINATION PROJECT**

**WHEREAS**, on May 4, 2018, the Passaic County Planning Department received notice of an award of grant funds in the amount of \$1,600,000 from NJTPA 2019-2020 Regional/Local Federal Congestion Mitigation & Air Quality (CMAQ) Grant Program, for a Smart Corridor Traffic Signal Coordination Project (see copy of the grant award letter attached); and

**WHEREAS**, Smart Corridor Project concept was identified in the Transportation Element of the Passaic County Master Plan developed through an NJTPA Sub-regional Studies Grant; and

**WHEREAS**, the project will be utilized to reduce traffic congestion, to optimize traffic flow, reduce traffic accidents, and improve air quality along major commercial and commuter corridors in Passaic County; and

**WHEREAS** acceptance of this grant award requires, a County match of \$400,000.00.

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Chosen Freeholders of the County of Passaic hereby authorizes the acceptance of the grant award from the NJTPA/2019-2020 Regional/Local Federal Congestion Mitigation & Air Quality (CMAQ) Grant Program, for the Smart Corridor Traffic Signal Coordination Project, in the amount of \$1,600,000.00 including a county match of \$400,000.00; and

**LET IT BE FURTHER RESOLVED**, that the Freeholder Director and Clerk to the Board are hereby authorized to execute any and all necessary documents and agreements on behalf of the County of Passaic with respect to the grant funds for the above stated project.

Dated: July 14, 2020

JRS:meg

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$400,000.00

APPROPRIATION: \$226,000.00 – T-20-56-880-019-801  
\$174,000.00- T-20-56-880-018-801

PURPOSE: Resolution accepting grant funds in the amount of \$1,600.00 from the NJTPA 2019-2020 Regional/Local Federal Congestion Mitigation & Air Quality Grant with the required matching funds of \$400,000.00.



Richard Cahill, Chief Financial Officer

DATED: July 14, 2020

RC:fr



## RESOLUTION REQUEST FORM

1. **NAME OF REQUESTER:** Michael Lysicatos

Telephone #: 973.569.4047

**DESCRIPTION OF RESOLUTION:**

Resolution accepting a grant award from the NJTPA in the amount of \$1.6 million for design, construction and construction inspection associated with the Passaic County Smart Corridor Traffic Signal Coordination Project,

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. **AMOUNT OF EXPENDITURE:** \$ 400,000.00 (Match) see both lines

**REQUISITION #** T-20-56-880-019-801 (\$236,700)

**ACCOUNT #** T-20-56-880-018-801 (\$163,300)

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid

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

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance

\_\_\_\_\_

Budget

\_\_\_\_\_

Health

\_\_\_\_\_

Human Services

\_\_\_\_\_

Law & Public Safety

\_\_\_\_\_

Planning & Economic Development

7/7/20

Public Works

\_\_\_\_\_

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200592



## County of Passaic

Department of Planning & Economic Development  
930 Riverview Drive, Suite 250  
Totowa, New Jersey 07512

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

Michael Lysicatos AICP, PP  
Director

(973) 569-4040  
(973) 812-3450 fax

### MEMORANDUM

TO: Freeholder Planning and Economic Development Committee  
FROM: Michael Lysicatos  
Cc: Kelly Ruffel, Jose Santiago  
DATE: 07/01/2020  
RE: CMAQ Smart Signal Project Update

The Planning Department has coordinated with the engineering department, NJTPA, and NJDOT to modify the scope of work since the grant award in 2018. The NJDOT and NJTPA spent the remainder of 2018 and will into 2019 to determine how such a project would get authorized as it presented a unique set of goals under the CMAQ/TCAM program. It was determined that NJDOT Local Aid would work with the County to authorize the project in order to utilize the federal funds. At that point the County worked to refine the scope of work to address NJDOT comments and concerns and to simplify the project goals in order to move forward. At this point a scope of work has been shared with the NJTPA and the County is looking to move forward with formally accepting the grant award in order to being engineering design. The goal will be to provide signal timing coordination for the Paterson-Hamburg Turnpike, West Broadway, Main Street, and Main Avenue through Wayne, Haledon, Paterson, Clifton and Passaic as shown in the attached map. The analysis for potential smart signals will be included but implementation will occur in later phases in order to address regional coordination first and determine the costs and maintenance agreements that may be needed for later phases as all signals are under the jurisdiction of municipalities and the NJDOT in Passaic County.



**Legend**

- Signals Under Consideration
- City Lead Coordination
- ⊙ CMAQ
- Local Concept Development Signals
- ⊖ Safety Program Signals
- ⊘ ITS Pilot (Complete)
- Paterson-Hamburg Tpke. Corridor
- == West Broadway / Central Avenue Corridor
- Main Street/Avenue Corridor
- ▭ Project Municipalities

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution #: R20200592

Passaic County Smart Corridor  
 Traffic Signal Coordination Project  
 Project Area Map



Defining the Vision. Shaping the Future.



One Newark Center, 17th floor, Newark, NJ 07102  
(973) 639-8400 • fax (973) 639-1953 • www.njtpa.org

Angel Estrada, Chair  
Mary K. Murphy, Executive Director

May 4, 2018

Mr. Michael Lysicatos  
Assistant Director  
Passaic County Department of Planning & Economic Development  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512  
mlysicatos@passaiccountynj.org

Dear Mr. Lysicatos:

The NJTPA has completed its review of Passaic County's final proposal, Passaic County Smart Corridor Traffic Signal Coordination Project, in application for its Transportation Clean Air Measures (TCAM) program supported by local Congestion Mitigation Air Quality (CMAQ) funds.

The proposal was recommended for total funding of \$1,600,000 for FFY 2019-2020. The project was recommended for approval by the NJTPA Planning and Economic Development Committee and the NJTPA Board of Trustees on October 20, 2017, Resolution A-738.

I suggest you contact Joseph Birchenough at NJDOT's Local Aid Office, District 1, who will assist you or refer you to the correct contact person at NJDOT to begin the federal authorization process.

Once again, thank you very much for submitting this proposal. I am available to assist you in any way as we move through the federal authorization process and into the implementation phase. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Liz DeRuchie  
Principal Planner  
NJTPA  
[liz@njtpa.org](mailto:liz@njtpa.org)  
973-639-8446

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200592

*The Metropolitan Planning Organization for Northern New Jersey*



**RESOLUTION REQUEST FORM**

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

**DESCRIPTION OF RESOLUTION:**

Resolution accepting a grant award from the NJTPA in the amount of \$1.6 million for design, construction and construction inspection associated with the Passaic County Smart Corridor Traffic Signal Coordination Project,

2. **CERTIFICATION INFORMATION:**

ATTACH A COPY OF *THE REQUISITION FROM EDMUNDS*

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

3. **AMOUNT OF EXPENDITURE:** \$ 400,000.00 (Match) see both lines  
**REQUISITION #** T-20-56-880-019-801 (\$236,700)  
**ACCOUNT #** T-20-56-880-018-801 (\$163,300)

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>7/7/20</u>
<input type="checkbox"/> Public Works	_____

6. **DISTRIBUTION LIST:**

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200592

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING A NO-COST GRANT EXTENSION OF THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (USHUD) COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) GRANT FROM THE NJ DEPARTMENT OF COMMUNITY AFFAIRS UNTIL OCTOBER 31, 2020 FOR THE CITY OF PASSAIC, ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

---

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200593							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-46							
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: July 15, 2020

**RESOLUTION AUTHORIZING A NO-COST GRANT EXTENSION OF THE US  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (USHUD)  
COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-  
DR) GRANT FROM THE NJ DEPARTMENT OF COMMUNITY AFFAIRS UNTIL  
OCTOBER 31, 2020 FOR THE CITY OF PASSAIC**

**WHEREAS**, the Board of Chosen Freeholders of Passaic County adopted resolution R-12-585 on July 17, 2012 to authorize Passaic County to submit an application for \$11,854,865 in grant funds to the NJ Department of Community Affairs for US Housing and Urban Development (USHUD) CDBG-DR funds on behalf of the nine municipalities (Borough of Bloomingdale, Borough of Hawthorne, Township of Little Falls, City of Passaic, City of Paterson, Borough of Pompton Lakes, Borough of Totowa, Township of Wayne, and Borough of Woodland Park) impacted by disasters in 2011; and

**WHEREAS**, the County of Passaic adopted resolution R-2012-970 on December 11, 2012 accepting the grant award from the New Jersey Department of Community Affairs (NJDCA) for US Housing and Urban Development (USHUD) Disaster Recovery (CDBG-DR) funds of \$11,854,865 to end on December 31, 2015 on behalf of those municipalities in Passaic County impacted by disasters during 2011; and

**WHEREAS**, the objective of the CDBG-DR grant to the County of Passaic is to rebuild safer and stronger communities and implement disaster related activities that address recovery efforts including, but not limited to, property acquisition, substantial rehabilitation, public infrastructure projects and the prevention of further damage to areas affected by flooding; and

**WHEREAS**, the NJ Department of Community Affairs (NJDCA) extended the CDBG-DR grant deadline to September 30, 2017 for the County of Passaic; June 30, 2017 for the City of Passaic and December 31, 2016 for the Borough of Bloomingdale, Borough of Hawthorne, Township of Little Falls, City of Paterson, Borough of Pompton Lakes, Borough of Totowa, Township of Wayne, and Borough of Woodland Park; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2015-855 on November 24, 2015 accepting a grant extension to permit all municipalities to complete their scope of work by December 31, 2016, except for the City of Passaic whose CDBG-DR grant was extended to June 30, 2017; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2016-1031 on December 13, 2016 accepting a grant extension to permit the Township of Wayne, the Township of Little Falls and the City of Paterson to complete their scope of work by February 28, 2017; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2017-274 on March 28, 2017 accepting a grant extension until December 31, 2017 to permit the County of Passaic and the City of Passaic to complete their scope of services; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2017-822 on September 26, 2017 accepting a grant extension until December 31, 2018 to permit the County of Passaic and the City of Passaic to complete their scope of services; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2018-1105 on December 27, 2018 accepting a grant extension until July 31, 2019 to permit the County of Passaic and the City of Passaic to complete their scope of services; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2019-0527 on June 11, 2019 accepting a grant extension for the County of Passaic until October 31, 2019 and a grant extension for the City of Passaic until September 30, 2019 to enable the City of Passaic to complete Phase IV and V of the reconstruction of the McDanold Brook; and

**WHEREAS**, the NJ Department of Community Affairs has now extended the CDBG-DR grant for the County of Passaic until December 31, 2020 and extended the CDBG-DR

grant for the City of Passaic until June 30, 2020 to enable the City of Passaic to complete Phase VI of the reconstruction of the McDanold Brook; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted resolution R-2019-1171 on December 10, 2019 accepting a grant extension for the County of Passaic until December 31, 2020 and a grant extension for the City of Passaic until June 30, 2020 to enable the City of Passaic to complete Phase IV and V of the reconstruction of the McDanold Brook; and

**WHEREAS**, the City of Passaic is now requesting a no-cost time extension of the CDBG-DR Phase VI grant until October 31, 2020 due to construction delays caused by the COVID-19 pandemic (please see attached letter); and

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

**WHEREAS**, the Passaic County Board of Chosen Freeholders now approves the CDBG-DR no-cost grant extension of the CDBG-DR sub-recipient agreement with the City of Passaic until October 31, 2020 to permit them adequate time to complete Phase VI of the Phase VI of the reconstruction of the McDanold Brook Park;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that it hereby approves the CDBG-DR no-cost grant extension of the CDBG-DR sub-recipient agreement with the City of Passaic until October 31, 2020 to permit adequate time to complete Phase VI of the Phase VI of the reconstruction of the McDanold Brook Park; and

**LET IT BE FURTHER RESOLVED**, that the Passaic County Freeholder Director is hereby authorized to execute all documents and certifications to provide a no-cost grant extension to the CDBG-DR sub-recipient agreement with the City of Passaic, until October 31, 2020.

JRS/meg

Dated: July 14, 2020



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Deborah Hoffman

Telephone #: 973-569-4720

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING A NO-COST GRANT EXTENSION OF THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (USHUD) COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) GRANT FROM THE NJ DEPARTMENT OF COMMUNITY AFFAIRS UNTIL OCTOBER 31, 2020 FOR THE CITY OF PASSAIC

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: \$ 0

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

ACCOUNT # G-01-41-774-013-PE1

4. METHOD OF PROCUREMENT:

RFP       RFQ       Bid

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

5. COMMITTEE REVIEW:

DATE:

Administration & Finance

\_\_\_\_\_

Budget

\_\_\_\_\_

Health

\_\_\_\_\_

Human Services

\_\_\_\_\_

Law & Public Safety

\_\_\_\_\_

Planning & Economic Development

7/7/2020

Public Works

\_\_\_\_\_

6. DISTRIBUTION LIST:

Administration       Finance       Counsel

Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200593



**BUSINESS ADMINISTRATOR'S OFFICE  
RICARDO FERNANDEZ**

CITY HALL  
330 PASSAIC STREET  
PASSAIC, NEW JERSEY 07055

973-365-5513  
FAX: 973-472-2639

June 26, 2020

Ms. Deborah Hoffman  
Director  
Division of Economic Development  
County of Passaic County  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

Re: Passaic County CDBG-DR Program: Request for Grant extension until October 31, 2020 by the City of Passaic

Dear Ms. Hoffman:

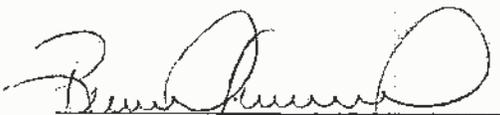
The City of Passaic is diligently working to complete Phases VI of the McDanold Brook Project and is now requesting an extension of our grant until October 31, 2020 to enable us to complete the contract award and construction activities of the grant phase, Phase VI.

The work has been delayed due to the construction setbacks caused by COVID-19.

Therefore, the City of Passaic respectfully requests an extension of the CDBG-DR grant until October 31, 2020.

Please do not hesitate to contact me with any questions.

Respectfully yours,



Ricardo Fernandez, PP, AICP, QPA  
Business Administrator

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION APPROVING THE FY-2020 ANNUAL ACTION PLAN FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, 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

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200594							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-47							
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: July 15, 2020

**RESOLUTION APPROVING THE FY-2020 ANNUAL ACTION PLAN FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**WHEREAS**, the Passaic County Board of Chosen Freeholders received a grant from the US Department of Housing and Urban Development (HUD) for the Community Development Block Grant Program (CDBG), which requires the submission of an Annual Action Plan; and

**WHEREAS**, the County of Passaic, by Resolution R-2018-0536, adopted the last Five Year Consolidated Plan on June 26, 2018 for the period of FY 2018-2022 which was submitted to the US Department of Housing and Urban Development in compliance with the rules and regulations governing the Community Development Block Grant Program; and

**WHEREAS**, the County of Passaic seeks to submit the FY 2020 Annual Action Plan to the US Department of Housing and Urban Development in compliance with the rules and regulations governing the Community Development Block Grant Program; and

**WHEREAS**, the Department of Housing and Urban Development estimates Passaic County will receive the following amount for FY 2020: \$914,518; and

**WHEREAS**, a public hearing was held on June 30, 2020 on a virtual platform at 12:00 pm due to the COVID-19 pandemic to solicit comments on the FY 2020 Annual Action Plan (note attached FY 2020 Annual Action Plan) from the public and no comments were received; and

**WHEREAS**, the County is cognizant of the conditions that are imposed in the undertaking and implementation of this Federal Assistance program; and

**WHEREAS**, this matter was discussed at July 7, 2020 meeting of the Freeholder Planning and Economic Development Committee meeting and is being recommended to the full Board for approval;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Passaic that the One Year Annual Action Plan for Fiscal Year 2020 is hereby approved for submission to the U.S. Department of Housing and Urban Development; and

**LET IT BE FURTHER RESOLVED**, that the Freeholder Director is hereby authorized to submit the FY 2020 grant application for financial assistance in the amount of \$914,518 to the U.S. Department of Housing and Urban Development and to act as the authorized representative of the County of Passaic to execute all documents and certifications; and

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board is hereby directed to file said plans with the minutes of this meeting.

JRS:meg

Dated: July 14, 2020



**RESOLUTION REQUEST FORM**

1. **NAME OF REQUESTER:** Deborah Hoffman  
**Telephone #:** 973-569-4720

**DESCRIPTION OF RESOLUTION:**

RESOLUTION APPROVING THE FY 2020 ANNUAL ACTION PLAN FOR THE PASSAIC COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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:** \$ Not Applicable  
**REQUISITION #** \_\_\_\_\_  
**ACCOUNT #** \_\_\_\_\_

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>7/7/2020</u>
<input type="checkbox"/> Public Works	_____

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

# PASSAIC COUNTY, NJ

## ANNUAL ACTION PLAN

### FY 2020

Department of Planning and Economic Development  
Deborah Hoffman, Director, Division of Economic Development  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512  
(973) 569-4040



PUBLIC DISPLAY PERIOD: June 12, 2020 – July 13, 2020

Introduced on: July 14, 2020  
Adopted on: July 14, 2020  
Official Resolution#: R20200594

## TABLE OF CONTENTS

Executive Summary.....	3
AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b) .....	3
PR-05 Lead & Responsible Agencies – 91.200(b).....	8
AP-10 Consultation – 91.100, 91.200(b), 91.215(l).....	9
AP-12 Participation – 91.105, 91.200(c) .....	13
Expected Resources.....	15
AP-15 Expected Resources – 91.220(c) (1, 2) .....	15
Annual Goals and Objectives .....	18
AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e) .....	18
AP-35 Projects – 91.220(d) .....	20
AP-38 Projects Summary .....	22
AP-50 Geographic Distribution – 91.220(f) .....	31
Affordable Housing .....	32
AP-55 Affordable Housing – 91.220(g) .....	32
AP-60 Public Housing – 91.220(h).....	33
AP-65 Homeless and Other Special Needs Activities – 91.220(i).....	34
AP-75 Barriers to affordable housing – 91.220(j).....	38
AP-85 Other Actions – 91.220(k) .....	38
Program Specific Requirements .....	42
AP-90 Program Specific Requirements – 91.220(i)(1,2,4).....	42

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

Passaic County receives funding annually from the U.S. Department of Housing and Urban Development under the Community Development Block Grant (CDBG) Program. The Department of Planning and Economic Development is the County's designated department responsible for the federal grant program. One of the requirements for receiving these funds is the development of a five-year Consolidated Plan for Housing and Community Development (CP) to provide policy direction for the next five years of funding decisions. In general, the CP is guided by three overarching goals that are applied according to a community's needs. The goals are:

- To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs and transitioning homeless persons and families into housing.
- To provide a suitable living environment through safer, more livable neighborhoods, greater integration of low- and moderate- income residents throughout the cities, increased housing opportunities and reinvestment in deteriorating neighborhoods.
- To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability and the empowerment of low- and moderate-income persons to achieve self-sufficiency.

The County prepared a new Five Year Consolidated Plan for FY 2018-2022. This plan is the basis for the allocation of priorities and actions for FY 2020. The federal funding resource for implementation of the plan is the Community Development Block Grant (CDBG) Program. The main objective of this program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low and moderate-income levels. Funds can be used for a wide array of activities, including: housing rehabilitation, construction or rehabilitation of public facilities and infrastructure, removal of architectural barriers, public services, rehabilitation of commercial or industrial buildings and loans or grants to businesses.

2. Summarize the objectives and outcomes identified in the Plan

In 2018, the County prepared a five-year plan for the fiscal years 2018 to 2022. This is the second annual plan that will implement the goals and objectives outlined in that plan.

Goal Name	Description
<b>Affordable Housing</b>	Creation/preservation of affordable housing including housing rehabilitation assistance and preservation/expansion of homeless facilities.
<b>Public Facility Improvements</b>	Improvements to public facilities that serve low- and moderate-income clientele and/or are located in low- and moderate-income areas and demolition of vacant structures that pose a risk to the health and safety of residents in any area of the community.
<b>Infrastructure Improvements</b>	Improvements to public infrastructure that serve low- and moderate-income residents and/or are located in low- and moderate-income areas.
<b>Public Services</b>	Provision of public services to low- and moderate-income clientele.
<b>Homelessness</b>	Support the efforts of the PCICH to reduce the incidence of homelessness and reduce the length of time persons experience homelessness.
<b>Planning and Administration</b>	Administration and planning conducted to operate the CDBG program successfully.

During FY 2020, the County will use CDBG funds for activities in support of the goals for public facilities, infrastructure, public services and planning and administration.

### 3. Evaluation of past performance

Passaic County is currently administering the FY 2019 grant program. The current program year runs from September 1, 2019 to August 31, 2020. The Comprehensive Annual Performance and Evaluation Report (CAPER) for this year will be available for public review during December, 2020. The last CAPER, for FY 2018, covered the period through August 31, 2019.

During FY 2018, Passaic County received \$849,041 in CDBG funds and spent a total of \$748,076. The County allocated the grant funds to 8 public facilities and infrastructure projects, and 2 public services projects. During 2018 there were 9 infrastructure and facilities projects completed that were funded in prior years.

During FY 2019, Passaic County received \$860,233 and funded nine municipal and two public service projects. One substantial amendment was undertaken to cancel a FY 2015 project in West Milford and apply the funds to the CDBG FY 2018 elevator project in the recreation center.

The County has been meeting the timeliness standard of no more than 1.5 times its annual allocation at the end of the 10<sup>th</sup> month of the program year. Municipal projects are often not ready to implement in the first year after funding. This is a situation that the County is seeking to address.

The County's Continuum of Care (Paterson/Passaic County CoC) utilizes McKinney-Vento funds from HUD to support permanent supportive housing, the Homeless Management Information System and a Rapid Re-housing program. The CoC received \$4,511,971 in funding for 13 projects including a new Supportive Housing program.

### 4. Summary of Citizen Participation Process and consultation process

The Passaic County CDBG program includes outreach to municipalities and organizations as described in full in the Annual Plan. Such outreach included:

1. Informing the municipalities and organizations of the availability of funds, application deadline, and first public hearing date. Letters and emails were sent out in early December 2019.
2. The first public meeting was held on February 7, 2020. The hearing was advertised in two local newspapers and a blast email reminded interested parties of the hearing.
3. The Action Plan was disseminated by email to all of the participating jurisdictions as well as organizations that represent low- and moderate-income persons and

those with limited English proficiency. The second public hearing announcement was included in this communication.

4. A second **virtual** hearing was held on June 30, 2020 at 12:00 pm. The hearing was advertised with the availability of the Action Plan for display and disseminated through agencies that have contact with low- and moderate-income persons and those with limited English proficiency.

5. Summary of public comments

TBD

6. Summary of comments or views not accepted and the reasons for not accepting them

TBD

7. Summary

Materials from the County's public outreach efforts are included in the "Public Outreach" attachment.

# The Process

## PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
Lead Agency	Passaic Co. NJ	Department of Planning and Economic Development
CDBG Administrator	Passaic Co. NJ	Department of Planning and Economic Development, Division of Economic Development

### Consolidated Plan Public Contact Information

Name: Deborah Hoffman, Director  
 Position: Division of Economic Development  
 Department of Planning and Economic Development  
 Telephone Number: 973-569-4721  
 Cell Number: 201-738-3039  
 Fax Number: 973-569-4725  
 Address: 930 Riverview Drive, Suite 250 Totowa, NJ 07512  
 Email: deborahh@passaiccountynj.org

**AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

## 1. Introduction

The following information provides an overview of Passaic County's efforts to consult with relevant agencies during the development of this Annual Action Plan.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

CDBG funds will provide support to a public service agency that delivers services to the elderly. There is an identified need for services to the elderly for assistance with independent living. The County's CDBG funds will also support the provision of advocacy services to abused youth living in foster care.

The Passaic County Housing Agency does not own or manage public housing in Passaic County. The Passaic County Housing Agency administers Section 8 vouchers only. When CDBG funds are used to provide assistance to persons living in the community, those that participate in the Section 8 program will also benefit.

The Continuum of Care (CoC) is administered by the Passaic County Department of Human Services. Through the CoC, Passaic County links to all mental health, homeless, services and health organizations.

The County will continue to hold a fair housing conference to create a better understanding of compliance with fair housing rules and regulations.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Passaic County Department of Human Services facilitates the CoC process and was consulted on several occasions for input on the Five-Year plan and FY 2020 Annual Plan. The FY 2018 CoC application and comments from stakeholders in the CoC were referenced extensively throughout the 2018-2022 Consolidated Plan. The CoC was notified of the opportunity to apply for 2020 CDBG funds.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Passaic County does not receive ESG funds.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

Agencies were directly consulted during the Five-Year Consolidated Plan process and provided with an opportunity to comment during the FY 2020 Annual Plan process. Many more received initial invitations to participate in the process and/or attended CoC meetings during which the Consolidated Plan goals and objectives were discussed.

Agencies and groups that participated in the preparation of the goals and objectives and received an invitation to participate in the 2020 Annual Plan process are listed below.

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	Passaic County Department of Human Services
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through interviews with members of the Department of Human Services and attendance at the CoC meeting, information was obtained on homeless services, the special needs population and services provided by Passaic County. Opportunities to coordinate and utilize CDBG funding were discussed.

2	<b>Agency/Group/Organization</b>	Passaic County Dept. of Engineering
	<b>Agency/Group/Organization Type</b>	County Government
	<b>What section of the Plan was addressed by Consultation?</b>	Persons with Disabilities
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussion with Department staff as to projects underway that address needs within areas of low income concentration and persons with disabilities. Also any projects to address flooding or other disaster preparedness.
3	<b>Agency/Group/Organization</b>	Passaic County Housing Agency
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Passaic County Housing Agency was consulted by email and phone to obtain data about unit availability and site selection as well as waiting list information. The PCHA is a part of County government and is consulted regularly about its needs.
4	<b>Agency/Group/Organization</b>	Prospect Park
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A focus group was held with municipal partners in the Urban County to discuss their long term needs, the housing needs and opportunities in their communities and service needs of their residents.

**Identify any Agency Types not consulted and provide rationale for not consulting**  
 All agency types were consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Table 3 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Comprehensive Economic Development Strategy (2015)	Passaic County Dept. of Planning and Economic Development	Strategic Plan goals align with the goals in the CEDS as funding allows, without duplication of activities.
Hazard Mitigation Plan (2015)	Passaic County Office of Emergency Management	Strategic Plan goals align with the goals in the Hazard Mitigation Plan as funding allows, without duplication of activities.
CoC Annual Application to HUD	Passaic County Department of Human Services	Annual goals and achievements of the CoC which align with the County's Five Year Plan.

**AP-12 Participation – 91.105, 91.200(c)**

1. Summary of citizen participation process/Efforts made to broaden citizen participation

The Passaic County CDBG program includes outreach to municipalities and organizations as described in full in the Annual Plan. Such outreach included:

1. Informing the municipalities and organizations of the availability of funds, application deadline, and first public hearing date. Letters and emails were sent out in December 2019.
2. The first public meeting was held on February 7, 2020. The hearing was advertised in two local newspapers; was included in the cover letter of the CDBG FY 2020 application; and a blast email reminded interested parties of the hearing.
3. The Hearing notices were disseminated in Spanish as well as English. The blast email requested that agencies share this information with their constituents. The County website also contains program information and can be translated easily.
4. The Action Plan was disseminated by email to all of the participating jurisdictions as well as organizations that represent low- and moderate-income persons and those with limited English proficiency. The second public hearing announcement was included in this communication.
5. A second hearing was held on June 30, 2020 at 12:00 pm virtually. The hearing was advertised in two local newspapers, with the availability of the Action Plan for display and disseminated through agencies that have contact with low- and moderate-income persons and those with limited English proficiency.

Outreach, particularly to municipalities, establishes the local priorities for funding. Each municipality that has an eligible CDBG project is considered for funding.

Table 4 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Needs Hearing	General Public	12 people attended the 1 <sup>st</sup> Public Needs Hearing	No comments were received.	None	N/A
2	Newspaper Ads	General Public	The newspaper ads were used to inform the public of the first and second public hearings as well as the availability of the plan.	N/A	None	N/A
3	Public Hearing	General Public	Virtual Public Hearing - 10 people in attendance	TBD	None	N/A
4.	Letters /Emails	Municipalities and Agencies	Sent to inform entities of process	TBD	None	N/A



**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Each municipality will leverage the CDBG funds with community funds to provide engineering services for their projects. The County does not pay for engineering. In addition, the total project costs will require that some of the municipalities bond for the remainder of the funds needed to complete the project budget. In addition, some municipalities may have secured state grants to apply toward construction costs. However, there are no matching fund requirements for CDBG funding.

The projects that improve public facilities and infrastructure also leverage the existing assets of each community such as waterlines, sewer lines, streets, sidewalks, and the public library in Pompton Lakes.

The Passaic County Public Housing Agency expects to receive ongoing Section 8 Rental Assistance Funding from HUD to continue to provide 835 vouchers to low income renters in Passaic County, outside of the entitlement cities.

Passaic County administers the Continuum of Care (CoC) program serving all homeless persons in the County. The CoC expects to apply for funding under the 2020 CoC program later this summer.

The County has a Homeless Trust Fund that is generating support for homeless prevention and rapid re-housing activities.

The County may seek funding from other sources to accomplish its goals. Such funding may include:

- McKinney – Vento Funds under the HEARTH Act
- CDBG Disaster Recovery
- CDBG-CV
- CARES Act
- Low-Income Housing Tax Credits
- New Markets Tax Credits
- Economic Development Initiative
- Environmental Protection Agency
- Department of Transportation
- Department of Veterans Affairs

State funds may also be sought:

- NJHMFA Special Needs Housing Fund
- HOME funds provided through DCA
- Weatherization Assistance Program

- Office of Mental Health
- Office of Alcohol and Substance Abuse Services
- Department of Health
- Department of Welfare (Supportive Services for the Homeless)
- Work First New Jersey
- Department of Transportation

The County is not aware of any Low-Income Housing Tax Credit (LIHTC) projects to be undertaken. However, should the occasion arise, the County would support a LIHTC application with a Certification of Consistency.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The County is exploring the feasibility of utilizing a county-owned site for affordable housing for elderly and veterans. This project would not involve CDBG funds however.

# Annual Goals and Objectives

## AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Table 6 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facility Improvements	2018	2022	Non-Housing Community Development	Urban County	Public Facility improvements	\$75,000	Public Facility/Infrastructure other than LMI Housing Benefit: 32,963 people
2	Infrastructure Improvements	2018	2022	Non-Housing Community Development	Urban County	Infrastructure Improvements	\$621,614	Public Facility/Infrastructure other than LMI Housing Benefit: 10,108 people
3	Public Services	2018	2022	Homeless Non-Homeless Special Needs	Urban County	Public Services	\$35,000	Public Services other than LMI Housing Benefit: 100 Persons
4	Administration	2018	2022	Other	Urban County	Administration	\$182,904	Other -- 1

Table 7 – Goal Descriptions

Goal	Description
Public Facility Improvements	Improvements to public facilities that serve low- and moderate-income clientele and/or are located in low- and moderate-income areas. Two facilities to be improved benefiting 32,963 people
Infrastructure Improvements	Improvements to public infrastructure that serve low- and moderate-income residents and/or are located in low- and moderate-income areas. 10,108 Persons Assisted
Public Services	Provision of public services to low- and moderate-income clientele. 100 Persons Assisted
Planning and Administration	Administration and planning conducted to operate the CDBG program successfully.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

Passaic County does not receive HOME funds and does not plan to do any housing activities in FY 2020.

**AP-35 Projects – 91.220(d)****Introduction**

The following project information for FY 2020 provides a comprehensive overview on the planned CDBG activities.

#	Project Name
1	CDBG Administration
2	Borough of Bloomingdale – Water mains Leary and Reeves
3	Borough of Hawthorne – Construction of ADA Ramps
4	Borough of Pompton Lakes – ADA Bathroom improvements at Library
5	Borough of Prospect Park - Street Improvements
6	Borough of Totowa – Sanitary Sewer line improvements in Lincoln Place
7	Borough of Wanaque – Waterline improvements in Haskell Avenue
8	Borough of Woodland Park – Sidewalk Improvements on West 36 <sup>th</sup> Street
9	County ADA Project
10	CASA – Court Appointed Advocacy for Victims of Child Abuse
11	Home Care Options – Visiting Shopper Plus Program

Table 8 – Project Information

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The allocations were selected based on eligibility of the activity, its ability to meet a national objective, and the evidence of need in the community. Further consideration was given to the past history of expenditure of CDBG funds by the community and whether the FY 2020 request was related to previously funded projects. The ability of the community to complete projects in a timely manner was given a high priority.

Passaic County allocated its entitlement funds to provide assistance with activities that meet the underserved needs of the communities participating in the program.

Obstacles identified in the Five Year Plan included:

- Increasing costs to complete projects;
- Fragmented approach to local planning and lack of coordination in addressing infrastructure needs; and
- Limited inter-municipality communication in addressing public facility needs.

In the Five-Year CP, obstacles such as a lack of funding, NIMBYism, a lack of affordable housing, limited infrastructure in the community, Highlands development

restrictions, and escalating costs to provide housing were cited as obstacles to providing affordable housing.

The County will continue to provide resources to assist homeless and low-income persons obtain housing. These programs may not necessarily involve CDBG funding.

The County Housing Agency provides rent vouchers to offset the high cost of rental housing in the County.

The Passaic County Human Services Department offers several programs to combat homelessness and is the administrator of H.O.P.E. in Passaic County, the County's plan to end chronic homelessness.

**AP-38 Projects Summary**

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Administration
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$182,904
	<b>Description</b>	Ongoing program management and public information
	<b>Target Date</b>	8/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	Urban County
	<b>Planned Activities</b>	Administration
<b>2</b>	<b>Project Name</b>	<b>Borough of Bloomingdale – Water mains at Leary and Reeve Avenues</b>
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Infrastructure Improvements
	<b>Needs Addressed</b>	Infrastructure Improvements
	<b>Funding</b>	CDBG: \$65,000

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

<b>Description</b>	Water main gate valves at the intersections of Reeve and Leary Avenues are no longer operational. Operational valves are required by the State of NJ Water Quality Accountability Act. Construct new gate valves to replace the existing nonfunctioning valves. New valves will allow for isolated shutdowns to perform maintenance or in the event of a break. The valve replacement will allow for reconfiguration of interconnections between 10", 6" and 8" mains.
<b>Target Date</b>	11/14/2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 1,075 persons CT 1165.00 GB 3
<b>Location Description</b>	Leary and Reeve Avenues
<b>Planned Activities</b>	Water main valve replacement
<b>Project Name</b>	<b>Borough of Hawthorne – Construction of ADA Ramps</b>
<b>Target Area</b>	Urban County
<b>Goals Supported</b>	Infrastructure Improvements
<b>Needs Addressed</b>	Infrastructure Improvements
<b>Funding</b>	CDBG: \$80,000
<b>Description</b>	Installation of new ADA compliant curb ramps
<b>Target Date</b>	11/30/2021
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	33 Curb Ramps; 1,359 people

3

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

	<b>Location Description</b>	Various locations
	<b>Planned Activities</b>	Sidewalk improvements – ADA curb ramps
<b>4</b>	<b>Project Name</b>	<b>Borough of Pompton Lakes – ADA Bathroom Improvements at Library</b>
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Facility Improvements
	<b>Needs Addressed</b>	Facility Improvements
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	Install ADA bathrooms in the Emanuel Einstein Memorial Library. Removal of existing bathrooms and replacement with new ADA compliant bathrooms: installation of accessible doors, stalls, toilets, urinals and sinks.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 public facility; 11,155 people CT 20360.00 BG 1
	<b>Location Description</b>	133 Wanaque Avenue, Pompton Lakes, NJ
	<b>Planned Activities</b>	Rehabilitation of bathroom to meet accessibility requirements
<b>5</b>	<b>Project Name</b>	<b>Borough of Prospect Park Street Improvements</b>
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Infrastructure Improvements
	<b>Needs Addressed</b>	Infrastructure Improvements
	<b>Funding</b>	CDBG: \$90,000

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

<b>Description</b>	North 12th Place, Prospect Park, NJ Between Planten Avenue and Struyk Avenue: Milling and paving of 0.1 miles of roadway, including pedestrian safety features, striping and regulatory signage. Including replacement of concrete curbs; concrete sidewalks and concrete driveway aprons. Installation of 7 ADA compliant detectable warning surfaces. Repairs/adjustments to manhole castings, water valve boxes, inlets and adjacent grass areas, as needed.
<b>Target Date</b>	9/30/2021
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,690 Persons CT 2036000 BG 1
<b>Location Description</b>	North 12th Place, Prospect Park, NJ Between Planten Avenue and Struyk Avenue
<b>Planned Activities</b>	Street Improvements
<b>Project Name</b>	Borough of Totowa – Sanitary Sewer
<b>Target Area</b>	Urban County
<b>Goals Supported</b>	Infrastructure Improvements
<b>Needs Addressed</b>	Infrastructure Improvements
<b>Funding</b>	CDBG: \$105,000
<b>Description</b>	Lincoln Place between Franklin Place to Totowa Road: Installation of cured-in-place pipe liner and sealing of manholes, along the length of the sanitary sewer line to be rehabilitated. . Seal sanitary sewer lateral connections at the main, and rehab of sanitary manholes within the project limits. 70+ year old clay pipes, brick manholes.
<b>Target Date</b>	9/30/2022

6

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>765 persons CT 223801 BG 1</p>
<p>Location Description</p>	<p>Lincoln Place from Franklin Place to Totowa Road</p>
<p>Planned Activities</p>	<p>Sewer line improvements</p>
<p>Project Name</p>	<p>Borough of Wanaque - Waterline</p>
<p>Target Area</p>	<p>Urban County</p>
<p>Goals Supported</p>	<p>Infrastructure Improvements</p>
<p>Needs Addressed</p>	<p>Infrastructure Improvements</p>
<p>Funding</p>	<p>CDBG: \$130,000</p>
<p>Description</p>	<p>Haskell Avenue has a sub-standard 6 inch transite water main between Union and First Ave. It will be upgraded to an 8 inch ductile iron pipe. New house service will be installed. New pavement will be installed along with milling and paving of the road.</p>
<p>Target Date</p>	<p>9/30/2022</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>985 persons</p>
<p>Location Description</p>	<p>Haskell Ave. CT 223801 BG 1</p>
<p>Planned Activities</p>	<p>Waterline improvements</p>

7

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

8	<b>Project Name</b>	Borough of Woodland Park – Sidewalk Improvements On West 36 <sup>th</sup> Street
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Infrastructure Improvements
	<b>Needs Addressed</b>	Infrastructure Improvements
	<b>Funding</b>	CDBG: \$96,614
	<b>Description</b>	Replacement of deteriorated curbing along W. 36 <sup>th</sup> Street and replacement of deteriorated asphalt sidewalk along Mary Avenue with a concrete sidewalk including a new curb ramp. Replacement of an existing guiderail on Mary Avenue that separates the sidewalk from the traffic lanes.
	<b>Target Date</b>	9/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,885 People. CT 2641.01 Blocks groups 1 and 4
	<b>Location Description</b>	West 36 <sup>th</sup> Street between McBride Avenue and Mary Avenue
	<b>Planned Activities</b>	Sidewalk improvements: Sidewalk accesses pedestrian bridge over I-80 providing access to bus routes, commercial area and the public library.

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

9	<b>Project Name</b>	<b>County ADA Project</b>
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Facility Improvements
	<b>Needs Addressed</b>	Facility Improvements
	<b>Funding</b>	CDBG: \$ 15,000
	<b>Description</b>	Installation of door actuators to enable physically disabled individuals to enter the offices to access services. The project will entail a total of 4 door actuators for Suites 200 and 250 - Weatherization, Senior Center, CDBG offices.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 public facility (21,808 people)
	<b>Location Description</b>	930 Riverview Dr. Totowa NJ
	<b>Planned Activities</b>	Handicap barrier removal
10	<b>Project Name</b>	<b>County Curb Ramp Project</b>
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Infrastructure Improvements
	<b>Needs Addressed</b>	Infrastructure Improvements
	<b>Funding</b>	CDBG: \$ 55,000

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

	<b>Description</b>	Installation of ADA compliant ramps along Ringwood Avenue, Pompton, Lakes, NJ
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,349 people
	<b>Location Description</b>	Pompton Lakes
	<b>Planned Activities</b>	Handicap barrier removal
11	<b>Project Name</b>	<b>County Court Appointed Special Advocates (CASA)</b>
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	Funds requested will be used to hire an advocacy coordinator who will recruit, train, screen and support CASA volunteers to provide court appointed advocacy service to foster youth from birth through age 21. (10 children assisted)
	<b>Target Date</b>	8/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 10 children will be assisted.
	<b>Location Description</b>	11 CDBG municipalities at client homes, schools and places of services. Headquarter: 415 Hamburg Turnpike, Wayne, NJ
	<b>Planned Activities</b>	Public Service

12	<b>Project Name</b>	<b>Home Care Options</b>
	<b>Target Area</b>	Urban County
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Field Social Worker: 10 home visits/month. Will enhance existing Volunteer Shopping Program which provides assistance to homebound seniors to maintain their independence through assistance with shopping and securing medications. The enhanced Visiting Shopper Plus Program will include a field social worker who will assess clients for activities of daily living health issues. Appropriate referrals will be made to secure support services to ensure that seniors can remain in their homes. Grant will pay for Field Social Worker \$9000 and Direct Costs: \$6,000
	<b>Target Date</b>	12/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 90 households will benefit.
	<b>Location Description</b>	Urban County municipalities
	<b>Planned Activities</b>	Public Service

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200594

**AP-50 Geographic Distribution – 91.220(f)****Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The areas of Passaic County that have a concentration of Non-White and Latino populations are limited but have increased since 2000. Census Block Groups in Haledon, Prospect Park, Wanaque, Pompton Lakes, and Woodland Park have higher concentrations of Non-White and Latino households in addition to concentrations of low- and moderate-income people. Projects were identified in Prospect Park, Pompton Lakes, Wanaque, and Woodland Park.

There were no target areas identified. The County funds projects based on demonstrated need for each activity.

**Rationale for the priorities for allocating investments geographically**

Assistance is not directed to any specific geographic area in the County.

Area benefit projects in FY 2020 will take place in areas of low- and moderate-income concentration throughout the County.

All the CDBG funding (100%) will benefit LMI clientele either through area benefit or as presumed benefit populations throughout the County.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The County does not receive HOME funds and CDBG funding is limited. Housing projects are not planned for FY2020. The CoC anticipates receiving new housing first vouchers as part of their application to HUD

Table 10 - One Year Goals for Affordable Housing by Support Requirement  
**One Year Goals for the Number of Households to be Supported**

Homeless	10
Non-Homeless	0
Special-Needs	0
Total	10

Table 11 - One Year Goals for Affordable Housing by Support Type  
**One Year Goals for the Number of Households Supported Through:**

Rental Assistance	10
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	10

**AP-60 Public Housing – 91.220(h)**

Introduction

The Passaic County Housing Agency does not own or manage public housing in Passaic County. The Passaic County Housing Agency administers Section 8 vouchers only.

**Actions planned during the next year to address the needs to public housing**

N/A – There is no public housing in the Urban County.

**Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Passaic County Housing Agency has a family self-sufficiency program, including job training, development of employment skills, educational activities, and savings accounts for the development of economic self-sufficiency. This program serves approximately 80 families annually of a total of 835 Housing Agency Section 8 families.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A – Not a troubled agency.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### Introduction

The Passaic County Continuum of Care (CoC) is supported by the staff of the Department of Human Services and administered by the Passaic County Interagency Council on Homelessness. The Passaic County Consolidated Plan relies on the work of the CoC to set policy and implement programs to prevent homelessness and assist persons who are homeless.

### **Describe the jurisdictions' one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The CoC plans and manages the homeless system's coordination through an ongoing collaboration of public and non-profit agencies, grantors, advocacy groups and formerly homeless individuals. The CoC has provided grant funding to NJ 2-1-1 to be the single point of entry for the coordinated assessment process. NJ-211 is the virtual Coordinated Assessment access point accessible to the community via telephone availability 24 hours a day 7 days a week. NJ211 strives to make materials and phone conversations accessible to persons with limited English proficiency through translation. NJ 2-1-1 is a key partner in conducting point of entry referrals into shelters, permanent housing, and services.

The CoC's Coordinated Assessment system covers the entire Passaic county geographic area through strategic outreach from PATH and SSVF partners. Strategic outreach covers the CoC's geography annually, but also proactively outreaches to the hardest to serve individuals who are not actively seeking services who are identified or staying in known locations. The PATH Program provides regular outreach at known locations. Further, through partnership with the eviction courts, PATH has addressed the needs of those at-risk of losing their housing. When families are removed from the welfare list, outreach is conducted to see if they have short-term places to live and long-term plans for permanent housing. Additional street outreach is conducted by "They Have A Name" to encourage people to move to shelter and services. The SSVF and Community Hope coordinate street outreach to homeless veterans.

As part of the coordinated system, the CoC has created a Housing Prioritization Tool (HPT) to assist the most vulnerable households in the Coordinated Assessment system. Using the tool ensures that people with the greatest needs will be prioritized when housing providers are seeking referrals for permanent supportive housing and rapid re-

housing placements. The CoC tracks the length of time clients remain on the list and where clients are discharged to, ensuring the effectiveness of the CoC and the prioritization process. The CoC can monitor bed availability in real-time for housing projects using Homeless Management Information System.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Shelter and transitional housing providers are moving toward rapid re-housing, housing first and limiting stays prior to permanent housing entry. Funds were reallocated from PSH programs to fund rapid re-housing through the CoC. The Passaic County Homeless Trust Fund has also funded rapid re-housing and services in support of rapid re-housing projects. The State DCA funded 500 state-wide rental assistance vouchers for chronically homeless to be matched by services provided by local agencies. NJCDC is administering 50 vouchers and matching with services funded from the County's Homeless Trust Fund. The CoC is working to shorten the length of time persons are homeless. To this end, transitional housing is being phased out and more rapid-rehousing and permanent supportive housing created. The Hispanic Center Transitional Housing was restructured as a homeless shelter.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Coordinated referral and an extensive inventory of services provide an opportunity for persons who are homeless to make a successful transition to permanent housing. The CoC Priorities are: (1) ending chronic and veteran homelessness, (2) creating new low-barrier housing first-oriented permanent supportive housing and rapid re-housing projects, and (3) creating a systemic response to homelessness through coordinated entry and assessment

- To end chronic homelessness, the CoC is utilizing a Housing Prioritization Tool to prioritize chronically homeless persons for permanent housing opportunities systematically and is supporting projects that have low-barrier intake and termination criteria, this includes having had NJCDC sponsor 15 new Housing First vouchers for the chronically homeless utilizing State Rental Assistance from NJ DCA
- To end homelessness, PCICH members Catholic Family and Community Services and Community Hope provide SSVF outreach, services, and rental

assistance and manage a by-name-list of identified veterans to connect them with veteran-specific and other community resources

- To create a systemic response to homelessness, the CoC has funded NJ 2-1-1 to cover the full geographic area with Coordinated Assessment access, and is holding monthly case conferencing meetings among outreach, housing providers and emergency shelter providers to prioritize resources for those who are longest time homeless and with the greatest severity of service needs

Through partnerships with the Children's Inter-Agency Coordinating Council (CIACC), education system partners, homeless liaisons, the behavioral health care system, child protective services and the homeless services system, homeless students and their families are identified and service plans developed to meet their needs. CIACC offers cross-training on homeless definitions, compliance and requirements, support systems for the homeless and effective community service providers. CIACC has developed a standardized intervention model for use in school settings to effectively determine the service needs of homeless children and connect them to appropriate providers. The homeless liaison serves on the CoC board.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The CoC application to HUD indicated that the most effective way to decrease homelessness is through a single point of entry, assessment, expanded outreach, increased community awareness, coordination of efforts and expansion of housing opportunities and prevention services.

The Ten-Year Plan places a prevention emphasis on discharge planning and access to a safety net of services. The Coalition continues to:

- Work with the State of New Jersey and local public and private entities to establish an effective homelessness prevention program in Passaic County.
- Create a 'minimum standard' discharge policy to be adopted county-wide.
- Create affiliation agreements between various discharging agencies and shelters.
- Improve discharge planning policy for prisons and jails.
- Improve discharge planning for youth aging out of the DYFS system.

Partnerships with the school homeless liaisons will be strengthened through coordinated training sessions with providers. The Mainstream Committee of the CoC has incorporated education and early child care issues in their monthly meetings. The CoC works with the Children’s Inter-Agency Coordinating Council (CIACC) to build partnerships with the healthcare system, child protective services and homeless services system to better identify homeless students and coordinate services.

The County has budgeted \$20,000 in FY20 CDBG funds for the County Court Appointed Special Advocates (CASA) program which assists foster youth.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### Introduction

The County updated the Analysis of Impediments to Fair Housing in 2019. Barriers identified were:

- Limited housing choice results in Housing Choice vouchers concentration in older, lower cost communities
- Lack of public transit limits mobility and housing choice
- Based on housing complaints received by HUD, there is continued evidence of discrimination in housing on the basis of race, disability and familial status which limits housing choice
- Non-White households were less likely to be homeowners and are more likely to have been offered a high-cost loan than white households
- Members of protected classes have lower income and higher unemployment rates which limits housing choice
- Many of the municipal zoning ordinances in the Urban County are outdated, lack certain terms, definitions, and/or regulations, are not in alignment with Federal fair housing law.
- Newspaper advertising on line did not consistently use fair housing logo in Real Estate section

In the Five-Year CP, obstacles such as a lack of funding, NIMBYism, a lack of affordable housing, limited infrastructure in the community, Highlands development restrictions, and escalating costs to providing housing were cited as obstacles to providing affordable housing.

**Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The County will continue to conduct fair housing education and outreach. The county does not control land use, zoning, building codes or other actions with direct impact on land use. The County will continue to work in an advisory capacity to the local municipalities on land use issues.

During 2020 Passaic County will continue to promote fair housing. A housing conference was planned for April 2020 but due to the Corona Virus had to be canceled. We will promote the County's fair housing webpage as a place to get information on fair housing and plan a conference for 2021.

The Planning Department is collecting the court determinations for affordable housing to incorporate into a new housing element of the County's Master Plan. The county will promote housing options to expand housing choice.

**AP-85 Other Actions – 91.220(k)****Introduction**

The following information illustrates other actions that Passaic County will take to address its priority needs.

**Actions planned to address obstacles to meeting underserved needs**

The primary impediment to the County ability to meet underserved needs is the limited amount of CDBG funding to address identified priorities. The County will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

The County Housing Agency provides rent vouchers to offset the high cost of rental housing in the County.

The Passaic County Human Services Department offers several programs to combat homelessness and is the administrator of the CoC in Passaic County. The County has a Homeless Trust Fund which will provide resources to address homelessness.

**Actions planned to foster and maintain affordable housing**

The County will continue to support its goals of maintaining and expanding affordable housing by supporting activities and programs funded by others by certifying these activities as consistent with the five - year plan.

The Passaic County Weatherization and Home Energy Division provides utility subsidies to low income individuals residing in Passaic County to permit them to stay in their homes and have adequate heating and electricity. In addition, the Division rehabilitates the homes of low income individuals to ensure that they are energy efficient. Rehabilitation includes insulation, new windows, new hot water heaters and new boilers.

Additionally, the County will continue to provide resources to help homeless and low-income persons obtain housing. For example, the Passaic County Housing Agency provides rent vouchers to offset the high cost of rental housing in the County.

**Actions planned to reduce lead-based paint hazards**

The County is a participant in the New Jersey Health Department Lead Abatement Initiative. When children are identified with an elevated blood lead level, the County provides oversight to ensure that the lead-based paint problem is addressed. The State

recently announced its plans to reinstate funding for lead-based paint remediation. The County will once again be able to refer owners to this program.

The U.S. EPA guideline for renovation, paint and repair, effective April 22, 2010, requires that all contractors notify owners of properties constructed prior to 1978 of the potential for lead-based paint hazards and to perform work in a lead safe manner. Contractors must be trained and registered with the U.S. EPA to do work in older homes that disturbs painted surfaces. Local building code offices will be made aware of these requirements.

### **Actions planned to reduce the number of poverty-level families**

Through implementation of human services programs offered by or through funding provided by Passaic County, the County works to reduce the number of families with incomes below the poverty level. The County, in conjunction with the public and private agencies and institutions, provides lower-income households with the opportunity to gain the knowledge and skills as well as the motivation to become fully self-sufficient. Economic Development activities are directed toward the creation of new businesses and employment opportunities. The CDBG program provides the potential of generating jobs that may be filled by Section 3 residents or hire Section 3 businesses.

The county Workforce Development Board and Workforce Development Center develop training and provide job placement services for county residents.

### **Actions planned to develop institutional structure**

The County Department of Planning and Economic Development is responsible for the administration of the CDBG program. All sub-recipient agreements are monitored on an ongoing basis. The County participates with other groups when appropriate, such as planning for the homeless, to facilitate cooperative problem solving in Passaic County.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The County will continue efforts to enhance coordination between agencies by creating partnerships in the implementation the Section 3 outreach initiative and the Passaic County Interagency Council on Homelessness. The Section 3 outreach effort will partner with the Passaic County Workforce Development Center and the agencies involved in the Human Services Advisory Board to identify Section 3 individuals and businesses and to provide feedback on available job opportunities. The Passaic County CEAS/Continuum of Care is comprised of providers of homeless services and prepares the McKinney application for funding from HUD.

# Program Specific Requirements

## AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

### Introduction

This section describes program specific requirements for CDBG funds.

### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- |   |            |
|---|------------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed   | \$0        |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan | \$0        |
| 3. The amount of surplus funds from urban renewal settlements   | \$0        |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.   | \$0        |
| 5. The amount of income from float-funded activities  | \$0        |
| <b>Total Program Income</b>   | <b>\$0</b> |

### Other CDBG Requirements

- |   |      |
|---|------|
| 1. The amount of urgent need activities   | \$0  |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 100% |

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING A NO COST TIME EXTENSION FOR THE CDBG FY 2018 BOROUGH OF HALEDON PROJECT TO RECONSTRUCT JOHN RYLE AVENUE UNTIL DECEMBER 31, 2020, 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

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200595							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-48							
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: July 15, 2020

**RESOLUTION AUTHORIZING A NO COST TIME EXTENSION FOR  
THE CDBG FY 2018 BOROUGH OF HALEDON PROJECT TO  
RECONSTRUCT JOHN RYLE AVENUE UNTIL DECEMBER 31, 2020**

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted Resolution R-2018-0536 on June 26, 2018, authorizing the submission of a Five (5) Year Consolidated Plan for the period of FY 2018-2020 to the US Department of Housing and Urban Development in compliance with the rules and regulations governing the Community Development Block Grant Program; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted the FY 2018 Annual Action Plan via resolution R-2018-0536 on June 26, 2018; and

**WHEREAS**, Passaic County (County) is cognizant of the conditions imposed by the US Department of Housing and Urban Development and included a grant allocation in the FY 2018 Annual Action Plan to the Borough of Haledon for \$85,000 to implement the Reconstruction of John Ryle Avenue project; and

**WHEREAS**, the Borough of Haledon has notified the Department of Planning and Economic Development, see attached correspondence, that the Borough of Haledon has been delayed in the implementation of the project due to the COVID-19 pandemic and is requesting that the CDBG FY 2018 grant award be extended to December 31, 2020 to permit the Borough of Haledon to complete the project; and

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

**WHEREAS**, the Board of Chosen Freeholders of Passaic County considers this matter to be a benefit to the community and its residents;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the no-cost grant extension of the CDBG FY 2018 grant to the Borough of Haledon to December 31, 2020 as set forth above; and

**LET IT BE FURTHER RESOLVED**, that the Passaic County Freeholder Director is hereby authorized to act as the authorized representative of the County to execute all necessary documents and certifications on behalf of the County of Passaic.

JRS:meg

Dated: July 14, 2020



## RESOLUTION REQUEST FORM

1. NAME OF REQUESTER: Deborah Hoffman  
 Telephone #: 973-569-4720

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING A NO COST TIME EXTENSION FOR THE CDBG FY 2018 BOROUGH OF HALEDON PROJECT TO RECONSTRUCT JOHN RYLE AVENUE UNTIL DECEMBER 31, 2020

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: \$ 85,000  
 REQUISITION # R8-06184 PO: 18-07618  
 ACCOUNT # G-01-41-838-018-PE1

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: CDBG annual action plan FY 2018

- | 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>7/7/2020</u> |
| <input type="checkbox"/> Public Works                               | _____           |

6. **DISTRIBUTION LIST:**

Administration       Finance       Counsel  
 Clerk to the Board       Procurement

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200595

# BOROUGH OF HALEDON

*A Pioneer Community*



DOMENICK STAMPONE  
MAYOR

ALLAN R. SUSEN, RMC/MMC  
MUNICIPAL CLERK/ADMINISTRATOR

TELEPHONE: 973-595-7766 EXT. 103  
FACSIMILE: 973-790-4781

June 30, 2020

Ms. Deborah Hoffman  
Director  
Division of Economic Development  
County of Passaic  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

Re: Request for Borough of Haledon CDBG FY 2018 no-cost grant extension to  
December 31, 2020

Dear Ms. Hoffman:

The Borough of Haledon, NJ is requesting a no-cost time extension of our Community Development Block Grant (CDBG) FY 2018 project: Reconstruction of John Ryle Avenue to December 31, 2020. The COVID-19 pandemic delayed the design and implementation of this project. We are currently out to bid and expect to award the contract at our August 13, 2020 meeting.

Thank you for your assistance in this matter.

Sincerely,



Allan R. Susen  
Municipal Clerk/Administrator

# 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: Jul 14, 2020 - 6:00 PM

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

Agenda: RESOLUTION AUTHORIZING A NO COST TIME EXTENSION FOR THE CDBG FY 2018 TOWNSHIP OF LITTLE FALLS PROJECT TO PROVIDE ADA ACCESSIBILITY TO THE LITTLE FALLS CIVIC CENTER UNTIL MARCH 31, 2021, 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

Planning and Economic Development  
COMMITTEE NAME

Official Resolution#	R20200596							
Meeting Date	07/14/2020							
Introduced Date	07/14/2020							
Adopted Date	07/14/2020							
Agenda Item	n-49							
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: July 15, 2020

**RESOLUTION AUTHORIZING A NO COST TIME EXTENSION FOR  
THE CDBG FY 2018 TOWNSHIP OF LITTLE FALLS PROJECT TO  
PROVIDE ADA ACCESSIBILITY TO THE LITTLE FALLS CIVIC  
CENTER UNTIL MARCH 31, 2021**

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted Resolution R-2018-0536 on June 26, 2018, authorizing the submission of a Five (5) Year Consolidated Plan for the period of FY 2018-2020 to the US Department of Housing and Urban Development in compliance with the rules and regulations governing the Community Development Block Grant Program; and

**WHEREAS**, the Passaic County Board of Chosen Freeholders adopted the FY 2018 Annual Action Plan via resolution R-2018-0536 on June 26, 2018; and

**WHEREAS**, Passaic County (County) is cognizant of the conditions imposed by the US Department of Housing and Urban Development and included a grant allocation in the FY 2018 Annual Action Plan to the Township of Little Falls for \$85,000 to implement the ADA Accessibility project to the Little Falls Civic Center; and

**WHEREAS**, the Township of Little Falls has notified the Department of Planning and Economic Development, see attached correspondence, that the Township of Little Falls has been delayed in the implementation of the project due to the COVID-19 pandemic and is requesting that the CDBG FY 2018 grant award be extended to March 31, 2021 to permit the Township of Little Falls to complete the project; and

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

**WHEREAS**, the Board of Chosen Freeholders of Passaic County considers this matter to be a benefit to the community and its residents;

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Passaic that it hereby authorizes the no-cost grant extension of the CDBG FY 2018 grant to the Township of Little Falls to March 31, 2021 as set forth above; and

**LET IT BE FURTHER RESOLVED**, that the Passaic County Freeholder Director is hereby authorized to act as the authorized representative of the County to execute all necessary documents and certifications on behalf of the County of Passaic.

JRS:mcg

Dated: July 14, 2020



**RESOLUTION REQUEST FORM**

1. **NAME OF REQUESTER:** Deborah Hoffman  
**Telephone #:** 973-569-4720

**DESCRIPTION OF RESOLUTION:**

RESOLUTION AUTHORIZING A NO COST TIME EXTENSION FOR THE CDBG  
 FY 2018 TOWNSHIP OF LITTLE FALLS PROJECT TO PROVIDE ADA  
 ACCESSIBILITY TO THE LITTLE FALLS CIVIC CENTER UNTIL MARCH 31, 2021

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:** \$ 85,000  
**REQUISITION #** R8-06186 **PO:** 18-07620  
**ACCOUNT #** G-01-41-838-018-PE1

4. **METHOD OF PROCUREMENT:**

RFP       RFQ       Bid  
 Other: CDBG annual action plan FY 2018

5. **COMMITTEE REVIEW:**

**DATE:**

Administration & Finance \_\_\_\_\_  
 Budget \_\_\_\_\_  
 Health \_\_\_\_\_  
 Human Services \_\_\_\_\_  
 Law & Public Safety \_\_\_\_\_  
 Planning & Economic Development 7/7/2020  
 Public Works \_\_\_\_\_

6. **DISTRIBUTION LIST:**

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

Introduced on: July 14, 2020  
 Adopted on: July 14, 2020  
 Official Resolution#: R20200596

TOWNSHIP OF LITTLE FALLS  
TOWNSHIP ADMINISTRATOR  
225 Main Street, Little Falls, New Jersey 07424  
973-890-4500

June 30, 2020

Ms. Deborah Hoffman  
Director  
Division of Economic Development  
County of Passaic  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

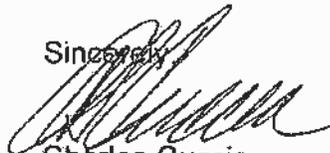
Re: Request for Township of Little Falls CDBG FY 2018 no-cost grant extension to  
March 31, 2021

Dear Ms. Hoffman:

The Township of Little Falls, NJ is requesting a no-cost time extension of our  
Community Development Block Grant (CDBG) FY 2018 project: Little Falls Civic Center  
ADA accessibility upgrades to March 31, 2021. The COVID-19 pandemic has delayed  
the design and implementation of this project.

Thank you for your assistance in this matter.

Sincerely,



Charles Cuccia  
Business Administrator

# **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, June 30, 2020, Tuesday, July 14, 2020, and Tuesday, August 11, 2020, at 5:30 PM and 6:00 PM respectively. Pursuant to 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, the Board is cancelling the Conference Agendas for these meetings, and shall hold the Regular Meetings at 6:00 PM, with no members of the public physically present, as authorized under N.J.S.A. 10:4-12(a). 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 **June 30, 2020 at 5:00 PM, July 14, 2020 at 5:00 PM, and August 11, 2020 at 5:00 PM**, respectively, or by participating on Facebook Live or via the Board's WebEx virtual meeting platform. 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**

---

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

Dated: June 23, 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)