AGENDA

CITY OF CAMDEN

CITY COUNCIL REGULAR MEETING

February 11th, 2020 – 5:00 p.m.

Honorable Curtis Jenkins, President
Honorable Marilyn Torres, Vice President
Honorable Victor Carstarphen
Honorable Sheila Davis
Honorable Angel Fuentes
Honorable Felisha Reyes-Morton
Honorable Shaneka Boucher

Honorable Francisco "Frank" Moran, Mayor

Michelle Spearman, City Attorney
Howard McCoach-Acting Counsel to Council

Luis Pastoriza, Municipal Clerk

CITY COUNCIL AGENDA

TUESDAY, FEBRUARY 11TH, 2020 – 5:00 P.M.
CITY COUNCIL CHAMBER

CALL TO ORDER

FLAG SALUTE

ROLL CALL

STATEMENT OF COMPLIANCE

NOTICE OF MEETING

APPROVAL OF MINUTES

COMMUNICATIONS

Office of Finance

1. N/A

2. N/A

Office of City Council

3. **Presentations**

OLD BUSINESS

ORDINANCES – FIRST READING

Office of City Council

1. Ordinance amending and supplementing Municipal Ordinance MC-2322, adopted August 27, 1987, as amended by MC-3840, adopted May 8, 2003

ORDINANCES – SECOND READING & PUBLIC HEARING

Department of Administration

1. Ordinance amending Ordinance MC-5137 authorizing the transfer of several parcels to the Camden Redevelopment Agency (CRA)

2. Ordinance amending Ordinance MC-5035 authorizing the transfer of 418 Federal Street to the Camden Redevelopment Agency

Office of the City Attorney

3. Ordinance authorizing the acceptance of 1249 Carl Miller Boulevard and 927 North 31st Street as a gift

4. Ordinance authorizing the removal of deed restrictions and reversionary language on 556 Ferry Street

Department of Public Works

5. An Ordinance authorizing the upgrade to personalized signage of certain location of its handicap parking privileges

6. An Ordinance authorizing the approval to move existing signage to a new authorized location

7. An Ordinance authorizing the removal of handicap parking privileges in certain locations in the City of Camden

8. An Ordinance authorizing the removal of handicap parking privileges in certain locations in the City of Camden

9. An Ordinance designating certain areas in the City of Camden "As Handicapped Parking Only"

10. An Ordinance designating certain areas in the City of Camden "As Handicapped Parking Only"

Department of Planning & Development

11. Ordinance approving an application under the Long Term Tax Exemption Law (N.J.S.A. 40A:20-1 et. Seq.) and authorizing a Financial Agreement with Crestbury Preservation Urban Renewal, LLC – Crestbury Apartments located at 2553 S. 8th St."

RESOLUTIONS

Office of City Council

1. Resolution recognizing Julio Rivera as the City of Camden Employee of the Month for March, 2020

Office of the Municipal Clerk

2. Resolution authorizing the acceptance of a Camden County Open Space and Historic Preservation Trust Fund Program Grant in the amount of $50,000.00 to implement an interactive historic mural

3. Resolution authorizing a temporary emergency appropriation in the amount of $50,000.00 from the Camden County Open Space and Historic Trust Fund

4. Resolution authorizing an execution of a shared services agreement between the City of Camden and the County of Camden for the implementation of an interactive historic mural

Office of the City Attorney

5. Resolution rescinding Resolution #R-64 (MC-19:7214) authorizing amendment #1 to contract #05-19-143s with the Law office of Sheila Ellington for municipal prosecutor services

6. Resolution authorizing the settlement of litigation

7. Resolution amending Resolution #R-18 (MC-7147) adopted on October 8, 2019 authorizing the City Council of the City of Camden determining that the Crestbury Preservation Renewal LLC project provides for and meets the affordable housing need of the City of Camden

Department of Administration

8. Resolution re-appointing Patrick J. Keating, Director of Finance as a commissioner to the Municipal Insurance Fund Commission

9. Resolution re-appointing Jason J. Asuncion, Business Administrator as a commissioner to the Municipal Insurance Fund Commission

10. Resolution appointing Keith L. Walker, Director of Public Works as a commissioner to the Municipal Insurance Fund Commission

11. Resolution authorizing the re-appointment of Theresa Atwood as a member to the Zoning Board of Adjustment for a four (4) year term

12. Resolution authorizing the City of Camden to initiate the competitive contracting process to receive proposals for online tax sale hosting services for the City of Camden

Department of Planning & Development

13. Resolution authorizing a subrecipient agreement between the City of Camden and New Life Community Development Corporation in the amount of $250,000.00

14. Resolution authorizing a temporary emergency appropriation in the amount of $24,000.00 from the Delaware Valley Regional Planning Commission for the FY20 Supportive Regional Highway Planning Program

15. Resolution accepting a grant from the Delaware Valley Regional Planning Commission (DVRPC) for the FY20 supportive regional highway planning program in the amount of $24,000.00

16. Resolution authorizing a temporary emergency appropriation in the amount of $20,800.00 from the Delaware Valley Regional Planning Commission for the FY20 transit support program

17. Resolution accepting a grant from the Delaware Valley Regional Planning Commission (DVRPC) for the FY20 transit support program in the amount of $20,800.00

18. Resolution authorizing amendment #2 to contract #11-18-163 between the City of Camden and Keller Engineers, LLC for the Broadway Streetscape Improvement Project

19. Resolution amending agreement between the City of Camden and Zayed Abed GAD073

20. Resolution amending agreement between the City of Camden and Robin Hill Apartments #GAD057

21. Resolution authorizing an agreement between the City of Camden and Lakeview Realty Investment Associates, LP #CHC057

22. Resolution authorizing an agreement between the City of Camden and Hollybush Preservation Partnership, LLC #GAH012

Department of Finance

23. Resolution authorizing the emergency appropriation for FY20 budget

24. Resolution authorizing the acceptance of redemptions in installments according to N.J.S.A 54:5:65

25. Resolution authorizing an accelerated electronic tax sale for fiscal year 2020 pursuant to Chapter 99, Public Law 1977

26. Resolution requesting authorization to cancel the excess of revenue and spending reserves for the NJDOT 2016 resurfacing of various streets project

27. Resolution authorizing the issuance of duplicate tax sale certificates

28. Resolution requesting authorization to cancel the spending reserves for HOPWA accounts for fiscal year FY2011 and FY2015

Department of Public Works

29. Resolution authorizing a contract under New Jersey State Contract #ESCNJ 18/19-26 to Gordian c/o Murray Paving & Concrete, LLC, 210 S. Newman Street, Hackensack, NJ 07601

30. Resolution authorizing and ratifying emergency procurement and payment of same to Brink's Tank Services, Inc., Hillside, NJ for the demolition of 2036 High Street, Block 1144, Lot 10 and imposing lien on the property

31. Resolution authorizing an emergency temporary appropriation in the amount of $10,000.00 to the FY2019 temporary budget for the emergency assistance (2019 EEMA) from the New Jersey Office of Emergency Management

Department of Administration

32. Resolution awarding a contract to Remington & Vernick Engineers, 232 Kings Highway East, Haddonfield, NJ 08033 to provide services for determination of emergent conditions for the city of Camden's water or wastewater systems (BY TITLE)

33. Resolution authorizing and approving a shared services agreement between the City of Camden and Camden County Municipal Utilities Authority (CCMUA) for municipal sewer improvements at 27th Street between Federal Street and Marlton Pike in Camden (BY TITLE)

PUBLIC COMMENT

ADJOURNMENT

Please note summary of Public Decorum rules below.

Rule XVII: Decorum

Any person who shall disturb the peace of the Council, make impertinent or slanderous remarks or conduct himself in a boisterous manner while addressing the Council shall be forthwith barred by the presiding officer from further audience before the Council, except that if the speaker shall submit to proper order under these rules, permission for him to continue may be granted by a majority vote of the Council.

City Council meetings shall be conducted in a courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free of slander, threats of violence or the use of Council as a forum for politics. Sufficient warnings may be given by the Chair at any time during the remarks and, in the event that any individual shall violate the rules of decorum heretofore set forth, the Chairperson may then cut off comment or debate. At the discretion of the Chairperson, light signals may be used to display the commencement of the time for speaking and a warning light may be flashed to show that the appropriate time has passed. A red light will signal that there is no longer time.

Ordinances 1st Reading

01

2-11-2020

ORDINANCE AMENDING AND SUPPLEMENTING MUNICIPAL ORDINANCE MC-2322, ADOPTED AUGUST 27, 1987, AS AMENDED BY MC-3840, ADOPTED MAY 8, 2003

WHEREAS, this City Council of the City of Camden has determined that it is in the best interests of the City of Camden that, as permitted by State law, Municipal Ordinance MC-2322 titled, "An Ordinance Creating Camden Redevelopment Agency," adopted on August 27, 1987, and as amended by Municipal Ordinance MC-3840, adopted on May 8, 2003, be amended and supplemented to provide one of the seven (7) commissioners be a resident of the City of Camden who owns a business operating out of the City of Camden, where practicable, and who is not a member of the governing body; now therefore

BE IT ORDAINED by the City Council of the City of Camden that it hereby amends and supplements Municipal Ordinance MC-2322 titled, "An Ordinance Creating Camden Redevelopment Agency," adopted on August 27, 1987, and as amended by Municipal Ordinance MC-3840, adopted on May 8, 2003, as follows:

SECTION 6. **Appointment of Members of the Governing Body as Commissioners.** One (1) of the seven (7) commissioners of the Camden Redevelopment Agency shall be a member of the governing body. The term of the initial agency commissioner who is a member of the governing body shall commence upon the filling of a vacancy occurring in the office of commissioner for a member of the governing body, from any cause, and said commissioner shall serve for the period of the unexpired term, if any, remaining for the replaced commissioner. Thereafter, an agency commissioner who is a member of the governing body shall be appointed or reappointed to serve a one-year term.

SECTION 7. **Appointment of Business Owner Operating Out of the City of Camden.** One (1) of the seven commissioners of the Camden Redevelopment Agency shall be a resident of the City of Camden who owns a business operating out of the City of Camden and who is not a member of the governing body, where practicable. If not practicable to fill said agency commissioner position with a resident of the City of Camden who owns a business operating out of the City of Camden, the agency commissioner shall be a resident of the City of Camden or a business owner who operates a business out the City of Camden. The term of said agency commissioner shall commence upon the filling of the first vacancy for a commissioner previously appointed as a member of the governing body, from any cause, and said commissioner shall serve for a term of five (5) years. For any vacancy occurring for said commissioner, the commissioner shall serve for the period of the unexpired term, if any, remaining for the replaced commissioner. Thereafter, said commissioner shall be appointed or reappointed to serve a five-year term.

SECTION 8. **EXPIRATION OF A TERM; SUCCESSOR.** Each commissioner shall continue to hold office at the expiration of a term until a successor shall have been appointed and qualified.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

BE IT FURTHER ORDAINED that this ordinance shall take effect twenty (20) days after final passage and publication as provided by law.

BE IT FURTHER ORDAINED that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this ordinance. All notices of veto shall be filed in the office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

Michelle Banks-Spearman (TJS)
MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: January 29, 2020

Council Meeting Date: February 11, 2020

FROM: Councilperson

- [ ] Curtis Jenkins, President
- [ ] Sheila Davis, At-Large
- [x] Angel Fuentes, At-Large
- [ ] Marilyn Torres, Vice President, 3rd Ward
- [ ] Shaneka Boucher, 1st Ward
- [ ] Victor Carstarphen, 2nd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

ORDINANCE AMENDING AND SUPPLEMENTING MUNICIPAL ORDINANCE MC-2322, ADOPTED AUGUST 27, 1987, AS AMENDED BY MC-3840, ADOPTED MAY 8, 2003

****Please attach any supporting documents

Angel Fuentes

Signature of Councilperson

1/29/2020

Date

Ordinances
2nd Reading

0-1

MBS:dh
01-14-20

ORDINANCE AMENDING ORDINANCE MC-5137 AUTHORIZING THE TRANSFER OF SEVERAL PARCELS TO THE CAMDEN REDEVELOPMENT AGENCY (CRA)

WHEREAS, City Council approved Ordinance MC-5137 adopted on September 11, 2018 which approved the transfer of several parcels to the Camden Redevelopment Agency; and

WHEREAS, the ordinance shall be amended to include additional language to read as the following "provide for any proceeds from sale of properties described shall be retained by Camden Redevelopment Agency"; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that paragraph 2 of Ordinance MC-5137 adopted on September 11, 2018 is hereby amended as follows:

> **WHEREAS,** the City of Camden will transfer said parcels to CRA, CRA will then sell to Miller Fabricators, Inc. at 1135 Mt. Ephraim Avenue, Camden, NJ 08103 for the development of the site and the proceeds from the sale of these parcels ~~will be transferred back to the City of Camden upon competition of the~~ sale shall be retained by the CRA.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST:
LUIS PASTORIZA
Municipal Clerk

0-2

MBS:dg
01-14-20

ORDINANCE AMENDING ORDINANCE MC-5035 AUTHORIZING THE TRANSFER OF 418 FEDERAL STREET TO THE CAMDEN REDEVELOPMENT AGENCY

WHEREAS, City Council approved Ordinance MC-5035 adopted on March 22, 2017 which approved a the transfer of 418 Federal Street to the Camden Redevelopment Agency; and

WHEREAS, the ordinance shall be amended to include additional language to read as "provide for any proceeds from sale of 418 Federal Street shall be retained by the Camden Redevelopment Agency"; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that paragraph 3 of Ordinance MC-5035 adopted on March 22, 2017 is hereby amended as follows:

> WHEREAS, the City desires to transfer 418 Federal Street, Block 170, Lot 40. The proceeds from the sale of this property ~~will be transferred back to the City upon completion of sale~~ shall be retained by the Camden Redevelopment Agency.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

Michelle B. Spearman
MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

0-3

MBS:yrh
1-14-20

ORDINANCE AUTHORIZING THE ACCEPTANCE OF 1249 CARL MILLER BOULEVARD AND 927 NORTH 31ST STREET AS A GIFT

WHEREAS, the Administration of Veterans Affairs desires to give these two parcels to the City of Camden as a gift; and

WHEREAS, pursuant to N.J.S.A. 40A:12-5(a) (1) the City of Camden can accept parcels as a gift and the City will use them toward improving the quality of life in the neighborhood in which the properties are located; and

WHEREAS, the City of Camden will accept the parcels known as 1249 Carl Miller Boulevard, Block 1362, Lot 92 and 927 North 31st Street, Block 938, Lot 27; and

BE IT ORDAINED, by City Council of the City of Camden the proper officer(s) shall be and are hereby authorized to accept the necessary deed from the Administration of Veterans Affairs., owner of said parcels.

SECTION 1. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 3. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANSCISCO MORAN
Mayor

ATTEST:
LUIS PASTORIZA
Municipal Clerk

0-4

MBS:yrh
1-14-20

ORDINANCE AUTHORIZING THE REMOVAL OF DEED RESTRICTIONS AND REVERSIONARY LANGUAGE ON 556 FERRY STREET

WHEREAS, the City of Camden transferred City owned property known as 556 Ferry Street Block 487, Lot 71 to Heart of Camden dated October 12, 2012 and recorded on October 26, 2012 in the Camden County Clerk's office in Deed Book 9687, page 90&c.

WHEREAS, Heart of Camden rehabilitated the parcel within the allotted time and now desires the removal of the deed restrictions and reversionary language placed in the original deed in order to facilitate the sale of this parcel.

WHEREAS, said original conveyance set forth conditions in the deed that the parcel be rehabilitated within the 2nd year Anniversary of the date of the deed, which would have been October 12, 2014. Also, that the parcel be sold to a buyer(s) who are eligible in accordance with CHOICE requirements.

WHEREAS, the City of Camden will remove any and all deed restrictions and reversionary language from the original deed of transfer to the Heart of Camden.

BE IT ORDAINED, by the City Council of the City of Camden that the proper officer(s) shall be and are hereby authorized to execute the necessary Quit Claim Deed to the Heart of Camden.

SECTION 1. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 2. All ordinance or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 3. This ordinance shall take effect twenty (20) days after final passage and publications as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST:
LUIS PASTORIZA
Municipal Clerk

MBS:dh
01-14-20

0-5

AN ORDINANCE AUTHORIZING THE UPGRADE TO PERSONALIZED SIGNAGE OF A CERTAIN LOCATION OF ITS HANDICAP PARKING PRIVILEGES

WHEREAS, Nancy Beaman, upon providing the appropriate proof that she is the holder of the required specifications, seeks to upgrade to personalized signage Type #2 near her home at 833 Sylvan Street; and

WHEREAS, Wilda Twyne, upon providing the appropriate proof that she is the holder of the required specifications, seeks to upgrade to personalized signage Type #2 near her home at 1314 Park Blvd.; and

WHEREAS, Marian Davis-Ellis, upon providing the appropriate proof that she is the holder of the required specifications, seeks to upgrade to personalized signage Type #2 near her home at 2817 High Street; and

WHEREAS, Margot V. Jordan, upon providing the appropriate proof that she is the holder of the required specifications, seeks to upgrade to personalized signage Type #2 near her home at 3821 Myrtle Avenue; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the area near 833 Sylvan Street, shall be upgraded to personalized signage during the period of time that the said premises is occupied by Nancy Beaman, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1314 Park Blvd. shall be upgraded to personalized signage during the period of time that the said premises is occupied by Wilda Twyne, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 2817 High Street shall be upgraded to personalized signage during the period of time that the said premises is occupied by Marian Davis-Ellis, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 3821 Myrtle Avenue shall be upgraded to personalized signage during the period of time that the said premises is occupied by Margot V. Jordan, a handicapped individual.

SECTION 1. Parking shall be prohibited to all others in order to provide a parking space for the handicapped owner/resident adjacent thereto or any person with a valid handicapped-parking permit.

SECTION 2. By the adoption of this ordinance, we are creating a schedule of Personalized Signage "Handicapped Parking" areas, including those set forth herein and including any other "Handicapped Parking" areas heretofore adopted by ordinance. Any ordinance prohibiting parking at the location specified is hereby rescinded and appealed, in part, wherein it conflicts with the ordinance to be adopted.

SECTION 3. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 5. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST:
LUIS PASTORIZA
Municipal Clerk

MBS:dh
01-14-20

D-6

AN ORDINANCE AUTHORIZING THE APPROVAL TO MOVE EXISTING SIGNAGE TO A NEW AUTHORIZED LOCATION

WHEREAS, Samuel Amaro upon providing the appropriate proof that he is the holder of the required specifications according to State statute, seeks to have a handicapped parking area at the new location set forth near his home at 2017 Federal Street; and

WHEREAS, the existing handicap sign located at 2017 Federal Street will be moved to the new location 552 Raritan Street; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the new location area near 552 Raritan Street shall be designated as a "Handicapped Parking" area during the period of time that the said premise is occupied by Samuel Amaro, a handicapped individual.

SECTION 1. Parking shall be prohibited to all others in order to provide a parking space for the handicapped owner/resident adjacent thereto or any person with a valid handicapped-parking permit.

SECTION 2. By the adoption of this ordinance, we are creating a schedule of "Handicapped Parking" areas, including those set forth herein and including any other "Handicapped Parking" areas heretofore adopted by ordinance. Any ordinance prohibiting parking at the location specified is hereby rescinded and appealed, in part, wherein it conflicts with the ordinance to be adopted.

SECTION 3. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 5. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

MBS:dh
01-14-20

0-7

AN ORDINANCE AUTHORIZING THE REMOVAL OF HANDICAP PARKING PRIVILEGES IN CERTAIN LOCATIONS IN THE CITY OF CAMDEN

WHEREAS, an ordinance was adopted designating a "Handicapped Parking Only" area for the following properties:

1102 Thurman Street	1204 Atlantic Road
3087 Alabama Road	605 N. 5th Street
3025 Alabama Road	1917 Park Blvd.
810 Atlantic Avenue	632 N. 9th Street
3057 Alabama Road	337 Garden Avenue
1164 Atlantic Road	233 Erie Street

WHEREAS, it has been advised that the individual(s), no longer need handicap parking at the above location(s) due to no response to the renewal correspondence as per the Camden City Parking Authority; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that the provisions of said ordinance applicable to the properties listed above is hereby removed.

SECTION 1. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 2. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

SECTION 3. If any provision of this ordinance is declared invalid, such invalidity shall not affect the other provisions of this ordinance. Furthermore, the other provisions of this ordinance are deemed to be severable and remain in full force and effect.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

MBS:dh
1-14-20

0-8

AN ORDINANCE AUTHORIZING THE REMOVAL OF HANDICAP PARKING PRIVILEGES IN CERTAIN LOCATIONS IN THE CITY OF CAMDEN

WHEREAS, an ordinance was adopted designating a "Handicapped Parking Only" area for the following properties:

1335 Park Blvd	1359 Park Blvd
1260 Park Blvd	1265 Park Blvd
1357 Park Blvd	1361 Park Blvd
1315 Park Blvd	1317 Park Blvd
1536 Park Blvd	1548 Park Blvd
1578 Park Blvd	1907 Park Blvd
1975 Park Blvd	1363 Park Blvd
1864 Park Blvd	1022 Mechanic Street
335 Chestnut Street	820 S. 6th Street
1453 Kaighn Avenue	

WHEREAS, it has been advised that the individual(s), no longer need handicap parking at the above location(s) due to no response to the renewal correspondence as per the Camden City Parking Authority; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that the provisions of said ordinance applicable to the properties listed above is hereby removed.

SECTION 1. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 2. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

SECTION 3. If any provision of this ordinance is declared invalid, such invalidity shall not affect the other provisions of this ordinance. Furthermore, the other provisions of this ordinance are deemed to be severable and remain in full force and effect.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST: _____

LUIS PASTORIZA
Municipal Clerk

0-9

MBS:dh
01-14-20

AN ORDINANCE DESIGNATING CERTAIN AREAS IN THE CITY OF CAMDEN "AS HANDICAPPED PARKING ONLY"

WHEREAS, Dawn Cook upon providing the appropriate proof that she is the holder of the required specifications according to State statute, seeks to have a handicapped parking area set forth near her home at 986 Trent Road; and

WHEREAS, Dwight Johnson upon providing the appropriate proof that he is the holder of the required specifications according to State statute, seeks to have a handicapped parking area set forth near his home at 1582 Greenwood Avenue; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the area near 986 Trent Road shall be designated as a "Handicapped Parking" area during the period of time that the said premise is occupied by Dawn Cook, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1582 Greenwood Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Dwight Johnson, a handicapped individual.

SECTION 1. Parking shall be prohibited to all others in order to provide a parking space for the handicapped owner/resident adjacent thereto or any person with a valid handicapped-parking permit.

SECTION 2. By the adoption of this ordinance, we are creating a schedule of "Handicapped Parking" areas, including those set forth herein and including any other "Handicapped Parking" areas heretofore adopted by ordinance. Any ordinance prohibiting parking at the location specified is hereby rescinded and appealed, in part, wherein it conflicts with the ordinance to be adopted.

SECTION 3. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 5. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST:
LUIS PASTORIZA
Municipal Clerk

MBS:dh
01-14-20

0-10

AN ORDINANCE DESIGNATING CERTAIN AREAS IN THE CITY OF CAMDEN "AS HANDICAPPED PARKING ONLY"

WHEREAS, Donald Counsel upon providing the appropriate proof that he is the holder of the required specifications according to State statute, seeks to have a handicapped parking area set forth near his home at 1507 Baird Blvd.; and

WHEREAS, Rosemary Roman upon providing the appropriate proof that she is the holder of the required specifications according to State statute, seeks to have a handicapped parking area set forth near her home at 310 Erie Street; and

WHEREAS, Karalynn Anderson upon providing the appropriate proof that she is the holder of the required specifications according to State statute, seeks to have a handicapped parking area set forth near her home at 1140 Everett Street; now, therefore

WHEREAS, Luis A. Padilla upon providing the appropriate proof that he is the holder of the required specifications according to State statute, seeks to have a handicapped parking area set forth near his home at 1452 Belleview Avenue; and

WHEREAS, Jacqueline Torres upon providing the appropriate proof that she is the holder of the required specifications according to State statute, seeks to have a handicapped parking area set forth near her home at 707 Ware Street; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the area near 1507 Baird Blvd. shall be designated as a "Handicapped Parking" area during the period of time that the said premise is occupied by Donald Counsel, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 310 Erie Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Rosemary Roman, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1140 Everett Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Karalynn Anderson, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1452 Belleview Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Luis A. Padilla, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 707 Ware Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Jacqueline Torres, a handicapped individual.

SECTION 1. Parking shall be prohibited to all others in order to provide a parking space for the handicapped owner/resident adjacent thereto or any person with a valid handicapped-parking permit.

SECTION 2. By the adoption of this ordinance, we are creating a schedule of "Handicapped Parking" areas, including those set forth herein and including any other "Handicapped Parking" areas heretofore adopted by ordinance. Any ordinance prohibiting parking at the location specified is hereby rescinded and appealed, in part, wherein it conflicts with the ordinance to be adopted.

SECTION 3. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 5. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: January 14, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

0-11

ER:dh
01-14-2020

ORDINANCE AUTHORIZING THE APPROVAL OF AN APPLICATION FOR A LONG TERM TAX EXEMPTION AND SERVICE FEE IN LIEU OF TAXES PURSUANT TO N.J.S.A. 40A:20-1 ET SEQ. AND EXECUTION OF A FINANCIAL AGREEMENT BETWEEN THE CITY OF CAMDEN AND CRESTBURY PRESERVATION URBAN RENEWAL, LLC

WHEREAS, Crestbury Preservation Urban Renewal, LLC (the "Applicant") is a limited liability company formed in accordance with the New Jersey Limited Liability Company Act and the Long Term Tax Exemption Law N.J.S.A. 40A:20-1, et seq. (the "Act") whose sole member is Crestbury Preservation HV, LLC a wholly owned subsidiary of the Hudson Valley Property Group; and

WHEREAS, in accordance with the provisions of the Act, the Applicant has submitted a written application to the City of Camden for approval of a tax exemption for Crestbury Apartments, a 391-unit residential apartment community, located at 2553 S. 8th Street (the "Property"), also known as Block 642, Lot 1.01, Block 643, Lot 45, Block 644, Lot 46 and Block 645, Lot 1 on the Official Tax Map of the City of Camden; and

WHEREAS, the Applicant proposes to purchase and substantially rehabilitate the Property (the "Project") in the manner more fully set forth in the Application attached as Exhibit "A" and fully incorporated herein; and

WHEREAS, the Project is a substantial rehabilitation of a low to moderate income property to be financed primarily through the syndication of Low-Income Housing Tax Credits through the New Jersey Housing and Mortgage Financing Agency ("HMFA"); and

WHEREAS, the Applicant has presented to the Council of the City of Camden (the "Council") a revenue projection for the Project which sets forth the anticipated revenue to be received by the Applicant from the operation of the Project as more fully detailed in Exhibit "M" of the Application; and

WHEREAS, on October 8, 2019 the Council passed Resolution MC-7147 determining that the Project would provide for and meet the affordable housing needs of the City of Camden; and

WHEREAS, the Act permits a municipality to enter into a financial agreement exempting real property from taxation and accepting payments in lieu of taxes where the Project meets an affordable housing need;

NOW, THEREFORE, be it ordained by the Council of the City of Camden that:

1. The Council does hereby approve Crestbury Preservation Urban Renewal, LLC's Application for a Long Term Tax Exemption pursuant to N.J.S.A. 40A:20-1 et seq.

2. The Council finds and determines that the benefits to the City of preserving Crestbury Apartments, a significant affordable housing resource, and furthering the redevelopment of the City outweigh the costs of the tax exemption.

3. The Council finds and determines that the tax exemption is necessary to the financial feasibility and continued sustainability of the Project.

4. The Council authorizes the Mayor to execute, on behalf of the City, a financial agreement in substantially the form set forth in Exhibit "L" of the Application, subject to the review and recommendations of the City Attorney.

5. Council does hereby adopt the within Ordinance with the intent and purpose that the land and improvements of the Project will be exempt from real property taxation for a period of thirty (30) years from the date of acquisition of the Property by the Applicant, provided that the Applicant makes payments in lieu of taxes in accordance with the terms of the Act and the Financial Agreement.

6. The Council understands and agrees that the revenue projections set forth in Exhibit "M" of the Application are estimates and the actual payments in lieu of taxes to be paid by the Applicant to the City shall be determined pursuant to the terms of the Agreement.

7. The Council understands that the Applicant has or will form a limited partnership or a limited liability company in which the Applicant will be the general partner or managing member, respectively, and that the City may enter into the payment in lieu of taxes agreement with such limited partnership or limited liability company.

8. The Municipal Clerk is hereby authorized to forward a certified true copy of this Ordinance to Crestbury Preservation Urban Renewal, LLC.

BE IT FURTHER ORDAINED, that upon the effective date of this ordinance the Municipal Clerk shall forward a certified true copy of this Ordinance, and the Financial Agreement implementing it, to the Municipal Tax Assessor and the Director of the Division of Local Government Services.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only. If any provision of this ordinance is declared invalid, such invalidity shall not affect the other provisions of this ordinance. Furthermore, the other provisions of this ordinance are deemed to be severable and remain in full force and effect.

BE IT FURTHER ORDAINED, that this ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Dated: January 14, 2020

The above has been reviewed
and approved as to form.

Michelle Banks-Spearman

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS

President, City Council

_____
FRANCISCO MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Resolutions

JENKINS/TORRES/BOUCHER/CARSTARPHEN/DAVIS/FUENTES/REYES-MORTON
02/11/20

R-1

RESOLUTION RECOGNIZING JULIO RIVERA AS THE CITY OF CAMDEN EMPLOYEE OF THE MONTH FOR MARCH, 2020

WHEREAS, this Council, in cooperation with the Administration and the City's Employees and their union representatives, has established a program for honoring its employees by the designation of an "Employee of the Month"; and

WHEREAS, the criteria established to identify candidates for employee of the Month include:

1. Friendliness, thoughtfulness and dependability
2. Duties performed in a professional manner
3. Ability to work with others
4. An exemplary representative of his or her department
5. A positive role model
6. Pride in job performance
7. A positive attendance record; and

WHEREAS, Julio Rivera, has been nominated as "Employee of the Month", and this Council, having reviewed the information presented in support of the nomination, believes that this honor should be bestowed on said Julio Rivera; and

WHEREAS, Julio Rivera, Traffic Signal Supervisor of the Department of Public Works, has worked for the City of Camden for 18 years and has always demonstrated veritable professionalism and dedication; now, therefore

BE IT RESOLVED by the City Council of the City of Camden, that it recognizes Julio Rivera as the "Employee of the Month" for March, 2020 and hereby extends to Julio its congratulations as well as all rights and accouterments extended to him as a result of his selection as Employee of the Month.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Dated: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: **January 29, 2020**

FROM: Councilperson

Council Meeting Date: **February 11, 2020**

- [x] Curtis Jenkins, President
- [x] Sheila Davis, At-Large
- [x] Angel Fuentes, At-Large
- [x] Marilyn Torres, Vice President, 3rd Ward
- [x] Shaneka Boucher, 1st Ward
- [x] Victor Carstarphen, 2nd Ward
- [x] Felisha Reyes-Morton, 4th Ward

Action Requested:

RESOLUTION RECOGNIZING JULIO RIVERA AS THE CITY OF CAMDEN EMPLOYEE OF THE MONTH FOR MARCH, 2020

*****Please attach any supporting documents*

Curtis Jenkins/nr

Signature of Councilperson

1/29/2020

Date

R-2

MBSdh
02-11-20

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A CAMDEN COUNTY OPEN SPACE AND HISTORIC PRESERVATION TRUST FUND PROGRAM GRANT IN THE AMOUNT OF $50,000.00 TO IMPLEMENT AN INTERACTIVE HISTORIC MURAL

WHEREAS, the Camden County Open Space and Historic Preservation Trust Fund Program has issued the City of Camden a grant in the amount of $50,000.00 to implement an interactive historic mural for the period of January 1, 2020 to December 31, 2020; and

WHEREAS, it is in the best interest of the City of Camden to accept said grant; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is hereby authorized to accept said grant in the amount of $50,000.00 from the Camden County Open Space and Historic Preservation Trust Fund Program.

BE IT FURTHER RESOLVED, that the proper officers of the City of Camden are hereby authorized to execute the necessary documents in order to accept said grant.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: 2/11/2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Patrice McCarthy, Records Manager & Archivist

Department Making Request: Municipal Clerk

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing acceptance of $50,000 grant from Camden County Open Space & Historic Trust fund to implement an interactive historic mural.

BRIEF DESCRIPTION OF ACTION: The resolution will provide grant funding in the amount of $50,000 for the City Clerk's Office to implement an interactive historic mural for the period of January 1 thru December 31, 2020.

CITY OF CAMDEN
PURCHASING BUREAU
2020 JAN 13 P 4: 20

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable) $50,000*

[X] **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	1/3/2020	
Approved by Grants Management:	1/10/20	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	1/10/2020	
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-14-20	
Received by City Attorney:	1/17/20	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report ____ Revised Report _X_ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G
(green-g, yellow-y, red-r)

Department: OFFICE OF MUNCIPAL CLERK

Grant Administrator: Patrice McCarthy Grant Administrator #: 757- 7049

Grant/Project Name:			Interactive Historic Mural			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :		
Funding Source:			Camden County Open Space & Historic Trust fund			
PassThrough:	Y	N	Source:			
Amount of Grant:			$ 50,000.00			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:		2/11/20		Accepting Grant Resolution # MC:	2/11/20	
Term of Grant:		1/1/20 – 12/31/20		Location of Activity:	CITYWIDE	
Date of Analysis:		1/08/20		Reviewed By:	LINDA R. PUGH LRP.	

Summary: The Office of Municipal Clerk is requesting to "accept" $50,000.00 for grant funds from the Camden County Open Space & Historic Trust fund to implement an interactive historic mural.

This grant is to be combine with the Camden County Cultural & Heritage Commission's History Partnership program, from the State of NJ Historic Trust Fund grant to cover costs the remaining costs of display casing for historic artifact placement and the interactive historic mural.
Please proceed with this resolution.

Time Lines: 1/1/20 to 12/31/20

Problematic Areas/Recommendations:
Based on the information provided, I see no reason why there should be any problem.

Cabinet #	Drawer #
1	1

ATTACHMENT G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

This Camden County Open Space and Historic Trust Fund grant in the amount of $50,000 will be utilized for the planning and implementation of a historic interactive touch screen mural. This mural will be centrally located within the lobby of City Hall and serve to benefit all visitors by introducing them to an overview of Camden's vibrant history. There is no matching requirement for this grant. Terms are outlined in detail within the shared services agreement attached.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Patrice McCarthy
Title	Records Manager & Archivist
Telephone Number	856.757.7049
Email	pamccart@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

Potential maintenance of unit only on as needed basis.

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

N/A

_____ Date_____

Mayor's Signature

Jon J. Asem Date 1-14-20

Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

camden county

Open Space Preservation Trust Fund Advisory Committee

1301 Park Blvd.
Cherry Hill, NJ 08002
Phone: (856) 858-5241
Fax: (856)216-7156

Jeffrey L. Nash
Freeholder Liaison

Cynthia Berchtold
Citizen Representative

Hon. Edward Campbell III
Mayor of Gibbsboro

Helen Garcia-Arvin
Voorhees Recreation

John Gentless
Citizen Representative

Gerald Greene
Citizen Representative

J. Douglas Griffith
Citizen Representative

Eileen Lish
Citizen Representative

Maggie McCann Johns
Cam. Co. Parks Department

Christopher Mrozinski
Citizen Representative

Linda C. Musser
Cam.Co. Board of Realtors

Hon. Gary Passanante
Mayor of Somerdale

Daniel Sperrazza
Citizen Representative

Jack Sworaski
Cam.Co. Environmental Affairs

Hon. Barry Wright
Mayor of Winslow Twp.

Anthony V. Ziccardi
Citizen Representative

Richard Zimmermann
Whitman Stafford Committee

January 7, 2020

Ms. Patrice McCarthy
520 Market Street
Camden, NJ 08102

Dear Ms. McCarthy,

Congratulations, your application for **Round 19 – Historic Preservation** in the amount of $50,000 for the development and installation of an interactive historical education kiosk has been approved.

The Agreement between County of Camden and the City of Camden regarding funding has been forwarded to you for your signature.

Please contact me should you have any questions.

Sincerely,

Jack Sworaski, Director
Div. of Open Space and Farmland Preservation

SHARED SERVICES AGREEMENT
BY AND BETWEEN
THE COUNTY OF CAMDEN
AND
CITY OF CAMDEN

THIS DOCUMENT constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A: 65-1 et seq. entered into between the County of Camden, a body politic and corporate of the State of New Jersey with offices located at 520 Market Street, Camden, New Jersey 08102, (**County**), and the City of Camden, a body of politic and corporate of the State of New Jersey with offices with offices located at 520 Market Street, Camden, New Jersey 08102 **(City)**. The date of execution of this Agreement is the day of , 2019.

WITNESSETH:

WHEREAS, the need exists within the County of Camden (**County**) and its municipalities for the preservation of historic sites; and

WHEREAS, the City of Camden (**City**) desires to develop and install an interactive historical education kiosk (**project**) to engage the public in active learning and increase heritage tourism in Camden City and surrounding area. within the City of Camden; and

WHEREAS, the **City** desires to acquire assets which would permit it to implement the **project**; and

WHEREAS, the **County** desires to fund, in an amount not to exceed $50,000, the installation of the **project** by the **City**, in accordance with the approved work plan (**Work Plan)** which is attached hereto, in order that the citizens of the **County** may ensure the continued preservation of historic properties within the **County**; and

WHEREAS, the **City** agrees to indemnify and hold harmless the County of Camden, its agents, servants, and employees from any and all liability relating to the installation of the **project**, together with their ownership and use; and

WHEREAS, by resolution adopted November 14, 2019, the Board of Freeholders of the County of Camden authorized the execution of any necessary contractual documents to implement the recommendations of the Camden County Open Space Preservation Trust Fund Advisory Committee with respect to Round 19 - Historic Preservation funding, now, therefore,

IN CONSIDERATION of the mutual promises set forth herein, the parties hereto agree as follows:

1. TERM

This Agreement shall be for a one (1) year period commencing upon the date of the execution of this Agreement.

2. CITY'S RESPONSIBILITIES

The **City** shall negotiate with contractors for said development and installation of an interactive historical education kiosk and shall provide the **County** with a copy of all plans and agreements with contractors for said **project** as identified in the **Work Plan**, not less than seven days prior to the commencement of work. Following completion of the work, the **City** shall submit copies of all invoices from said contractors, and copies of all cancelled checks for said **project** as they relate to the **Work Plan.**

The **City** may use any funds provided by the **County** only for the said **project** in accordance with the **Work Plan** attached hereto. The **City** must make written application to the County for any proposed changes to the approved **Work Plan** and must receive written approval for the proposed changes from the County prior to seeking reimbursement for costs relating to said changes. The **City** must provide the **County** with copies of all contracts and other documents identified above which relate to the said **project**.

The City shall provide evidence of the availability of matching funds in the amount of $0.00 for the tasks listed in the Work Plan.

The **City** shall inform the **County** in writing of any circumstances that will delay the completion of the **Work Plan** beyond the term of this Agreement not less than sixty (60) days prior to the expiration of this Agreement.

The **City** may use any funds provided by the **County** only for the purpose stated within the **Work Plan**. The **City** must provide the **County** with copies of all contracts and other documents identified above which relate to said **Work Plan. A completed Historic Preservation Grant Payment/Reimbursement Request Form (*Attachment I*), must accompany all request(s) for release of funds. No funds will be released unless/until this completed form is received by the County.**

The **City** shall allow the **County** to place a sign no larger than 18" x 24" on the property, at a mutually agreed to location, which shall identify the Camden County Open Space Preservation Trust Fund as a financial partner in the completion of the **project**.

3. COUNTY'S RESPONSIBILITIES

Upon receipt of a signed contract(s) for work contained in the **Work Plan**, the **County** shall pay to the **City** the sum of said contract(s), or a percentage thereof, for the purpose of permitting the **City** to complete the **project**. The amount paid shall not exceed the amount for said work identified in the **City's** application submitted to the **County** for Round 19 - Historic Preservation Funding, nor shall it exceed $50,000 in the aggregate. Any balance from the original appropriation of funds which remains after all work identified in the **Work Plan** has been completed, shall remain with the **County**.

4. ADHERENCE TO LOCAL PUBLIC CONTRACTS LAW

In accordance with N.J.S.A. 40A:65-9, if any party performing a service on behalf of another party or parties to this Agreement utilizes the services of a private contractor to perform all or most of such service, or all or most of a specific and separate segment of the services so contracted for, such party shall be required to award the Agreement for the work to be performed by a private contractor under such Agreement in accordance with the "Local Public Contracts Law" (N.J.S.A. 40a: 11-1 et seq.)

5. AUDIT

Pursuant to the Single Audit Act of 1984, the **City** agrees to permit the **County** and/or its agents to examine any and all records relevant to this Agreement and shall make the same available upon demand at a reasonable time and place for the purpose of auditing the records, reports and documents relative to this Agreement.

6. RIGHT TO INSPECT

The **City** shall permit the **County** or its authorized representative, to make visits to the site during installation in order to: assure the **City's** compliance with the terms of this Agreement, review project accomplishments, or provide such technical assistance as may be required.

7. INDEMNIFICATION

The **City** shall indemnify, hold harmless and defend the **County**, its employees, officers and agents, from and against all liability, claims, suits, losses, damages, costs and demands, on account of bodily injury, including death or property damage, arising out of or connected with, the restoration work conducted pursuant to this Agreement.

8. INSURANCE

The **City** shall provide and maintain during the term of this Agreement adequate insurance coverage for the work to be performed pursuant to this Agreement. Said insurance shall include but not be limited to general liability and workers compensation insurance which includes limits which are the same as those procured by the **City** for other types of activities.

9. NOTICE

All notice hereunder shall be in writing and mailed, postage paid, certified mail, return receipt requested to the **County** by directing the same to the County Administrator, 16th Floor, 520 Market St., Camden, New Jersey 08102 and to the **City** by directing the same to the Mayor, City of Camden, at 520 Market Street, Camden, New Jersey 08102.

10. MISCELLANEOUS

The following provisions shall apply to this Agreement:

a. Construction of this Agreement

The parties acknowledge that this Agreement was prepared under New Jersey Law and shall therefore be interpreted under the laws of that State.

b. Amendments

This Agreement may not be amended, altered or modified in any manner except in writing signed by the parties hereto.

c. Headings

This section and or any other headings contained in this Agreement are for references only and shall not affect the meaning and interpretation of this contract.

d. Invalid Clause

The invalidity of any clause contained herein shall not render any other provision invalid and the balance of this Agreement shall be binding upon all parties hereto.

e. Entire Agreement

This Agreement shall consist of the entire Agreement of the parties and it is acknowledged that there are no side or oral agreements relating to this undertaking set forth herein.

f. Assignability

This Agreement and all rights, duties and obligations contained herein may not be assigned without the County's prior written permission.

g. Affirmative Action

The affirmative action provisions set forth in the documents attached hereto are incorporated herein and made a part hereof.

h. Funding

In accordance with the provisions of N.J.S.A. 40A: 11-15, this Agreement is subject to the availability and appropriation of sufficient funds in the year in which it is in effect.

i. Waiver

It is understood and agreed by the parties that a failure or delay in the enforcement of any of the provisions of this Agreement by either of the parties shall not be construed as a waiver of those provisions.

IN WITNESS WHEREOF, the parties hereto have placed their signatures and appropriate seals on the date and year mentioned on the face of this Agreement.

ATTEST:

COUNTY OF CAMDEN

_____
CLERK, BOARD OF FREEHOLDERS

_____
ROSS G. ANGILELLA
COUNTY ADMINISTRATOR

WITNESS:

CITY OF CAMDEN

_____
CLERK,
CITY OF CAMDEN

_____
Name:

_____
Title:

(OP-HISTAGRE-CamdenCITY.RD19 (Kiosk))

camden county

OPEN SPACE, RECREATION, FARMLAND AND HISTORIC PRESERVATION TRUST FUND

Camden City Historical Education Kiosk
(Round 19)

Approved Work Plan

Task #1: Develop historic content and images

Task #2: Program software

Task #3: Purchase/install hardware for kiosk

camden county

Attachment I

Historic Preservation Grant

Payment/Reimbursement Request Form

The following payments/reimbursements are requested relative to the project listed below:

Project Name: _____

Applicant: _____

Funding Round: 19 **Matching Fund Amt.:** $ 0.00 .
(if applicable)

Please specify the **Task #,** as identified in the **Approved Work Plan** contained in your **Project Agreement,** for each item for which payment/reimbursement is requested, and documentation included.

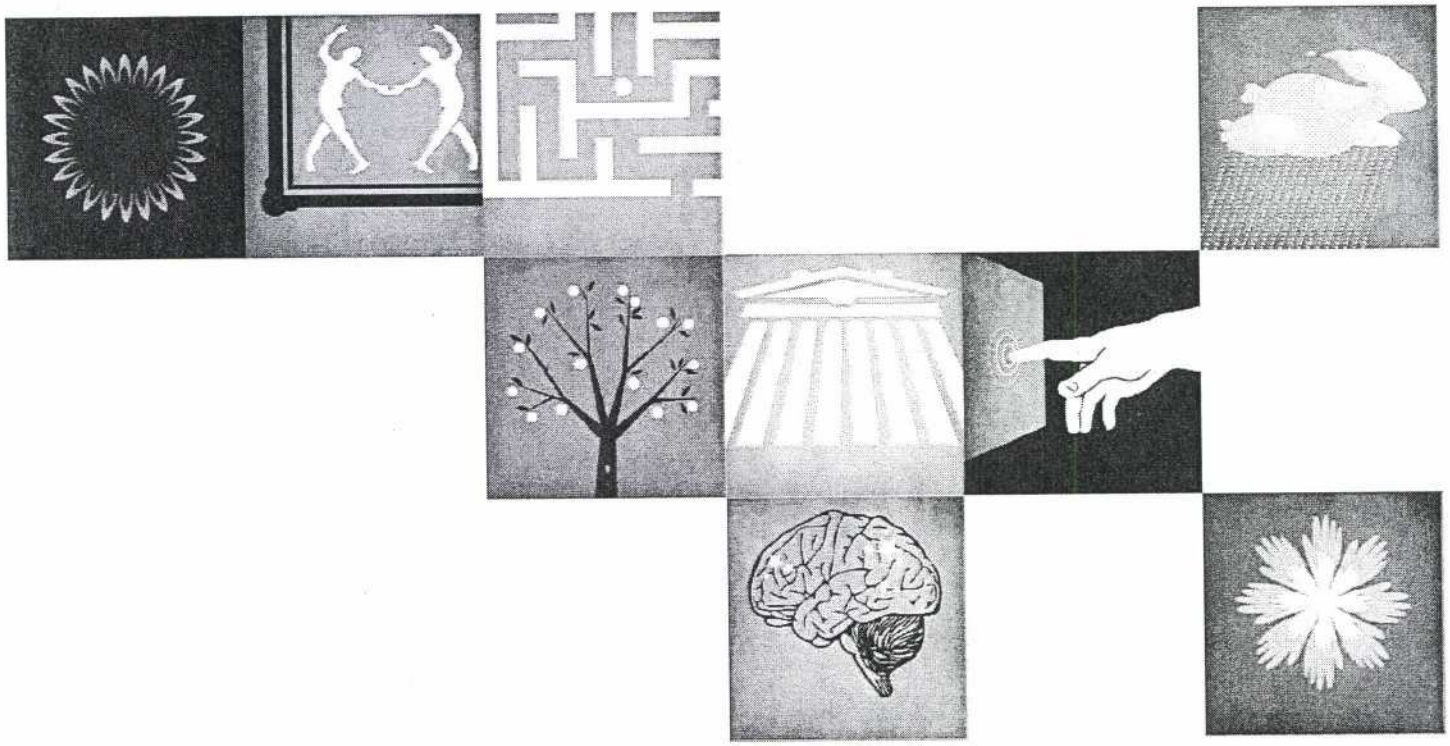
Task #	Item (i.e. fencing, field regrading, lighting etc.)	Total Cost	Matching Funds (if applicable)	Reimbursement Requested
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$

Total *REIMBURSEMENT* Requested $

Signature _____ Title _____ Date _____

Print Name _____

night kitchen interactive



City of Camden

INTERACTIVE TOUCHSCREEN KIOSK

Version 1.0
September 27, 2019

Primary Contact
Matthew Fisher, *Principal*
526 E Girard Ave
Philadelphia, PA 19125
matthew@whatscookin.com
215.629.9962 ext 102

Contents

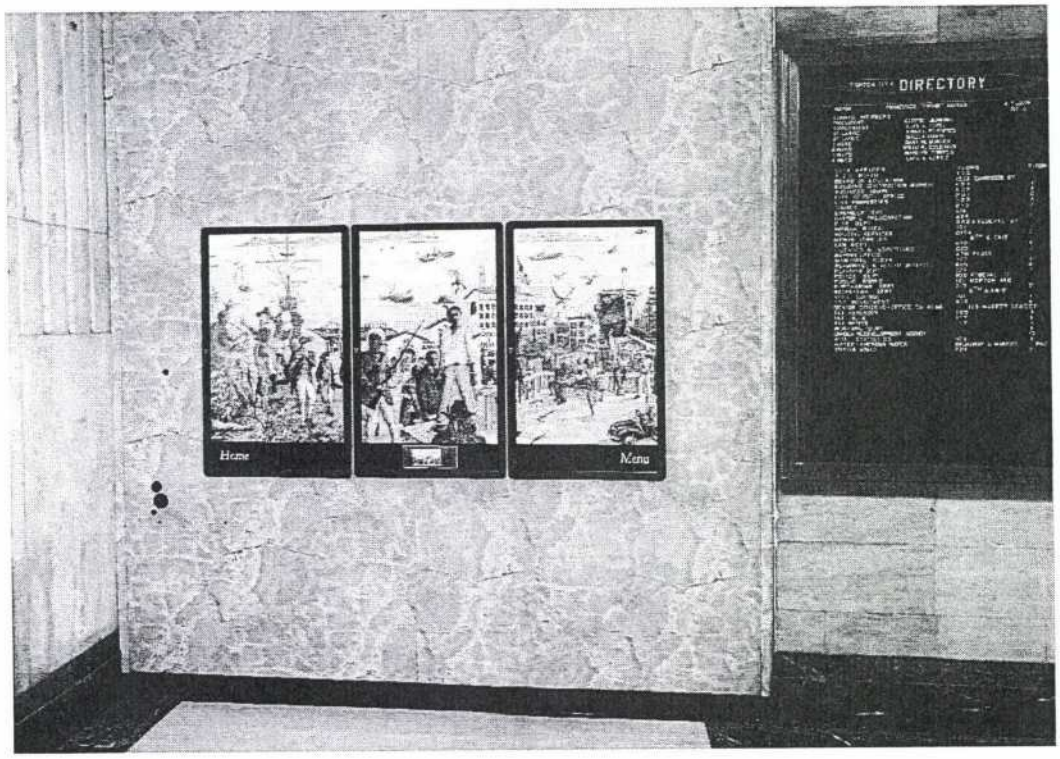
Project Understanding....3
Solution....3
Project Services....7
Workplan: Year One....8
Schedule....9
Our Process....10
Budget....11
General Assumptions....12
Case Studies....14

Project Understanding

The intent of this project is to create a compelling interactive touchscreen kiosk wall display for the first-floor elevator lobby of City Hall in Camden for the City of Camden (CoC). The project is to be led by Night Kitchen Interactive (NK) with Heritage Consulting (HC) subcontracting as content provider. It is to be produced over a three-year phased rollout. Phase one focuses on a dynamic exploration of Camden County historic people, events and places.

Solution

This CoC history interactive kiosk will contain three (3) 42" HD video touchscreen monitors, mounted side by side in portrait orientation on the wall between the elevator and the café.

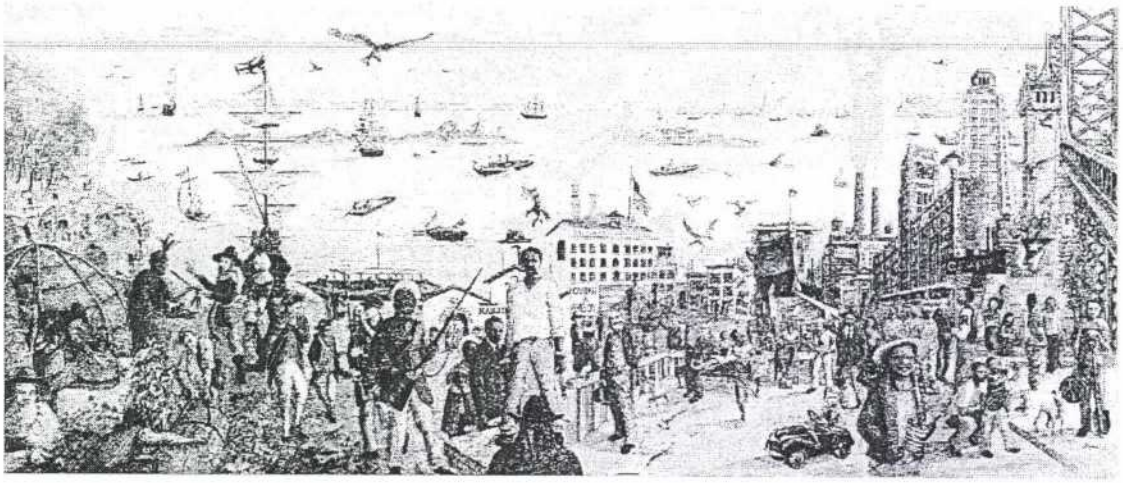


This project has three phases of development over three years. The first phase will encompass the development of historic content and images, the programming of software and the purchase and install of the hardware for the touchscreen kiosk. The second and third phases will allow us to add Spanish translation and additional content about CoC services (e.g. Plan My Day in City Hall, county history and community events, and a CoC historic *Jeopardy* component).

THREE-YEAR PLAN

Year One

In the first phase (this year), we will create the design and implement the touchscreen kiosk for *the City of Camden: Learn our History* content. The Camden County Historical Society has in its collection a very handsome contemporary mural (below) which illustrates 300 years of Camden history.



The mural contains about 40 key events, people and places in Camden's history from left to right. The touchscreen kiosk will display buttons along the bottom of the screens allowing visitors to reveal additional information (pop-ups) with a photo/illustration/video and 50 to 150-word description about the people, events or places illustrated on the mural itself.

We will provide an ongoing maintenance for the remainder of year one after installation to ensure that the touchscreen kiosk content is updated quarterly, and the hardware performs optimally.

Year Two

In the second phase we will integrate translation of the text into Spanish of all the pop-ups (translation provided by CoC). We will provide oversight of translation integration as needed for final production. We will include additional content for *Plan My Day at City Hall*. This content will be built for visitors needing to access information or services in City Hall, such as getting a copy of a birth certificate, paying property tax, or getting a marriage license. The touchscreen kiosk would provide basic information about what office to visit to obtain the information, if there are fees or applications needed, and direct the visitor to the correct location in the building.

During the second phase, we will develop additional content about city and county history events from the Camden County History Alliance of the Camden County Historical Society. By editing a basic text document, content can be updated by City personnel from the Camden County History

Alliance monthly newsletter. This content will be organized around a large map of the region and include approximately 25 pop-ups to display photos (up to 5 per popup) and descriptions of 50 to 150 words for each historic site open to the public.

In this second phase, we will also update, and reprint collateral material created by the Camden County History Alliance, a project of the Camden County Historical Society. In 2018, the Camden County History Alliance produced a handsome, folded, four color 19" x 42" map/guide for Camden County History Week. This map/guide will be updated as needed and reprinted. Also produced were 21 handsome four-color rack cards for Camden County historic sites open to the public for Camden County History Week. These rack cards will be updated as needed and reprinted for visitors. These rack cards and the map/guide will be available in a rack card rack positioned below the touchscreen kiosk for visitor use. Maps and rack cards will be replenished daily by City staff.

Year Three

The third phase of the project will include creating additional fun content using a Jeopardy gameshow-style format, permitting visitors to interact with the history of the CoC. Jeopardy questions will be prepared from the already developed content on the mural of Camden events, people and places.

This Camden history touchscreen kiosk will encourage City Hall visitors to learn more about the rich history of Camden and the many services offered to residents in City Hall itself, and to provide visitors with event information about activities at historic sites open to the public throughout the city and county.

In addition, the touchscreen kiosk will inform visitors of a means to share information about historic artifacts or documents they own that have high educational value for the CoC. This will be done by promoting a social sharing hashtag (e.g. #camdenhistoryrocks) through social media or via email. Emails would be sent to the City Archives office. The office will share this information with the Camden County Historical Society. The archives office or CCHS would in turn reach out to the visitor to learn more about the artifact they own and if they would be willing to lend it for display, scan it, or donate the item/object to either entity.

YEAR ONE DELIVERABLES

- A Creative Brief that outlines the outcomes of our Discovery session.
- User experience wireframes that document key screens and functionality.
- Visual Interface Designs: 2 design mockups with 1 round of revisions.
- Graphic design and content integration for 1 mural with 40 hotspots.
- Graphic design and content integration for 40 popups.
- Complete application code installed on 1 CPU.
- Kiosk lockdown application configuration on 1 CPU.
- Purchase, configuration and installation of 1 CPU and 3 touchscreens.
- Instructions and troubleshooting documentation for application, 1 CPU and 3 touchscreens.
- 2-month (60 day) warranty.
- 10-month additional maintenance contract.

APPROACH

Our proposed solution involves building on an existing image tiling and zooming framework we have successfully employed in several projects before. An example can be viewed of the Vietnam War Murals* at the New-York Historical Society:
http://scratch.whatscookin.com/5441/web_02/index.html?version=warfront and
http://scratch.whatscookin.com/5441/web_02/index.html?version=homefront.

* **Please note** that these interactives were optimized for touchscreens. The interfaces utilize swipe, pinch and zoom gestures and are best experienced in those contexts. We recommend viewing the above links on an iPad. More information about these interactives can be viewed in the Case Studies section of this proposal.

Project Services

Project Management

NK & HC will discuss the requirements for the application with CoC. We will maintain communication and schedule conference calls or meetings, as required. We will update the team via email and provide key deliverables via an online project management tool.

Design

We will develop wireframe diagrams showing structural components, user interface elements, and content hierarchy. We will develop a visual mockup composition that will convey the style and execution of the application and its components. CoC will sign off on the design comps prior to building of the application.

Content Management

HC will provide clear guidelines for CoC to provide all content in the appropriate, agreed-upon format. Any text content will be reviewed and approved prior to integration. HC review media content after NK integrates it into the application.

Development and Testing

We will develop the application in a series of Agile sprints. We schedule regular reviews during the build phase, so that your team can monitor progress and we can continue to collaborate. Application testing will be performed internally to ensure that all functionality is operating as expected on the provided hardware. We will install the application and the kiosk lockdown software on the one (1) computer that will drive the display.

Installation

We will physically mount the touchscreens onto the wall in the City Hall lobby using standard VESA wall mounts. The CPU will be encased in the wall mount behind the touchscreen. **CoC will provide standard electrical outlets and internet service via Ethernet to the touchscreens.**

Training and Documentation

We will provide up to two (2) hours of training to ensure that CoC staff can manage the digital display. In addition to the training session, we will provide documentation for reference.

Maintenance

Maintenance contract provides for support of the interactive, including up to two (2) hours per month for offsite support and up to two (2) onsite visits for the 10-month contract. NK will respond to maintenance requests within 2 business days and will be performed during business hours (M-F, 9:30am-5:30pm).

Workplan: Year One

For the first phase of work for the first year, NK and Heritage Consulting Inc. will participate in up to five team meetings with Camden County Historical Society and CoC representatives. We anticipate these meetings will be Kick-off/Discovery, Design, Content, Beta, and a Final review meeting.

Heritage Consulting Inc. will prepare a Word document with up to 40 pop-up features for the script for the mural map during the first three months of the project. Each pop-up feature will include one photo/illustration with credit line and between 50 to 150 words of text. Research and prepare script for each pop-up feature under the topics: Events, People, and Place located on the current mural. We assume all the research will be undertaken at either the Camden County Historical Society offices or the Records Management Unit/Archives for the CoC. We will undertake two rounds of edits for the pop-ups and share the script with CCHS and CoC as a Word document.

Heritage Consulting Inc. will, work with the Walt Whitman House, Battleship New Jersey, and The Adventure Aquarium, to identify a short video clip from each that might be included as a pop-up for these sites. NK will provide the guidelines for video clips.

Heritage Consulting Inc. will take informal photos of the photos/illustrations that we wish to use for each of the pop-up features for review by NK. Selected photos/illustrations will be provided by CoC as digital files based on specifications provided by NK. Digitization services can be provided as an additional expense. We understand that some of the photos/illustrations might not be suitable for digital use by NK, so we will find alternatives if needed from the CCHS/City archives as needed.

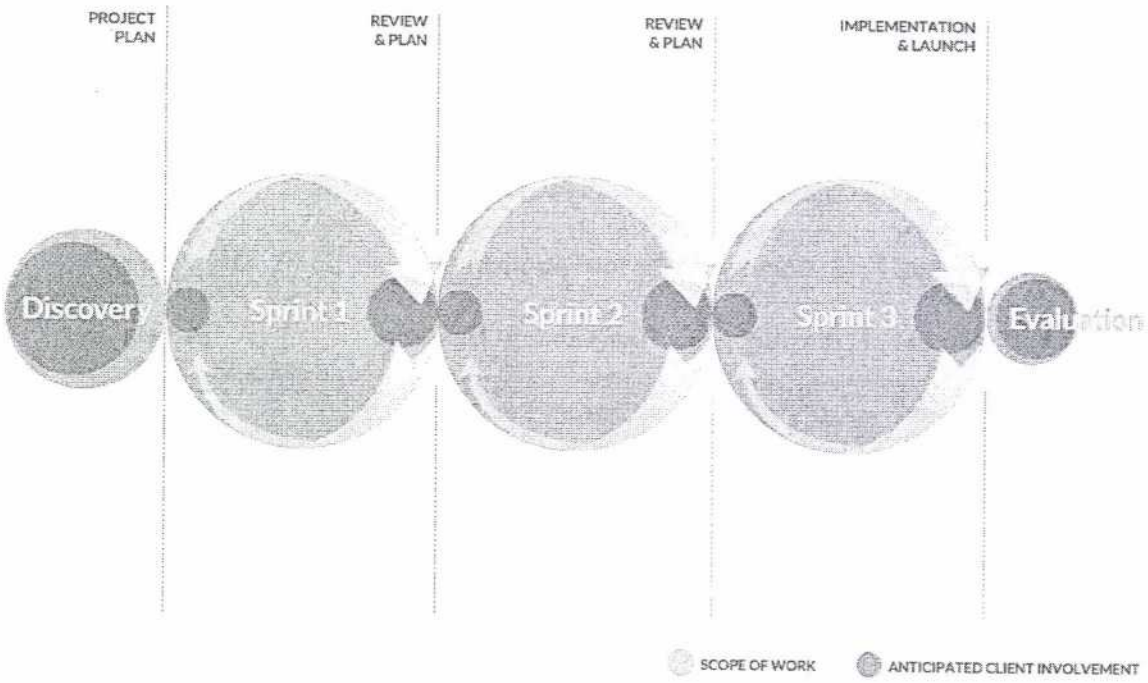
Schedule

This is high level schedule and will be refined upon further discussions with CoC during Discovery phase regarding key deliverables and turnaround times for review and approvals. NK and CoC meet at the start of each Sprint to have a Planning Meeting to establish a backlog of features and functionality. We have currently accounted for 5 days of client review that occur at the end of each Sprint.

Deliverable	Month
NK delivers Statement of Work	September 2019
CoC approves SOW	October 2019
NK, HC & CoC complete Discovery & deliver Creative Brief	November 2019
Sprint 1 (NK: Designs | HC: Content Drafts for Pop-ups)	December 2019
Sprint 2 (NK: Mural Functionality | HC: Final Content Delivery)	January 2020
Sprint 3 (Popup Functionality | HC: Final Content Review)	February 2020
Sprint 4 (Software Complete)	March 2020
Sprint 5 (Hardware Install)	April 2020

Our Process

NK will collaborate with CoC to craft a creative brief, identifying the scope of work, the design and development process and the phases of implementation. NK will look to CoC to provide expertise, content oversight, review and approval. We have recommended an "Agile" approach, allowing for a flexible development process where we can test and modify the solution along the way. With an Agile approach we iterate until we get core content and features as we want them.



In the **discovery phase** we both refine objectives/strategies and elicit challenges through discussions focused on the design, content, and technology strategy for the project.

In the **sprinting phases** we engage in an iterative prototyping process where we identify concrete goals for the project content, design, and functionality for each subsequent build. Features are defined and prioritized. We start with core functionality and collaborate to adapt those elements to meet our goals, prior to implementing optional features or enhancing existing functionality. During the sprinting phases we move through design wireframes and visual treatments to implementing functionality and iterating to completion.

At **launch** we optimize and deliver the final files for implementing the project. Post-launch we review your maintenance plan and site evaluation guidelines, if applicable.

Budget

Software	Cost
Consulting	
Ideation / Discovery	$2,000
Project management	$5,000
Subtotals Consulting	*$7,000*
Design	
Wireframe Diagrams / User Experience Design	$2,000
Visual Design and Graphics Production	$3,000
Subtotals Design	*$5,000*
Content	
Heritage Consulting (10 days at $1000 day)	$10,000
Subtotals Content	*$10,000*
Implementation	
Content integration (40 popups)	$3,000
Functional development digital wall version	$5,000
Kiosk software implementation on 1 CPU	$1,000
Testing / Iteration	$2,000
Configuration & Deployment	$2,500
Installation, not to exceed 10 hours (4 hours prep & 6 onsite)	$1,500
Subtotals Implementation	*$15,000*
Total	**$37,000**

Hardware	Cost
Monitors, 42" display x3 @ ~$2,500 each	$7,500
Touchscreen kiosk CPU with 3 display ports	$5,000
Wall mounts	$500
Total	**$13,000**

Budget Note

Reimbursable expenses, such as travel, meals, shipping, and materials for prototyping and printing at to be billed separately. No travel costs are anticipated for this engagement.

General Assumptions

- CoC will assign a project liaison who will manage internal reviews and deliver a single approved revision document and sign-offs to NK for each deliverable.
- CoC will be responsible for providing all text content, photography, and video in the agreed-upon digital format for use in the applications.
- The applications will be deployed to fixed size screens and will not be responsive.
- This proposal does not include the implementation of a content management system for managing content in phase one. In order to help maximize the amount of time and budget available for the experience, the content will be coded into the system directly.
- Design and installation of supporting physical components of the interactive (e.g. the digital screen housing, or onsite exhibit signage) is not included within the scope of this proposal.
- Hardware costs are estimated and will be determined in consultation with CoC.
- NK will provide bug fixes and corrections within the scope of the Statement of Work for 90 calendar days after launch.

NIGHT KITCHEN TEAM LEADS

Our team of experienced professionals will collaborate closely with the CoC team.

Matthew Fisher - Principal

Matthew Fisher is principal and founder of Night Kitchen Interactive, where he has produced interpretative and educational experiences for arts, cultural heritage, and science organizations since 1997. Matthew is passionate about the transformative power of interactive storytelling and speaks at conferences and universities regularly.

Valentina Feldman - Interactive Designer

Valentina Feldman is an Interactive Designer at Night Kitchen with expertise in project management, animation, visual effects, and interactive design. Valentina's research focuses on democratizing cutting-edge VR and AR production methods to make experiences accessible to a broad audience. Valentina earned an MS in Digital Media from Drexel University in 2016, and currently teaches undergraduate and graduate classes in Drexel's VR and Immersive Media program.

Travis Chandler - Interactive Developer

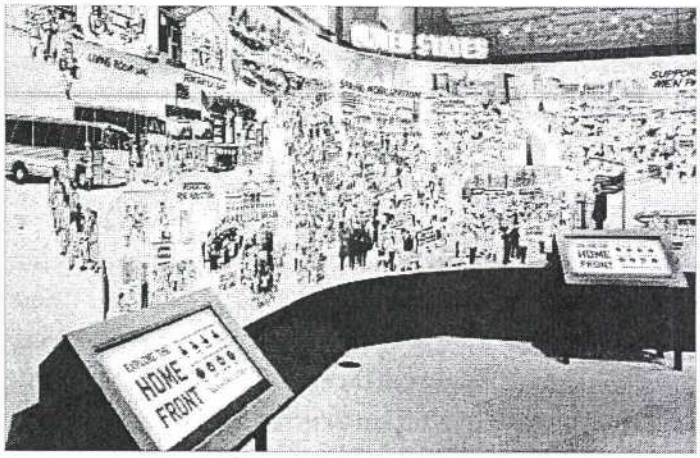
For over 4 years Travis has been lead developer on projects both small and large. In 2013, he founded his own game studio, Sweet Roll Studio, releasing three games, two on mobile and one PC. Before joining Night Kitchen, he was lead developer at BioStream Technologies, where he developed a game to assist children on the Autism Spectrum in the development of social skills. Travis currently teaches Game Design and Production at Drexel University.

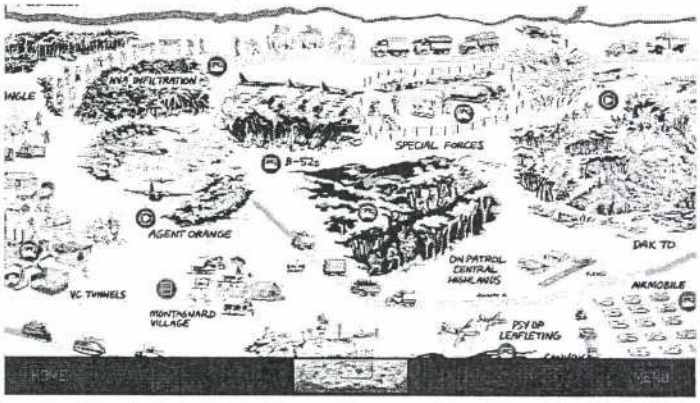
Suzye Carroll - Interactive Designer

Suzye graduated with a Bachelor of Architecture degree from Drexel University in 2016. After graduating, she decided she wanted to design on a different scale. Since then, she's had the joy designing & building websites for a variety of passionate small business owners. Her approach to web design is heavily influenced by user-centered architectural theory.

Case Studies

THE NEW-YORK HISTORICAL SOCIETY: *VIETNAM WAR MURAL TOUCHSCREENS*





AT A GLANCE

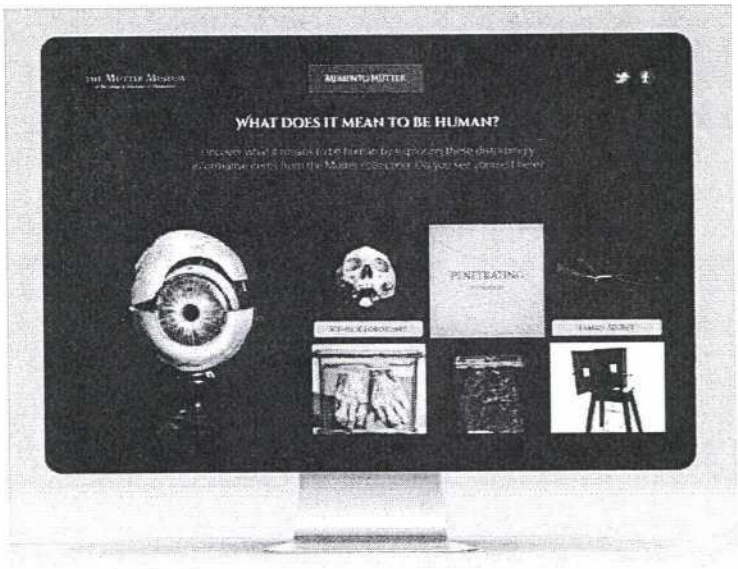
4 In-gallery touchscreen activities
2 Interactive murals
Dozens of text, image and video popup overlays
Multi-touch functionality

CLIENT REFERENCE

Marci Reaven
V.P., History Exhibits
New-York Historical Society

For the New-York Historical Society's exhibition *The Vietnam War: 1945 – 1975*, Night Kitchen Interactive created a series of four touchscreen interactives. The exhibition displays two large murals, one depicting the War Front and another the Home Front, each packed with illustrations of historic events, people and places. The accompanying gesture-enabled touchscreens allow visitors to pinch, zoom and pan through the murals' robust details. Through dozens of hotspots visitor can also explore the stories, archival photos and film that inspired the murals' imagery. By providing the curated source content alongside the artist's interpretation, visitors are encouraged to engage closely with the murals and gain a deeper understanding of the complex stories they tell. We also adapted the War Front and Home Front interactives to be available on The New-York Historical Society's exhibition website: https://vietnamwar.nyhistory.org/.

MUTTER MUSEUM:
MEMENTO MUTTER TOUCHSCREEN AND ONLINE EXHIBIT



http://memento.mutter.org

AT A GLANCE

Touchscreen and website
50+ artifacts
30+ 360 degree interactive spins
10+ stop motion interactive animations
Dozens of archival photos and documents
Drupal content management system
Responsive design/mobile-friendly
Educator resources

CLIENT REFERENCE

Karie Youngdahl
Director, Special Digital Projects
Mutter Museum, College of Physicians of Philadelphia

What does it mean to be human? This unusual online exhibit invites the visitor to uncover what it means to be human by exploring a fantastic assortment of disturbingly informative items from the Mütter collection.

We partnered with the Mütter Museum to create an on-site touchscreen and an online exhibit featuring 50+ of their most compelling objects. This touchscreen, website and mobile experience puts at the visitors' fingertips a variety of 360-degree spin rotations of objects, stop action unpacking animations of kits and cases, and page-turning displays of rare books. Each object is accompanied by curatorial narrative and popup tidbits throughout, along with archival photographs and drawings.

The touchscreen and website content is managed through the Drupal content management system, allowing the Mütter to update and add new content into the future.

SMITHSONIAN INSTITUTION
THE NISEI SOLDIER CONGRESSIONAL GOLD MEDAL ONLINE EXHIBITION

http://cgm.smithsonianapa.org/

AT A GLANCE

12 In-depth veteran profiles
5 topical stories
20+ oral history and archival videos
100+ archival photos and documents
Drupal content management system
Responsive design/mobile-friendly
Browsable, filterable resource directory

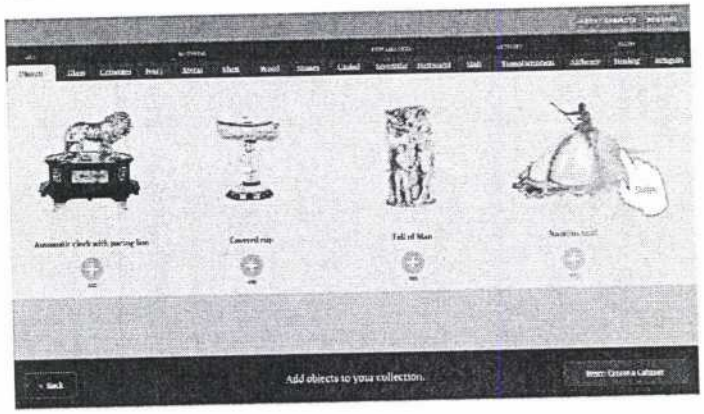
CLIENT REFERENCE

Christine Sato-Yamazaki
Executive Director
National Veterans Network

Japanese American soldiers were some of the most decorated in all of American's military history. Many volunteered and fought while their families were incarcerated behind barbed wire in American concentration camps. This exhibit—developed through a collaboration between the National Veterans Network, the Smithsonian and Night Kitchen interactive—tells their compelling story.

The site features in-depth profiles of 12 individuals who fought in World War II, combining first person accounts, quotes and oral history interviews with a robust array of archival photos shared by institutions, family members and the veterans themselves. There are two stories of specific honors awarded, including the Congressional Gold Medal now on display at the Smithsonian National Museum of American History and the Medal of Honor. Rounding out the exhibit are three stories that explore compelling aspects of the Japanese American experience, including their *Legacy of Loyalty*, *Life in American Concentration Camps* and *From Exclusion to Representing America*.

WADSWORTH ATHENEUM MUSEUM OF ART
CABINET OF CURIOSITIES INTERACTIVE INSTALLATION



AT A GLANCE

150+ collections objects
Dozens of filter tags
150+ zoomable images
Dozens of info hotspots
5 historical personas

CLIENT REFERENCE

Linda H. Roth
Senior Curator of
European Decorative Art

CLIENT TESTIMONIAL

"Our visitors are absolutely loving the game and it's inspiring just the type of close looking we were hoping! Facilities reports that they are regularly wiping nose prints off the cases above the touch screens!"
—Jama Holchin,
Wadsworth Atheneum

We partnered with the Wadsworth Atheneum Museum of Art to develop an interactive Cabinet of Curiosities, installed in the newly renovated galleries of the Morgan Memorial Building. Four interactive touchscreens allow visitors to explore over one hundred and fifty objects, appreciate their details, and collect those of interest. They then create their own curiosity cabinets by arranging objects, paintings, and other artifacts within a room of wonders space and email their creation to a friend. Based on their arrangement, the activity pairs the visitor with a historic persona, such as a Prince or naturalist, revealing information about the historical context of curiosity cabinets.

The activity is fully integrated with the central display cabinet at the center of the gallery and enables visitors to gain a deeper appreciation for the history of the Cabinet of Art and Curiosities and its underlying concept as the microcosm of the universe.

R-3

MBS:dh
02-11-20

RESOLUTION AUTHORIZING A TEMPORARY EMERGENCY APPROPRIATION IN THE AMOUNT OF $50,000.00 FROM THE CAMDEN COUNTY OPEN SPACE AND HISTORIC TRUST FUND

WHEREAS, funds have become available through an award approved by the Camden County Open Space and Historic Preservation Trust Fund Program, and no adequate provision has been made in the 2020 temporary budget for the aforesaid purpose, N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the above mentioned purpose; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, of not less than two-thirds of all the members of City Council thereof affirmatively concurring, that in accordance with provisions of N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation be and the same is hereby made for the Camden County Open Space and Historic Preservation Trust Fund Program, in the amount of $50,000.00.

2. That said emergency temporary appropriation will be provided for in the temporary budget under the title of:

"Interactive Historic Mural"

3. That one certified copy of this resolution be filed with the Director of Local Government Services.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: 2/11/2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Patrice McCarthy, Records Manager & Archivist

Department Making Request: Municipal Clerk

TITLE OF RESOLUTION/ORDINANCE: Resolution inserting $50,000.00 as an emergency appropriation from the Camden County Open Space and Historic Trust fund.

BRIEF DESCRIPTION OF ACTION: The resolution will provide for the insertion of grant funding in the amount of $50,000 for the City Clerk's Office to implement an interactive historic mural for the period of January 1 thru December 31, 2020.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable) $50,000*

[X] **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

CITY OF CAMDEN PURCHASING BUREAU 2020 JAN 13 P 4:19

	Date	Signature
Approved by Relevant Director:	1/3/2020	
Approved by Grants Management:	1/10/20	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	1/21/2020	
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-14-20	
Received by City Attorney:	1/17/20	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By:	Patrice McCarthy, Records Manager	x7049
Contact Person:	Patrice McCarthy, Records Manager	x7049

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report ____ Revised Report _X_ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G
(green-g, yellow-y, red-r)

Department: OFFICE OF MUNCIPAL CLERK

Grant Administrator: Patrice McCarthy Grant Administrator #: 757- 7049

Grant/Project Name:			Interactive Historic Mural			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :		
Funding Source:			Camden County Open Space & Historic Trust fund			
PassThrough:	Y	N	Source:			
Amount of Grant:			$ 50,000.00			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:		2/11/20		Accepting Grant Resolution # MC:	2/11/20	
Term of Grant:		1/1/20 – 12/31/20		Location of Activity:	CITYWIDE	
Date of Analysis:		1/08/20		Reviewed By:	LINDA R. PUGH	

Summary: The Office of Municipal Clerk is requesting to "insert" $50,000.00 for grant funds from the Camden County Open Space & Historic Trust fund to implement an interactive historic mural. Same information as below. *Please proceed with this resolution.*

1/08/20- The Office of Municipal Clerk is requesting to "accept" $50,000.00 for grant funds from the Camden County Open Space & Historic Trust fund to implement an interactive historic mural.

This grant is to be combine with the Camden County Cultural & Heritage Commission's History Partnership program, from the State of NJ Historic Trust Fund grant to cover costs the remaining costs of display casing for historic artifact placement and the interactive historic mural.
Please proceed with this resolution.

Time Lines: 1/1/20 to 12/31/20

Problematic Areas/Recommendations:
Based on the information provided, I see no reason why there should be any problem.

camden county

Open Space Preservation Trust Fund Advisory Committee

1301 Park Blvd.
Cherry Hill, NJ 08002
Phone: (856) 858-5241
Fax: (856)216-7156

Jeffrey L. Nash
Freeholder Liaison

Cynthia Berchtold
Citizen Representative

Hon. Edward Campbell III
Mayor of Gibbsboro

Helen Garcia-Arvin
Voorhees Recreation

John Gentless
Citizen Representative

Gerald Greene
Citizen Representative

J. Douglas Griffith
Citizen Representative

Eileen Lish
Citizen Representative

Maggie McCann Johns
Cam. Co. Parks Department

Christopher Mrozinski
Citizen Representative

Linda C. Musser
Cam.Co. Board of Realtors

Hon. Gary Passanante
Mayor of Somerdale

Daniel Sperrazza
Citizen Representative

Jack Sworaski
Cam.Co. Environmental Affairs

Hon. Barry Wright
Mayor of Winslow Twp.

Anthony V. Ziccardi
Citizen Representative

Richard Zimmermann
Whitman Stafford Committee

January 7, 2020

Ms. Patrice McCarthy
520 Market Street
Camden, NJ 08102

Dear Ms. McCarthy,

Congratulations, your application for **Round 19 – Historic Preservation** in the amount of $50,000 for the development and installation of an interactive historical education kiosk has been approved.

The Agreement between County of Camden and the City of Camden regarding funding has been forwarded to you for your signature.

Please contact me should you have any questions.

Sincerely,

Jack Sworaski, Director
Div. of Open Space and Farmland Preservation

SHARED SERVICES AGREEMENT
BY AND BETWEEN
THE COUNTY OF CAMDEN
AND
CITY OF CAMDEN

THIS DOCUMENT constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A: 65-1 et seq. entered into between the County of Camden, a body politic and corporate of the State of New Jersey with offices located at 520 Market Street, Camden, New Jersey 08102, (**County**), and the City of Camden, a body of politic and corporate of the State of New Jersey with offices with offices located at 520 Market Street, Camden, New Jersey 08102 **(City)**. The date of execution of this Agreement is the day of , 2019.

WITNESSETH:

WHEREAS, the need exists within the County of Camden (**County**) and its municipalities for the preservation of historic sites; and

WHEREAS, the City of Camden (**City**) desires to develop and install an interactive historical education kiosk (**project**) to engage the public in active learning and increase heritage tourism in Camden City and surrounding area. within the City of Camden; and

WHEREAS, the **City** desires to acquire assets which would permit it to implement the **project**; and

WHEREAS, the **County** desires to fund, in an amount not to exceed $50,000, the installation of the **project** by the **City**, in accordance with the approved work plan (**Work Plan)** which is attached hereto, in order that the citizens of the **County** may ensure the continued preservation of historic properties within the **County**; and

WHEREAS, the **City** agrees to indemnify and hold harmless the County of Camden, its agents, servants, and employees from any and all liability relating to the installation of the **project**, together with their ownership and use; and

WHEREAS, by resolution adopted November 14, 2019, the Board of Freeholders of the County of Camden authorized the execution of any necessary contractual documents to implement the recommendations of the Camden County Open Space Preservation Trust Fund Advisory Committee with respect to Round 19 - Historic Preservation funding, now, therefore,

IN CONSIDERATION of the mutual promises set forth herein, the parties hereto agree as follows:

1. TERM

This Agreement shall be for a one (1) year period commencing upon the date of the execution of this Agreement.

2. CITY'S RESPONSIBILITIES

The **City** shall negotiate with contractors for said development and installation of an interactive historical education kiosk and shall provide the **County** with a copy of all plans and agreements with contractors for said **project** as identified in the **Work Plan**, not less than seven days prior to the commencement of work. Following completion of the work, the **City** shall submit copies of all invoices from said contractors, and copies of all cancelled checks for said **project** as they relate to the **Work Plan.**

The **City** may use any funds provided by the **County** only for the said **project** in accordance with the **Work Plan** attached hereto. The **City** must make written application to the County for any proposed changes to the approved **Work Plan** and must receive written approval for the proposed changes from the County prior to seeking reimbursement for costs relating to said changes. The **City** must provide the **County** with copies of all contracts and other documents identified above which relate to the said **project**.

The City shall provide evidence of the availability of matching funds in the amount of $0.00 for the tasks listed in the Work Plan.

The **City** shall inform the **County** in writing of any circumstances that will delay the completion of the **Work Plan** beyond the term of this Agreement not less than sixty (60) days prior to the expiration of this Agreement.

The **City** may use any funds provided by the **County** only for the purpose stated within the **Work Plan**. The **City** must provide the **County** with copies of all contracts and other documents identified above which relate to said **Work Plan. A completed Historic Preservation Grant Payment/Reimbursement Request Form (*Attachment I*), must accompany all request(s) for release of funds. No funds will be released unless/until this completed form is received by the County.**

The **City** shall allow the **County** to place a sign no larger than 18" x 24" on the property, at a mutually agreed to location, which shall identify the Camden County Open Space Preservation Trust Fund as a financial partner in the completion of the **project**.

3. COUNTY'S RESPONSIBILITIES

Upon receipt of a signed contract(s) for work contained in the **Work Plan**, the **County** shall pay to the **City** the sum of said contract(s), or a percentage thereof, for the purpose of permitting the **City** to complete the **project**. The amount paid shall not exceed the amount for said work identified in the **City's** application submitted to the **County** for Round 19 - Historic Preservation Funding, nor shall it exceed $50,000 in the aggregate. Any balance from the original appropriation of funds which remains after all work identified in the **Work Plan** has been completed, shall remain with the **County**.

4. ADHERENCE TO LOCAL PUBLIC CONTRACTS LAW

In accordance with N.J.S.A. 40A:65-9, if any party performing a service on behalf of another party or parties to this Agreement utilizes the services of a private contractor to perform all or most of such service, or all or most of a specific and separate segment of the services so contracted for, such party shall be required to award the Agreement for the work to be performed by a private contractor under such Agreement in accordance with the "Local Public Contracts Law" (N.J.S.A. 40a: 11-1 et seq.)

5. AUDIT

Pursuant to the Single Audit Act of 1984, the **City** agrees to permit the **County** and/or its agents to examine any and all records relevant to this Agreement and shall make the same available upon demand at a reasonable time and place for the purpose of auditing the records, reports and documents relative to this Agreement.

6. RIGHT TO INSPECT

The **City** shall permit the **County** or its authorized representative, to make visits to the site during installation in order to: assure the **City's** compliance with the terms of this Agreement, review project accomplishments, or provide such technical assistance as may be required.

7. INDEMNIFICATION

The **City** shall indemnify, hold harmless and defend the **County**, its employees, officers and agents, from and against all liability, claims, suits, losses, damages, costs and demands, on account of bodily injury, including death or property damage, arising out of or connected with, the restoration work conducted pursuant to this Agreement.

8. INSURANCE

The **City** shall provide and maintain during the term of this Agreement adequate insurance coverage for the work to be performed pursuant to this Agreement. Said insurance shall include but not be limited to general liability and workers compensation insurance which includes limits which are the same as those procured by the **City** for other types of activities.

9. NOTICE

All notice hereunder shall be in writing and mailed, postage paid, certified mail, return receipt requested to the **County** by directing the same to the County Administrator, 16th Floor, 520 Market St., Camden, New Jersey 08102 and to the **City** by directing the same to the Mayor, City of Camden, at 520 Market Street, Camden, New Jersey 08102.

10. MISCELLANEOUS

The following provisions shall apply to this Agreement:

a. Construction of this Agreement

The parties acknowledge that this Agreement was prepared under New Jersey Law and shall therefore be interpreted under the laws of that State.

b. Amendments

This Agreement may not be amended, altered or modified in any manner except in writing signed by the parties hereto.

c. Headings

This section and or any other headings contained in this Agreement are for references only and shall not affect the meaning and interpretation of this contract.

d. Invalid Clause

The invalidity of any clause contained herein shall not render any other provision invalid and the balance of this Agreement shall be binding upon all parties hereto.

e. Entire Agreement

This Agreement shall consist of the entire Agreement of the parties and it is acknowledged that there are no side or oral agreements relating to this undertaking set forth herein.

f. Assignability

This Agreement and all rights, duties and obligations contained herein may not be assigned without the County's prior written permission.

g. Affirmative Action

The affirmative action provisions set forth in the documents attached hereto are incorporated herein and made a part hereof.

h. Funding

In accordance with the provisions of N.J.S.A. 40A: 11-15, this Agreement is subject to the availability and appropriation of sufficient funds in the year in which it is in effect.

i. Waiver

It is understood and agreed by the parties that a failure or delay in the enforcement of any of the provisions of this Agreement by either of the parties shall not be construed as a waiver of those provisions.

IN WITNESS WHEREOF, the parties hereto have placed their signatures and appropriate seals on the date and year mentioned on the face of this Agreement.

ATTEST:

_____
CLERK, BOARD OF FREEHOLDERS

COUNTY OF CAMDEN

_____
ROSS G. ANGILELLA
COUNTY ADMINISTRATOR

WITNESS:

_____
CLERK,
CITY OF CAMDEN

CITY OF CAMDEN

_____
Name:

_____
Title:

(OP-HISTAGRE-CamdenCITY.RD19 (Kiosk))

camden county

OPEN SPACE, RECREATION, FARMLAND AND HISTORIC PRESERVATION TRUST FUND

Camden City Historical Education Kiosk
(Round 19)

Approved Work Plan

Task #1: Develop historic content and images

Task #2: Program software

Task #3: Purchase/install hardware for kiosk

camden county

Attachment I

Historic Preservation Grant

Payment/Reimbursement Request Form

The following payments/reimbursements are requested relative to the project listed below:

Project Name: _____

Applicant: _____

Funding Round: 19 **Matching Fund Amt.:** $ 0.00 .
(if applicable)

Please specify the **Task #,** as identified in the **Approved Work Plan** contained in your **Project Agreement,** for each item for which payment/reimbursement is requested, and documentation included.

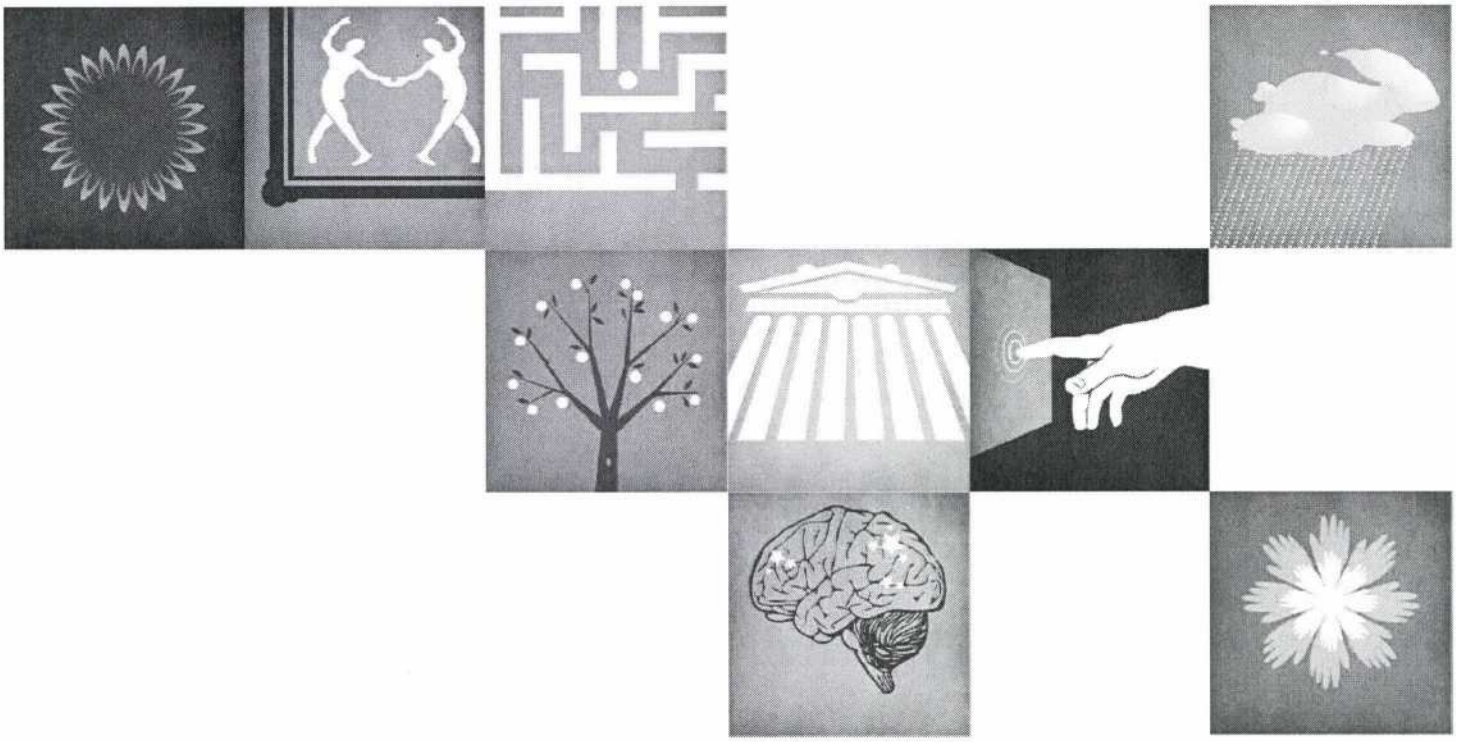
Task #	Item (i.e. fencing, field regrading, lighting etc.)	Total Cost	Matching Funds (if applicable)	Reimbursement Requested
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$

Total *REIMBURSEMENT* Requested $

Signature _____ Title _____ Date _____

Print Name _____

night kitchen interactive



City of Camden

INTERACTIVE TOUCHSCREEN KIOSK

Version 1.0
September 27, 2019

Primary Contact
Matthew Fisher, *Principal*
526 E Girard Ave
Philadelphia, PA 19125
matthew@whatscookin.com
215.629.9962 ext 102

Contents

Project Understanding....3
Solution....3
Project Services....7
Workplan: Year One....8
Schedule....9
Our Process....10
Budget....11
General Assumptions....12
Case Studies....14

Project Understanding

The intent of this project is to create a compelling interactive touchscreen kiosk wall display for the first-floor elevator lobby of City Hall in Camden for the City of Camden (CoC). The project is to be led by Night Kitchen Interactive (NK) with Heritage Consulting (HC) subcontracting as content provider. It is to be produced over a three-year phased rollout. Phase one focuses on a dynamic exploration of Camden County historic people, events and places.

Solution

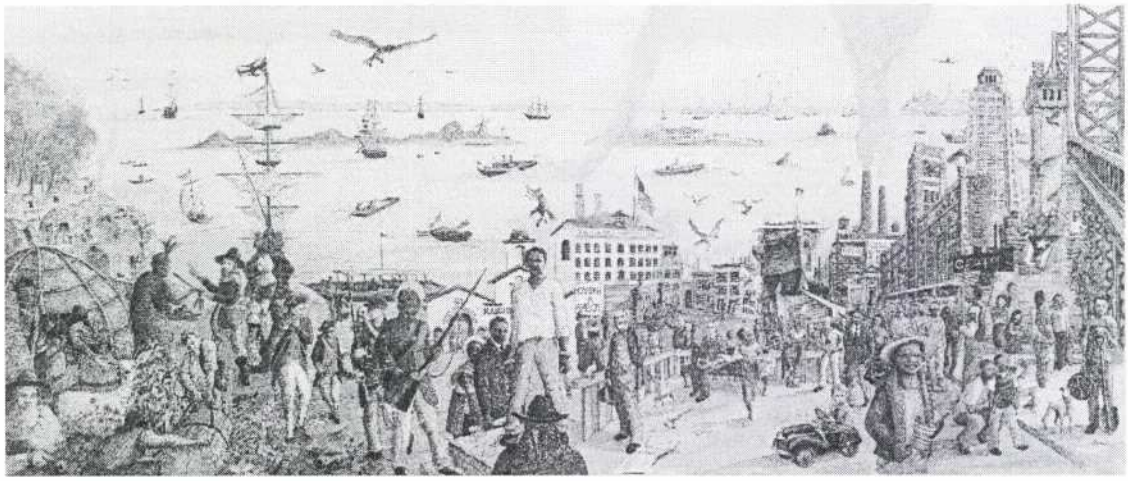
This CoC history interactive kiosk will contain three (3) 42" HD video touchscreen monitors, mounted side by side in portrait orientation on the wall between the elevator and the café.

This project has three phases of development over three years. The first phase will encompass the development of historic content and images, the programming of software and the purchase and install of the hardware for the touchscreen kiosk. The second and third phases will allow us to add Spanish translation and additional content about CoC services (e.g. Plan My Day in City Hall, county history and community events, and a CoC historic *Jeopardy* component).

THREE-YEAR PLAN

Year One

In the first phase (this year), we will create the design and implement the touchscreen kiosk for *the City of Camden: Learn our History* content. The Camden County Historical Society has in its collection a very handsome contemporary mural (below) which illustrates 300 years of Camden history.



The mural contains about 40 key events, people and places in Camden's history from left to right. The touchscreen kiosk will display buttons along the bottom of the screens allowing visitors to reveal additional information (pop-ups) with a photo/illustration/video and 50 to 150-word description about the people, events or places illustrated on the mural itself.

We will provide an ongoing maintenance for the remainder of year one after installation to ensure that the touchscreen kiosk content is updated quarterly, and the hardware performs optimally.

Year Two

In the second phase we will integrate translation of the text into Spanish of all the pop-ups (translation provided by CoC). We will provide oversight of translation integration as needed for final production. We will include additional content for *Plan My Day at City Hall*. This content will be built for visitors needing to access information or services in City Hall, such as getting a copy of a birth certificate, paying property tax, or getting a marriage license. The touchscreen kiosk would provide basic information about what office to visit to obtain the information, if there are fees or applications needed, and direct the visitor to the correct location in the building.

During the second phase, we will develop additional content about city and county history events from the Camden County History Alliance of the Camden County Historical Society. By editing a basic text document, content can be updated by City personnel from the Camden County History

Alliance monthly newsletter. This content will be organized around a large map of the region and include approximately 25 pop-ups to display photos (up to 5 per popup) and descriptions of 50 to 150 words for each historic site open to the public.

In this second phase, we will also update, and reprint collateral material created by the Camden County History Alliance, a project of the Camden County Historical Society. In 2018, the Camden County History Alliance produced a handsome, folded, four color 19" x 42" map/guide for Camden County History Week. This map/guide will be updated as needed and reprinted. Also produced were 21 handsome four-color rack cards for Camden County historic sites open to the public for Camden County History Week. These rack cards will be updated as needed and reprinted for visitors. These rack cards and the map/guide will be available in a rack card rack positioned below the touchscreen kiosk for visitor use. Maps and rack cards will be replenished daily by City staff.

Year Three

The third phase of the project will include creating additional fun content using a Jeopardy gameshow-style format, permitting visitors to interact with the history of the CoC. Jeopardy questions will be prepared from the already developed content on the mural of Camden events, people and places.

This Camden history touchscreen kiosk will encourage City Hall visitors to learn more about the rich history of Camden and the many services offered to residents in City Hall itself, and to provide visitors with event information about activities at historic sites open to the public throughout the city and county.

In addition, the touchscreen kiosk will inform visitors of a means to share information about historic artifacts or documents they own that have high educational value for the CoC. This will be done by promoting a social sharing hashtag (e.g. #camdenhistoryrocks) through social media or via email. Emails would be sent to the City Archives office. The office will share this information with the Camden County Historical Society. The archives office or CCHS would in turn reach out to the visitor to learn more about the artifact they own and if they would be willing to lend it for display, scan it, or donate the item/object to either entity.

YEAR ONE DELIVERABLES

- A Creative Brief that outlines the outcomes of our Discovery session.
- User experience wireframes that document key screens and functionality.
- Visual Interface Designs: 2 design mockups with 1 round of revisions.
- Graphic design and content integration for 1 mural with 40 hotspots.
- Graphic design and content integration for 40 popups.
- Complete application code installed on 1 CPU.
- Kiosk lockdown application configuration on 1 CPU.
- Purchase, configuration and installation of 1 CPU and 3 touchscreens.
- Instructions and troubleshooting documentation for application, 1 CPU and 3 touchscreens.
- 2-month (60 day) warranty.
- 10-month additional maintenance contract.

APPROACH

Our proposed solution involves building on an existing image tiling and zooming framework we have successfully employed in several projects before. An example can be viewed of the Vietnam War Murals* at the New-York Historical Society:
http://scratch.whatscookin.com/5441/web_02/index.html?version=warfront and
http://scratch.whatscookin.com/5441/web_02/index.html?version=homefront.

* **Please note** that these interactives were optimized for touchscreens. The interfaces utilize swipe, pinch and zoom gestures and are best experienced in those contexts. We recommend viewing the above links on an iPad. More information about these interactives can be viewed in the Case Studies section of this proposal.

Project Services

Project Management

NK & HC will discuss the requirements for the application with CoC. We will maintain communication and schedule conference calls or meetings, as required. We will update the team via email and provide key deliverables via an online project management tool.

Design

We will develop wireframe diagrams showing structural components, user interface elements, and content hierarchy. We will develop a visual mockup composition that will convey the style and execution of the application and its components. CoC will sign off on the design comps prior to building of the application.

Content Management

HC will provide clear guidelines for CoC to provide all content in the appropriate, agreed-upon format. Any text content will be reviewed and approved prior to integration. HC review media content after NK integrates it into the application.

Development and Testing

We will develop the application in a series of Agile sprints. We schedule regular reviews during the build phase, so that your team can monitor progress and we can continue to collaborate. Application testing will be performed internally to ensure that all functionality is operating as expected on the provided hardware. We will install the application and the kiosk lockdown software on the one (1) computer that will drive the display.

Installation

We will physically mount the touchscreens onto the wall in the City Hall lobby using standard VESA wall mounts. The CPU will be encased in the wall mount behind the touchscreen. **CoC will provide standard electrical outlets and internet service via Ethernet to the touchscreens.**

Training and Documentation

We will provide up to two (2) hours of training to ensure that CoC staff can manage the digital display. In addition to the training session, we will provide documentation for reference.

Maintenance

Maintenance contract provides for support of the interactive, including up to two (2) hours per month for offsite support and up to two (2) onsite visits for the 10-month contract. NK will respond to maintenance requests within 2 business days and will be performed during business hours (M-F, 9:30am-5:30pm).

Workplan: Year One

For the first phase of work for the first year, NK and Heritage Consulting Inc. will participate in up to five team meetings with Camden County Historical Society and CoC representatives. We anticipate these meetings will be Kick-off/Discovery, Design, Content, Beta, and a Final review meeting.

Heritage Consulting Inc. will prepare a Word document with up to 40 pop-up features for the script for the mural map during the first three months of the project. Each pop-up feature will include one photo/illustration with credit line and between 50 to 150 words of text. Research and prepare script for each pop-up feature under the topics: Events, People, and Place located on the current mural. We assume all the research will be undertaken at either the Camden County Historical Society offices or the Records Management Unit/Archives for the CoC. We will undertake two rounds of edits for the pop-ups and share the script with CCHS and CoC as a Word document.

Heritage Consulting Inc. will, work with the Walt Whitman House, Battleship New Jersey, and The Adventure Aquarium, to identify a short video clip from each that might be included as a pop-up for these sites. NK will provide the guidelines for video clips.

Heritage Consulting Inc. will take informal photos of the photos/illustrations that we wish to use for each of the pop-up features for review by NK. Selected photos/illustrations will be provided by CoC as digital files based on specifications provided by NK. Digitization services can be provided as an additional expense. We understand that some of the photos/illustrations might not be suitable for digital use by NK, so we will find alternatives if needed from the CCHS/City archives as needed.

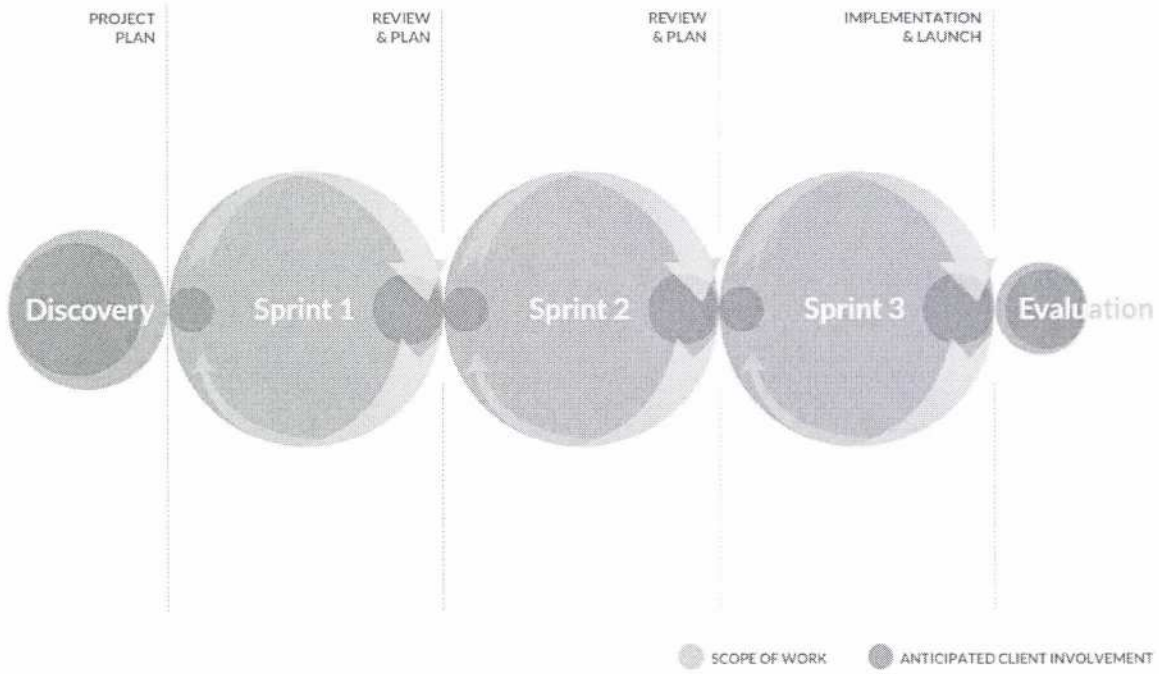
Schedule

This is high level schedule and will be refined upon further discussions with CoC during Discovery phase regarding key deliverables and turnaround times for review and approvals. NK and CoC meet at the start of each Sprint to have a Planning Meeting to establish a backlog of features and functionality. We have currently accounted for 5 days of client review that occur at the end of each Sprint.

Deliverable	Month
NK delivers Statement of Work	September 2019
CoC approves SOW	October 2019
NK, HC & CoC complete Discovery & deliver Creative Brief	November 2019
Sprint 1 (NK: Designs | HC: Content Drafts for Pop-ups)	December 2019
Sprint 2 (NK: Mural Functionality | HC: Final Content Delivery)	January 2020
Sprint 3 (Popup Functionality | HC: Final Content Review)	February 2020
Sprint 4 (Software Complete)	March 2020
Sprint 5 (Hardware Install)	April 2020

Our Process

NK will collaborate with CoC to craft a creative brief, identifying the scope of work, the design and development process and the phases of implementation. NK will look to CoC to provide expertise, content oversight, review and approval. We have recommended an "Agile" approach, allowing for a flexible development process where we can test and modify the solution along the way. With an Agile approach we iterate until we get core content and features as we want them.



In the **discovery phase** we both refine objectives/strategies and elicit challenges through discussions focused on the design, content, and technology strategy for the project.

In the **sprinting phases** we engage in an iterative prototyping process where we identify concrete goals for the project content, design, and functionality for each subsequent build. Features are defined and prioritized. We start with core functionality and collaborate to adapt those elements to meet our goals, prior to implementing optional features or enhancing existing functionality. During the sprinting phases we move through design wireframes and visual treatments to implementing functionality and iterating to completion.

At **launch** we optimize and deliver the final files for implementing the project. Post-launch we review your maintenance plan and site evaluation guidelines, if applicable.

Budget

Software	Cost
Consulting	
Ideation / Discovery	$2,000
Project management	$5,000
Subtotals Consulting	*$7,000*
Design	
Wireframe Diagrams / User Experience Design	$2,000
Visual Design and Graphics Production	$3,000
Subtotals Design	*$5,000*
Content	
Heritage Consulting (10 days at $1000 day)	$10,000
Subtotals Content	*$10,000*
Implementation	
Content integration (40 popups)	$3,000
Functional development digital wall version	$5,000
Kiosk software implementation on 1 CPU	$1,000
Testing / Iteration	$2,000
Configuration & Deployment	$2,500
Installation, not to exceed 10 hours (4 hours prep & 6 onsite)	$1,500
Subtotals Implementation	*$15,000*
Total	**$37,000**

Hardware	Cost
Monitors, 42" display x3 @ ~$2,500 each	$7,500
Touchscreen kiosk CPU with 3 display ports	$5,000
Wall mounts	$500
Total	**$13,000**

Budget Note

Reimbursable expenses, such as travel, meals, shipping, and materials for prototyping and printing at to be billed separately. No travel costs are anticipated for this engagement.

General Assumptions

- CoC will assign a project liaison who will manage internal reviews and deliver a single approved revision document and sign-offs to NK for each deliverable.
- CoC will be responsible for providing all text content, photography, and video in the agreed-upon digital format for use in the applications.
- The applications will be deployed to fixed size screens and will not be responsive.
- This proposal does not include the implementation of a content management system for managing content in phase one. In order to help maximize the amount of time and budget available for the experience, the content will be coded into the system directly.
- Design and installation of supporting physical components of the interactive (e.g. the digital screen housing, or onsite exhibit signage) is not included within the scope of this proposal.
- Hardware costs are estimated and will be determined in consultation with CoC.
- NK will provide bug fixes and corrections within the scope of the Statement of Work for 90 calendar days after launch.

NIGHT KITCHEN TEAM LEADS

Our team of experienced professionals will collaborate closely with the CoC team.

Matthew Fisher – Principal

Matthew Fisher is principal and founder of Night Kitchen Interactive, where he has produced interpretative and educational experiences for arts, cultural heritage, and science organizations since 1997. Matthew is passionate about the transformative power of interactive storytelling and speaks at conferences and universities regularly.

Valentina Feldman – Interactive Designer

Valentina Feldman is an Interactive Designer at Night Kitchen with expertise in project management, animation, visual effects, and interactive design. Valentina's research focuses on democratizing cutting-edge VR and AR production methods to make experiences accessible to a broad audience. Valentina earned an MS in Digital Media from Drexel University in 2016, and currently teaches undergraduate and graduate classes in Drexel's VR and Immersive Media program.

Travis Chandler – Interactive Developer

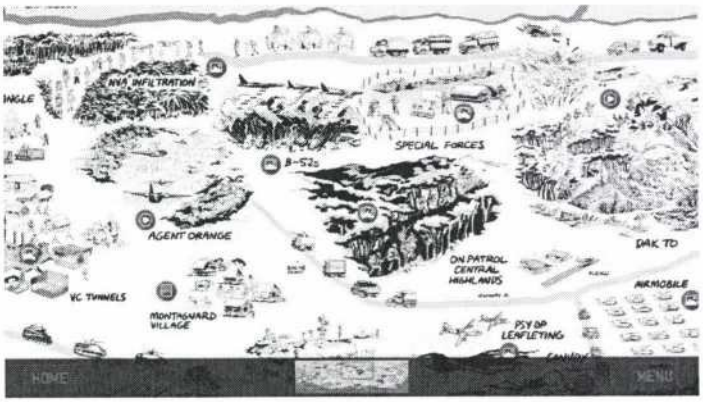
For over 4 years Travis has been lead developer on projects both small and large. In 2013, he founded his own game studio, Sweet Roll Studio, releasing three games, two on mobile and one PC. Before joining Night Kitchen, he was lead developer at BioStream Technologies, where he developed a game to assist children on the Autism Spectrum in the development of social skills. Travis currently teaches Game Design and Production at Drexel University.

Suzye Carroll – Interactive Designer

Suzye graduated with a Bachelor of Architecture degree from Drexel University in 2016. After graduating, she decided she wanted to design on a different scale. Since then, she's had the joy designing & building websites for a variety of passionate small business owners. Her approach to web design is heavily influenced by user-centered architectural theory.

Case Studies

THE NEW-YORK HISTORICAL SOCIETY: *VIETNAM WAR MURAL TOUCHSCREENS*



AT A GLANCE

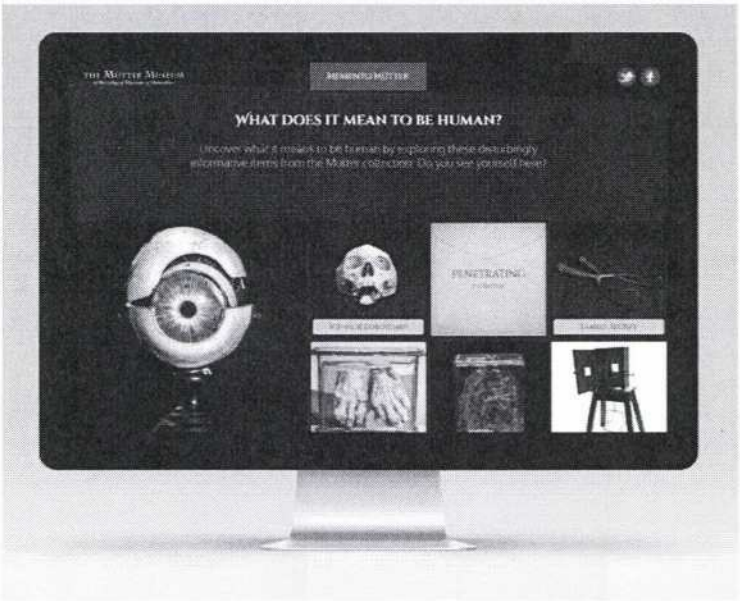
4 In-gallery touchscreen activities
2 Interactive murals
Dozens of text, image and video popup overlays
Multi-touch functionality

CLIENT REFERENCE

Marci Reaven
V.P., History Exhibits
New-York Historical Society

For the New-York Historical Society's exhibition *The Vietnam War: 1945 – 1975*, Night Kitchen Interactive created a series of four touchscreen interactives. The exhibition displays two large murals, one depicting the War Front and another the Home Front, each packed with illustrations of historic events, people and places. The accompanying gesture-enabled touchscreens allow visitors to pinch, zoom and pan through the murals' robust details. Through dozens of hotspots visitor can also explore the stories, archival photos and film that inspired the murals' imagery. By providing the curated source content alongside the artist's interpretation, visitors are encouraged to engage closely with the murals and gain a deeper understanding of the complex stories they tell. We also adapted the War Front and Home Front interactives to be available on The New-York Historical Society's exhibition website: https://vietnamwar.nyhistory.org/.

MUTTER MUSEUM:
MEMENTO MUTTER TOUCHSCREEN AND ONLINE EXHIBIT



http://memento.mutter.org

AT A GLANCE

Touchscreen and website
50+ artifacts
30+ 360 degree interactive spins
10+ stop motion interactive animations
Dozens of archival photos and documents
Drupal content management system
Responsive design/mobile-friendly
Educator resources

CLIENT REFERENCE

Karie Youngdahl
Director, Special Digital Projects
Mutter Museum, College of Physicians of Philadelphia

What does it mean to be human? This unusual online exhibit invites the visitor to uncover what it means to be human by exploring a fantastic assortment of disturbingly informative items from the Mütter collection.

We partnered with the Mütter Museum to create an on-site touchscreen and an online exhibit featuring 50+ of their most compelling objects. This touchscreen, website and mobile experience puts at the visitors' fingertips a variety of 360-degree spin rotations of objects, stop action unpacking animations of kits and cases, and page-turning displays of rare books. Each object is accompanied by curatorial narrative and popup tidbits throughout, along with archival photographs and drawings.

The touchscreen and website content is managed through the Drupal content management system, allowing the Mütter to update and add new content into the future.

SMITHSONIAN INSTITUTION
THE NISEI SOLDIER CONGRESSIONAL GOLD MEDAL ONLINE EXHIBITION

http://cgm.smithsonianapa.org/

AT A GLANCE

12 In-depth veteran profiles
5 topical stories
20+ oral history and archival videos
100+ archival photos and documents
Drupal content management system
Responsive design/mobile-friendly
Browsable, filterable resource directory

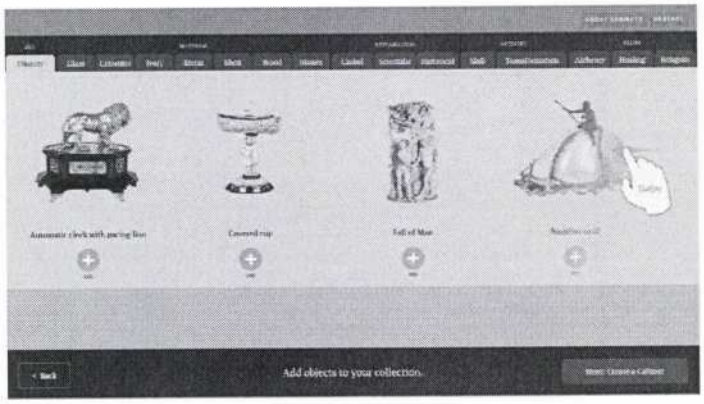
CLIENT REFERENCE

Christine Sato-Yamazaki
Executive Director
National Veterans Network

Japanese American soldiers were some of the most decorated in all of American's military history. Many volunteered and fought while their families were incarcerated behind barbed wire in American concentration camps. This exhibit—developed through a collaboration between the National Veterans Network, the Smithsonian and Night Kitchen interactive—tells their compelling story.

The site features in-depth profiles of 12 individuals who fought in World War II, combining first person accounts, quotes and oral history interviews with a robust array of archival photos shared by institutions, family members and the veterans themselves. There are two stories of specific honors awarded, including the Congressional Gold Medal now on display at the Smithsonian National Museum of American History and the Medal of Honor. Rounding out the exhibit are three stories that explore compelling aspects of the Japanese American experience, including their *Legacy of Loyalty*, *Life in American Concentration Camps* and *From Exclusion to Representing America*.

WADSWORTH ATHENEUM MUSEUM OF ART
CABINET OF CURIOSITIES INTERACTIVE INSTALLATION



AT A GLANCE

150+ collections objects
Dozens of filter tags
150+ zoomable images
Dozens of info hotspots
5 historical personas

CLIENT REFERENCE

Linda H. Roth
Senior Curator of
European Decorative Art

CLIENT TESTIMONIAL

"Our visitors are absolutely loving the game and it's inspiring just the type of close looking we were hoping! Facilities reports that they are regularly wiping nose prints off the cases above the touch screens!"
—Jama Holchin,
Wadsworth Atheneum

We partnered with the Wadsworth Atheneum Museum of Art to develop an interactive Cabinet of Curiosities, installed in the newly renovated galleries of the Morgan Memorial Building. Four interactive touchscreens allow visitors to explore over one hundred and fifty objects, appreciate their details, and collect those of interest. They then create their own curiosity cabinets by arranging objects, paintings, and other artifacts within a room of wonders space and email their creation to a friend. Based on their arrangement, the activity pairs the visitor with a historic persona, such as a Prince or naturalist, revealing information about the historical context of curiosity cabinets.

The activity is fully integrated with the central display cabinet at the center of the gallery and enables visitors to gain a deeper appreciation for the history of the Cabinet of Art and Curiosities and its underlying concept as the microcosm of the universe.

R-4

MBS:dh
02-11-20

RESOLUTION AUTHORIZING AN EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE COUNTY OF CAMDEN FOR THE IMPLEMENTATION OF AN INTERACTIVE HISTORIC MURAL

WHEREAS, N.J.S.A. 40A:65-1 authorizes local units of government to enter into agreements for shared services; and

WHEREAS, the City of Camden desires to enter into a Shared Services Agreement with the County of Camden to implement an Interactive Historic Mural through grant funding from the Camden County Open Space & Historic Trust Fund; and

WHEREAS, City Council has determined that it is in the best interest of the City of Camden that the City enter into said Shared Services Agreement with the County of Camden; and

WHEREAS, there is a need, to establish the rights and responsibilities of both entities as it relates to the Interactive Historic Mural for the period of January 1, 2020 thru December 31, 2020; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that the proper officers are hereby authorized to enter into a Shared Services Agreement with the County of Camden for the Interactive Historic Mural.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: 2/11/2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Patrice McCarthy, Records Manager & Archivist

Department Making Request: Municipal Clerk

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing entrance into a Shared Services Agreement with the County of Camden and/or Board of Chosen Freeholders which includes a $50,000 grant from Camden County Open Space & Historic Trust fund to implement an interactive historic mural.

CITY OF CAMDEN PURCHASING BUREAU 2020 JAN 14 P 4: 20

BRIEF DESCRIPTION OF ACTION: The resolution will allow entry into shared services agreement with Camden County in order to provide grant funding in the amount of $50,000 for the City Clerk's Office to implement an interactive historic mural for the period of January 1 thru December 31, 2020.

BIDDING PROCESS:

Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable) $50,000*

[X] **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	1/3/2020	
Approved by Grants Management:	1/10/20	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	1/10/2020	
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-14-20	
Received by City Attorney:	1/17/20	

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Patrice McCarthy, Records Manager	x7049
Contact Person:	Patrice McCarthy, Records Manager	x7049

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report ____ Revised Report _X_ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G
(green-g, yellow-y, red-r)

Department: OFFICE OF MUNCIPAL CLERK

Grant Administrator: Patrice McCarthy Grant Administrator #: 757- 7049

Grant/Project Name:			Interactive Historic Mural			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :		
Funding Source:			Camden County Open Space & Historic Trust fund			
PassThrough:	Y	N	Source:			
Amount of Grant:			$ 50,000.00			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:		2/11/20		Accepting Grant Resolution # MC:	2/11/20	
Term of Grant:		1/1/20 – 12/31/20		Location of Activity:	CITYWIDE	
Date of Analysis:		1/08/20		Reviewed By:	LINDA R. PUGH LRP	

Summary: The Office of Municipal Clerk is requesting to "enter into a Shared Service Agreement" with the County of Camden and/or Board of Chosen Freeholders which includes $50,000.00 grant funds from the Camden County Open Space & Historic Trust fund to implement an interactive historic mural. Same information as below. This will allow to place a sign no larger than 18" x 24" at a mutually agreed location which shall identify the funder. *Please proceed with this resolution.*

1/08/20 -The Office of Municipal Clerk is requesting to "insert" $50,000.00 for grant funds from the Camden County Open Space & Historic Trust fund to implement an interactive historic mural. Same information as below. *Please proceed with this resolution.*

1/08/20- The Office of Municipal Clerk is requesting to "accept" $50,000.00 for grant funds from the Camden County Open Space & Historic Trust fund to implement an interactive historic mural.

This grant is to be combine with the Camden County Cultural & Heritage Commission's History Partnership program, from the State of NJ Historic Trust Fund grant to cover costs the remaining costs of display casing for historic artifact placement and the interactive historic mural.
Please proceed with this resolution.

Time Lines: 1/1/20 to 12/31/20

Initial Report ____ Revised Report _X_ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: _G_

(green-g, yellow-y, red-r)

Problematic Areas/Recommendations:

Based on the information provided, I see no reason why there should be any problem.

Cabinet #	Drawer #
1	1

ATTACHMENT G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

This Camden County Open Space and Historic Trust Fund grant in the amount of $50,000 will be utilized for the planning and implementation of a historic interactive touch screen mural. This mural will be centrally located within the lobby of City Hall and serve to benefit all visitors by introducing them to an overview of Camden's vibrant history. There is no matching requirement for this grant. Terms are outlined in detail within the shared services agreement attached.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Patrice McCarthy
Title	Records Manager & Archivist
Telephone Number	856.757.7049
Email	pamccart@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

Potential maintenance of unit only on as needed basis.

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

N/A

_____ Date_____

Mayor's Signature

Jan J. Cascum Date 1-14-20

Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

camden county

Open Space Preservation Trust Fund Advisory Committee

1301 Park Blvd.
Cherry Hill, NJ 08002
Phone: (856) 858-5241
Fax: (856)216-7156

Jeffrey L. Nash
Freeholder Liaison

Cynthia Berchtold
Citizen Representative

Hon. Edward Campbell III
Mayor of Gibbsboro

Helen Garcia-Arvin
Voorhees Recreation

John Gentless
Citizen Representative

Gerald Greene
Citizen Representative

J. Douglas Griffith
Citizen Representative

Eileen Lish
Citizen Representative

Maggie McCann Johns
Cam. Co. Parks Department

Christopher Mrozinski
Citizen Representative

Linda C. Musser
Cam.Co. Board of Realtors

Hon. Gary Passanante
Mayor of Somerdale

Daniel Sperrazza
Citizen Representative

Jack Sworaski
Cam.Co. Environmental Affairs

Hon. Barry Wright
Mayor of Winslow Twp.

Anthony V. Ziccardi
Citizen Representative

Richard Zimmermann
Whitman Stafford Committee

January 7, 2020

Ms. Patrice McCarthy
520 Market Street
Camden, NJ 08102

Dear Ms. McCarthy,

Congratulations, your application for **Round 19 – Historic Preservation** in the amount of $50,000 for the development and installation of an interactive historical education kiosk has been approved.

The Agreement between County of Camden and the City of Camden regarding funding has been forwarded to you for your signature.

Please contact me should you have any questions.

Sincerely,

Jack Sworaski, Director
Div. of Open Space and Farmland Preservation

SHARED SERVICES AGREEMENT
BY AND BETWEEN
THE COUNTY OF CAMDEN
AND
CITY OF CAMDEN

THIS DOCUMENT constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A: 65-1 et seq. entered into between the County of Camden, a body politic and corporate of the State of New Jersey with offices located at 520 Market Street, Camden, New Jersey 08102, (**County**), and the City of Camden, a body of politic and corporate of the State of New Jersey with offices with offices located at 520 Market Street, Camden, New Jersey 08102 **(City)**. The date of execution of this Agreement is the day of , 2019.

WITNESSETH:

WHEREAS, the need exists within the County of Camden (**County**) and its municipalities for the preservation of historic sites; and

WHEREAS, the City of Camden (**City**) desires to develop and install an interactive historical education kiosk (**project**) to engage the public in active learning and increase heritage tourism in Camden City and surrounding area. within the City of Camden; and

WHEREAS, the **City** desires to acquire assets which would permit it to implement the **project**; and

WHEREAS, the **County** desires to fund, in an amount not to exceed $50,000, the installation of the **project** by the **City**, in accordance with the approved work plan (**Work Plan)** which is attached hereto, in order that the citizens of the **County** may ensure the continued preservation of historic properties within the **County**; and

WHEREAS, the **City** agrees to indemnify and hold harmless the County of Camden, its agents, servants, and employees from any and all liability relating to the installation of the **project**, together with their ownership and use; and

WHEREAS, by resolution adopted November 14, 2019, the Board of Freeholders of the County of Camden authorized the execution of any necessary contractual documents to implement the recommendations of the Camden County Open Space Preservation Trust Fund Advisory Committee with respect to Round 19 - Historic Preservation funding, now, therefore,

IN CONSIDERATION of the mutual promises set forth herein, the parties hereto agree as follows:

1. TERM

This Agreement shall be for a one (1) year period commencing upon the date of the execution of this Agreement.

2. CITY'S RESPONSIBILITIES

The **City** shall negotiate with contractors for said development and installation of an interactive historical education kiosk and shall provide the **County** with a copy of all plans and agreements with contractors for said **project** as identified in the **Work Plan**, not less than seven days prior to the commencement of work. Following completion of the work, the **City** shall submit copies of all invoices from said contractors, and copies of all cancelled checks for said **project** as they relate to the **Work Plan.**

The **City** may use any funds provided by the **County** only for the said **project** in accordance with the **Work Plan** attached hereto. The **City** must make written application to the County for any proposed changes to the approved **Work Plan** and must receive written approval for the proposed changes from the County prior to seeking reimbursement for costs relating to said changes. The **City** must provide the **County** with copies of all contracts and other documents identified above which relate to the said **project**.

The City shall provide evidence of the availability of matching funds in the amount of $0.00 for the tasks listed in the Work Plan.

The **City** shall inform the **County** in writing of any circumstances that will delay the completion of the **Work Plan** beyond the term of this Agreement not less than sixty (60) days prior to the expiration of this Agreement.

The **City** may use any funds provided by the **County** only for the purpose stated within the **Work Plan**. The **City** must provide the **County** with copies of all contracts and other documents identified above which relate to said **Work Plan. A completed Historic Preservation Grant Payment/Reimbursement Request Form (*Attachment I*), must accompany all request(s) for release of funds. No funds will be released unless/until this completed form is received by the County.**

The **City** shall allow the **County** to place a sign no larger than 18" x 24" on the property, at a mutually agreed to location, which shall identify the Camden County Open Space Preservation Trust Fund as a financial partner in the completion of the **project**.

3. COUNTY'S RESPONSIBILITIES

Upon receipt of a signed contract(s) for work contained in the **Work Plan**, the **County** shall pay to the **City** the sum of said contract(s), or a percentage thereof, for the purpose of permitting the **City** to complete the **project**. The amount paid shall not exceed the amount for said work identified in the **City's** application submitted to the **County** for Round 19 - Historic Preservation Funding, nor shall it exceed $50,000 in the aggregate. Any balance from the original appropriation of funds which remains after all work identified in the **Work Plan** has been completed, shall remain with the **County**.

4. ADHERENCE TO LOCAL PUBLIC CONTRACTS LAW

In accordance with N.J.S.A. 40A:65-9, if any party performing a service on behalf of another party or parties to this Agreement utilizes the services of a private contractor to perform all or most of such service, or all or most of a specific and separate segment of the services so contracted for, such party shall be required to award the Agreement for the work to be performed by a private contractor under such Agreement in accordance with the "Local Public Contracts Law" (N.J.S.A. 40a: 11-1 et seq.)

5. AUDIT

Pursuant to the Single Audit Act of 1984, the **City** agrees to permit the **County** and/or its agents to examine any and all records relevant to this Agreement and shall make the same available upon demand at a reasonable time and place for the purpose of auditing the records, reports and documents relative to this Agreement.

6. RIGHT TO INSPECT

The **City** shall permit the **County** or its authorized representative, to make visits to the site during installation in order to: assure the **City's** compliance with the terms of this Agreement, review project accomplishments, or provide such technical assistance as may be required.

7. INDEMNIFICATION

The **City** shall indemnify, hold harmless and defend the **County**, its employees, officers and agents, from and against all liability, claims, suits, losses, damages, costs and demands, on account of bodily injury, including death or property damage, arising out of or connected with, the restoration work conducted pursuant to this Agreement.

8. INSURANCE

The **City** shall provide and maintain during the term of this Agreement adequate insurance coverage for the work to be performed pursuant to this Agreement. Said insurance shall include but not be limited to general liability and workers compensation insurance which includes limits which are the same as those procured by the **City** for other types of activities.

9. NOTICE

All notice hereunder shall be in writing and mailed, postage paid, certified mail, return receipt requested to the **County** by directing the same to the County Administrator, 16th Floor, 520 Market St., Camden, New Jersey 08102 and to the **City** by directing the same to the Mayor, City of Camden, at 520 Market Street, Camden, New Jersey 08102.

10. MISCELLANEOUS

The following provisions shall apply to this Agreement:

a. Construction of this Agreement

The parties acknowledge that this Agreement was prepared under New Jersey Law and shall therefore be interpreted under the laws of that State.

b. Amendments

This Agreement may not be amended, altered or modified in any manner except in writing signed by the parties hereto.

c. Headings

This section and or any other headings contained in this Agreement are for references only and shall not affect the meaning and interpretation of this contract.

d. Invalid Clause

The invalidity of any clause contained herein shall not render any other provision invalid and the balance of this Agreement shall be binding upon all parties hereto.

e. Entire Agreement

This Agreement shall consist of the entire Agreement of the parties and it is acknowledged that there are no side or oral agreements relating to this undertaking set forth herein.

f. Assignability

This Agreement and all rights, duties and obligations contained herein may not be assigned without the County's prior written permission.

g. Affirmative Action

The affirmative action provisions set forth in the documents attached hereto are incorporated herein and made a part hereof.

h. Funding

In accordance with the provisions of N.J.S.A. 40A: 11-15, this Agreement is subject to the availability and appropriation of sufficient funds in the year in which it is in effect.

i. Waiver

It is understood and agreed by the parties that a failure or delay in the enforcement of any of the provisions of this Agreement by either of the parties shall not be construed as a waiver of those provisions.

IN WITNESS WHEREOF, the parties hereto have placed their signatures and appropriate seals on the date and year mentioned on the face of this Agreement.

ATTEST:

_____
CLERK, BOARD OF FREEHOLDERS

COUNTY OF CAMDEN

_____
ROSS G. ANGILELLA
COUNTY ADMINISTRATOR

WITNESS:

_____
CLERK,
CITY OF CAMDEN

CITY OF CAMDEN

_____
Name:

_____
Title:

(OP-HISTAGRE-CamdenCITY.RD19 (Kiosk))

camden county

OPEN SPACE, RECREATION, FARMLAND AND HISTORIC PRESERVATION TRUST FUND

Camden City Historical Education Kiosk
(Round 19)

Approved Work Plan

Task #1: Develop historic content and images

Task #2: Program software

Task #3: Purchase/install hardware for kiosk

camden county

Attachment I

Historic Preservation Grant

Payment/Reimbursement Request Form

The following payments/reimbursements are requested relative to the project listed below:

Project Name: _____

Applicant: _____

Funding Round: 19 **Matching Fund Amt.:** $ 0.00 .
(if applicable)

Please specify the **Task #,** as identified in the **Approved Work Plan** contained in your **Project Agreement,** for each item for which payment/reimbursement is requested, and documentation included.

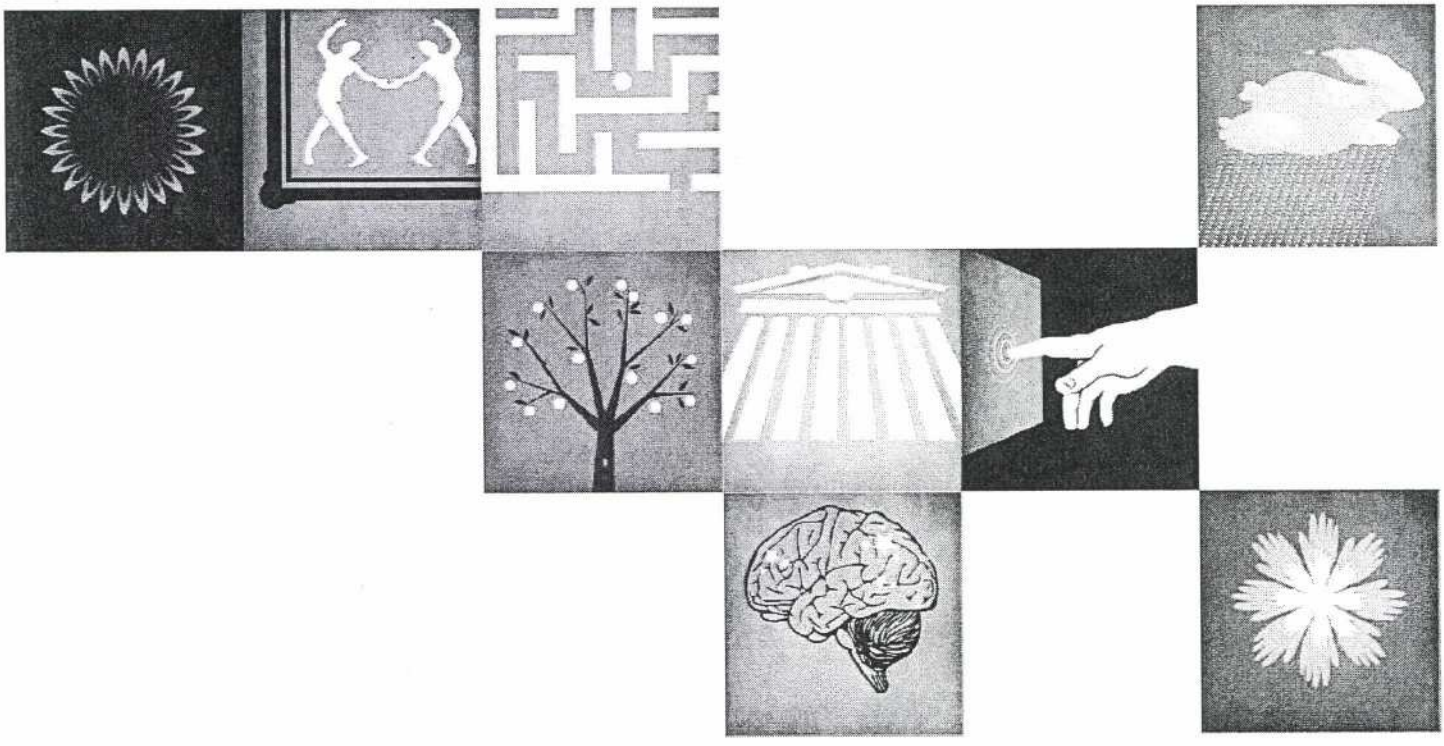
Task #	Item (i.e. fencing, field regrading, lighting etc.)	Total Cost	Matching Funds (if applicable)	Reimbursement Requested
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$

Total *REIMBURSEMENT* Requested $

Signature _____ Title _____ Date _____

Print Name _____

night kitchen interactive



City of Camden

INTERACTIVE TOUCHSCREEN KIOSK

Version 1.0
September 27, 2019

Primary Contact
Matthew Fisher, *Principal*
526 E Girard Ave
Philadelphia, PA 19125
matthew@whatscookin.com
215.629.9962 ext 102

Contents

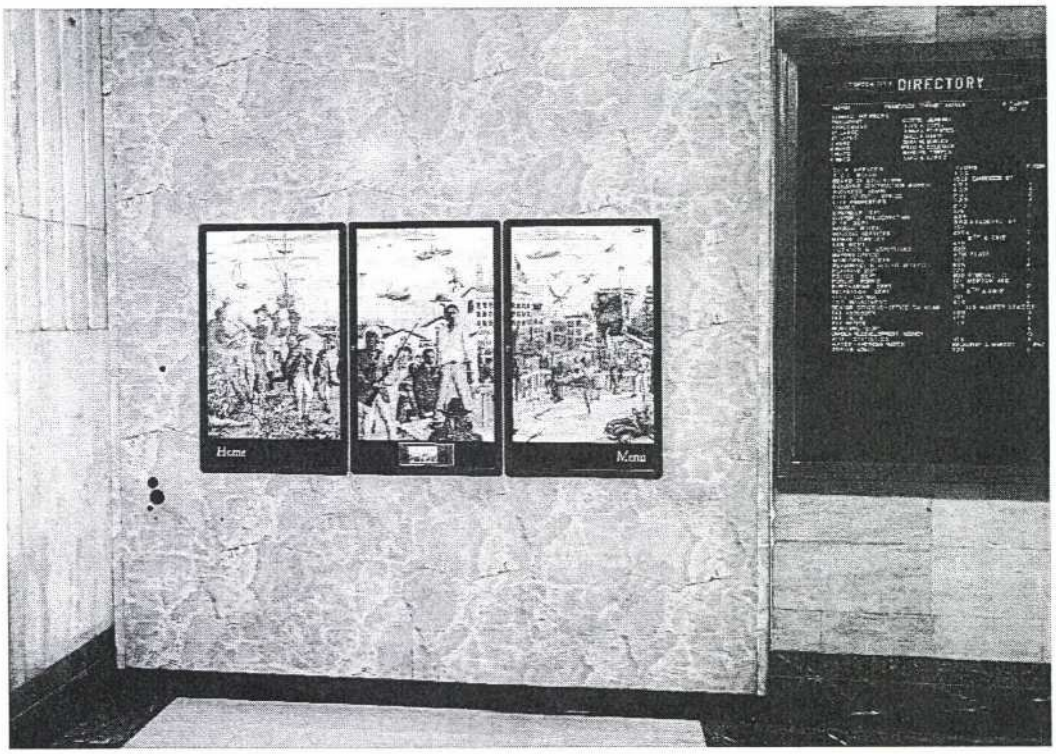
Project Understanding....3
Solution....3
Project Services....7
Workplan: Year One....8
Schedule....9
Our Process....10
Budget....11
General Assumptions....12
Case Studies....14

Project Understanding

The intent of this project is to create a compelling interactive touchscreen kiosk wall display for the first-floor elevator lobby of City Hall in Camden for the City of Camden (CoC). The project is to be led by Night Kitchen Interactive (NK) with Heritage Consulting (HC) subcontracting as content provider. It is to be produced over a three-year phased rollout. Phase one focuses on a dynamic exploration of Camden County historic people, events and places.

Solution

This CoC history interactive kiosk will contain three (3) 42" HD video touchscreen monitors, mounted side by side in portrait orientation on the wall between the elevator and the café.

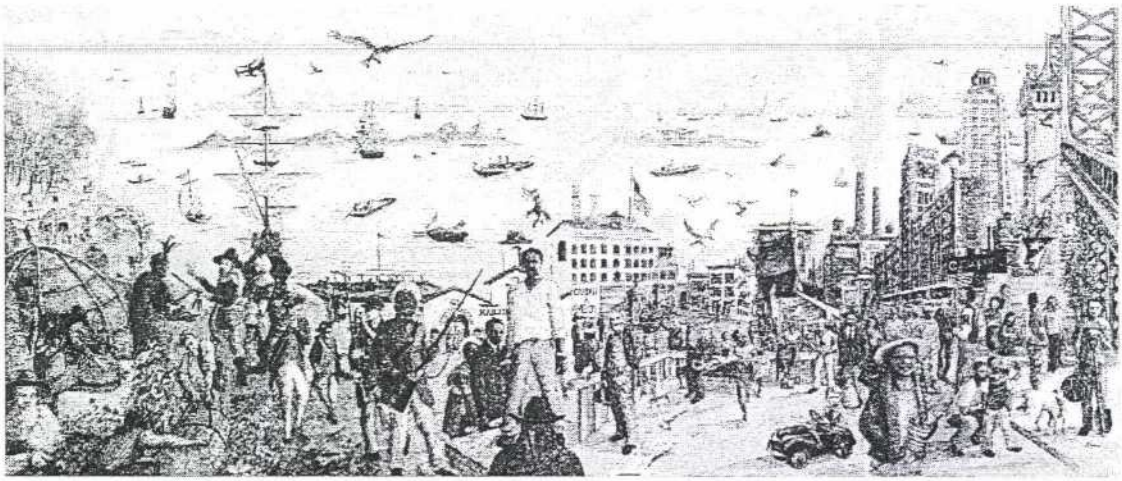


This project has three phases of development over three years. The first phase will encompass the development of historic content and images, the programming of software and the purchase and install of the hardware for the touchscreen kiosk. The second and third phases will allow us to add Spanish translation and additional content about CoC services (e.g. Plan My Day in City Hall, county history and community events, and a CoC historic *Jeopardy* component).

THREE-YEAR PLAN

Year One

In the first phase (this year), we will create the design and implement the touchscreen kiosk for *the City of Camden: Learn our History* content. The Camden County Historical Society has in its collection a very handsome contemporary mural (below) which illustrates 300 years of Camden history.



The mural contains about 40 key events, people and places in Camden's history from left to right. The touchscreen kiosk will display buttons along the bottom of the screens allowing visitors to reveal additional information (pop-ups) with a photo/illustration/video and 50 to 150-word description about the people, events or places illustrated on the mural itself.

We will provide an ongoing maintenance for the remainder of year one after installation to ensure that the touchscreen kiosk content is updated quarterly, and the hardware performs optimally.

Year Two

In the second phase we will integrate translation of the text into Spanish of all the pop-ups (translation provided by CoC). We will provide oversight of translation integration as needed for final production. We will include additional content for *Plan My Day at City Hall*. This content will be built for visitors needing to access information or services in City Hall, such as getting a copy of a birth certificate, paying property tax, or getting a marriage license. The touchscreen kiosk would provide basic information about what office to visit to obtain the information, if there are fees or applications needed, and direct the visitor to the correct location in the building.

During the second phase, we will develop additional content about city and county history events from the Camden County History Alliance of the Camden County Historical Society. By editing a basic text document, content can be updated by City personnel from the Camden County History

Alliance monthly newsletter. This content will be organized around a large map of the region and include approximately 25 pop-ups to display photos (up to 5 per popup) and descriptions of 50 to 150 words for each historic site open to the public.

In this second phase, we will also update, and reprint collateral material created by the Camden County History Alliance, a project of the Camden County Historical Society. In 2018, the Camden County History Alliance produced a handsome, folded, four color 19" x 42" map/guide for Camden County History Week. This map/guide will be updated as needed and reprinted. Also produced were 21 handsome four-color rack cards for Camden County historic sites open to the public for Camden County History Week. These rack cards will be updated as needed and reprinted for visitors. These rack cards and the map/guide will be available in a rack card rack positioned below the touchscreen kiosk for visitor use. Maps and rack cards will be replenished daily by City staff.

Year Three

The third phase of the project will include creating additional fun content using a Jeopardy gameshow-style format, permitting visitors to interact with the history of the CoC. Jeopardy questions will be prepared from the already developed content on the mural of Camden events, people and places.

This Camden history touchscreen kiosk will encourage City Hall visitors to learn more about the rich history of Camden and the many services offered to residents in City Hall itself, and to provide visitors with event information about activities at historic sites open to the public throughout the city and county.

In addition, the touchscreen kiosk will inform visitors of a means to share information about historic artifacts or documents they own that have high educational value for the CoC. This will be done by promoting a social sharing hashtag (e.g. #camdenhistoryrocks) through social media or via email. Emails would be sent to the City Archives office. The office will share this information with the Camden County Historical Society. The archives office or CCHS would in turn reach out to the visitor to learn more about the artifact they own and if they would be willing to lend it for display, scan it, or donate the item/object to either entity.

YEAR ONE DELIVERABLES

- A Creative Brief that outlines the outcomes of our Discovery session.
- User experience wireframes that document key screens and functionality.
- Visual Interface Designs: 2 design mockups with 1 round of revisions.
- Graphic design and content integration for 1 mural with 40 hotspots.
- Graphic design and content integration for 40 popups.
- Complete application code installed on 1 CPU.
- Kiosk lockdown application configuration on 1 CPU.
- Purchase, configuration and installation of 1 CPU and 3 touchscreens.
- Instructions and troubleshooting documentation for application, 1 CPU and 3 touchscreens.
- 2-month (60 day) warranty.
- 10-month additional maintenance contract.

APPROACH

Our proposed solution involves building on an existing image tiling and zooming framework we have successfully employed in several projects before. An example can be viewed of the Vietnam War Murals* at the New-York Historical Society:
http://scratch.whatscookin.com/5441/web_02/index.html?version=warfront and
http://scratch.whatscookin.com/5441/web_02/index.html?version=homefront.

> * **Please note** that these interactives were optimized for touchscreens. The interfaces utilize swipe, pinch and zoom gestures and are best experienced in those contexts. We recommend viewing the above links on an iPad. More information about these interactives can be viewed in the Case Studies section of this proposal.

Project Services

Project Management

NK & HC will discuss the requirements for the application with CoC. We will maintain communication and schedule conference calls or meetings, as required. We will update the team via email and provide key deliverables via an online project management tool.

Design

We will develop wireframe diagrams showing structural components, user interface elements, and content hierarchy. We will develop a visual mockup composition that will convey the style and execution of the application and its components. CoC will sign off on the design comps prior to building of the application.

Content Management

HC will provide clear guidelines for CoC to provide all content in the appropriate, agreed-upon format. Any text content will be reviewed and approved prior to integration. HC review media content after NK integrates it into the application.

Development and Testing

We will develop the application in a series of Agile sprints. We schedule regular reviews during the build phase, so that your team can monitor progress and we can continue to collaborate. Application testing will be performed internally to ensure that all functionality is operating as expected on the provided hardware. We will install the application and the kiosk lockdown software on the one (1) computer that will drive the display.

Installation

We will physically mount the touchscreens onto the wall in the City Hall lobby using standard VESA wall mounts. The CPU will be encased in the wall mount behind the touchscreen. **CoC will provide standard electrical outlets and internet service via Ethernet to the touchscreens.**

Training and Documentation

We will provide up to two (2) hours of training to ensure that CoC staff can manage the digital display. In addition to the training session, we will provide documentation for reference.

Maintenance

Maintenance contract provides for support of the interactive, including up to two (2) hours per month for offsite support and up to two (2) onsite visits for the 10-month contract. NK will respond to maintenance requests within 2 business days and will be performed during business hours (M-F, 9:30am-5:30pm).

Workplan: Year One

For the first phase of work for the first year, NK and Heritage Consulting Inc. will participate in up to five team meetings with Camden County Historical Society and CoC representatives. We anticipate these meetings will be Kick-off/Discovery, Design, Content, Beta, and a Final review meeting.

Heritage Consulting Inc. will prepare a Word document with up to 40 pop-up features for the script for the mural map during the first three months of the project. Each pop-up feature will include one photo/illustration with credit line and between 50 to 150 words of text. Research and prepare script for each pop-up feature under the topics: Events, People, and Place located on the current mural. We assume all the research will be undertaken at either the Camden County Historical Society offices or the Records Management Unit/Archives for the CoC. We will undertake two rounds of edits for the pop-ups and share the script with CCHS and CoC as a Word document.

Heritage Consulting Inc. will, work with the Walt Whitman House, Battleship New Jersey, and The Adventure Aquarium, to identify a short video clip from each that might be included as a pop-up for these sites. NK will provide the guidelines for video clips.

Heritage Consulting Inc. will take informal photos of the photos/illustrations that we wish to use for each of the pop-up features for review by NK. Selected photos/illustrations will be provided by CoC as digital files based on specifications provided by NK. Digitization services can be provided as an additional expense. We understand that some of the photos/illustrations might not be suitable for digital use by NK, so we will find alternatives if needed from the CCHS/City archives as needed.

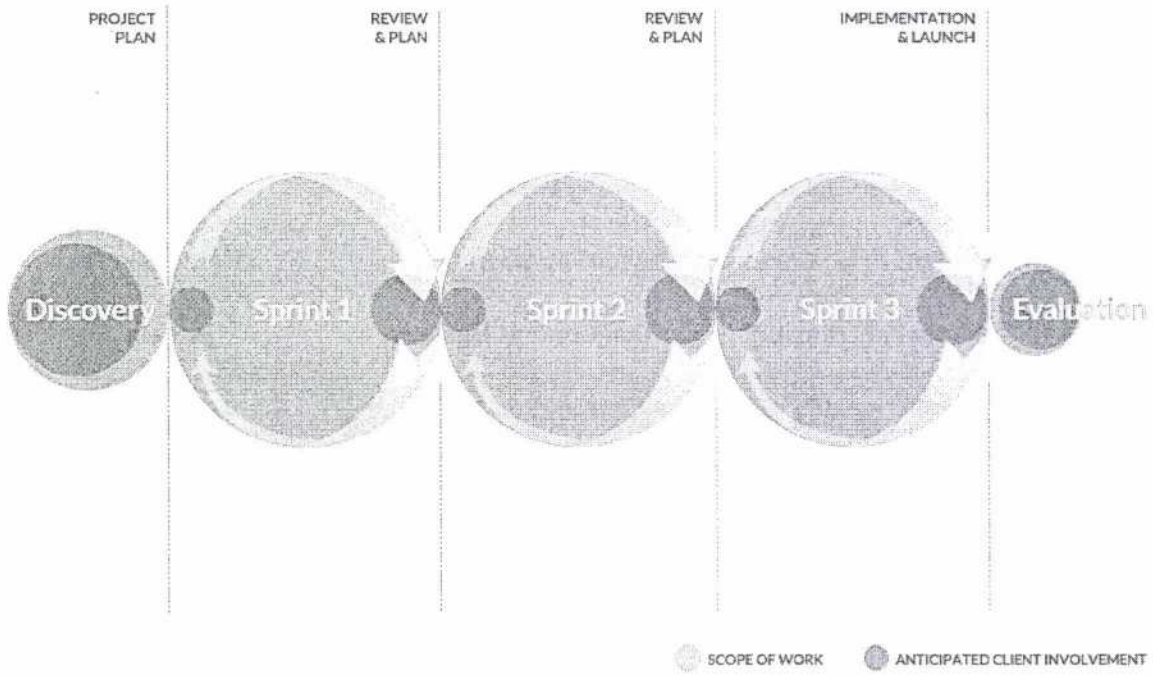
Schedule

This is high level schedule and will be refined upon further discussions with CoC during Discovery phase regarding key deliverables and turnaround times for review and approvals. NK and CoC meet at the start of each Sprint to have a Planning Meeting to establish a backlog of features and functionality. We have currently accounted for 5 days of client review that occur at the end of each Sprint.

Deliverable	Month
NK delivers Statement of Work	September 2019
CoC approves SOW	October 2019
NK, HC & CoC complete Discovery & deliver Creative Brief	November 2019
Sprint 1 (NK: Designs | HC: Content Drafts for Pop-ups)	December 2019
Sprint 2 (NK: Mural Functionality | HC: Final Content Delivery)	January 2020
Sprint 3 (Popup Functionality | HC: Final Content Review)	February 2020
Sprint 4 (Software Complete)	March 2020
Sprint 5 (Hardware Install)	April 2020

Our Process

NK will collaborate with CoC to craft a creative brief, identifying the scope of work, the design and development process and the phases of implementation. NK will look to CoC to provide expertise, content oversight, review and approval. We have recommended an "Agile" approach, allowing for a flexible development process where we can test and modify the solution along the way. With an Agile approach we iterate until we get core content and features as we want them.



In the **discovery phase** we both refine objectives/strategies and elicit challenges through discussions focused on the design, content, and technology strategy for the project.

In the **sprinting phases** we engage in an iterative prototyping process where we identify concrete goals for the project content, design, and functionality for each subsequent build. Features are defined and prioritized. We start with core functionality and collaborate to adapt those elements to meet our goals, prior to implementing optional features or enhancing existing functionality. During the sprinting phases we move through design wireframes and visual treatments to implementing functionality and iterating to completion.

At **launch** we optimize and deliver the final files for implementing the project. Post-launch we review your maintenance plan and site evaluation guidelines, if applicable.

Budget

Software	Cost
Consulting	
Ideation / Discovery	$2,000
Project management	$5,000
Subtotals Consulting	*$7,000*
Design	
Wireframe Diagrams / User Experience Design	$2,000
Visual Design and Graphics Production	$3,000
Subtotals Design	*$5,000*
Content	
Heritage Consulting (10 days at $1000 day)	$10,000
Subtotals Content	*$10,000*
Implementation	
Content integration (40 popups)	$3,000
Functional development digital wall version	$5,000
Kiosk software implementation on 1 CPU	$1,000
Testing / Iteration	$2,000
Configuration & Deployment	$2,500
Installation, not to exceed 10 hours (4 hours prep & 6 onsite)	$1,500
Subtotals Implementation	*$15,000*
Total	**$37,000**

Hardware	Cost
Monitors, 42" display x3 @ ~$2,500 each	$7,500
Touchscreen kiosk CPU with 3 display ports	$5,000
Wall mounts	$500
Total	**$13,000**

Budget Note

Reimbursable expenses, such as travel, meals, shipping, and materials for prototyping and printing at to be billed separately. No travel costs are anticipated for this engagement.

General Assumptions

- CoC will assign a project liaison who will manage internal reviews and deliver a single approved revision document and sign-offs to NK for each deliverable.
- CoC will be responsible for providing all text content, photography, and video in the agreed-upon digital format for use in the applications.
- The applications will be deployed to fixed size screens and will not be responsive.
- This proposal does not include the implementation of a content management system for managing content in phase one. In order to help maximize the amount of time and budget available for the experience, the content will be coded into the system directly.
- Design and installation of supporting physical components of the interactive (e.g. the digital screen housing, or onsite exhibit signage) is not included within the scope of this proposal.
- Hardware costs are estimated and will be determined in consultation with CoC.
- NK will provide bug fixes and corrections within the scope of the Statement of Work for 90 calendar days after launch.

NIGHT KITCHEN TEAM LEADS

Our team of experienced professionals will collaborate closely with the CoC team.

Matthew Fisher - Principal

Matthew Fisher is principal and founder of Night Kitchen Interactive, where he has produced interpretative and educational experiences for arts, cultural heritage, and science organizations since 1997. Matthew is passionate about the transformative power of interactive storytelling and speaks at conferences and universities regularly.

Valentina Feldman - Interactive Designer

Valentina Feldman is an Interactive Designer at Night Kitchen with expertise in project management, animation, visual effects, and interactive design. Valentina's research focuses on democratizing cutting-edge VR and AR production methods to make experiences accessible to a broad audience. Valentina earned an MS in Digital Media from Drexel University in 2016, and currently teaches undergraduate and graduate classes in Drexel's VR and Immersive Media program.

Travis Chandler - Interactive Developer

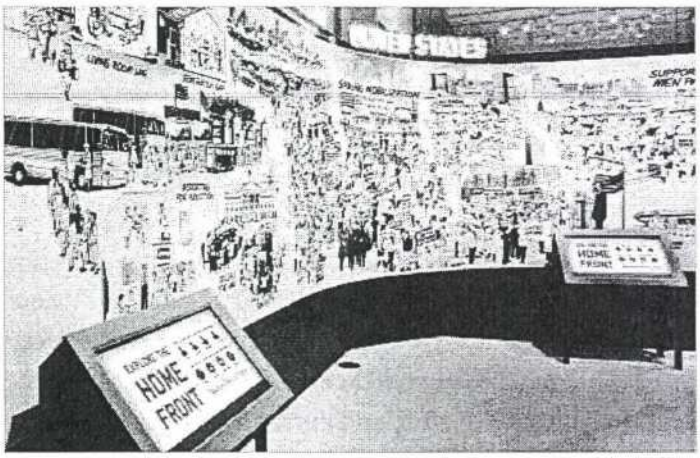
For over 4 years Travis has been lead developer on projects both small and large. In 2013, he founded his own game studio, Sweet Roll Studio, releasing three games, two on mobile and one PC. Before joining Night Kitchen, he was lead developer at BioStream Technologies, where he developed a game to assist children on the Autism Spectrum in the development of social skills. Travis currently teaches Game Design and Production at Drexel University.

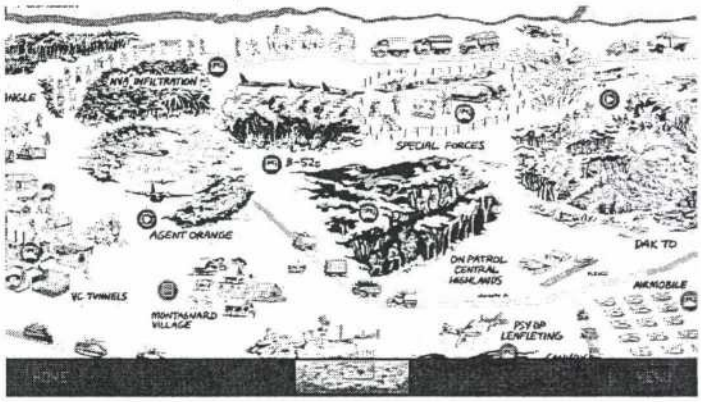
Suzye Carroll - Interactive Designer

Suzye graduated with a Bachelor of Architecture degree from Drexel University in 2016. After graduating, she decided she wanted to design on a different scale. Since then, she's had the joy designing & building websites for a variety of passionate small business owners. Her approach to web design is heavily influenced by user-centered architectural theory.

Case Studies

THE NEW-YORK HISTORICAL SOCIETY: *VIETNAM WAR MURAL TOUCHSCREENS*





AT A GLANCE

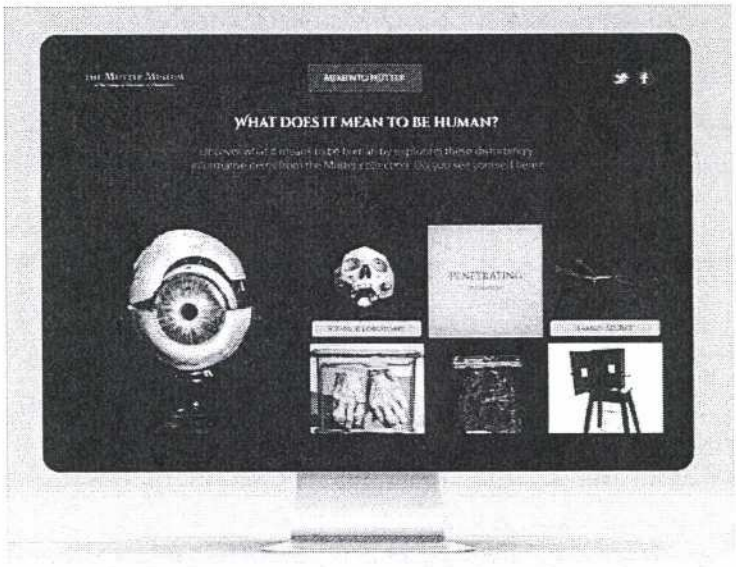
4 In-gallery touchscreen activities
2 Interactive murals
Dozens of text, image and video popup overlays
Multi-touch functionality

CLIENT REFERENCE

Marci Reaven
V.P., History Exhibits
New-York Historical Society

For the New-York Historical Society's exhibition *The Vietnam War: 1945 – 1975*, Night Kitchen Interactive created a series of four touchscreen interactives. The exhibition displays two large murals, one depicting the War Front and another the Home Front, each packed with illustrations of historic events, people and places. The accompanying gesture-enabled touchscreens allow visitors to pinch, zoom and pan through the murals' robust details. Through dozens of hotspots visitor can also explore the stories, archival photos and film that inspired the murals' imagery. By providing the curated source content alongside the artist's interpretation, visitors are encouraged to engage closely with the murals and gain a deeper understanding of the complex stories they tell. We also adapted the War Front and Home Front interactives to be available on The New-York Historical Society's exhibition website: https://vietnamwar.nyhistory.org/.

MUTTER MUSEUM:
MEMENTO MUTTER TOUCHSCREEN AND ONLINE EXHIBIT



http://memento.mutter.org

AT A GLANCE

Touchscreen and website
50+ artifacts
30+ 360 degree interactive spins
10+ stop motion interactive animations
Dozens of archival photos and documents
Drupal content management system
Responsive design/mobile-friendly
Educator resources

CLIENT REFERENCE

Karie Youngdahl
Director, Special Digital Projects
Mutter Museum, College of Physicians of Philadelphia

What does it mean to be human? This unusual online exhibit invites the visitor to uncover what it means to be human by exploring a fantastic assortment of disturbingly informative items from the Mütter collection.

We partnered with the Mütter Museum to create an on-site touchscreen and an online exhibit featuring 50+ of their most compelling objects. This touchscreen, website and mobile experience puts at the visitors' fingertips a variety of 360-degree spin rotations of objects, stop action unpacking animations of kits and cases, and page-turning displays of rare books. Each object is accompanied by curatorial narrative and popup tidbits throughout, along with archival photographs and drawings.

The touchscreen and website content is managed through the Drupal content management system, allowing the Mütter to update and add new content into the future.

SMITHSONIAN INSTITUTION
THE NISEI SOLDIER CONGRESSIONAL GOLD MEDAL ONLINE EXHIBITION

http://cgm.smithsonianapa.org/

AT A GLANCE

12 In-depth veteran profiles
5 topical stories
20+ oral history and archival videos
100+ archival photos and documents
Drupal content management system
Responsive design/mobile-friendly
Browsable, filterable resource directory

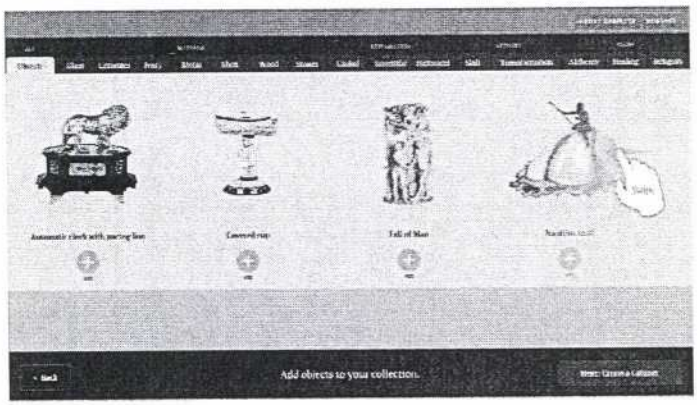
CLIENT REFERENCE

Christine Sato-Yamazaki
Executive Director
National Veterans Network

Japanese American soldiers were some of the most decorated in all of American's military history. Many volunteered and fought while their families were incarcerated behind barbed wire in American concentration camps. This exhibit—developed through a collaboration between the National Veterans Network, the Smithsonian and Night Kitchen interactive—tells their compelling story.

The site features in-depth profiles of 12 individuals who fought in World War II, combining first person accounts, quotes and oral history interviews with a robust array of archival photos shared by institutions, family members and the veterans themselves. There are two stories of specific honors awarded, including the Congressional Gold Medal now on display at the Smithsonian National Museum of American History and the Medal of Honor. Rounding out the exhibit are three stories that explore compelling aspects of the Japanese American experience, including their *Legacy of Loyalty*, *Life in American Concentration Camps* and *From Exclusion to Representing America*.

WADSWORTH ATHENEUM MUSEUM OF ART
CABINET OF CURIOSITIES INTERACTIVE INSTALLATION



AT A GLANCE

150+ collections objects
Dozens of filter tags
150+ zoomable images
Dozens of info hotspots
5 historical personas

CLIENT REFERENCE

Linda H. Roth
Senior Curator of
European Decorative Art

CLIENT TESTIMONIAL

"Our visitors are absolutely loving the game and it's inspiring just the type of close looking we were hoping! Facilities reports that they are regularly wiping nose prints off the cases above the touch screens!"
—Jama Holchin,
Wadsworth Atheneum

We partnered with the Wadsworth Atheneum Museum of Art to develop an interactive Cabinet of Curiosities, installed in the newly renovated galleries of the Morgan Memorial Building. Four interactive touchscreens allow visitors to explore over one hundred and fifty objects, appreciate their details, and collect those of interest. They then create their own curiosity cabinets by arranging objects, paintings, and other artifacts within a room of wonders space and email their creation to a friend. Based on their arrangement, the activity pairs the visitor with a historic persona, such as a Prince or naturalist, revealing information about the historical context of curiosity cabinets.

The activity is fully integrated with the central display cabinet at the center of the gallery and enables visitors to gain a deeper appreciation for the history of the Cabinet of Art and Curiosities and its underlying concept as the microcosm of the universe.

R-5

MBS:dh
02-11-20

RESOLUTION RESCINDING RESOLUTION #R-64 (MC-19:7214) AUTHORIZING AMENDMENT #1 TO CONTRACT #05-19-143S WITH THE LAW OFFICE OF SHELIA ELLINGTON FOR MUNICIPAL PROSECUTOR SERVICES

WHEREAS, on November 12, 2019, City Council approved, "Resolution Authorizing Amendment #1 to Contract #05-19-143S with the Law Office of Shelia Ellington for Municipal Prosecutor Services"; and

WHEREAS, it is necessary to rescind Resolution R-64 (MC-19:7214) adopted on November 12, 2019 due to the Law Office of Shelia Ellington being unable to continue to provide the services; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that Resolution R-65 (MC-19:7214) is hereby rescinded for the above stated reasons.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Michelle Banks-Spearman, City Attorney

Department Making Request: City Attorney's Office

TITLE OF RESOLUTION/ORDINANCE:
RESOLUTION RESCINDING RESOLUTION #R-64 (MC-19:7214) AUTHORIZING AMENDMENT #1 TO CONTRACT #05-19-143S WITH THE LAW OFFICE OF SHELIA ELLINGTON FOR MUNICIPAL PROSECUTOR SERVICES

BRIEF DESCRIPTION OF ACTION:
It is necessary to rescind the amendment with contract #05-19-143S with the Law Office of Shelia Ellington in the amount of $60,000.00. The Law Office of Shelia Ellington is no longer interested.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:	1/10/2020	Michelle B Spearman
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-14-20	Jason J Asuncion
Received by City Attorney:		

	(*Name*) *Please Print*	(*Extension #*)
Prepared By:	Dionne Giles	X7171

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-64

MBS:dh
11-12-19

RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #05-19-143S WITH THE LAW OFFICE OF SHELIA ELLINGTON FOR MUNICIPAL PROSECUTOR SERVICES

WHEREAS, the Council of the City of Camden by Resolution R-3 adopted May 7, 2019 awarded a contract to the Law Office of Shelia Ellington to provide Municipal Prosecutor services to the City of Camden in Municipal Court; and

WHEREAS, the contract price set forth in Resolution R-3 as aforesaid was Twelve Thousand Five Hundred Dollars ($12,500.00); and

WHEREAS, it is necessary to amend contract #05-19-143S in the amount of FOURTEEN THOUSAND DOLLARS ($14,000.00) for continued services; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the temporary budget of the City of Camden, under line item(s) "0-01-200-906", said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that contract #05-19-143S with Law Office of Shelia Ellington is hereby amended in the amount not to exceed FOURTEEN THOUSAND DOLLARS ($14,000.00), making the total amount of the contract an amount not to exceed TWENTY-SIX THOUSAND FIVE HUNDRED DOLLARS ($26,500.00).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: November 12, 2019

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: November 12, 2019

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Michelle Banks-Spearman, City Attorney

Department Making Request: Office of the City Attorney

TITLE OF RESOLUTION:
RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #05-19-143S WITH THE LAW OFFICE OF SHELIA ELLINGTON FOR MUNICIPAL PROSECUTOR SERVICES

BRIEF DESCRIPTION OF ACTION: The amendment is necessary for continued services in the Municipal Court due to under staffing in the City Attorney Office.

APPROPRIATION ACCOUNT TO BE CHARGED: 0-01-200-906

AMOUNT OF PROPOSED CONTRACT: $14,000.00

[X] **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
*For Example: **Form "A"** - Request for approval of Employees Requiring Advice and Consent of Governing Body, **Form "D"** - Contract Request, **Form "E"** - Creation/Extension of Services, **Form "G"** - Grant Approval, **Form "H"** - Bond Ordinance or Contract Request, **Form "I"**, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	11/6/19	[signature]
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:		

	(Name) Please Print	(Extension #)
Prepared By:	Dionne Giles	X7170
Contact Person:	Michelle Banks-Spearman, City Attorney	X7170

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	City of Camden

Professional Service or EUS Type	Professional Services
Name of Vendor	Law office of Shelia Ellington
Purpose or Need for service:	Alternate Municipal Prosecutor Amendment to contract 05-19-143S for continued services as the alternate in Municipal Court.
Contract Award Amount	$14,000
Term of Contract	
Temporary or Seasonal	Temp
Grant Funded (attach appropriate documentation allowing for service through grant funds)	
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	
Were other proposals received? If so, please attach the names and amounts for each proposal received?	

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____
Mayor's Signature*

_____ Date_____
Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

_____Funding Source for this action

_____

Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

_____ Date_____

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

_____Date_____

Director or Designee,
Division of Local Government Services

Number Assigned_____

MBS:dh
02-11-20

R-6

RESOLUTION AUTHORIZING THE SETTLEMENT OF LITIGATION

WHEREAS, there is now pending before the Superior Court of New Jersey, a case under Docket No. CAM DC 9698-19, entitled Syed Shah v. City of Camden in which the plaintiffs seeks damages; and

WHEREAS, this matter has been reviewed and negotiated by and between the parties of this litigation and an agreement has been reached by and between these parties to settle the case with the City of Camden paying the total sum of NINE HUNDRED FIFTY DOLLARS ($950.00); and

WHEREAS, in accordance with this settlement, the City of Camden will pay the total sum of NINE HUNDRED FIFTY DOLLARS ($950.00); and

WHEREAS, the settlement of the within litigation is not an admission of liability on the part of the City of Camden but is made in recognition of the risks of litigation and in order to avoid the continued costs and expenses of litigating the within matter; and

WHEREAS, the specific terms of the settlement are set forth in the attached form of the Settlement Agreement; and

WHEREAS, Council has reviewed said settlement proposal and has determined that it is in the best interests of the City of Camden to settle the litigation in the aforesaid matter; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the trust account budget of the City of Camden under line item "T-35-900-101", and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the proper officers are hereby authorized to adhere to the Settlement Agreement and to refund payment in the amount of NINE HUNDRED FIFTY DOLLARS ($950.00), in the manner set forth in the Settlement Agreement.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS CITY TREASURER, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

SYED SHAH

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION, FROM ONE OF THE FOLLOWING:

TEMPORARY BUDGET APPROPRIATION:
AMOUNT:
ADOPTED BUDGET APPROPRIATION:
AMOUNT:
APPROPRIATION RESERVE:
AMOUNT:
DEDICATED BY RIDER:
AMOUNT:
RESERVE FOR STATE AND FEDERAL GRANT:
AMOUNT:
CAPITAL ORDINANCE:
AMOUNT:
TRUST ACCOUNT: T-35-900-101
AMOUNT: $950.00

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CITY TREASURER THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

$950.00

Description of the Goods or Services to be procured:

Settlement in the matter of Syed Shah vs City of Camden et al, Docket No. DC-009698-19

DOREEN P. CHANG
TREASURER

DATE: January 22, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Michelle Banks-Spearman, City Attorney

Department Making Request: Law Department

TITLE OF RESOLUTION:
RESOLUTION AUTHORIZING THE SETTLEMENT OF LITIGATION

BRIEF DESCRIPTION OF ACTION: A settlement has been reached in the matter of Syed Shah v. City of Camden, Docket #DC-009698-19. This resolution will approve the terms of the settlement and authorize the Mayor and appropriate City officials to sign the settlement and release of all claims memorializing the terms of the settlement agreement.

APPROPRIATION ACCOUNT TO BE CHARGED: T-35-900-101

AMOUNT OF PROPOSED CONTRACT: $950.00

[X] **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	1/13/2020	Michelle Banks-Spearman
Approved by Grants Management:		
Approved by Finance Director: ☑ CAF –Certifications of Availability of Funds	1/23/2020	(If applicable)
Approved by Business Administrator:	1-23-20	Jason J. Asuncion

CITY OF CAMDEN
PURCHASING BUREAU
2020 JAN 23 A 8:39

	(Name) Please Print	(Extension #)
Prepared By:	Dionne Giles	X7170
Contact Person:	Elissa Redmer, Asst., City Attorney	X7170

RECEIVED 1/22/2020

Please note that the Contact Person is the point person for providing pertinent information regarding request.
If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

REQUISITION
NO. 20-01212

SHIP TO	OFFICE OF RISK MANAGEMENT 4TH FL CITY HALL P O BOX 95120 CAMDEN, NJ 08101
VENDOR	UNKNOWN VENDOR , NJ VENDOR #: UNK01

ORDER DATE: 01/15/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Settlement of Litigation Syed Shah v. City of Camden Docket #DC-009698-19 Make Check Payable To: Syed M Shah 800 Cooper Landing Road Cherry Hill, NJ 08002	T-35- -900-101	950.0000	950.00
			TOTAL	950.00

CITY OF CAMDEN
FINANCE DEPARTMENT
2020 JAN 15 P 2:40

P/S 1/21/2020

Approved:

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

Department Head — Date 1/15/2020

Receiver of Goods — Date 1/15/2020

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

Revised 6/2010

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	City of Camden

Professional Service or EUS Type	Settlement and Release Agreement
Name of Vendor	Syed Shah
Purpose or Need for service:	For the settlement in the matter of Syed Shah v. City of Camden. Check should be made payable to: Syed Shah
Contract Award Amount	$950.00 Settlement Amount
Term of Contract	
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	
Were other proposals received? If so, please attach the names and amounts for each proposal received?	

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

T-35-900-101 Funding Source for this action

Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

N/A

Certifying Officer Date_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned_____

SUPERIOR COURT OF NEW JERSEY - SPECIAL CIVIL PART

SETTLEMENT AGREEMENT

☐ **Small Claims (SC)**
☐ **Special Civil Part (DC)**

Docket Number CAM DC 9698-19

A. PLAINTIFF(S)
Name: Syed Shah

B. DEFENDANT(S)
Name: City of Camden
Atty Elissa R. Declined

C. CAUSE OF ACTION/CLAIM

1. TYPE OF CLAIM (CHECK ONE): ☑ **Contract** ☐ **Tort** ☐ **Other**
2. TOTAL AMOUNT CLAIMED IN SUIT $ 8119.83

D. SETTLEMENT AGREEMENT

The parties hereby agree as follows:

a. Defendant(s) shall pay plaintiff the sum of $ $5,950.25 which shall be in complete satisfaction of the Cause of Action/Claim. Payment of this sum shall be made in the following manner:
   1. In full on or before _____.
   2. In installments as follows:
      $ _____ on or before _____
      $ _____ on or before _____
      $ _____ on or before _____
   3. Other (specify) Defendant shall refund 950.25 representing the 6% redemption penalty. The City has

b. Additional stipulations or agreements (specify if appropriate) Plaintiff acknowledges that Defendant City of Camden has authorized refund of $5,000 pursuant MC-19 7259. Defendant

E. CONSENT JUDGMENT

The defendant(s) agree to have a judgment entered against them in the amount of $ _____ because no settlement can be agreed upon and defendant admits the obligation.

This settlement agreement disposes of any and all claims which now or may hereafter exist against the defendant(s) in the above cause of action. If, however, defendant(s) fails to abide by any portion of the agreement or defaults in making any payment then judgment may be entered for the total amount of the claim. The plaintiff(s) must file a certification with the Court detailing defendant(s) has failed to make payment or otherwise comply with the settlement in order for plaintiff(s) to have a judgment entered against the defendant(s).

DATED: 1/7/20

PLAINTIFF(S) Shah

DEFENDANT(S) Atty for D

JUDICIAL LAW CLERK OR MEDIATOR
(Witness to Agreement)

Richard F. Wells, J.S.C., Ret./Rec. J.S.C.

ER:dh
12-10-19

RESOLUTION MC-19:7259
On Motion Of: Dana M. Burley
APPROVED: December 10th, 2019

R-32

RESOLUTION AUTHORIZING THE REFUND OF A MISAPPLIED PAYMENT TO SYED SHAH

WHEREAS, Syed Shah is the property owner of 4545 Crescent Blvd., also known as Block 1067 Lot 37 on the Tax Map of the City of Camden (the "Property"); and

WHEREAS, on May 10, 2018 the property owner made a partial payment in the amount of $5,000 towards municipal charges for a demolition and the partial payment was misapplied to a CCMUA account; and

WHEREAS, on June 10, 2018 Tax Sale Certificate #18-01597 was issued for unpaid taxes and/or municipal charges assessed against the Property in the amount of $14,644.65; and

WHEREAS, on November 27, 2018 the mortgage holder redeemed Tax Sale Certificate #18-01597 for the total amount of unpaid taxes and/or municipal charges;

WHEREAS, the Tax Collector of the City of Camden is requesting authorization to refund the $5,000.00 misapplied partial payment to the property owner; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to refund the misapplied amount as follows:

REFUND AMOUNT: $5,000.00
To: Syed Shah
800 Cooper Landing Road
Cherry Hill, NJ 08002

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: December 10, 2019

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

MBS:dh
02-11-20

R-7

RESOLUTION AMENDING RESOLUTION #R-18 (MC-7147) ADOPTED ON OCTOBER 8, 2019 AUTHORIZING THE CITY COUNCIL OF THE CITY OF CAMDEN DETERMINING THAT THE CRESTBURY PRESERVATION RENEWAL LLC PROJECT PROVIDES FOR AND MEETS THE AFFORDABLE HOUSING NEED OF THE CITY OF CAMDEN

WHEREAS, the Council of the City of Camden by Resolution #R-18 (MC-7147) dated October 8, 2019 authorized a resolution of the City Council of the City of Camden Determining that the Crestbury Preservation Renewal LLC Project Provides for and meets the Affordable Housing Need of the City of Camden; and

WHEREAS, it is necessary to amend Resolution #R-18 (MC-7147) to describe the project as being a 391 unit residential housing development; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Resolution (MC-7147) is hereby amended to read as follows:

WHEREAS, Crestbury Preservation Urban Renewal, LLC, (hereinafter referred to as the "Sponsor") proposes to substantially rehabilitate the 42 building 391 unit residential affordable housing development, known as Crestbury Apartments (hereinafter referred to as the "Project") pursuant to the provisions of the New Jersey Housing and Mortgage Finance Agency Law of 1983, as amended (N.J.S.A. 55:14K-1 et seq.), the rules promulgated thereunder at N.J.A.C. 5:80-1.1 et seq., and all applicable guidelines promulgated thereunder (the foregoing hereinafter collectively referred to as the "HMFA Requirement") within the City of Camden (hereinafter referred to as the "Municipality") on a site described as a portion of Block 642, Lot 1.01; Bock 643, Lot 45; Block 644, Lot 46 and Block 645, Lot 1 as shown on the Official Assessment Map of the City of Camden, Camden County; and

WHEREAS, the Project will be subject to the NJ HMFA Requirements and other loan documents executed between the Sponsor and the New Jersey Housing and Mortgage Finance Agency (hereinafter referred to as the "Agency"); and

WHEREAS, the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") have determined in its Low Income Housing Tax Credit Qualified Allocation Plan, specifically at section N.J.A.C. 5:80-33.12(c)(17), that proposed projects located in census tracts where 30% or more of the existing housing units are low income housing tax credit units, additional allocations of low income housing tax credit require City Council resolution of support referencing said section; and

WHEREAS, pursuant to the HMFA Requirements, the governing body of the Municipality hereby determines that there is a need for this housing project in the Municipality.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Camden (the "Council") that:

(1) The Council finds and determines that the 391 unit affordable housing development proposed by the Sponsor meets or will meet an existing housing need;

(2) The Council does hereby adopt the within Resolution and makes the determination and findings herein contained by virtue of, pursuant to, and in conformity with the provisions of the HMFA Law to enable the Agency to process the Sponsor's application for Agency funding to finance the Project.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Michelle Banks-Spearman, City Attorney

Department Making Request: City Attorney's Office

TITLE OF RESOLUTION/ORDINANCE:
RESOLUTION AMENDING RESOLUTION (MC-7147) ADOPTED ON OCTOBER 8, 2019 AUTHORIZING THE CITY COUNCIL OF THE CITY OF CAMDEN DETERMINING THAT THE CRESTBURY PRESERVATION RENEWAL LLC PROJECT PROVIDES FOR AND MEETS THE AFFORDABLE HOUSING NEED OF THE CITY OF CAMDEN

BRIEF DESCRIPTION OF ACTION:
The NJHMFA is requiring the resolution be revised to describe the project as being a 391 unit residential housing development.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:		
Received by City Attorney:	1/23/20	Micaela B. Spear

	(*Name*) *Please Print*	(*Extension #*)
Prepared By:	Dionne Giles	X7171

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

10/8/19 MC: 7147 R-18

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, COUNTY OF CAMDEN, DETERMINING THAT THE CRESTBURY PRESERVATION RENEWAL LLC PROJECT PROVIDES FOR AND MEETS THE AFFORDABLE HOUSING NEED OF THE CITY OF CAMDEN

WHEREAS, Crestbury Preservation Urban Renewal, LLC, (hereinafter referred to as the "Sponsor") proposes to substantially rehabilitate the 42 building a ~~392~~ 391 unit residential housing development ~~(one (1) managerial unit and 391 residential units)~~ known as Crestbury Apartments (hereinafter referred to as the "Project") pursuant to the provisions of the New Jersey Housing and Mortgage Finance Agency Law of 1983, as amended (N.J.S.A. 55:14K-1 et seq.), the rules promulgated thereunder at N.J.A.C. 5:80-1.1 et seq., and all applicable guidelines promulgated thereunder (the foregoing hereinafter collectively referred to as the "HMFA Requirement") within the City of Camden (hereinafter referred to as the "Municipality") on a site described as a portion of Block 642, Lot 1.01; Bock 643, Lot 45; Block 644, Lot 46 and Block 645, Lot 1 as shown on the Official Assessment Map of the City of Camden, Camden County; and

WHEREAS, the Project will be subject to the NJ HMFA Requirements and other loan documents executed between the Sponsor and the New Jersey Housing and Mortgage Finance Agency (hereinafter referred to as the "Agency"); and

WHEREAS, the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") have determined in its Low Income Housing Tax Credit Qualified Allocation Plan, specifically at section N.J.A.C. 5:80-33.12(c) (17), that proposed projects located in census tracts where 30% or more of the existing housing units are low income housing tax credit units, additional allocations of low income housing tax credit require City Council resolution of support referencing said section; and

WHEREAS, pursuant to the HMFA Requirements, the governing body of the Municipality hereby determines that there is a need for this housing project in the Municipality.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Camden (the "Council") that:

(1) The Council finds and determines that the ~~392~~ 391 unit ~~(one (1) managerial unit and 391 residential units)~~ affordable housing development proposed by the Sponsor meets or will meet an existing housing need;

(2) The Council does hereby adopt the within Resolution and makes the determination and findings herein contained by virtue of, pursuant to, and in conformity with the provisions of the HMFA Law to enable the Agency to process the Sponsor's application for Agency funding to finance the Project.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: October 8, 2019

The above has been reviewed
and approved as to form.

MICHELLE BANKS SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

DM2\10544504.1

Michelle Spearman

From: Johnson, Harvey C. <HJohnson@duanemorris.com>
Sent: Wednesday, January 15, 2020 4:01 PM
To: Michelle Spearman
Subject: FW: Crestbury
Attachments: 20200115154948841.pdf

Michelle , here is the marked-up Resolution of Need that NJHMFA is demanding that the 392 units be changed to 391
Thanks for your assistance

DuaneMorris
www.duanemorris.com

Harvey C. Johnson
Partner

Duane Morris LLP
1940 Route 70 East, Suite 100
Cherry Hill, NJ 08003-2171

P: +1 856 874 4274
F: +1 856 874 4634
C: +1 215 900 5863

E-MAIL | BIO | VCARD

For more information about Duane Morris, please visit http://www.DuaneMorris.com

Confidentiality Notice: This electronic mail transmission is privileged and confidential and is intended only for the review of the party to whom it is addressed. If you have received this transmission in error, please immediately return it to the sender. Unintended transmission shall not constitute waiver of the attorney-client or any other privilege.

B-8

MBS:dh
02-11-20

RESOLUTION RE-APPOINTING PATRICK J. KEATING, DIRECTOR OF FINANCE AS A COMMISSIONER TO THE MUNICIPAL INSURANCE FUND COMMISSION

WHEREAS, the City of Camden is required to maintain an Municipal Insurance Fund Commission; and

WHEREAS, the statutes of the State of New Jersey specifically N.J.S.A. 40A:10-8 provides for the appointment of Commissioners to the Municipal Insurance Fund Commission by the Mayor with the advice and consent of City Council; and

WHEREAS, the Mayor of the City of Camden has re-appointed by communication to the governing body, to wit: Patrick J. Keating, as an Municipal Insurance Fund Commissioner; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that pursuant to N.J.S.A. 40A:10-8 the governing body does consent to the re-appointment of Patrick J. Keating, a Commissioner of the Municipal Insurance Fund Commission for a (2) two year term from February 11, 2020 through February 10, 2022 as provided by law.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: City Council

FROM: Jason J. Asuncion, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution providing advice and consent to re-appoint Patrick J. Keating, Director of Finance as a Commissioner to the Municipal Insurance Fund Commission.

BRIEF DESCRIPTION: This action would authorize the re-appointment of Patrick J. Keating to serve as a Commissioner on the Municipal Insurance Fund Commission for a two (2) year term. The term would commence February 11, 2020 through February 10, 2022.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-8-20	Jason J. Asuncion
Received by City Attorney:	1/17/20	Michelle B. Hopkins

	(*Name) Please Print*	*(Extension #)*
Prepared By:		
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-9

MBS:dh
02-11-20

RESOLUTION RE-APPOINTING JASON J. ASUNCION, BUSINESS ADMINISTRATOR AS A COMMISSIONER TO THE MUNICIPAL INSURANCE FUND COMMISSION

WHEREAS, the City of Camden is required to maintain an Municipal Insurance Fund Commission; and

WHEREAS, the statutes of the State of New Jersey specifically N.J.S.A. 40A:10-8 provides for the appointment of Commissioners to the Municipal Insurance Fund Commission by the Mayor with the advice and consent of City Council; and

WHEREAS, the Mayor of the City of Camden has re-appointed by communication to the governing body, to wit: Jason J. Asuncion, as a Municipal Insurance Fund Commissioner; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that pursuant to N.J.S.A. 40A:10-8 the governing body does consent to the re-appointment of Jason J. Asuncion, a Commissioner of the Municipal Insurance Fund Commission for a two (2) year term from February 11, 2020 through February 10, 2022 as provided by law.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: City Council

FROM: Jason J. Asuncion, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution providing advice and consent to re-appoint Jason J. Asuncion, Business Administrator as a Commissioner to the Municipal Insurance Fund Commission.

BRIEF DESCRIPTION: This action would authorize the re-appointment of Jason J. Asuncion to serve as a Commissioner on the Municipal Insurance Fund Commission for a two (2) year term. The term would commence February 11, 2020 through February 10, 2022.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-8-20	Jason J. Asuncion
Received by City Attorney:	1/17/20	Michelle B. Spear

	(*Name*) *Please Print*	(*Extension #*)
Prepared By:		
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-10

MBS:dh
02-11-20

RESOLUTION APPOINTMENT KEITH L. WALKER, DIRECTOR OF PUBLIC WORKS AS A COMMISSIONER TO THE MUNICIPAL INSURANCE FUND COMMISSION

WHEREAS, the City of Camden is required to maintain an Municipal Insurance Fund Commission; and

WHEREAS, the statutes of the State of New Jersey specifically N.J.S.A. 40A:10-8 provides for the appointment of Commissioners to the Municipal Insurance Fund Commission by the Mayor with the advice and consent of City Council; and

WHEREAS, the Mayor of the City of Camden has re-appointed by communication to the governing body, to wit: Keith L. Walker, as a Municipal Insurance Fund Commissioner; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that pursuant to N.J.S.A. 40A:10-8 the governing body does consent to the re-appointment of Keith L. Walker, a Commissioner of the Municipal Insurance Fund Commission for a (2) two year term from February 11, 2020 through February 10, 2022 as provided by law.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: City Council

FROM: Jason J. Asuncion, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution providing advice and consent to re-appoint Keith L. Walker, Director of Public Works as a Commissioner to the Municipal Insurance Fund Commission.

BRIEF DESCRIPTION: This action would authorize the re-appointment of Keith L. Walker to serve as a Commissioner on the Municipal Insurance Fund Commission for a two (2) year term. The term would commence February 11, 2020 through February 10, 2022.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-8-20	
Received by City Attorney:	1/17/20	

	(*Name) Please Print*	*(Extension #)*
Prepared By:		
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-11

MBS:dh
02-11-20

RESOLUTION AUTHORIZING THE RE-APPOINTMENT OF THERESA ATWOOD AS A MEMBER TO THE ZONING BOARD OF ADJUSTMENT FOR A FOUR (4) YEAR TERM

WHEREAS, the Mayor has re-appointed Theresa Atwood to serve as a Member of the Zoning Board of Adjustment of the City of Camden; and

WHEREAS, this Council has reviewed the qualifications of the appointee and consents to said re-appointment; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that Theresa Atwood is hereby re-appointed to serve as a Member of the City of Camden Zoning Board of Adjustment for a term of four (4) years as provided by law.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: City Council

FROM: Jason J. Asuncion, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution providing advice and consent to re-appoint Theresa Atwood as a member to the Zoning Board of Adjustment.

BRIEF DESCRIPTION: This action would authorize the re-appointment of Theresa Atwood to serve as a member on the Zoning Board of Adjustment for a four (4) year term. The term would commence February 11, 2020 through February 10, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-8-20	
Received by City Attorney:	1/17/20	

	(*Name) Please Print*	*(Extension #)*
Prepared By:		
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-12

MBS:dh
02-11-20

RESOLUTION AUTHORIZING THE CITY OF CAMDEN TO INITIATE THE COMPETITIVE CONTRACTING PROCESS TO RECEIVE PROPOSALS FOR ONLINE TAX SALE HOSTING SERVICES FOR THE CITY OF CAMDEN

WHEREAS, the City of Camden desires to seek proposals for the solicitation of competitive contracting proposals from vendors to electronically host the City's annual tax lien sale; and

WHEREAS, authorization from the Department of Community Affairs, Division of Local Government Services, approving the City of Camden's request to use the competitive contracting process, pursuant to N.J.S.A. 40A:11-4.1k to secure proposals for the solicitation of online tax sale hosting services, will take place during the review process as provided for by N.J.S.A. 52:27BBB-23; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.3, in order to initiate the process for competitive contracting, City Council must pass the herein resolution; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that the City of Camden is hereby authorized to initiate the competitive contracting process to secure proposals for the solicitation of online tax sale hosting services.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of the Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: FEBRUARY 2020

TO: Jason J. Asuncion, Esq., Business Administration

FROM: L. Chandler, Purchasing Agent

DEPARTMENT MAKING REQUEST: Administration/Purchasing Bureau

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing the City of Camden to initiate the Competitive Contracting process to receive proposals for online tax sale hosting services for the City of Camden

BRIEF DESCRIPTION: The City of Camden desires to solicit competitive contracting proposals from vendors to electronically host the City of Camden's annual tax lien sale.

BIDDING PROCESS: N.J.A.C. 5:33-1.1(c)(1) & N.J.S.A 40A:11-4.3

APPROPRIATION ACCOUNT(S): N/A

AMOUNT: N/A

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	1/23/2020	
Approved by Purchasing Agent:	1/22/2020	Lakulah C
Approved by Business Administrator:	1-24-20	
Received by City Attorney:	1/24/20	

	(Name) Please Print	***(Extension #)***
Prepared by 1:	L. CHANDLER	X7475
Contact Person 2:		

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CITY OF CAMDEN

Professional Service or EUS Type	N/A
Name of Vendor	N/A
Purpose or Need for service:	PURSUANT TO N.J.S.A 40A:11-4.3, THE CITY REQUIRES A RESOLUTION AUTHORIZING THE UTILIZATON OF THE COMPETITIVE CONTRACTING PROCESS FOR THE SOLICITATION OF ONLINE TAX SALE HOSTING PROPOSALS
Contract Award Amount	N/A
Term of Contract	N/A
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	N/A
Were other proposals received? If so, please attach the names and amounts for each proposal received?	N/A

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

Jason J. Asunn Date 1.24.20

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Financial Officer affirms that there is adequate funding available for this personnel action.

N/A Funding Source for this action

Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

N/A Date

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

R-13

MBS:dh
02-11-20

RESOLUTION AUTHORIZING A SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF CAMDEN AND NEW LIFE COMMUNITY DEVELOPMENT CORPORATION IN THE AMOUNT OF $250,000.00

WHEREAS, pursuant to the National Affordable Housing Act of 1990, HOME Investment Partnership Program funds are to be utilized to develop affordable housing opportunities for low and moderate income Americans; and

WHEREAS, pursuant to a request for proposal, New Life Community Development Corporation, under the Federal HOME Program, has agreed to the rehabilitation and sale of 1228 & 1238 Carl Miller in the Whitman Park neighborhood (census tract 6015); and

WHEREAS, this endeavor is consistent with and in furtherance of the neighborhood revitalization goals of the City of Camden; and

WHEREAS, this endeavor is an eligible activity under the HOME Investment Partnership Program and is authorized by 24 C.F.R. Section 92; and

WHEREAS, the City of Camden desires to enter into a subrecipient agreement between the City of Camden and New Life Community Development Corporation, for an amount not to exceed TWO HUNDRED FIFTY THOUSAND DOLLARS ($250,000.00) for the provision of said services; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the state and federal grant budget of the City of Camden under line item "G-HM-M17-019" and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that the proper City Officers be and are hereby authorized to enter into a subrecipient agreement between the City of Camden and New Life Community Development Corporation, for an amount not to exceed TWO HUNDRED FIFTY THOUSAND DOLLARS ($250,000.00).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS TREASURER, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

NEW LIFE COMMUNITY DEVELOPMENT CORPORATION

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION, FROM ONE OF THE FOLLOWING:

TEMPORARY BUDGET APPROPRIATION:
AMOUNT:
ADOPTED BUDGET APPROPRIATION:
AMOUNT:
APPROPRIATION RESERVE:
AMOUNT:
DEDICATED BY RIDER:
AMOUNT:
RESERVE FOR STATE AND FEDERAL GRANT: G-HM-M17-019
AMOUNT: $250,000.00
CAPITAL ORDINANCE:
AMOUNT:
TRUST ACCOUNT:
AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS TREASURER, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

$250,000.00

Description of the Goods or Services to be procured:

Award a Contract to New Life Community Development Corporation. For the rehabilitation of (2) two units for qualifying low-income residents in the Whitman Park area known as 1529 and 1531 Norris Street. The period will be two years from (7/1/2019 – 6/30/2021).

Doreen P. Chang
TREASURER

DATE: January 22, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Scheduled Feb 2020 Meeting

TO: Jason J. Asuncion, Esq., Business Admini

FROM: Department of Planning-Housing Services

Department Making Request: Department of Planning-Housing Services

TITLE OF RESOLUTION/ORDINANCE: Contract Resolution

BRIEF DESCRIPTION OF ACTION: Requesting authorization to enter into a contract agreement with New Life Community Development Corporation for a period of two years (7/1/2019-06/30/21). Funding will be utilized to support cost associated with the rehabilitation (construction hard cost) of two units in the Whitman Park area identified as 1229 and 1531 Norris Street.

BIDDING PROCESS: City Entitlement Grant (RFP)
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*) G-HM-M17-019 (Construction)

AMOUNT: *(If applicable) $250,000.00*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:	1/21/20	
Approved by Grants Management:	1/22/20	
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	1/22/2020	(If applicable)
Approved by Purchasing Agent:	1/22/2020	
Approved by Business Administrator:	1.23.20	
Received by City Attorney:	1/24/2020	

(*Name*) *Please Print*	(*Extension #*)
Prepared By: Joseph Thomas	757-7344

RECEIVED 1/22/2020

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Contact Person: Joseph Thomas 757-7344

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CAMDEN

Professional Service or EUS Type	SUB-RECIPIENT
Name of Vendor	NEW LIFE COMMUNITY DEVELOPMENT CORP.
Purpose or Need for service:	AWARDING FUNDING THROUGH THE CITY'S ENTITLEMENT GRANT PROGRAM FOR THE PURPOSE OF SUPPORING CONSTRUCION COST FOR 1529 AND 1531 NORRIS STREET.
Contract Award Amount	$250.000.00
Term of Contract	7-1-19 TO 6-30-21
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	ENTITLEMENT GRANT APPOVED BY HUD
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	THOUGHT THE ACTION PLAN PROCESS THE CITY RELEASED AN RFP FOR SERVICES ASSOCIATED WITH THE CITY/COMMUNITY PRIORITIES CREATED IN THE CITY'S 5 YEAR CONSOLIDATED PLAN.
Were other proposals received? If so, please attach the names and amounts for each proposal received?	EACH PROPOSAL WAS UNIQUE TO THE AGENCY. PROPOSALS SECTION WAS BASED ON FUNDING AVAILABILITY AND CITY PRIPORITY. NO TWO PROPOSALS WERE FOR THE SAME THING.

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

_____

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.
_____Funding Source for this action

_____
Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

_____ Date_____
Certifying Officer

For LGS use only:
( ) Approved ( ) Denied

_____Date_____
Director or Designee,
Division of Local Government Services

Number Assigned_____

New Life Community Development Corporation
FY 2017-2018 HOME FUNDS

Schedule A

Title of Contract Award: New Life Community Development Corporation
Whitman Park Revitalization Project - Phase II

City Information

Department:	Grants Management
Address:	520 Market Street - Rom 316 Camden, New Jersey 08101
Contact Person:	Barbara Bellamy-Johnson
Telephone Number:	(856) 757-7389
Telephone Number:	(856) 968-6423
E-mail address:	BaJohnson@ci.camden.nj.us

Recipient Information

Agency Name:	New Life Community Development Corporation
Address:	1721 Haddon Avenue Camden, New Jersey 08103
Contact Person:	Dr. Dana M. Green Mattie McKeith
Telephone Number:	(856)541-5433
Fax Number:	
E-mail Address	genisis97@aol.com gblsm@hotmail.com

Funding Amount & Source of Funds

Appropriation Code #:		G-HM-M17-019
Awarded Source:		HOME
Funding Amount:	**$**	**250,000.00**
Total Other Source		
Total Project Amount	**$**	**250,000.00**

Start Date:	7/1/2019
Completion Date:	6/30/2021
Contract Liquidation of Obligation Must be Made By:	7/31/2021

Project Description:

Funding will be utilized to support costs associated with the rehabilitation (construction hard costs) of two units in the Whitman Park Area identified as 1529 and 1531 Norris Street

City Of Camden
HOME FUNDING FY 2017-2018
Approved Budget
NEW LIFE COMMUNITY DEVELOPMENT CORPORATION
WHITMAN PARK REVITILATION PROJECT - CONSTRUCTION PHASE II
Term: 7/1/19 - 6/30/21

BUDGET CATEGORY	APPROVED BUDGET: HOME	Matching Funds	Project Total
Acquisition			
Title/Closing- Land/Building			
Construction		$ 100,585.00	$ 100,585.00
Residential Structures	$ 200,000.00		$ 200,000.00
Demolition	$ 10,000.00		$ 10,000.00
Contractor Overhead	$ 20,000.00		$ 20,000.00
Contingency	$ 20,000.00		$ 20,000.00
Professional Services			
Audit Accounting			
Appraisal Fees			
Construction Management			
Legal			
Surveys			
Soft Costs			
Financing Costs			
Total	$ 250,000.00	$ 100,585.00	$ 350,585.00

CAMDEN CITY

520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

REQUISITION
NO. 20-01242

SHIP TO	CAMDEN DIVISION OF HSNG SVCS ROOM 432, CITY HALL CAMDEN, NJ 08101 ATTN: STANLEY WITKOWSKI
VENDOR	VENDOR #: NEW49 NEW LIFE COMMUNITY DEV. CORP 1721 HADDON AVE CAMDEN, NJ 08102

ORDER DATE: 01/21/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	REHABILITATION (CONSTRUCTION) 2017-2018 HOME CHDO ENTITLEMENT AWARD THROUGH THE CITY'S ANNUAL ENTITLEMENT RFP PROCESS FUNDING HAS BEEN AWARDED FOR THE PURPOSE OF REHABILITING TWO UNITS FOR QUALIFYING LOW INCOME RESIDENTS IN THE WHITMAN PARK AREA KNOWN AS 1529 and 1531 Norris Street FOR CAPACITY BUILDING VENDOR: NEW LIFE COMMUNITY DEVELOPMENT CORPORATION 1721 HADDON AVENUE CAMDEN, NJ 08103	G-HM- -M17-019	250,000.0000	250,000.00
			TOTAL	250,000.00

Approved:

Department Head Date

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

Receiver of Goods 1/21/2020 Date

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

Revised 6/2010

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Development and Planning (Housing Services)

Grant Administrator: Joe Thomas Grant Administrator #: 757-7344

Grant/Project Name:			New Life Community Dev. Corp. – Sub-Recipient Agreement in the amount of $250,000.00			
Grant #:			HUD HOME funding G-HM-M17-019			
City Contract Date:						
Application Resolution #:				Appropriation Code :		
Funding Source:			HUD HOME Funding			
Pass Through:	Y	N	Source:	City		
Amount of Grant:			$ 250,000.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:		7-1-19-6-30-20		Location of Activity:	Whitman Park Area	
Date of Analysis:		1-21-20		Reviewed By:	Barbara Johnson	

Summary: The Department of Planning/Housing Services is requesting a resolution authoring a sub-recipient agreement between the City of Camden and New Life Community Dev. Corp. in the amount of $250,000.00. The funding will be utilized for the rehabilitation (construction only) of two properties in the Whitman Park area of Camden. The addresses are 1529 and 1531 Norris Street.

Time Lines: Two Year Contract (7-1-19-6-30-21)

Problematic Areas/Recommendations: I see no problem with awarding an sub-recipient agreement to New Life in the amount of $250,000.00 for construction only.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: _G

(green - g; yellow - y; red - r)

Department: Development and Planning (Housing Services)

Grant Administrator: Joe Thomas Grant Administrator #: 757-7344

Grant/Project Name:			New Life Community Dev. Corp. – Sub-Recipient Agreement in the amount of $250,000.00			
Grant #:			HUD HOME funding G-HM-M17-019			
City Contract Date:						
Application Resolution #:				Appropriation Code :		
Funding Source:			HUD HOME Funding			
Pass Through:	Y	N	Source:	City		
Amount of Grant:			$ 250,000.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:	Whitman Park Area	
Date of Analysis:		1-21-20		Reviewed By:	Joseph Thomas	

Summary: The Department of Planning/Housing Services is requesting a resolution authoring a sub-recipient agreement between the City of Camden and New Life Community Dev. Corp. in the amount of $250,000.00. The funding will be utilized for the rehabilitation (construction only) of two properties in the Whitman Park area of Camden. The addresses are 1529 and 1531 Norris Street.

Time Lines: Two Year Contract (7-1-19-6-30-21)

Problematic Areas/Recommendations:

Francisco "Frank" Moran
Mayor

Department of Finance
City of Camden
New Jersey

Patrick J. Keating
Finance Director
TEL: 856-757-7583
EMAIL: FINANCE@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US

August 26, 2019

Mattie McKeith, Executive Assistant
New Life Community Dev. Corp
1721 Haddon Avenue
Camden, NJ 08103

Re: Entitlement Grant HOME Program Award: $250,000.00
Project Name: Whitman Park Revitalization Project (Phase 2)

Dear Ms. McKeith:

Congratulations! I am pleased to announce that your application for the Whitman Park Revitalization Project has been approved for funding in the amount of $250,000 through the City of Camden's Entitlement Grant - HOME Program funded by the US Department of Housing and Urban Development (HUD).

Within the next couple of weeks, a representative from the Bureau of Grants Management will be contacting your office to schedule a meeting with you to review the scope of services/work, budget information, insurance requirements and a general review of all other federal, state and local regulations regarding your grant award.

Once the review has occurred and all applicable updated documents have been submitted (where applicable), the Bureau of Grants Management will process your contract for submission to City Council for approval.

Following authorization from the Camden City Council, you will receive a copy of the contract, which must be signed and returned to the City.

Upon the City's receipt of your signed contract, your organization will receive a "Notice to Proceed" and a fully executed contract and purchase order will be processed and mailed to your agency.

Again, congratulations and should you have any questions or need additional information, feel free to contact the Bureau of Grants Management at (856)757-7688.

Sincerely,

Patrick J. Keating, Director
Department of Finance

8

CITY OF CAMDEN

DEPARTMENT OF FINANCE
BUREAU OF GRANTS MANAGEMENT

ENTITLEMENT GRANT FUNDING APPLICATION

Applicant Organization Name: New Life Community Dev. Corp.

Mailing Address: 1721 Haddon Ave

City: Camden State: NJ Zip Code: 08103

Phone: (856) 541-5433 Fax: 856-5410069 E-mail: gblsm@hotmail.com

Federal ID No: 01-0721933 Charities Registration No. _____

Dun and Bradstreet Number *(required)*: 962694050

Date of Incorporation: 2002

Executive Director: Dr. Dana M. Green

Contact Person Name & Title: Mattie McKeith, Project Director

Funding Program Requested: _____ CDBG ✓ HOME

If requesting HOME Funds, is your organization applying for CHDO status? Yes ☑ No ☐

Amount of Grant Requested: 250,000

Amount of Leveraging Funds: 150 585

Total Activity/Project Amount: 350,585

Name: Mattie McKeith

Signature: [signature] Date: 1/30/17

Title: Program Director

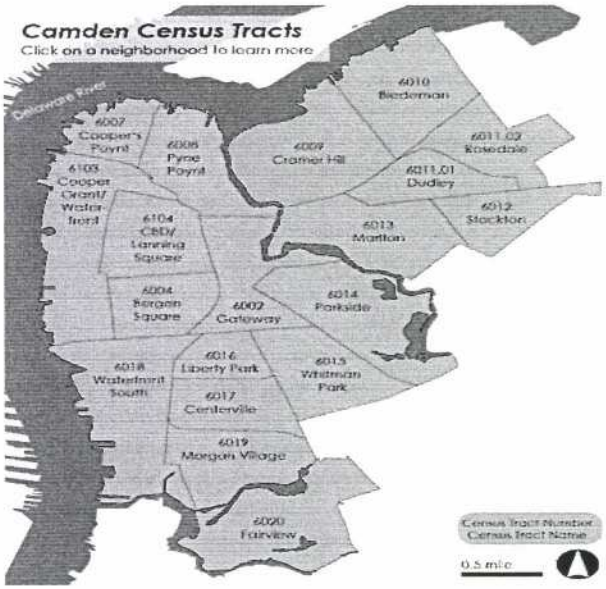
HOME Project **Goal: Affordable Owner – Occupied Housing**

Tab 4:

Rating Factor 2: Description of Proposed Activity/Project and its Relationship to the City's 5-year Consolidated Plan.

Project Description: Whitman Park Project

The New Life Community Development Corporation, in collaboration with United Neighbors of Whitman Park (UNWP) is requesting a HOME allocation of $250K to subsidize the rehabilitation and sale of 1228 & 1238 Carl Miller Blvd. in the Whitman Park neighborhood (census tract 6015) At this time, it is important to note that 2 additional properties, 1764 & 1773 Norris St., have also been targeted in this project and the City is pursuing prior year HOME funds as the primary funding source for the rehab of those properties.



The Whitman Park Revitalization Project activities are geared with purpose of providing and improving permanent residential structures which, upon completion, be occupied by low-and –moderate income households" which meet National Objectives described in CFR 570.208 under (3)Housing activities. "the will the 24

Located within the CHOICE neighborhood and as stated within the CHOICE application approved by HUD, it is the priority of the City Administration to increase homeownership in the Whitman Park neighborhood (see attached letter from Mayor Redd)

- Site Control

Total Project Budget

Acquisition		Unit Cost	
Title and Closing		$	1600
Land and Buildings		$	25000
	Total Acquisition	$	25600
Construction			
Residential Structures		$	167,500
Demolition		$	10,000
Contingency		$	15,750
Construction Mgmt		$	7,500
Contractor Overhead		$	15,750
	Total Construction	$	216,500
Professional Services			
Audit Accounting		$	1,000
Appraisal Fees		$	650
Realtor Commission			
Architect/Engineering		$	12,500
Legal		$	2,700
Environmental & Surveys		$	7,700
	Total Professional Fees	$	24,550
Other Soft Cost and Carrying Costs			
Property Insurance		$	2,500
Real Estate Taxes			
Other Soft Costs (HAS, termite)		$	1,000
	Total Soft Costs & Carrying Costs	$	3,500
Financing Costs			
Inspection, Interest, Bank Fees and Draw		$	2,200
	Total Financing Fees	$	2,200
Subtotal Development Costs		$	272,350
Project Facilitation/ Administrative Cost		$	50,000
Development Fee		$	29,235
	BASELINE TOTAL	**$**	**350,585**

HOME Project **Goal: Affordable Owner – Occupied Housing**

Tab 9

Implementation Schedule

Task Activity	Day(s) 1 – 30	Day(s) 31 - 60	Day(s) 61 – 90	Yr 1 2nd Qtr	Yr 1 3rd Qtr	Yr 1 4th Qtr
Acquisition of properties	X	X				
House selection		X	X			
Assessment of vacant Properties		X	X			
Assessment of Owner- occupied properties		X	X			
Identify and assign resources according to assessment.	X	X	X			
Obtain permits and authorizations for work			X			
Initiate contact with housing and maintenance counseling and trainings as well as other partners		X	X			
Begin construction/ renovation of standard vacant properties				X		
Begin pre-construction activities of vacant substandard properties				X		
Recruitment, enrollment and training of qualified home-owners		X	X	X	X	X

PROCUREMENT PROCEDURES

AUTHORIZATION	Bookkeeper is responsible for ensuring that all purchasing procedures are carried out correctly. All goods and services purchased and acquired by New Life Community Development Corporation or Rebuilding Together Camden & Vicinity must be properly authorized by either the Director of Administration, Director of National Programs or the President prior to acquiring. Expenditures or commitments in excess of $15,000 require the written approval of the New Life Community Development Corporation or Rebuilding Together Camden & Vicinity Treasurer. The President may approve recurring expenditures that may be above $15,000 for normal expenses such as rent and payroll, once they have been initially authorized. The Director of Administration has the authority to authorize purchases for normal operating expenses of nominal value, up to $500,00, and to acquire goods and services that have been previously approved by the President or the New Life Community Development Corporation or Rebuilding Together Camden & Vicinity Treasurer. The President must approve purchases or commitment of funds in excess of $500 in advance.
COMPETITIVE BID	New Life Community Development Corporation or Rebuilding Together Camden & Vicinity will, to the extent feasible, solicit three competitive bids for the procurement of goods and services over $5,000. The selection of the vendor or service provider will be based upon a combined factor of cost competitiveness and qualification for the award. Proposals will be solicited, based upon the performance criteria of the RFP and the winning proposal. New Life Community Development Corporation or Rebuilding Together Camden & Vicinity reserves the right to reject any and all proposals when there are reasons not serving the best interests of New Life Community Development Corporation or Rebuilding Together Camden & Vicinity. An application shall be rejected if: (a)it is received at any time after the exact time and date set for final receipt of applications; (b) the application is incomplete or fails to meet all criteria specified; (c) it contains false or misleading statements or references which do not support an attribute or condition contended by the application, if New Life Community Development Corporation or Rebuilding Together Camden & Vicinity determines that such information was intended to erroneously or fallaciously mislead New Life Community Development Corporation or Rebuilding Together Camden & Vicinity in its evaluation of the application. Proposers have ten (10) working days from the postmark date of the disqualification letter to file an appeal. The appellant must submit pertinent information related to the disqualification in writing. The review will be limited to the information provided in writing. To be considered for review, the appeal (limited to two (2) pages) must contain the following information: (1) The full legal name, address, and telephone number of the appealing party as completed on the Cover/Signature Page of the proposal submitted. (2) A brief statement of the reasons for appeal including citations to the RFP. (3) A brief statement of relief sought. The review will only be limited to determining whether the proposal met all requirements of the RFP. New Life

	Community Development Corporation or Rebuilding Together Camden & Vicinity President will have fifteen (15) working days to respond in writing to appeal. The President may share appeals with the New Life Community Development Corporation or Rebuilding Together Camden & Vicinity Executive Committee. If the appellant pursues beyond the President's response, the New Life Community Development Corporation or Rebuilding Together Camden & Vicinity Executive Committee will be the final decision maker. New Life Community Development Corporation or Rebuilding Together Camden & Vicinity will not discriminate in the bid process on the basis of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age or sexual orientation of the bidders in the selection process. Whenever a grant or contract specifies a particular regulation or requirement in the bid process, New Life Community Development Corporation or Rebuilding Together Camden & Vicinity will abide by those requirements by incorporating them into the above procedures.
SOLE SOURCE BIDS	Occasionally, a non-competitive proposal from a single source is needed. This may be among others, because the service is available from only one source; an emergency precludes the full competitive bid process; a cost analysis is performed and determines that a sole source is the most cost effective means of award. In all cases, a justification of sole source for the award must be included in the contract file. The President will be the final arbiter in the selection process of selected vendors or service providers. The New Life Community Development Corporation or Rebuilding Together Camden & Vicinity Executive Committee will ratify significant commitments of New Life Community Development Corporation or Rebuilding Together Camden & Vicinity funds.
DOCUMENTATION	New Life Community Development Corporation or Rebuilding Together Camden & Vicinity requires sufficient and adequate documentation for all purchases to be kept on file in accordance with standard accounting practices and maintained for a period of time as required in the Federal government's retention policy. Processing and filing is described in the Accounts Payable section. The Bookkeeper is responsible for the maintenance of a system of filing of required documentation in an orderly and systematic manner. Documentation will be subject to review by an outside independent Certified Public Accountant in the normal course of the annual audit examination.
FIXED ASSETS AND PROPERTY MANAGEMENT	New Life Community Development Corporation or Rebuilding Together Camden & Vicinity will keep a detailed inventory of all fixed assets. The Bookkeeper is responsible for maintaining Fixed Asset Inventory, which will include recordation of all appropriate serial numbers. The Bookkeeper will assign an inventory tag to each piece of property and note the tab number in the inventory record. New Life Community Development Corporation or Rebuilding Together Camden & Vicinity capitalizes all purchases of furniture and equipment costing in excess of $500. Furniture and non-computer equipment will be depreciated over a five-year period, beginning in the year of

	purchase. Computers will be depreciated over three years. Software costing in excess of $500 will be capitalized and amortized over three years.
PURCHASE COMMITMENTS	Commitments to purchase goods and services will be tracked as encumbrances against budgetary line items. The Bookkeeper is responsible for the budgetary tracking of purchase commitments. New Life Community Development Corporation or Rebuilding Together Camden & Vicinity staff with purchasing authority must receive approval from the Director of Administration before making any commitments.
CHECK DISTRIBUTION	All payments must be properly authorized before distribution of funds occurs. All distributions will be recorded in a formal set of books and records. The President has the authorization from the Board of Directors to sign checks and drafts on behalf of New Life Community Development Corporation or Rebuilding Together Camden & Vicinity. All disbursements in excess of $15,000 require written consent from the New Life Community Development Corporation or Rebuilding Together Camden & Vicinity Treasurer. The Bookkeeper will present to the President bills and invoices for payment accompanied by sufficient and adequate documentation. This documentation may include, for example, invoices, purchase orders, RFP responses, expense reimbursement receipts and delivery receipts.
AUDIT RESOLUTION	Audit resolution is a top priority for CP and its subrecipients. Upon receipt of findings, New Life Community Development Corporation or Rebuilding Together Camden & Vicinity first priority is curing the problem in a timely fashion. Working with the subrecipient, New Life Community Development Corporation or Rebuilding Together Camden & Vicinity reviews the findings and sets forth a timeline for curing. The timeline is short d includes benchmarks. For example, a typical timeline is 30 days with weekly check-ins on deliverables. A full report on curing the identified findings is expected at the conclusion of the 30 days. Whenever a grant or contract specifies a particular regulation or requirement in the audit process, New Life Community Development Corporation or Rebuilding Together Camden & Vicinity will abide by those requirements by incorporating them into the above procedures.

Tab 2:

NLCDC Whitman Park Revitalization Project
Construction Phase I
Sources and Uses Statement

The total project will take $350,585 to complete.

This budget reflects Phase One of the Whitman Park Revitalization which entails the rehabilitation of 2 units.

PROJECTED SOURCES OF FUNDS:

Grant(s)	$ 50,00
Joint Venture Partners/Donations/In-kind	$ 50,585
CDGB HOME funds	$250,000

USE OF FUNDS

The $250,000 requested by the CDGB HOME funds used according to the following budget:

City Of Camden
HOME FUNDING FY 2017-2018
Approved Budget
NEW LIFE COMMUNITY DEVELOPMENT CORPORATION
WHITMAN PARK REVITILATION PROJECT - CONSTRUCTION PHASE I
Term: 7/1/17 - 6/30/18

BUDGET CATEGORY	APPROVED BUDGET: HOME $250,000.00	Matching Funds: $150,585.00	Project Total
Acquisition			
Title/Closing- Land/Building			$ -
Construction			
Residential Structures			$ -
Demolition			$ -
Contractor Overhead			$ -
Contingency			$ -
Professional Services			
Audit Accounting			$ -
Appraisal Fees			$ -
Construction Management			$ -
Legal			$ -
Surveys			$ -
Soft Costs			$ -
Financing Costs			$ -
Total	$ -		$ -

HOME Project **Goal: Affordable Owner – Occupied Housing**

Tab 15:

Charity Registration

New Life Community Development Corporation is a 501©3 organization. It's charity registration is CH3482500 it has submitted its forms through prior applications. We are in the process of updating and receiving the current documentation.

Kelly Mobley

From:	Kelly Mobley
Sent:	Wednesday, September 13, 2017 1:00 PM
To:	'gblsm@hotmail.com'
Cc:	Stanley Witkowski; Barbara Bellamy-Johnson
Subject:	Congratulations! PreAward Conference New Life HOME $250,000
Follow Up Flag:	Follow up
Due By:	Monday, September 25, 2017 7:30 AM
Flag Status:	Flagged

Congratulations! I am pleased to announce that your application has been preliminarily approved in the amount of $250,000 through the City of Camden's FY 2017-2018 round of HOME Funding.

As a result, I am writing to schedule a Pre-Award Conference with you and your staff designee to review the scope of services, budget, reporting procedures, financial management and all other federal requirements regarding this grant award on **Friday, September 29th @ 10am.** To expedite the process, kindly bring an adjusted budget (if applicable), charitable registration, updated timeline, and 2016 audit (if available).

Following the pre-contract conference; the Bureau of Grants Management will process your contract for submission at the next City Council Meeting for approval. Upon council authorization, your agency will receive the contract for execution along with a purchase order. These documents must be signed and forwarded back to the City for final processing.

Again, congratulations and should you have any questions or need additional information, feel free to contact me at (856) 968-3506.

Kelly D. Mobley
Senior Program Monitor
Department of Finance
Bureau of Grants Management
City Hall – Suite 316, PO Box 95120
Camden, NJ 08101-5120
(856) 602-4521 (856) 968-6417 (fax)

Reputation is for a time, character is for eternity. JB Gough

tract and Subcontract Activity

U.S. Department of

c reporting burden for this collection of information is estimated to average .5 hours per response, including the time for reviewing instructions, mation is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid C

utive Orders dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and the these an ɔtal program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidanc ollected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals.

acy Act Notice = The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit tl ed outside the United States Department of Housing and Urban Development without your consetn, except as required or permitted by Law.

ɔantee/Project Owner/Developer/Sponsor/Builder/Agency

Name of Contact Person	3b. Phone Number (Including Area Code)	4. Reporting Perioc ☐ (

ıt/Project Number or HUD Case Number or other lentification of property, division, dwelling unit, etc. 7a.	Amount of Contract or Subcontact 7b.	Type of Trade Code (See below) 7c.	Contractor or Subcontractor Business Racial/Ethnic (See below) 7d.	Woman Owned Business (Yes or No) 7e.	Prime Contractor Identification (ID) Number 7f.	Sec. 3 7g.	Subco Identific Nu

7c: Type of Trade Codes:

Housing/Public Housing:

1 = New Construction
2 = Substantial Rehab.
3 = Repair
4 = Service
5 = Project Mangt.
6 = Professional
7 = Tenant Services
8 = Education/Training
9 = Arch./Engrg. Appraisal
0 = Other

7d: Racial/Ethn

1 = White Americans
2 = Black Americans
3 = Native American
4 = Hispanic Americ
5 = Asian/Pacific An
6 = Hasidic Jews

ɔD:
= New Construction
= Education/Training
= Other

ɔevious editions are obsolete.

PRE-AWARD CONFERENCE
FY 2017 - 2018 FUNDING CYCLE

NEW LIFE DEVELOPMENT CORPORATION
HOME Award: $250,000

1 AFFIRMATIVE ACTION

2 BONDING & INSURANCE

3 SCOPE OF SERVICES

4 BUDGET/OTHER SOURCES (LEVERAGE FUNDING)

5 AVAILABILITY OF FUNDING

6 FINANCIAL & PERFORMANCE REPORTING
METHOD OF PAYMENT
SUPPORTING DOCUMENTATION (CHECK LIST)
PROJECT INCOME
BUDGET AND BUDGET REVISIONS

7 AUDIT REQUIREMENTS

8 PROCUREMENT STANDARDS

9 CONFLICTS OF INTEREST

10 MONITORING PROCEDURES
ACCESS TO RECORDS
SATISFACTORY PERFORMANCE ON PREVIOUS CONTRACTS
CLOSE OUT PROCEDURES

On behalf of New Life Development Corporation, I have had a Pre-Award Conference with representatives of the City of Camden Department of Finance - Bureau of Grants Management and The Department of Planning and Development – Housing Services to obtain and discuss the contract agreement between the said agency and the City of Camden.

(Authorized Representative Signature)

Authorized Representative – Bureau of Grants Management

Authorized Representative – Housing Services

Meeting Date: Friday, September 29, 2017
Kelly Mobley, Senior Program Monitor
Department of Finance – Bureau of Grants Management
Office (856) 757-7689 fax (856) 968-3506

New Life Community Development Corporation

Camden HOME – Affordable Housing Proposal
Whitman Park Revitalization Project

Table of Content

Tab 1	Table of Contents
Tab 2	Budget
Tab 3	Rating Factor 1: Applicant Capacity and Organizational Experience
Tab 4	Rating Factor 2: Description of Proposed Activity/Project & Relationship to City's 5-year Consolidated Plan
Tab 5	Rating Factor 3: Leveraging Resources
Tab 6	Rating Factor 4: Affirmative Marketing and Outreach
Tab 7	Rating Factor 5: Status of Applicant's Tax Liabilities
Tab 8	Section 3 Requirement
Tab 9	Implementation Schedule
Tab 10	Organization chart and Resumes
Tab 11	Up-to-date List of Board of Directors
Tab 12	Conflict of Interest Form
Tab 13	Copy of 501(c)3 Non-Profit Designation
Tab 14	Current Financial Statement (2015)
Tab 15	Charities Registration
Tab 16	Copy of Agency's Affirmative Action Plan/Process
Tab 17	Copy of Agency's Procurement Procedures
Tab 18	Copy of Agency's By-Laws and Certificate of Incorporation
Tab 19	Application Certification and Authorization
Tab 20	Board Resolution Authorizing Application
Tab 21	Letters of Support, References etc.
Tab 22	Attachments

HOME Project **Goal: Affordable Owner – Occupied Housing**

Tab 3:

Rating Factor 1: **Capacity of the Applicant and Relevant Organizational Experience.**

New Life Community Development Corporation in collaboration with United Neighbors of Whitman Park is working to revitalize the Whitman Park Community. The Whitman Park Revitalization Plan began in 2011 with the rehabilitation of its Community Center and Neighborhood clean-up project. Our goal is *to* provide affordable housing, home rehabilitation opportunities for low-income residents, and associations throughout the Whitman Park area. In addition, New Life CDC will be working with local units of governments and community groups to improve housing options, programs and services for community residents.

NLCDC is working in a collaborative effort to revitalize the Whitman Park community (tract 6015). Although many organizations, community groups and corporate partners will lend support NLCDC will utilize specific individuals and organizations as the Development Team. Each partner brings something valuable and unique to the table.

NLCDC has a variety of experience*s* in housing and economic development projects which include being the sole developer as well as the lead collaborating agency. Dr. Dana Green, Executive Director, Mattie McKeith, Project Director and William Williams, Labor Liaison have been instrumental in all aspects of New Life's relevant experience and have played key roles since the inception of the organization.

NLCDC was awarded a state CHDO certification in 2013 which enabled the organization to receive County HOME funds. With the support of local contractors the Woodlyn HOME project included the acquisition, rehabilitation of a property located in a low-income community and the sale of such property to a family qualifying as low-moderate individuals.

The current leadership team of New Life was directly responsible for the demolition and renovation of a 12,000 sq ft building with the project budget of over $1 million. We have demonstrated ability to raise and manage needed capital as demonstrated by the successful completion of the New Life Complex.

As an organization New Life CDC and its consortium of partners have most recently conducted over 30 projects including non-profit facilities, owner-occupied homes and newly renovated homes for prospective 1st time home buyers. These projects have spanned throughout South Jersey with highlights on Parkside and Whitman Park area.

An example of NLCDC's lead administrative ability is demonstrated through the Parkside Community Rebuild Day. NLCDC worked in Partnership with its neighboring community CHDO, PBCIP in rehabilitation efforts that brought together the collaborative efforts of over twenty organizations to include: two leading Universities, several major corporations such as Campbell Soup, Wegmans, Comcast, Wells Fargo, The Tree Foundation and various small businesses.

In Parkside the targeted neighborhood consists of approximately 50 low- moderate income based homeowners along with renters and small business owners. This project yielded the participation of over 250 volunteers, two leading Universities, several major corporations such as Campbell Soup, Wegmans, Comcast, Wells Fargo and various small businesses and other groups. We were able to conduct emergency repairs of 8 homeowners (5 of whom were elderly, 3 disabled and 1 veteran). In addition we provided four community dumpsters and promoted a cleanup effort that spread through a six square block area along with adjacent side streets. Over 200 trees and plants were distributed and planted. In addition The Tree Foundation along with students from Rutgers engineered the building of a community rain garden that will address flooding problems in the area. Landscaping, debris removal, painting of fences and exterior windows, siding, roof repair, as well as the construction of a staircase were also completed.

In Whitman Park the project was a neighborhood community center. We partnered with Honeywell Hometown Solutions, Rebuilding Together and United Neighborhood of Whitman Park Association to renovate a Community Center that had been inactive for over 10 years. The Whitman Park -area contains 6,541 residents, 37% of which are under the age of 18. Due to Whitman Park's volatile environment, its youth are at risk. We targeted this Community center in an effort to provide a safe haven where the likely hood of exposure to drugs, alcohol or gangs would become non-existent.

NLCDC is a state certified CHDO who with its collaboration of consultants, contractors and partners have relevant experience, an array of resources and strong ties in the local community as well as national partnerships. Collectively we have addressed issues such as: housing rehabilitation, low-moderate housing, first time home ownership, home repairs, education/training, employment, advocacy and more. Through our efforts we will make a substantial impact in the lives of the residence and in the city of Camden as a whole.

Identification of Development Team (Contractor, Partners, Project Manager, etc)

Any major neighborhood revitalization initiative effort requires an experienced development team. New Life CDC, the lead development entity has assembled a remarkable and very experienced group of professionals and partners. The development structure and professionals include:

Structure:

Entity	Role
New Life CDC	The lead Neighborhood Development Entity
United Neighbors of Whitman Park (UNWP)	Community Partner
MackmLLC	Co- Developer and Partner
Development Team Staff	Development, Impact and Needs Analysis
Camden Co Improvement Authority	Construction Manager (Support Agency)
PBCIP	Counseling, Marketing (Support Agency)
TBA	Lead Contractor
Planning Committee	UNWP Community members
Harvey C Johnson Esq.	Attorney/ Legal Advisor

Development Team Staff/Partners and Relevant Experience

Dr. Dana M Green – Dr. Green will serve as the administrator while providing oversight responsibilities for this project. Her education at Eastern University for Community Revitalization and experience with community and economic development has enabled her to collaborate public-private partnerships, fundraising projects, public relations, education and training and economic development.

She is an extraordinary humanitarian with over 14 years of executive experience. Through her service as Executive Director of NLCDC she has obtained diverse experience in planning, community development, and project management. Dr. Green successfully implemented and completed a HOME project in Woodlyn, NJ which entailed acquisition, rehabilitation and sell of a low income property to low to moderate income individuals.

Dr. Green has worked side by side with her late husband Rev G. Ronald Green through his many years of designing and implementing pre-apprenticeship training programs, community engagement, and housing services. She takes prides in the level of success with creating employment opportunities for many Camden city residents through the relationships consummated over the years with the building trades unions of southern New Jersey. Dr. Green continues those efforts with the collaboration of UOSS.

Ms. Mattie (Cooper) McKeith – Ms. McKeith will serve as the Project Director/ Administrator for this project. She is a Camden native who has coordinated multiple projects throughout the tri-state area for over 20 years and has worked specifically in the housing industry for the past 7 years. Mrs McKeith has 20 years experience in contract management and 10 years in economic as well as community development . She is a critical player in coordinating the organizations local community-based outreach and collaboration efforts. She has extensive experience in bid preparation, marketing, contract implementation, contract compliance, property management, Real Estate property analaysis and sales as well as human resources.

Currently, Ms McKeith is responsible for the day-to-day implementation of New Life projects. She has been instrumental in developing collaborations with Campbell's Soup, Honeywell, Sears, PBCIP, The Tree Foundation, Drexel Lebow College of Business, in addition to other private agencies to encourage participation and secure resources and volunteers for the support of the projects.

If awarded this CDBG HOME grant, Ms. McKeith would serve as the Program Director and focus her time on the Whitman Park Project responsibilities which include strategic planning assisting in local collation building among public and private partners, project management, technical assistance delivery, and policy development. Ms. McKeith will assist Dr. Green in developing and fine-tuning implementation schedules, establishing reporting protocols, and defining program and administrative procedures

MackmLLC – Co-Developer, provides facilities consulting services. Its leadership also serves as Managing Partner for Interior Systems Inc. which provides integrated occupancy services to the Federal Government. They have over 20 years experience with occupancy real estate and development, and are responsible for all the firm's acquisitions, management, construction, renovations and maintenance activities. Their portfolio includes the acquisition,

renovation, operations and community development for over 30 properties in New Jersey, Philadelphia, the Gulf South and the greater Atlanta region which included more than 7000 garden style and high rise apartment units.

Camden County Improvement Authority – will serve as construction manager under an existing contract with the City. The Camden County Improvement Authority is an independent, public agency created by the Camden County Board of Freeholders to provide low cost financing, economic development and project development services for local units, community organizations, and not-for-profit entities to foster economic, employment, redevelopment and affordable housing development projects that improve the quality of life for the residents of Camden County and other eligible areas of the State of New Jersey.

PBCIP – will serve as a collaborative partner under an existing contract under the Camden Housing Program and provide various expertise in the area of housing development, housing counseling and marketing.

Mr. Carl W Wright – will serve as a Site Supervisor. He is a certified journeyman carpenter and has worked with several construction and union locals, including conducting training.

***Harvey C. Johnson**, Esquire, Staff Counsel,* acts as in-house counsel and, as such, is responsible for negotiating, developing, and ensuring compliance with New Life's contracts, subcontracts, and Memoranda of Understanding/Agreement with various local and national partners. Mr Johnson practices in the area of real estate law and litigation. He also represents developers in connection with the development of affordable housing projects that use federal low income housing tax credits and state and federal subsidy programs.

***William Williams**, Labor Liaison,* serves as New Life's Labor Liaison to the homeowners of owner-occupied buildings as well as community resources. He will utilize over 20 years of experience in environmental services to analysis and direct activities for maintaining safe and healthy homes. Mr. Williams was instrumental in the oversight of the Woodlyn HOME project which entailed the acquisition, rehabilitation of low income property to low-moderate income based individuals.

***Daise O'Brien**, Clerical Support*, will be responsible for ensuring that communication, referrals, activities and services are coordinated between program participants, potential home owners and service providers or program partners. This person will perform daily administrative, office and documentation duties.

Given current programming and staffing New Life CDC is able to fully implement the activities proposed under this HOME application immediately upon award. New Life CDC currently has an active leadership team in place that will initiate this Whitman Park Redevelopment Project. Also, we will utilize additional funding sources to implement the next phase anticipated.

As evidenced in the attached council requests, the authorization for transfer of the subject parcels under the Fair Housing Act is scheduled to be heard by City Council at their February meeting.

- Capacity

The New Life CDC has executed an MOU (see attached copy) with UNWP to form a collaboration of mutual assistance that will serve to promote the sale of these properties. Their efforts will be augmented by the services of a local realtor (Weichert) and the considerable experience of PBCIP with their support efforts, contractually obligated under the Camden Housing Program. Additionally, the Camden County Improvement Authority will serve as construction manager under an existing contract with the City. And finally, the New Life CDC has prior experience with the acquisition, rehab and sale of a property in Woodlynn that was subsidized with County HOME funds.

- CHDO Certification

Although previously certified by the State, the New Life CDC has initiated the process to obtain a City certification.

- Readiness to Proceed

In anticipation of available funding and applying the resources identified under Program Capacity, a scope of work and lead paint risk assessment has been completed for the Norris Street properties (see attached copies). Upon formal site control, allocation of funds and execution of the necessary agreement, these properties will immediately be put to bid with the subsequent rehabilitation expected to start by June 1st. This same process will be applied to the Carl Miller properties to affect their smooth transition and timely completion.

- Market Analysis

A Market Analysis of the Whitman Park neighborhood was completed for the CHOICE application and is attached to reinforce the priority of homeownership.

- First Time Homebuyer Program (FTHP)

The subsidy ($20,000) offered under the FTHP will serve as an additional incentive for perspective buyers and will assist with qualifying affordability for low and moderate income families. Pre-purchase counselling, a vital and mandatory component of the FTHP, will be included to prepare applicants for homeownership.

Objective – Suitable Living Environments, Decent Affordable Housing

The objective of the Whitman Park Revitalization Plan is to institute community Stabilization through neighborhood revitalization. The activities surrounding this project will involve the community and produce a suitable Living Environment. NLCDC proposes to implement the Mayor's Abandoned property Act and acquire, renovate and sale vacant homes located in the CHOICE Neighborhood area located within Whitman Park.

Outcome – Availability/accessibility, affordability, or sustainability

- The Whitman Park Revitalization Project will produce rehabilitated affordable housing for homeownership or lease to purchase units available for low to moderate income individuals.
- Housing counseling as well as house maintenance classes will be conducted to prepare individuals for homeownership.
- Incentives, credits and financing assistance will be made available for first-time home owners as well as those that work in the area they live.

Indicator – measure of success

- Production of Units for HomeownershipThrough various partnership and programs provide First Time Homebuyer grants to low and moderate-income households.
- Access to financing provided to Homebuyers for homes purchased.
- Sale of property to low-moderate income household

Whitman Park (census track 6015) has been designated the poorest area in the city and has been recorded as the section with the highest crime. Viability has been and continues to be damaged by the economic effects of the over 170 existing abandoned properties. NLCDC in a collaborative effort with United Neighbors of Whitman Park Assoc. (UNWP) and MackmLLC as well as various other agencies propose to address the housing and community development needs of the Whitman Park community. To respond to the needs NLCDC proposes the Whitman Park Revitalization Plan that will address the physical conditions of the building as well as human condition of the residents and their economic, educational and physical needs.

The goal of the Whitman Park Revitalization Plan is to stabilize the Whitman Park area of Camden. In order to achieve this goal New Life CDC has placed priority on the following objectives:

Objective #1: Provide maintenance and emergency repairs to existing owner-occupied homes that will promote safe and healthy living.

Objective #2: Produce affordable housing through construction of new and/or converted housing units.

Objective #3: Provide education and financial counseling for first-time homebuyers.

Objective # 4: Introduce homeowner incentives and financing programs that will strengthen the affordability of new homes.

The Whitman Park Revitalization Plan will be implemented in phases. We are currently in the planning phase and are requesting CDBG HOME funds to assist in the first leg of our construction phase. During phase one of the project we have begun the acquisition of four properties. Each property will be assessed, renovated and positioned for ownership individually. Once an exit strategy has been implemented assessment will begin for a new property(s). We will be working with MackmLLC and PBCIP for guidance and assistance with the exit strategy. Both of these organizations have extensive involvement with community development and homeownership programs.

These activities will create construction and other job opportunities for City residents, increase real estate values and spur additional economic growth throughout the surrounding communities.

Relationship to the City's 5-year Consolidated Plan

The City of Camden consolidated Plan addresses housing and community development needs based on five national statutory goals. New Life CDC and its consortiums' years of experience demonstrates and supports the values of all of those goals outlined in the City of Camden's consolidated Plan. Our proposed activities however directly relate and compliment Goals #1, #2 and #5.

Goal 1 Provide Decent Housing. Assist persons to obtain affordable housing; retain the affordable housing stock; increase the availability of permanent housing that is affordable to low- income persons without discrimination; and increase supportive housing that includes the structural features and services to enable persons with special needs to live in dignity.

Decent Housing

Past and present economic conditions have had a severe effect of Camden's neighborhoods. Many factories that once provided long-term employment for residents have long since closed or moved. A large number of residents followed the jobs leaving houses vacant and /or abandoned. Long standing vacant and boarded-up buildings and houses resulting in deteriorated dwellings and blight through the community. Additionally 33% of Camden's housing stock was built prior to 1940 and therefore, the deterioration of existing occupied housing units significantly affects residents of both owner-occupied and rental properties. Insufficient property maintenance has advanced the deterioration of many older properties across the city resulting in substandard housing accommodations for many lower income households.

The first step in this project is to help retain affordable housing stock and preserve current owner-occupied housing stock in Whitman Park. Many American's have to choose between basic necessities like food and medication or making emergency repairs required for living. Rebuilding Together Camden believes in a safe and healthy home for every person. This means that we believe disabled and aging homeowners should be able to remain in their homes for as long as possible. The primary goal of our Safe at Home program is to address home repair and maintenance issues that potentially present a safety risk or limit the access to or within the home.

New Life CDC endeavor to aggressively act to achieve significant and measurable neighborhood stabilization in the city of Camden and its surrounding areas. Each phase of this project is

strategically designed to maximize the neighborhood revitalization efforts. During the phase we have targeted on a specific block or within close proximity. We propose to provide newly renovated decent housing for new homeowners as well as repairs to existing homeowner. This effort is intended to give the existing low-income homeowner buy-in to the changes taking place in their community. Safety hazards and home repairs will be addressed as well as painting and other minor repairs.

Obtain/Retain Affordable Housing

New Life CDC strives to obtain/retain affordable housing through "Housing Production". Housing production is the creation of new housing units through new construction on cleared land or the rehabilitation of existing vacant structures for residential reuse. We see the need to strengthen the base of affordable housing in the Whitman Park neighborhood.

AFORDABLE HOUSING PRICE: Though the price to rehab a housing unit in Camden is $150,000. We will qualify low-income homebuyers for homes at $80,000 - $100,000. Therefore, the average monthly mortgage cost is well under $1005 a month. In fact, the monthly mortgage payment on an $80,000 mortgage loan range from $473 to 573 a month. In addition First Time Home Owners will be introduced to the programs for down payment assistance and incentives that may contribute as much as $20,000 to their down payment.

However, given the current economic restraints in our community we realize that the development of affordable housing is useless without qualified, working, reliable individuals to occupy them. The activities we conduct will go beyond mere brick and mortar and address the needs of the community. Training and counseling will allow first-time home owners to sustain that which they obtain. In addition First Time Home Owners will be introduced to the programs for down payment assistance and incentives that may contribute as much as $20,000 to their down payment.

NLCDC realizes that in order to make a substantial lasting impact on a community it will take the efforts of multiple agencies, corporations and programs. We intend to utilize existing city and county programs that have effectively provided services throughout Camden. Our partnering with designated agencies will serve as gap services that instead of replicating will provide leverage and provide enhanced sustainable solutions. These programs and agencies include (but are not limited to):

City & County Operated Programs

- **Homeowner Opportunity Program Espousal -** H.O.P.E's mission is to motivate homeownership through awareness, security and resources. The objective is to provide prospective homeowners with skills and knowledge surrounding the undertaking of purchasing a new home.

- **First Time Homebuyer's Program**

  Subsidy of $20,000.00 applied towards cost (down payment, closing costs) associated with purchase of property to be used as principal residence of applicant(s).

OEO operated programs

- **Weatherization, Home Energy Assistance, and Universal Service Programs -** WAP provides a variety of energy-saving measures that include heating systems, hot water heaters, refrigerators and air-sealing solutions.

- **Dollar-to-Dollar IDA Program -** a savings program that provides the opportunity for individuals and families to achieve greater self-sufficiency and economic stability through owning a home, starting or expanding a business or educational assistance.

- **Housing Counseling and Foreclosure Prevention** program provides services to prevent clients from losing their permanent housing through counseling services to prevent or resolve mortgage delinquency, default and foreclosure and relocation prevention counseling and maintenance needs.

HMFA operated Programs

- First-Time Homebuyer Mortgage Programs
- Smart Start
- Live Where You Work (LWYW)

NHS operated Programs

- 24-hour pre-purchase homebuyer education and credit-counseling program

LiveCamden

- Provides $5,000 assistance with down payment and closing cost

Jersey Counseling and Housing Development operated Programs

- Pre-purchase Counseling
- Pre-purchase Homebuyer Education Workshops
- Rental Housing Counseling

Additionally, NLCDC will seek to leverage funding, resources, and services through the following avenues:

- HUD - Choice Neighborhoods
- Department of Community Affairs
- Department of Employment and Training
- Fair Housing Initiative Program
- Community Development funding
- As well as various private foundations

Goal #2: Provide a Suitable Living Environment. Improve the safety and livability of neighborhoods; increase access to quality facilities and services; reduce the isolation of income groups within areas by deconcentrating housing opportunities and revitalizing deteriorated neighborhoods; restore and preserve national and physical features of special value for historic, architectural, or aesthetic reasons; and conserve energy resources.

NLCDC is practicing the "Cluster" approach in our project selection process. Though our goal is to make a difference throughout the city of Camden, the focus of this project is the Whitman Park area. This project will focus on vacant properties, home owner repairs, lots and public facilities in order to make a holistic impact on the neighborhood.

NLCDC has specific days and opportunities for large group volunteer and day of service. The volunteers come from partnering corporations that want to give back to a community. These days generate synergy, excitement and renew a sense of neighborhood pride. When we bring 250 volunteers into your neighborhood it shows that someone still cares and gives a resident hope. As a result you see children putting down jump ropes and picking up brooms, elderly planting flowers and drug dealers coming off the corner to hold trash bags or pick up a hammer.

Vacant homes are breeding places for crime and varmint which foster unsafe living conditions and devalues housing stock. NLCDC hopes to stabilize neighborhoods through the renovations, repairs and In-fill housing. Current home owners will see an increase in the market value of their home and neighborhoods will become more attractive to other income groups.

Goal #5: Increase minority homeownership by 5.5 million by 2010. Provide information to assist prospective homebuyers in overcoming barriers to homeownership; offer housing counseling programs for first-time homebuyers, fund closing cost assistance programs.

NLCDC will utilize the expertise of our Local banking partners to evaluate and educate homeowners. With the assistance and guidance of PBCIP and New Jersey Housing, NLCDC will work diligently to counsel and pre-qualify eligible homeowners.

HOME Project **Goal: Affordable Owner – Occupied Housing**

Tab 5:

Rating Factor 3: **Leveraging Resources**

Currently, funding for this project, as well as for other staff is being leveraged through grants and contributions. NLCDC is seeking $250,000, less than 10%, of the funding from the city of Camden in the form of Home Affordable Housing funding.

Given our relationships, resources and experience, NLCDC expects continued success over the years to come. Moving forward, we anticipate future funding from federal, state, and local sources as well contributions from financial institutes and other stakeholders.

MackmLLC – As a collaborative partner MackmLLC has set aside up to $100,000 which we will leverage for the acquisition of the housing for this and fund future phases granting sustainability to the project. (See Attached)

CHOICE – As a collaborative partner with the Camden Housing Authority we were awarded the HUD Choice Neighborhoods Planning Grant which will benefit the revitalization of Whitman Park.

HOME – New Life has applied for addition funding in a separate proposal to assist with operating cost.

New Life CDC is anticipating funding from past HOME funds to help leverage the cost of the second set of houses in this phase of the project.

In addition, proceeds from the sale of market value homes will be utilized to continue project related activities and ensure future success of the project.

Attached in this section you will find letters of support, agreements, and information that will support our past and present Leveraging Resources. Resources may come in the form of monetary contribution, volunteer efforts or in-kind donations. Future resources are anticipated in the same or increased level.

HOME Project **Goal: Affordable Owner – Occupied Housing**

Tab 6:

Rating Factor 4: **Affirmative Marketing and Outreach**

A Market Analysis of the Whitman Park neighborhood was completed for the CHOICE application and is attached to reinforce the priority of homeownership.

NLCDC will not only focus on families of low-moderate income, retired people and healthcare workers but will also target individuals that work in the city, such as, school teachers, police and fire officers etc. that meet the critea. We will utilize local real estate agents, our successful Internet marketing and P.O.P signage to build brand recognition. NLCDC value–added services and outstanding customer service will be a strong marketing point.

UNWP will play an instrumental part in outreach and recruiting prospective homeowner as well as candidates for first time homebuyer programs.

CERTIFICATION OF TAX LIABILITY

I, TRACEE L. HUNT **, President of the Board of Directors**
Typed Name

of NEW LIFE CDC **, hereby certify that:**
Organization

( ) **1) said organization has fully paid all applicable tax, water and sewer liabilities owed the City of Camden up to and including the fourth quarter of 2016.**

(✓) **2) the organization is tax exempt and does not own any other property(s) for which taxes are due.**

Signature — **Date** 1/22/17

Witness — **Date** 1/22/17

Tab 8:

Section 3 Requirement

New Life CDC has not fallen under the Section 3 provision of the Housing & Community Development Act of 1968 that requires recipients of federally funded housing community development assistance in the past because it does not meet the financial criteria. However, NLCDC believes in implementing a holistic and therefore has a proven track record of providing resources, job training , employment and opportunities to low and very low income residents.

The mission of New Life Community Development Corporation (NLCDC) is to provide financial and literacy skills, career awareness and assistance, cultural opportunities, food, and shelter to those who are socially and economically disadvantaged in Camden County and surrounding areas. We will evaluate, educate, enable, and empower residents in order to build strong communities, neighborhoods, and lives one family at a time.

History

NLCDC was established in 2002 as an offspring of New Life Ministries (NLM), a progressive, nondenominational church, in order to expand the organization's ability to serve the community. NLCDC was formed as an effort to provide an effective holistic solution to tackle the needs of the community at large.

NLCDC has facilitated numerous training workshops and activities geared to educate residents in the city of Camden. We have provided juvenile group home outreach and community outreach in general regarding dire life issues such as prostitution and sexual health, as well as premarital and marital counseling in workshops, group sessions, and one-on-one formats. NLCDC has offered stewardship classes and budgeting/financial workshops and pre-apprentice training sessions. Currently NLCDC is partnering with Union Organization for Social Service (UOSS) to provide pre apprentice training workshops under the NJBuild program.

In addition, NLCDC has supplied temporary housing for homeless youth and dislocated families. The services we provide address the eight basic needs that an individual are faced with in life

Food	**Clothing**	**Shelter**	**Education/Training**
Employment	**Financial Literacy**	**Transportation**	**Health**

We are experienced in providing resources and services in all of these areas with the belief that addressing the needs of an individual will impact the community as a whole.

Some of NLCDC past community revitalization projects include:

- Received a CHDO certification from the State of New Jersey
- HOME rehabilitation project in Woodlyn which is a low income area. The project included the acquisition, rehabilitation and sell of the property to low-moderate individuals.
- The demolition and remodeling of a building with the project budget of over $1 million.

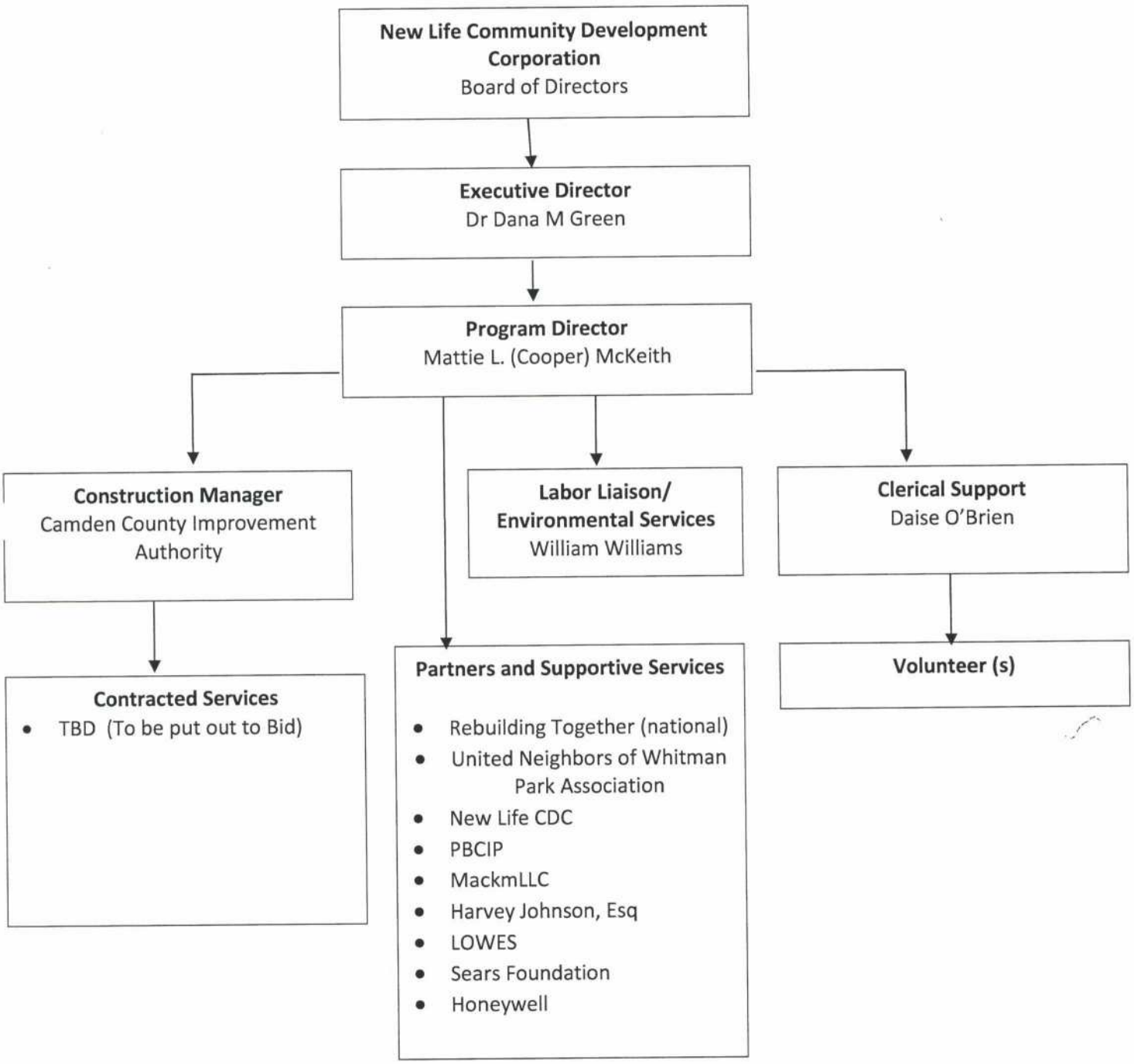
- The Parkside Community Rebuild Day which consisted of service to over 50 homeowners along with renters and small business owners. This project also engaged the participation of over 250 volunteers, twelve business entities and various other groups.

- The renovation of Whitman Park Community Center. We partnered with Honeywell Corporation, Rebuilding Together and United Neighborhood of Whitman Park Association to renovate a Community Center that had been inactive for over 10 years. We engaged community activity from neighbors and business entities.

HOME **Goal: Affordable Owner – Occupied Housing**

Tab 10:

Organizational Chart and Resume's



98 Oak Street Apt 4310
Lindenwold, NJ 08021

856-655-3372
gblsm@hotmail.com

Mattie L. (Cooper) McKeith

Objective

As a highly motivated, professional with over twenty-five years of hands on managerial experience I have a diverse background and am results-oriented. I am interested in working with an organization that will allow me to utilize my skills and abilities.

Experience

2013 - Present Pickwick Apartments Maple Shade, NJ

Leasing Agent

- Provide quality service to residents as well as prospective tenants. Schedule appointments.
- Write leases, Collect rental payments, process applications

2004 – 2013 New Life CDC Camden, NJ

Executive Assistant
Project Director

- Worked as direct administrative support to the Executive Director and President of Non-profit organization.
- Prepare excel spreadsheets and analytical reports to display trends, contract projections and track progress as measure cost and budget status.
- Responsible for development; implementation, and oversight of various community based projects.
- Maintain contract compliance; reviewed, completed and filed contractual reports and requirements for customers including; foundations, community groups, private organizations and city, state, and county agencies.
- General Administrative duties including: prepare mailings, set up meetings, print, sort and organize documentation
- Schedule and prepare for community and volunteer staff meetings
- Inventory, re-order and update material and office and volunteer supplies as needed

2010 – 2013 Rebuilding Together Camden Camden, NJ

Director/ House Captain/ Project Manager

- Organized Community wide rehabilitation, safety and clean-up projects.
- Order materials, put together information for community meetings
- Office support duties including: photocopying, recording minutes from Board meetings, sending out correspondence, put together and distribute meeting packets as well as marketing materials
- Responsible for enlisting volunteers, hiring professionals, setting up equipment and stations to monitor activities.
- Make environmental and safety assessments of living conditions for elderly and disabled individuals.
- Addressed environmental and safety concerns by identifying short-term and long-range issues; providing information and commentary pertinent to task at hand; recommending options and courses of action; initiate scope of work and implement directives.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.

2006 – 2008 Archway Programs Atco, NJ
2008 – 2012 Bancroft Mullica Hill, NJ

Group Home Manager/ Direct Care

- Organize work schedules and maintain routine office documentation.
- Responsible for assisting residents in a group home setting. Distributed prescription as well as PRN medications. Cleaned, cooked, schedule doctor appointments and assisted in maintaining safe environment.

- Developed IHP plans and identified barriers as well as structured activities to enhance productivity and maintain a healthy standard of living.

2009 US Census Bureau Southern, NJ

Field Operations Supervisor

- Surveyed and mapped areas for upcoming census tracking. Formulate reports.
- Coordinated, trained and supervised the Operations performed by field employees.
- Monitored progress and performance of operations for two tier staffing.
- Assured that field deadlines and quality standards were met or exceeded; Approved time and attendance documents.

2006 -2008 Emerson Personnel Cherry Hill, NJ

Clerical / Billing

- Generate monthly billing invoices for various claims.
- Formulate reports, generate office duties as assigned.

2006 - 2011 Capp Realty State of NJ

Real Estate Sales

- Licensed Real Estate Agent, NJ; Prepared Comparative Market Analysis.
- Instrumental in the assessment of proper conditions to evaluate & recommend repairs to improve property marketability.

2006 Park side Recovery Camden, NJ

Medical Records

- Monitored and maintained medical records for over 700 clients in treatment.
- Maintained confidentiality and ensured that documentation was accurately categorized according to contractual expectations.
- Support Director and Supervisors in preparation of chart audits and reviews.

1994 -2005 ACS, Inc (Curtis & Assoc. Inc) Philadelphia, PA

Project Director / Manager

- Recruited, hired and supervised various positions, established project goals and timelines, assigned tasks and monitored progress.
- Educated and trained key staff. Developed curriculum and conducted workshops.
- Maintained contractual expectation of client to include employers, State Agencies and third party customers.
- Handled multiple projects simultaneously; worked to meet and exceed all deadlines while fulfilling the project mission.

Education

Thomas Edison State College Trenton, NJ Business Management
Camden County College Blackwood, NJ

Additional Skills

MS Office, Billing, Recruiting, Real Estate, Filing, Payroll, Training, Cost Analysis, Administrative Support, (MS Word, Excel, Outlook, Access, Power Point)

References Furnished Upon Request

Dr. Dana M. Green, Pastor

New Life Ministries, Inc,
1721 Haddon Avenue
Camden, New Jersey 08103
(856) 541 5433
Genisis97@aol.com

Objective

As Pastor of New Life Ministries Inc. Pastor Green's vision entails the process of birthing wholeness into the family structure within the community and surrounding areas.

Qualifications

Pastor Green has been the pastor of New Life Ministries, Inc. for nine years. Prior to this tenure she has served at New Strength Gospel Church in Audubon New Jersey as the Assistant Pastor to Pastor Chad T. Hinson, for a tenure of three tears. St John Baptist Church for nine years , as a member of the ministerial staff, where she was responsible for the organization of the churches first women's ministry, the birthing of a yearly city wide crusade, women's retreat, alcohol and drug ministry, and a board Member of the Churches Youth Development Center. Church of God in Christ , where her responsibilities were Aide to the Pastor, Sunday School Teacher, and the writer of the church news letter. Pastor Green was called to Pastor in 1999.

Education

Eastern University, Community Revitalization Pa. 2004
Graduated Philadelphia Biblical University, Bachelor of Science in Bible. Cum Laude, 2000
Received Honorary Doctorate Degree from Jameson School of Ministry and Theology, 2006

Relevant Experience

Pastor Green has worked for several major Corporations during her years as a Pastor. The Campbell Soup Company, Cooper's Ferry Development Association, The Camden City Parking Authority and Curtis and Associates in the capacity of Administration and Assistant to the Executive Director.

William Williams

William Williams was a cook in the United States Army for four years before becoming a plan room manager for the architectural firm Davis, Brody & Associates in New York City. William then returned to Camden, where he was the Manager of Environmental Services for Service Master, Inc. for nine years. He also owned his own janitorial business for banks, hotels, and commercial cleaning for five years. William has been with New Life Ministries since its conception as a site supervisor and coordinator of projects. He acts as a liaison between ministry heads and subcontractors, performing a variety of construction and labor-related projects. William is currently actively involved in New Life Ministries fulltime, participating in Substance Abuse Ministry, Prison Ministry, Sick and Shut-in Ministry, and evangelizing. William possesses a certificate in the 12 Steps Program. He is also involved in Christian Biblical Counseling at Christian Stronghold.

Cook in the U.S. army for four years
Plan room manager for an architectural firm Davis, Brody, & Associates in NYC
Came back to Camden, where he was a Manager of Environmental Services for Service Master, Inc. for nine years.
Five years, owned a janitorial business for banks, hotels, and commercial cleaning.
Currently actively involved in fulltime ministry for New Life Ministries, for 9 years, since conception –a variety of construction and labor-related projects/tasks, as a site supervisor and coordinator of projects.
Liaison between ministry heads and subcontractors.
Passions include Substance Abuse Ministry, evangelizing, Sick and Shut-in Ministry, Prison and Prison Rehabilitation Ministry
Presently involved in Christian Biblical Counseling at Christian Stronghold, certificate in the 12 Steps Program. Received a certificate in demonic possession
bowling, traveling, cooking, avid sports lover

Tracee L. Hunt, SPHR

18 Sarah Court ♦ Mount Laurel, NJ 08054
Cell Phone (215) 651-6606 ♦ Traceelhunt@aol.com

Executive Summary

SOLID HUMAN RESOURCE EXECUTIVE with strategic vision and a focus on operational effectiveness and the bottom line. Varied industry experience and proven to be highly adept at providing executive consultation and sound business partnering. Possess expertise in organizational design and effectiveness, culture development, talent management, and building leadership capacity organization-wide. Built and sustained a very positive image in the business community as a result of board participation, public speaking, and community affairs involvement.

World Class Culture Transformation ♦ Improved Employee Engagement ♦ Enhanced Sales Capability
Double-digit Turnover Reduction ♦ Multi-state HR Leadership

Professional Experience

Bancroft , Cherry Hill, NJ **2011 - Present**
(Behavioral Health Organization – 2100 employees)
Chief Human Resources Officer (Former Board Member)

- Full responsibility for all facets of Human Resources, to include strategy development and execution, occupational health and safety, as well as full participation as a member of the Senior Leadership Team.
- Established a 3-year HR strategic plan with full alignment to the organization's 3-year plan, which resulted in the achievement of 40% growth in net operating profit for year 1 of the plan.
- Successfully transitioned the organization to self-insurance, resulting in annual savings of 1.5 million.
- Restructured the HR function to a new HR service delivery model that will support the future direction of the organization, to include a major focus on talent management and ensuring subject matter expertise.
- Successfully carried-out the organization's most major reorganization effort ever, as well as various other restructuring efforts as needed.
- Coordinated the organization's first Senior Executive teambuilding retreat.
- Developing leadership development tracks aligned with critical core competencies with a blended learning approach for all levels of leadership.
- Developed and implemented standardized (yet customizable) team-building approach for deployment organization –wide.
- Introduced a pay-for-performance philosophy with new merit guidelines resulting in a significant shift toward a normal distribution of performance across the organization.
- Developed and implemented a new executive incentive plan to heighten retention of C-suite employees.
- Re-engineered the organization's stand alone core value "RESPECT" into a full-blown comprehensive vision and values campaign consisting of clearly defined guiding principles that will drive one-line of sight toward becoming a high performing team, delivering high quality services and supports.
- In the final phases of developing an employee value proposition framework to support culture transformation, talent acquisition, employee engagement and retention efforts.
- Established a new recruitment process to ensure equal employment opportunity, as well as to comply with federal, state, and local regulatory agency requirements.
- Currently supporting the establishment of a balanced scorecard approach to ensure organizational effectiveness.
- Serving as lead HR consultant for the President and other Executive Leadership team members.
- Participating and providing guidance as member of investment committee for the DC plan.

The Philadelphia Coca-Cola Bottling Company, Philadelphia, PA **2000 - 2011**
(Beverage Sales, Manufacturing and Distribution -1300 employees)
Vice President, Human Resources & Community Relations

- Transformed the entire HR function from a non-compliant lack-luster personnel department into an effective HR function staffed with subject matter experts, facilitating business goals and objectives, resulting in sustainable HR processes and procedures as well as sustaining a 90% reduction in legal expenses.
- Responsible for planning, developing and executing on all short and long-term HR strategic priorities to include; talent pipeline fulfillment, leadership capability, training & development, culture and diversity.
- Maintain full budget and fiscal responsibility for all HR and community related initiatives company-wide with year-over-year positive variances against plan and all objectives met.
- Established and remain accountable for monthly HR scorecard, ensuring the establishment of best practices and sustained performance against key business initiatives.
- Institutionalized culture strategies achieving improved engagement survey participation and overall scores.
- Provide consultation and strategic HR guidance to the President and the entire Sr. Leadership team, facilitating the achievement of business goals and objectives, leading to a dramatic business turn-a-round from a state of decline to positive growth in both OI and ROIC over the last 3 years.
- Through sound benefits expertise in self-insurance and plan designs, have generated in excess of 3M in savings and costs avoidance during tenure, while continuing to experience flat to less than 3% increases.
- Established compensation philosophy and salary structure, allowing sustained competitiveness in the market place and the retention of high potential talent.
- Full participation and facilitation of Operational Excellence (Lean and Six Sigma principles) to aid in the achievement of a continuous improvement culture, as well as enhanced leadership capacity.
- Established pay-for-performance culture with vision and values embedded for increased accountability.
- Implemented talent identification process resulting in accelerated development of key talent.
- Serve as Community Leader on behalf of Philadelphia Coca-Cola in all community/public relations endeavors.
- Responsible for leading numerous re-structuring efforts company-wide through-out tenure with organization.
- Navigated through inherited 4-year OFCCP conciliation agreement while successfully leading union avoidance campaigns as a result of existing union's expansion efforts (prior to culture transformation).
- Serve as member of investment committee for both DB and DC plans for union and non-union plans.

MedQuist, Inc., Marlton, NJ, (Medical Data Transcription – 9000 employees nationwide) **1999 - 2000**
Human Resources/Benefits Director

- Responsible for directing HR staff to achieve maximum efficiency in day-to-day HR/benefits operations including: workers' compensation and leave administration.
- Established fully automated systems with regard to management of all HR and benefits data for MedQuist 9,000 employees nationwide.
- Introduced formalized performance management system, recruiting processes, employee review systems, and internal job posting process.
- Realigned all vendor relationships to achieve optimal objectivity for marketing purposes. Identified trends within the benefits experience, so as to proactively establish strategic initiatives to respond to the needs of the organization and the employees.
- Successfully managed the integration of the HR and benefits processes for numerous small acquisitions.
- Directed all phases of benefits management and administration for all employees nationwide, in accordance with organizational goals and objectives. Benefits included; medical, dental, vision, life, LTD, STD, flexible spending, voluntary benefits, 401(k) and ESPP.

Zany Brainy, Wynnewood, PA, (Specialty Toy Retail Chain – 2400 employees nationwide) **1994 – 1999**
Sr. Human Resources/Benefits Manager

- Established the entire HR function with the head of HR for this start-up retail company.
- Established solid HR foundation that was administered in a decentralized fashion to ensure continuity across the U.S. in 100+ locations.
- Established, rolled-out, and administered formal HR policies and procedures including; employee handbook, performance management process, internal job posting process, etc.
- Identified, developed and administered recruitment initiatives for all levels of employees.
- Established reputation for achieving desirable results in complex problem resolution.
- Managed company-wide EEO initiatives.
- Developed, implemented, and managed entire benefits function including; Health & Welfare (self-funded and indemnity), Life, LTD, STD, 401(k), Drug Free Workplace program.
- Implemented and managed ESOP, ultimately resulting in successful IPO administration.
- Developed and chaired company-wide safety committee, which resulted in major cost savings in annual work comp premiums for PA and DE.

Betz Laboratories, Trevose, PA, (Chemical Manufacturer – 5000+ employees nationwide) **1994 – 1994**
Human Resources Representative

- Ensured maximum effectiveness of all new hire processes.
- Administered Drug-Free Workforce Program.
- Maintained all Human Resource Management metrics and reporting.
- Administered automated job posting process.

Osteopathic Medical Center, Philadelphia, PA, (Hospital - 2000+ employees) **1992 – 1993**
Human Resource Assistant

- Maintained all HR management reports.
- Participated in contract negotiation process between Management and bargaining unit employees.
- Extensive documentation of overall HR activities, to include recruitment activity for nurses, professional and technical staff.
- Participated in resolution of various HR employee relations issues including; "Mock Hearing" procedures for bargaining employees.

North American Resource Recovery, Fort Dix, NJ, (Incinerator Manufacturer/Operator) **1986 - 1992**
Office Manager/Full-Charge Bookkeeper

- Managed all phases of office administration and day-to-day operations. Maintained full-charge bookkeeper responsibilities, to include; AP, AR, payroll, general ledger entries, and full P&L responsibility and oversight, resulting in successful year-end audits by third party accounting firm.
- Responsible for all recruitment, retention and training efforts.
- Managed all aspects of benefits management and administration, to include; procurement and implementation.
- Managed all OSHA and DOL audits and follow-up.

Educational Background

Master of Arts – Human Services Administration (Concentration: HR Management), Rider University
Bachelor of Science – Vocational Education (Concentration: HR Trng. & Dev.), Southern Illinois University
Associate Applied Science – Accounting, Burlington County College

Leadership Development

Coca-Cola Executive Leadership Summit (Designed for Top 150 of 80,000 Associates), **Berlin Germany**
Discover Leadership Training (Master Graduate), **Houston, TX**
Diversity Leadership Academy, King of Prussia, PA

Awards

Featured in 2010 Women's Yellow Pages as "Woman of Accomplishment"
Nominated for HR Person of The Year, 2005
Recognized for Outstanding Service for Chairing Philadelphia Youth Network

Board Affiliations

Impact Services, Community Development Corporation – Board Secretary, Personnel Committee Chair
Philadelphia Works, Inc. Board (formerly PWIB) – Executive Board, Public Affairs Committee Chair, Human Resources Committee Chair
First Tee of Philadelphia – Board Member

Daise O'brien
1618 So. 9 th St.
Camden, N.J. 08104
(856) 883- 5376
daiseobrien@yahoo.com

Objective : To secure the position of machine operator. Position should provide room for advancement based on experience, work ethic and merit.

Qualification Summary:

- Inspect and package various medicinal products
- Assembly and packaging of over-the-counter medicines and various other products
- Plan senior activities, work well with children, involvement in after school homework program and vista volunteer program
- Community service worker
- Team worker, dependable and eager to learn

Work Experience:

New Life Ministries Community Service Worker	**Camden, NJ**	**2008- Present**
Baxter Pharmaceutical c/o **Kelly Temporary Services** Inspector/Packer	**Cherry Hill, NJ**	**2001- 2008**
Chesapeake Display **& Packaging Company** Line Leader	**Cinnaminson, NJ**	**1997- 2001**
Camden Housing Authority Community Services Dept.	**Camden, NJ**	**1994- 1997**

Education :

Continental Academy	**Miramar, FL**	**2006**

Reference:

Available upon request

Tab 11: New Life Community Development Corporation
Active Board Members

Dr. Dana M. Green New Life Ministries, Pastor & Founder 610 Woodland Ave, Cherry Hill, NJ	Executive Director Advisor 856-535-0601
Harvey Johnson, Duane Morris LLP, Partner 1940 Route 70 East, Suite 100, Cherry Hill NJ 08003	Attorney Advisor (3 Years) 856-874-4274

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Tracee Hunt Total HR Solutions, LLC , President & Founder 921 Pleasant Valley Avenue Suite 130 Mt Laurel NJ 08054	President Member (11 years (3rd term)) 609-975-4669
William Williams New Life Minisries. Counseling & Outreach 203 Sycamore Ave, Sewell NJ 08080	Secretary Member (since 2002(4th term)) 856-366-7823
Felice Wilson St. Christopher Hospital, Medical 3336 Howard Ave, Pennsauken NJ 08109	Member (8 Years(3rd term)) 856-495-6621
Janice Bailey Community Activist PO Box 241 Mt Ephraim NJ 08059	Member (5 Years (2nd term)) 609-4720372
Dr. Gregory Christopher Department of Education 908 Pennsylvania Ave, Cherry Hill, NJ 08002	Member (5 Years (2nd term)) 856-616-2992
Demetrius Hill Resident 1936 Phillip Street Camden, NJ 08104	Low-Income Rep/ Member (3 Years) Census Track 6017 856-729-8208

Ali Sloan El
United Neighbors of Whitman Park, Community Leader
1242 Lakeshore Dr. Camden, NJ 08104

Low-Income Rep/Member
(First Year) Census Track 6020
856-952-1158

Anthony Ways
CANDO Camden African
Neighborhood Development Organization, Founder
1345 Morton St., Camden NJ 08104

Low-Income Rep/Member
(First Year) Census Track 6015
856-397-7152

Daise O'Brien
Community Liaison
1618 South 9th St. Camden, 08104

Low-Income Rep/Member
(First Year) Census Track 6017
856-366-7501

City of Camden
NON-PROFIT CONFLICT CERTIFICATION

I Dr Dana M Green, being of legal age do hereby certify:
(Name)

1. I (am/am not) an employee for the City of Camden. My title is Executive Director _____. However, I function as a _____

2. A potential appearance of a conflict may exist with _____
(Organization)
for the reason that a dual relationship may exist (*check all applicable statements*):

   ☐ I serve as _____ for the _____ organization.
   (Title)

   ☐ A (relative/other) _____ connected to said organization
   (Name)
   in the following capacity: _____

   _____ Duration: _____

   ☐ The relationship of _____ [illegible] of a totally voluntary [illegible]

   ☐ I receive no monetary or other benefits from my relationship to said organization.

3. I am aware that it is my responsibility to disclose any conflicts or potential appearance of conflict of interest: my outside relationship may generate for the City of Camden.

4. I have not and will not utilize my position with the City of Camden to influence benefits to _____.
(Organization)

5. I have attached another explanation Yes _____ No _____

My signature certifies that the statements provided are true. I am aware that if any of the statements are willfully false, the organization's grant may be forfeited or recaptured.

Date: 1-26-17

_____
Signature

City Of Camden Personnel Only

Dr. Dana M. Green

Received by _____

NEW LIFE COMMUNITY DEVELOPMENT CORP.
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31,2015

Duane G. Myers
Certified Public Accountant
714 East Main Street, Suite 2E
Moorestown, NJ 08057
856-235-4870
Fax: 856-235-5349
dgmyerscpa@aol.com

Rev. Dana Green
New Life Community Development Corp.
Camden,N.J.

I have compiled the accompanying statements of financial condition of New Life Community Development Corp. as of December 31,2015 and the related statement of support,revenue and expenses and change in net assets for the twelve months then ended. The statements have been prepared in accordance with generally accepted accounting principles.

A compilation is limited to presenting information in the form of financial statements, information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Duane G Myers

May 19, 2016

New Life Community Development Corp.
Statement of Financial Position
December 31, 2015

Assets	
Current Assets	
Cash in bank	$11,786
Total current assets	11,786
Machinery and equipment at cost, less accumulated depreciation of $9,317	7,213
Leasehold improvements,at cost less accumulated depreciation of $828	15,721
Total assets	$34,720
Liabilities	
Current liabilities - due within one year	
Accounts payable	$0
Total current liabilites	0
Net assets	34,720
Total net assets	34,720
Total liabilities and net assets	$34,720

See Accountant's Compilation Report

New Life Community Development Corp.
Statement of Support,Revenues and Expenses(Note 2)
for the period January 1,2015 through December 31,2015

Support received	$50,423
	50,423
Expenses	
Supplies	613
Program activities	16,030
Rent and office utilities	27,262
Other administrative(insurance;website;telephone and etc.)	3,280
Depreciation(see Note 2)	2,908
	50,093
Net revenues(deficit)	$330

See Accountants' Compilation Report

New Life Community Development Corp.
Statement of Changes in Net Assets
for the period ended December 31, 2015

Balance(deficit), beginning of year	$34,390
Net revenues(deficit)	330
Balance(deficit), end of year	$34,720

See Accountant's Compilation Report

New Life Community Development Corp.
Notes to the Financial Statements
December 31,2015

1. Organization and tax-exempt status

New Life Community Development Corp. (hereafter called "the CDC") is a tax-exempt organization under Internal Revenue Code Section 501(c)(3). The CDC was formed during 2003 in the state of New Jersey. Operating activities began during the year 2010.

Business location

Currently, the CDC is operating from the church location for New Life Ministries, Inc. at 1721 Haddon Avenue, Camden, New Jersey. The CDC was formed as a separate operating entity by the members of this church. The CDC has entered a monthly rental agreement with the church for facilities usage.

2. Significant Accounting Policies

The CDC prepares its financial statements on the accrual basis of accounting.

Property and equipment

	Cost	Current year Depreciation
Furniture & fixtures	$8,239	$ 1,176
Computer equipment	1,425	286
Telecommnications system	1,000	142
Cargo van	3,497	698
Heater	1,500	60
Furniture	2,324	132
Leasehold improvements	16,549	414

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248667583
June 29, 2010 LTR 4168C E0
01-0721933 000000 00
00018608
BODC: TE

NEW LIFE COMMUNITY DEVELOPMENT CORP
% PASTOR DANA M GREEN
1721 HADDON AVE
CAMDEN NJ 08103-3007

000564

Employer Identification Number: 01-0721933
Person to Contact: Ms. Mosley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 18, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in February 2004.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

New Life Community Development Corporation

Affirmative Action Policy Statement

It is the policy and employment practice of New Life Community Development Corporation that there will be no discrimination on the basis of race, color, affectional or sexual orientation, religion, age, creed, national origin, marital status or ancestry.

Also, there will be no discrimination in the recruiting of applications for employment or the hiring of employees. Further, there will be no discrimination in the promotion, transfer, discharge, training or retraining of employees.

New Life Community Development Corporation will aggressively take steps to seek out qualified minority and female group members and provide opportunity for minority and female group workers to become qualified for employment and advancement with Community Development Corporation. Where applicable, New Life Community Development Corporations will in all solicitations or advertisements for employees in behalf of the contractor, state that all qualified applications will receive consideration for employment without regard to race, color, affectional or sexual orientation, religion, age, creed, national origin, marital status, or ancestry.

New Life Community Development Corporation submits this AA statement with the signature of the EEO Officer for New Life Community Development Corporation to assure compliance with the Civil Rights Act of 1964 and the Executive Order No. 11246 and any orders to a program of Equal Employment Opportunity.

Dana M. Brown
EEO Officer

1-22-12
Date

BY LAWS
NEW LIFE COMMUNITY DEVELOPMENT CORPORATION OF CAMDEN

ARTICLE I - CORPORATE NAME

The name of this Corporation shall be the New Life Community Development Corporation of Camden. It is a private, non-profit corporation incorporated under the laws of the State of New Jersey.

ARTICLE II - STATEMENT OF PURPOSE

A. The New Life Community Development Corporation of Camden exists to combat the cause and reduce the effects of poverty in the City of Camden. It will fulfill this purpose by:

1. Facilitating a community based capacity for human needs planning process which focuses program strategies on promoting self-sufficiency among low-income people.

2. Removing barriers to self-sufficiency among low-income people in the organization and operation of institutions and programs.

3. Maximizing participation of low-income people in the development and implementation of program and projects and in the decision making processes of institutions affecting their lives.

4. Providing safe, decent affordable housing to low and moderate income families.

ARTICLE III - MEMBERSHIP

B. Membership in this Corporation shall be open to any of Camden County who shall have attained eighteen (18) years of age and who is interested in the objectives and is willing to join in the efforts to accomplish these objectives.

Membership is by virtue of approval of the Board of Trustees
Reasonable effort shall be made to obtain the participation of economically deprived members of the community.

C. No membership fee shall be required.

D. The powers of the general membership are restricted to exclude those powers specifically reserved to the Board of trustees or those necessarily flowing from powers specifically reserved to the Board of Trustees. However, the Board of trustees shall

consider all resolutions passed by the Membership of the Corporation at the next scheduled meeting of the Board of Trustees.

E. There shall be no voting by proxy in any of the meetings of the bodies within the Corporation.

ARTICLE IV - BOARD OF TRUSTEES

A. The Board of trustees shall consist of a minimum of six (6) and a maximum of twenty-seven (27) persons including representatives from the following groups: representatives of the public sector, which includes elected officials, appointed public officials, public employees and appointees of public officials; officials or members of business, industry, neighborhood residence and members of the church community. Membership on the Board of trustees is not limited to members of the New Life Ministry.

The nominating Committee of the Board shall recommend to the Board the membership of the Board. Members of the Board of trustees will serve a three year term.

H. Conflict of Interest:

No persons may sit on the Board who is an officer or an employee of an organization contracting to perform a component of the work.

I. Powers of the Board:

The powers of the Board of Trustees shall include:

1. To appoint the staff
2. To determine, set policies, major personnel, organization, fiscal and program policies.
3. To determine overall program plans and priorities of the Corporation, including provisions for evaluation progress against performance;
4. To make final approval of all program proposals and budgets;
5. To enforce compliance with all conditions of Grants;
6. To select the officers and the Executive Committee, if any, of the governing board;

ARTICLE V - MEETINGS

A. Annual Meetings

1. At least one (1) meeting of the membership of the Corporation shall be held during each year. This meeting shall be held during the last week in June and shall be designated as the Annual Meeting of the Corporation. Public notice and appropriate releases to the newspapers and other communications media shall be circulated at least seven (7) days before the scheduled meeting, to insure the representatives and/or service recipients participation in the meetings of the Corporation.

2. The Agenda for the Annual Meeting shall include:
    a. Reading of the Minutes
    b. Program Reports
    c. Financial Report
    d. Introduction of New Officers by the Nominating Committee
    e. President's Annual Report
    f. Unfinished Business
    g. New Business
    h. Adjournment

B. The regular monthly meeting of the Board of Trustees shall be held on every fourth Tuesday of the month, The Board shall provide a written notice and agenda at least five (5) days in advance.

C. Special Meetings

The President may, when he/she deems it expedient or upon the written request of ten (10) members of the Board, call a special meeting of the Board of Trustees to transact any business so designated in the call. There will be at least seven (7) days notice prior to the date of the special meeting in writing.

D. Proxy voting shall be prohibited at all meetings.

E. Minutes

The Board shall keep for each meeting written minutes which include a record of votes on all motions. Minutes of the previous meeting shall be distributed to all members before the next meeting, and shall be made available to the public upon request.

ARTICLE VI-OFFICERS AND DUTIES

A. The Officers of this Corporation shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer. These persons shall be elected at the June meeting of the Board of Trustees and shall hold offices for one (1) year or until successors are elected and qualified. The holding of more than one (1) office concurrently by a Trustee shall be prohibited.

B The President shall preside at meetings of the Corporation and of the Board of trustees. He shall make appointments to committees subject to the approval of the Board of trustees. He shall coordinate the work of all officers and committees and shall perform such other functions as the members of the Corporation shall direct.

C. The First Vice-President shall preside at meetings of the Corporation and/or the Board of Trustees in the absence or inability of the President, and shall assume the Office

of President in the event of a vacancy in that office. He/she shall be responsible for committees as designated by the President.

D. The Second Vice-President shall preside at the meetings of the Corporation and/or the Board of trustees in the absence or inability of the President and First Vice-President, and shall assume the Office of the President in the event of a vacancy in that office. He/she shall be responsible for committees as designated by the President.

E. The Secretary shall be responsible for the recording of the minutes of the meetings of the Corporation, the Board of trustees and the Executive Committee.

F. The Treasurer of the Corporation shall make regular reports on the financial status of the Corporation to the Board of Trustees. He shall provide from the Corporation budget a security bond for faithful performance.

G. Any officer may be removed for the improper conduct of his/her office or other just cause provided the following procedure is employed.

1. The person in question shall be informed of the complaint or charge against him in writing;

2. He/she shall have an opportunity to defend himself/herself against complaints and charges including the right to maintain counsel at his/her own expense and shall have adequate time for preparation of defense; and

3. No person shall be removed from office except by a vote of two-thirds (2/3) of the total membership of the Board of Trustees.

ARTICLE VII-ELECTIONS

A. The officers enumerated in Article VI shall be elected annually to serve for a term of one (1) year, or until their successors are elected and qualified.

B. The Nominating Committee shall submit its intended nominations to the Board of Trustees for their information and comments at its May meeting. The election of officers will be held at the regular June meeting of the Board of Trustees.

C. Any member of the Board of Trustees may present any other names in nomination for any position provided written consent of the nominee has been received either at the May Board of Trustees meeting or at the June meeting.

D. Elections at all meetings shall be by written secret ballots.

E. Vacancies

Should any of the offices become vacant, the Nominating Committee shall be requested to bring forth its recommendations for filling any vacancies and replacements of Board members and shall be considered pursuant to Article IX.

ARTICLE VIII-COMMITTEES

A. The Board of trustees may designate Standing and Ad Hoc Committees from time to time, but these do not become voting members of the Board of Trustees unless they were on the Board previous to their appointment to a committee assignment. The Standing Committees shall be: Executive, Nominating, Program Planning and Evaluation, Finance, Housing Development, Community Information and Personnel. The first two (2) are elected by the Board of Trustees, the remaining are appointed by the President and confirmed by the Board.

1. Executive Committee

a. The membership of the Executive Committee shall consist of the officers of the Corporation and three (3) persons designated from the Board of Trustees.

b. The Executive Committee shall have the authority to transact routine and ordinary business of the Corporation between the meetings of the full Board, but the scope of its activities may be restricted as laid down by the Board of Trustees from time to time. The actions of the Committee are subject to ratification by the Board of trustees.

2. Nominating Committee

The Nominating Committee shall make recommendations to the Board of Trustees for officers and to the Board of trustees for vacancies.

3. Program Planning and Evaluation Committee

a. The membership of the Planning and Evaluation Committee

b. The Committee will be the central body charged by the Board of Trustees to coordinate all planning and evaluation techniques.

c. The Committee will review and approve all planning and evaluation techniques.

d. The Committee will review and approve all service applications and service models.

e. The Committee will review and approve long range plans.

f. The Committee will review and approve all citizens participation plans.

g. The Committee will review and approve all research projects proposed whether by specialized planning groups, or other groups or organizations outside of the jurisdiction of the Board of Trustees. The actions of this committee are subject to ratification by the Board of Trustees.

4. Community Information Committee

a. The Committee composition will reflect the character of the constituents served by the Agency, and will also include persons from the general community who are willing to volunteer services, and who may have certain expertise that would facilitate the work of the Committee. Fifty-one percent (51%) of those persons serving on the Committee will be low income.

b. The Community Information Committee shall be responsible for preparing and periodically modifying the Agency's public relations plan, planning process, operational rules and regulations, and public relations activities to insure conformity to Board policy regarding social issues as well as the adopted public relations plan.

c. The Committee will be responsible for developing and fostering a public image for the Agency which reflects the sum total of its efforts to abate human suffering and to provide opportunities for promoting economic and social self-sufficiency within the low-income population.

d. The Committee shall be responsible for reporting information to low-income citizens on systems and population problems which impede progress towards a state of self-sufficiency among low-income.

e. The Committee shall be responsible for insuring and encouraging community participation in the public relations program of the Agency. The actions of this Committee are subject to ratification by the Board of Trustees.

5. Finance Committee

a. The Finance Committee shall give continuous scrutiny of the financial affairs of the Corporation and it shall see that internal controls are maintained on all financial transactions.

b. It shall receive (quarterly) reports from the corporation concerning the current financial conditions of the Community Action Program.

c. It shall secure the services of a Certified Public Accountant and oversee the work requiring an annual audit of all components.

d. It shall insure that all persons handling funds for the Agency are bonded and that the bonding statements are enforced.

e. It shall review and advise on ways of financing the Agency's operation and expanding its services.

The Personnel Committee shall be responsible for the following:

a. Shall review and revise as needed the Personnel Policies and Procedures;

b. Shall provide continuing guidance to the Executive Director and his/her staff in direction of personnel and in his/her evaluation of the fulfillment of the jobs.

c. Shall review periodically salaries and fringe benefits of the staff and recommend changes to the Board.

d. Shall review the employment and termination of all employees.

e. Grievances shall be reviewed by the Personnel Committee and recommendations made to the Board.

7. Housing Committee

a. The Housing Committee shall be responsible for the assessment of housing and energy related social problems affecting low-income and near low-income persons in Camden County. Moreover, the Committee shall develop solutions to problems identified and propose such courses of action to the Board of Trustees as it deems reasonable.

b. The Committee shall develop a comprehensive housing and energy plan as a basis for both program and policy development activities.

c. The Committee shall review all housing and energy plan elements developed by Agency planning staff, identify new housing and energy program resources, and review application for procurement of those resources.

d. The Committee shall review research on housing and energy problems among low-income residents, as well as research on deficiencies and gaps in the service delivery system.

e. The Committee shall propose housing and energy policies for Board consideration and enforce policies adopted. The actions of this Committee are subject to ratification by the Board of trustees.

B. The Board of trustees will form Ad Hoc Committees to advise the Board on design, location of sites, development and management of affordable housing projects. These committees will be made up of low-income resident living in the areas of the proposed affordable housing projects.

ARTICLE IX-REMOVAL & REPLACEMENT OF BOARD MEMBERS

If a member of the Board of Trustees fails to attend three (3) consecutive regular meetings, he/she may be removed by action of the Board of Trustees. A vacancy occurs when: (a) a Board member is notified of his/her removal by action of the Board for cause; (b) a Board member notifies the Board of his/her resignation; (c) an elected public official leaves his office. If a vacancy occurs on the Board of trustees, the alternate will be seated; if there is no alternate, the vacancy shall be filled in the same manner in which that position was originally filled. In the case of a vacancy in any office of the Board of trustees, the vacancy shall be filled according to the By-Laws.

ARTICLE X-RELATIONSHIP OF THE BOARD TO THE STAFF

It shall be the intention of this Corporation to retain staff, the Board of Trustees will serve in a policy making capacity.

Any Board member who applies for a paid position in the Corporation must resign from the Board upon submission of his/her application. No person shall hold a paid job in this Corporation while a member of his/her immediate family is a member of the Board of Trustees.

ARTICLE XI - RULES OF ORDER

The parliamentary authority of this organization shall be Roberts Rules Of Order, Latest Revised Edition. The President may appoint one of the members of the Board of Trustees who shall serve at the pleasure of the President as parliamentarian and who shall advise the president on questions of parliamentary procedures.

ARTICLE XII - QUORUMS

A. A quorum at an Annual Meeting shall be 20.

B. A quorum of the Board shall be 50% of the non-vacant seats on the Board.

C. A quorum of the Executive Committee and all other committees shall be 50% of the committee membership.

FILED

JUL 22 2003

State Treasurer

Attachment

Amended
Certificate of Incorporation of
New Life Community Development Corporation of Camden

PURPOSE: The Corporation is organized exclusively for charitable, educational, [illegible] or scientific purposes within the meaning of section 501 (c) (3) of the Internal [illegible] Code.

Upon the dissolution of the corporation, the Board of trustees shall, after paying or [illegible] the payment of all the liabilities of the corporation, dispose of all the [illegible] exclusively for the purposes of the corporation in such manner, [illegible] or organizations organized and operated exclusively for charitable, [illegible] or scientific purposes as shall at the time qualify as an exempt [illegible] under section 501 (c) (3) of the Internal Revenue Code of [illegible] provision of any future United States Internal Revenue Law), [illegible] shall determine. Any such assets not so disposed of shall be [illegible] Court of Competent Jurisdiction of the county in which the principal [illegible] is then located, exclusively for such purposes or to such [illegible] as said court shall determine, which are organized operated [illegible] for such purposes.

A 1-1

STATE OF NEW JERSEY
DEPARTMENT OF TREASURY
FILING CERTIFICATION (CERTIFIED COPY)

NEW LIFE COMMUNITY DEVELOPMENT CORP. OF CAMDEN

0100886823

I, the Treasurer of the State of New Jersey, do hereby certify, that the above named business did file and record in this department a Certificate of Incorporation on August 29th, 2002 and that the attached is a true copy of this document as the same is taken from and compared with the original(s) filed in this office and now remaining on file and of record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at Trenton, this 30th day of August, 2002

John E McCormac, CPA
State Treasurer

New Life Community Development Corp. of Camden
Board Resolution No: 012517

Whereas we have identified a need for services that will enable low to moderate income, senior citizens, veterans, and disabled residents in the Whitman Park section in the City of Camden and surrounding areas to continue to be able to live safely and independently in their own homes.

Whereas New Life Community Development Corporation was established in 2002 as a Community Development Corporation and have been a member in the community providing services and resources for at least one year to the Whitman Park, Camden City and throughout the County of Camden.

Whereas New Life Community Development Corporation has collaborated with United Neighbors of Whitman Park to identify over 140 abandoned homes in the Whitman park neighborhood and desire to assist the City of Camden in the redevelopment of Whitman Park and its surrounding areas through the acquisition, rehabilitation and sale of such properties to low to moderate income residents.

Whereas New Life Community Development Corporation has been designated its State CHDO it is hereby recommended that application of its City CHDO be presented to the City of Camden.

Now therefore, be it resolved that we will approve the following actions: Application for Community Development Block Grant Program, Home Investment Partnership Program, Emergency Solutions Grant Program through the HOME funding opportunity within the City of Camden, according to the 2017-2018 Goal: Affordable Owner-Occupied Housing, as well as an application for Administrative funding.

We certify that this is a true and accurate copy of a resolution adopted by the Board of Directors of New Life Community Development Corporation at its called meeting held on January 25, 2017.

Dr. Dana M. Green — 1-26-17
Board Representative — Date

Rev. Wm. J. Williams — 1/26/17
Board Representative — Date

APPLICANT CERTIFICATIONS AND AUTHORIZATION

I, Dr Dana M Green **,** Executive Director **hereby**
Typed Name Title

certify that:

1. **The proposed project/activity will not result in permanent, involuntary displacement of any family individual, business or non-profit organization.**
2. **The applicant is not a primarily religious organization.**
3. **If selected to receive CDBG (24CFR 570), HOME (24 CFR 92) or Emergency Solutions Grant (24 CFR 576) funds, the project will be operated in accordance with all applicable laws and regulations under the Code of Federal Regulations, the Civil Rights Acts, the Fair Housing Act and the Americans with Disabilities Act.**
4. **I am authorized by the Board of Directors of** New Life Comm Dev Corp **to** Name of Organization **submit this application.**

Dana M. Green, Pastor
Signature

1/24/17
Date

Witness

1/24/2017
Date

Whitman Park Community Partnerships
Whitman Park Revitalization Project
Memorandum of Understanding 2013

- **New Life Community Development Corporation (NLCDC)**: Administration

New Life Community Development Corporation believes that there are eight basic needs that each human being is faced with: Food, Clothing, Shelter, Education, Training/Employment, Financial Stewardship, Transportation and Health. To this end NLCDC is committed to providing access to meet those needs through resource and/or referrals. NLCDC will provide social service resources and act as the administrative arm of this project so that document and notifications are distributed in a cohesive manner.

- **United Neighbors of Whitman Park Assoc. (UNWP)**: Community Advocacy/Outreach

In alignment with the Mission of United Neighbors of Whitman Park to foster neighborhood revitalization, renewal, redevelopment and prevent blight. UNWP will provide community outreach and advocacy services and will be utilized to engage the community as well as solicit support of the business community and political arena. Their connection with professional leaders that fight against injustice will equip our clients with knowledge and instruction needed [illegible]

[illegible]

In alignment with its vision and belief that everyone is entitled to live in a healthy and safe living environment. RTC commits to working in a collaborative effort with the partners of the Whitman Park Revitalization Project to identify needed repairs, provide resources, lead volunteer efforts and spearhead the renovations and repairs for seniors, disabled and veteran throughout Whitman Park and Southern New Jersey.

- **Genesis Self-Sufficiency/ Fatherhood Initiative**: Training

Genesis will utilize its expertise to assist in academic and life skills training for individuals in need. Community members will have access to case management, GED preparation, job search resources, job coaching, a computer bank and more. Services to At-Risk Youth and families will be offered through our Fatherhood Focus Family Success Center

The undersigned hereby commit to Whitman Park Revitalization Project to stabilize the Whitman Park Community by bringing on line the 140 vacant properties. The said organizations will conduct community clean-up fix-up projects, apprenticeship and self-sufficiency trainings as well as identify and address obstacles that may prohibit independent lifestyles. Our goal is to provide resources that will address those obstacles and develop a plan of action to avoid future risks. This group is dedicated to making a change through the various programs that affect its residents and community at large. We will support and participate in programs surrounding the Senior Connection Initiative, At Risk Youth population, Affordable Housing program, Construction Pre-Apprenticeship and Job Readiness Training as well as other programs and services that will enhance and revitalize the community.

Rev. Dr. Dana M. Green, Interim Executive Director
New Life Community Development Corporation (NLCDC)

Ali Sloan-El, President
United Neighbors of Whitman Park Association (UNWP)

G. Ronald Green, President
Rebuilding Together Camden & Vicinity (RTC)

Osaze Gray, Assistant Executive Director
Genesis Self-Sufficiency/ Fatherhood Initiative

ALPHA FUNDING
SOLUTIONS, LLC

July 13, 2015

To whom it may concern,

Macm, LLC has been approved by our company to borrow funds of $100,000 for the purpose of redevelopment in Camden, New Jersey, as per the escrow agreement between Macm LLC and New Life Ministries. We are prepared to fund transactions up to this amount.

Within 10 business days of receipt by this office of a notice to proceed with foreclosure by the Redevelopment agency, and proof of clear title, certified funds for the balance due will be available for foreclosure by the CRA. If you need to verify this information or have any questions, please contact me at the number below.

Sincerely,

Mark Callazzo

Mark M. Callazzo
Alpha Funding Solutions, LLC
732-657-2014

R-14

MBS:dh
02-11-20

RESOLUTION AUTHORIZING A TEMPORARY EMERGENCY APPROPRIATION IN THE AMOUNT OF $24,000.00 FROM THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION FOR THE FY20 SUPPORTIVE REGIONAL HIGHWAY PLANNING PROGRAM

WHEREAS, funds have become available through an award approved by the Delaware Valley Regional Planning Commission to the City of Camden and no adequate provision has been made in the 2020 temporary budget for the aforesaid purpose, N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the above mentioned purpose; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, of not less than two-thirds of all the members of City Council thereof affirmatively concurring, that in accordance with provisions of N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation be and the same is hereby made for the DVRPC to underwrite administrative costs in the amount of $24,000 and in a cash match of $9,000.

2. That said emergency temporary appropriation will be provided for in the temporary budget under the title of

   "FY20 DVRPC –Supportive Regional Highway Planning Program"

3. That one certified copy of this resolution be filed with the Director of Local Government Services.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing a temporary emergency appropriation in the amount from the Delaware Valley Regional Planning Commission for the FY20 Supportive Regional Highway Planning Program in the amount of $24,000.00.

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to accept said grant for the purpose of underwriting staffing costs.

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S)

AMOUNT: $24,000.00

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	1-3-20	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/13/20	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-15

MBS:dh
02-11-20

RESOLUTION ACCEPTING A GRANT FROM THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION (DVRPC) FOR THE FY20 SUPPORTIVE REGIONAL HIGHWAY PLANNING PROGRAM IN THE AMOUNT OF $24,000.00

WHEREAS, the City of Camden applied for and received a grant from the Delaware Valley Regional Planning Commission in the amount of $20,800.00; and

WHEREAS, the grant proceeds will be used for the purpose of underwriting staffing costs; and

WHEREAS, the City has a local match of $9,000.00; and

WHEREAS, the City desires to accept the grant from the Delaware Valley Regional Planning Commission; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is hereby authorized to accept the grant from the Delaware Valley Regional Planning Commission in the amount of $24,000.00.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute such documentation as is necessary to receive such Grant.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution accepting a grant from the Delaware Valley Regional Planning Commission for the FY20 Supportive Regional Highway Planning Program in the amount of $24,000.00

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to accept said grant for the purpose of underwriting staffing costs.

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S)

AMOUNT: $24,000.00

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	1-8-20	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/13/20	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

Amount: $33,000 No. 20-61-060

AGREEMENT

BY AND BETWEEN

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

AND

CITY OF CAMDEN, NEW JERSEY

This agreement, hereinafter referred to as the AGREEMENT, made at Philadelphia, Pennsylvania, this _____ day of ,_____ 2019, by and between the Delaware Valley Regional Planning Commission, a body politic and corporate, created by Act No. 103 of June 30, 1965, P.L. 153, reenacted and amended by Act 43 of June 30, 1967, P.L. 155, of the Session of the General Assembly of Pennsylvania, and the Legislature of the State of New Jersey in Chapter 149 of the Laws of 1966, as amended and supplemented, having its principal office at the American College of Physicians Building, 190 N. Independence Mall - West, Philadelphia, Pennsylvania, 19106, hereinafter referred to as the COMMISSION;

AND

City of Camden, New Jersey, having its principal office at 520 Market Street, City Hall, Suite 224, P.O. Box 95120, Camden, New Jersey 08101 hereinafter referred to as the SUBRECIPIENT.

W I T N E S S E T H:

WHEREAS, the COMMISSION has entered into AGREEMENT with the New Jersey Department of Transportation, hereinafter referred to as the AGENCY, whereby the COMMISSION is to perform certain obligations under its AGREEMENT in the accomplishment of a grant from the AGENCY as follows:

Agency	Funds	Source of Funds	Date
New Jersey Department of Transportation	$ 24,000	Federal Highway Administration – New Jersey	July 1, 2019

WHEREAS, the SUBRECIPIENT will perform certain services under this AGREEMENT in connection with Project No. 20-61-060, "City of Camden Supportive Regional Highway Planning," in the COMMISSION's FY2020 Work Program, which is effective July 1, 2019, hereinafter referred to as the PROJECT; and

WHEREAS, the SUBRECIPIENT is qualified to perform the services as herein set forth, being duly selected in accordance with the COMMISSION's SUBRECIPIENT Selection Procedures; and

WHEREAS, the PROJECT will be coordinated by the COMMISSION's Executive Director, or designee, with other elements of the COMMISSION's overall program of regional planning, to avoid duplication of effort and to ensure that all activities in the program are compatible and interrelated;

Consistent with the COMMISSION's responsibilities to the AGENCY, as its agent and coordinator for the PROJECT, the SUBRECIPIENT shall be responsible for the technical direction and management of the PROJECT, and shall have oversight of the PROJECT and be administratively responsible to the COMMISSION.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises hereinafter expressed, and intending to be legally bound hereby, the parties hereto agree as follows:

Section 1: General Conditions

1.1 The COMMISSION hereby agrees to engage the SUBRECIPIENT and the SUBRECIPIENT agrees to perform such services as are specified in: (1) this AGREEMENT; (2) Exhibit "A," the Standard Articles of Agreement for SUBRECIPIENTS; and (3) Exhibit "B," Scope of Services, Work Program Description

entitled, "City of Camden Supportive Regional Highway Planning." Exhibit "A" and Exhibit "B" are attached hereto and are incorporated by reference.

Section 2: Contract Funding

2.1 The total cost of the PROJECT shall not exceed $ 33,000 with approved funding as follows:

Funds Provided by Agency: $24,000

SUBRECIPIENT Local Match: $9,000

Total Amount: $33,000

Section 3: Method of Payment

3.1 Payment to the SUBRECIPIENT for work performed shall be on a cost-reimbursable basis with payments based on the submission of invoices and progress reports documenting the work completed during the period reported.

3.2 SUBRECIPIENT's spending will be in accordance with the Object Budget Proposal attached and made part of this AGREEMENT as Exhibit "C." During the term of this AGREEMENT requests to modify the budget shall be made in writing to the COMMISSION's Contracts Manager.

A. If SUBRECIPIENT intends to utilize any external consultant(s) to perform work in furtherance of the PROJECT, SUBRECIPIENT shall provide an anticipated cost for each external consultant in the Object Budget. Upon selection of any external consultant(s), SUBRECIPIENT shall notify the COMMISSION in writing indicating the selected external consultant(s) and provide a modified Object Budget including a separate budget for the consultant(s). Upon review, the Commission will provide a letter informing that the modified Object Budgets have been approved and will be incorporated to this Agreement as outlined in Section 5.2 of the Standard Articles.

3.3 The amount payable by the COMMISSION to the SUBRECIPIENT shall not exceed Twenty-Four Thousand Dollars ($24,000). The SUBRECIPIENT understands and agrees that reimbursement of costs will be after receipt of AGENCY funds by the COMMISSION.

Section 4: Administration of AGREEMENT

4.1 The Executive Director of the COMMISSION, or his/her designee, shall be the authorized agent to act on behalf of the COMMISSION in the administration of this AGREEMENT, and shall give notices, issue change orders, and otherwise represent the COMMISSION in the negotiation of matters arising out of this AGREEMENT.

4.2 The Principal of the SUBRECIPIENT, or his/her designee, shall be the authorized agent to act on behalf of the SUBRECIPIENT in the administration of this AGREEMENT and in the negotiation of matters arising out of this AGREEMENT.

Section 5: Time of Performance

5.1 As the PROJECT start date is July 1, 2019, the effective date of the COMMISSION'S FY2020 Work Program, SUBRECIPIENT may commence work as of that date. The SUBRECIPIENT shall complete work on the PROJECT no later than June 30, 2020.

Section 6: Coordination and Cooperation

6.1 The SUBRECIPIENT agrees to provide the COMMISSION with sufficient copies of all materials and documents, in a timely manner, which are necessary for the COMMISSION to meet its obligations to the AGENCY.

6.2 The SUBRECIPIENT understands that the services to be provided by the SUBRECIPIENT inform the COMMISSION's overall planning program and must be provided in accordance with the COMMISSION's schedule.

Section 7: Title VI Policy & Self-Certification:

7.1 The COMMISSION has adopted the following policy statement as part of its Title VI Compliance Plan:

> The Delaware Valley Regional Planning Commission (DVRPC) assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency-sponsored program or activity. Nor shall sex, age, or disability stand in the way of fair treatment of all individuals. The COMMISSION further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.
>
> In the event that the COMMISSION distributes federal aid funds to another entity, THE COMMISSION will include Title VI language in all written agreements and will monitor for compliance. Title VI compliance is a condition of the receipt of federal funds. The COMMISSION's Executive Director and Title VI Compliance Manager are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal Regulations (CFR) 200 and Title 49 CFR 21.
>
> The COMMISSION acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) 200 and by Title 49 CFR Part 21.

The COMMISSION requires verification of the compliance of CONTRACTORS/SUBRECIPIENTS with Title VI provisions of the Civil Rights Act of 1964, per state and federal guidance for all new contracts entered into by the Commission. The COMMISSION reserves the right to conduct subsequent Title VI compliance reviews on any CONTRACTOR/SUBRECIPIENT during a contract.

7.2 As part of its verification of compliance with Title VI, the COMMISSION requires the following Self-Certification. All duly authorized representatives of the CONTRACTOR/SUBRECIPIENT must certify that:

A. The CONTRACTOR/SUBRECIPIENT understands that compliance with Title VI of the Civil Rights Act of 1964 {42 U.S.C. 2000d}, the Civil Rights Restoration Act of 1987, and other nondiscrimination statutes is a requirement for receiving federal funds.

B. During the performance of this contract, the CONTRACTOR/SUBRECIPIENT, for itself, its assignees, and successors in interest, agree as follows:

1. Compliance with Regulations

The CONTRACTOR/SUBRECIPIENT shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The CONTRACTOR/SUBRECIPIENT, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The CONTRACTOR/SUBRECIPIENT shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Procurement of Materials & Equipment

In all solicitations either by competitive bidding or negotiations made by the CONTRACTOR/SUBRECIPIENT for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CONTRACTOR/SUBRECIPIENT of the CONTRACTOR/SUBRECIPIENT obligations under this contract

and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information and Reports

The CONTRACTOR/SUBRECIPIENT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by appropriate federal or state agency to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a CONTRACTOR/SUBRECIPIENT is in the exclusive possession of another who fails or refuses to furnish this information, the CONTRACTOR/SUBRECIPIENT shall so certify to appropriate federal or state agency as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the CONTRACTOR/SUBRECIPIENT noncompliance with the nondiscrimination provisions of this contract, DVRPC shall impose such contract sanctions as it or the appropriate federal or state agency may determine to be appropriate, including, but not limited to, withholding of payments to the CONTRACTOR/SUBRECIPIENT under the contract until the CONTRACTOR/SUBRECIPIENT complies; and/or cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The CONTRACTOR/SUBRECIPIENT shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONTRACTOR/SUBRECIPIENT shall take such action with respect to any subcontractor or procurement as may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a CONTRACTOR/SUBRECIPIENT becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONTRACTOR/SUBRECIPIENT may request DVRPC enter into such litigation to protect the interests of the state and, in addition, the CONTRACTOR/SUBRECIPIENT

may request the United States to enter into such litigation to protect the interests of the United States.

C. The CONTRACTOR/SUBRECIPIENT will ensure that, as per paragraph 6 above, paragraphs 1-5 will be included in all subcontracts.

Section 8: Special Conditions:

8.1 By executing this Agreement, the SUBRECIPIENT hereby specifically agrees to Article 12: U.S. Department of Transportation Standard Title VI and Non-Discrimination Assurances of Exhibit "A," the Standard Articles of Agreement for SUBRECIPIENTS.

IN WITNESS WHEREOF, the COMMISSION and the SUBRECIPIENT have executed this AGREEMENT as of the date above first written, intending to be legally bound hereby.

ATTEST:

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

_____
(SEAL)

By:_____
Barry Seymour, Executive Director

Date:_____

ATTEST:

CITY OF CAMDEN, NEW JERSEY

_____
(SEAL)

By:_____
Honorable Francisco Moran, Mayor

Date 11/14/19

Federal Information:

Type of Grant: Department of Transportation- FHWA
Program: Highway Planning and Construction
CFDA Number: 20.205
Federal Funds: $24,000

Contact Information:

For the SUBRECIPENT

Dr. Edward C. Williams
Director Department of Planning and Development
City of Camden, New Jersey
520 Market Street
City Hall, Suite 224
Camden, New Jersey 08101
SUBRECIPIENT DUNS #: 077069581
856-757-7214
edwillia@ci.camden.nj.us

For COMMISSION

Mr. John R. Griffies
Contracts Manager
The Delaware Valley Regional Planning Commission
190 N. Independence Mall West
Philadelphia, PA 19106
COMMISSION DUNS#: 069056547
215-238-2925
jgriffies@dvrpc.org

Exhibit "A"
Standard Articles of Agreement for SUBRECIPIENT

DELAWARE VALLEY
dvrpc
REGIONAL
PLANNING COMMISSION

Standard Articles of Agreement for Subrecipient

Revision Date: June 19, 2019

Article 1: Responsibilities and Services of the SUBRECIPIENT 3
Article 2: Assignability 5
Article 3: Oversight 5
Article 4: Responsibilities of the COMMISSION 5
Article 5: Changes and Amendments 6
Article 6: Compensation and Method of Payment 7
Article 7: Termination of Agreement for Cause and/or Convenience 8
Article 8: Suspension of Agreement - Stop Work Orders 10
Article 9: Disputes 12
Article 10: Arbitration 12
Article 11: Federal Requirements 13
Article 12: U.S. Department of Transportation Standard Title VI and Non-Discrimination Assurances 18
Article 13: Interest of Members of the COMMISSION and Others 27
Article 14: Interest of the SUBRECIPIENT 28
Article 15: Interest of Members of Congress 28
Article 16: Audit and Inspection of Records 28
Article 17: Identification of Documents 29
Article 18: Publicity 29
Article 19: Rights in Data, Copyrights, and Disclosure 29
Article 20: Confidentiality 30
Article 21: Patent Rights 31
Article 22: Liquidated Damages 31
Article 23: Invoice Forms and Payroll Records 32
Article 24: Certification of Non-collusion 32
Article 25: Restrictions on Lobbying 32
Article 26: Entire Agreement 33

Article 1: Responsibilities and Services of the SUBRECIPIENT

1.1 Consistent with the COMMISSION's responsibilities to the AGENCY, as its agent and coordinator for the PROJECT, the SUBRECIPIENT shall be responsible for the technical direction, management and conduct of the PROJECT.

1.2 The COMMISSION hereby agrees to engage the SUBRECIPIENT and the SUBRECIPIENT shall perform in a satisfactory and proper manner, as determined by the COMMISSION, such services as are specified by the Agreement and Exhibit "B", Scope of Services, hereinafter referred to as the PROJECT, which is attached hereto and made a part hereof.

1.3 The SUBRECIPIENT hereby agrees to administer the Agreement in compliance with all applicable law and in accordance with all requirements and regulations of the AGENCY and COMMISSION. The SUBRECIPIENT understands that requirements and regulations may change, however, the most recent of any AGENCY requirements or regulations will govern the administration of this Agreement at any particular time.

1.4 The SUBRECIPIENT bears primary responsibility for the administration and success of the PROJECT. Although the SUBRECIPIENT is encouraged to seek the advice and opinions of the COMMISSION and the AGENCY on problems that may arise, the giving of such advice shall not shift the responsibility for final decisions to the COMMISSION and/or the AGENCY.

1.5 The SUBRECIPIENT hereby agrees to furnish its services in accordance with this Agreement and all applicable professional standards. All of the services specified by this Agreement shall be performed by the SUBRECIPIENT and its employees or contractor under the supervision of a qualified Project Manager as shall be designated by the SUBRECIPIENT and approved by the COMMISSION.

The SUBRECIPIENT agrees that the COMMISSION shall not be subject to any obligations, liabilities to any contractor or any other person not party to this Agreement.

1.6 The personnel required to perform the services specified by this Agreement shall be procured by the SUBRECIPIENT. All procurement expenses shall be borne by the SUBRECIPIENT. All personnel engaged in performing the services specified by this Agreement shall be fully qualified and authorized or permitted under Federal, State and local law to perform such services. Such personnel shall not be employees of, or have any contractual relationship with the COMMISSION. For any major changes in personnel including changes of personnel who are named in any grant application, the SUBRECIPIENT will submit their request in writing prior to any planned personnel changes.

1.7 The SUBRECIPIENT is required to be in compliance with the COMMISSION'S SUBRECIPIENT Monitoring Policy for risk assessment of grants to determine appropriate monitoring activities and frequency of progress report submission. The SUBRECIPIENT must complete and certify the pre-award risk assessment form, See Attachment 1. SUBRECIPIENT shall also submit summary progress reports, in accordance with the risk level assessment which will be communicated by the COMMISSION. The SUBRECIPIENT must submit progress reports, invoices, and supporting documents to the COMMISSION no later than thirty (30) days after the close of the preceding quarter unless otherwise directed. These reports shall be in narrative form, divided by tasks as specified in the Scope of Services. These reports shall include the percentage of progress for each project for the specified time period and be up-to-date. When applicable, these reports shall indicate when established goals are not met, or when a delay has occurred or is anticipated. If there are difficulties encountered, the report must include a narrative description and the SUBRECIPIENT's proposed solution(s) to the issue(s).

1.8 Prior to the preparation and completion of final reports, maps, and other documents specified by this Agreement, the SUBRECIPIENT shall provide the specified number of copies of such reports, maps and other documents in draft form to the COMMISSION for discussion, review, and approval.

The SUBRECIPIENT shall solicit and submit with the draft reports, maps, or other documents, comments from policy, technical and citizen advisory committees; local and regional planning agencies; transit operators and political jurisdictions affected by the PROJECT's recommendations. These comments should be focused on the nature and objectives of the PROJECT, report findings and final recommendations and be in a form reasonably acceptable to the COMMISSION.

1.9 The SUBRECIPIENT hereby agrees to provide adequate insurance coverage for its employees working on the PROJECT, accept full responsibility for the deduction and payment of all unemployment insurance, social security, State and Federal taxes, and any other taxes or payroll deductions required by law for its employees.

1.10 The SUBRECIPIENT shall indemnify, save, and hold the COMMISSION and the AGENCY, their officers, employees and agents acting within their official duties, harmless from any and all claims, demands and actions based upon or arising out of any services performed by the SUBRECIPIENT's officers, employees or agents under this Agreement, and shall defend any and all actions brought against the COMMISSION or AGENCY based upon any such claims or demands unless COMMISSION and/or AGENCY elect otherwise. The sole legal recourse for SUBRECIPIENT lies with COMMISSION as outlined in Article 9: Disputes

and there shall be no claims, demands, or any recourse with the AGENCY or any federal agency.

1.11 None of the services specified by this Agreement shall be subcontracted by the SUBRECIPIENT without prior approval of the COMMISSION.

1.12 All subcontracts entered into by the SUBRECIPIENT shall contain or otherwise reference and incorporate all of the provisions of these Standard Articles of Agreement.

1.13 The SUBRECIPIENT shall maintain a written code or standard of conduct that governs the performance of its officers, employees, board members, or agents engaged in the award and administration of third party contracts or subcontracts supported by Federal assistance. The code of standard shall prohibit officers, employees, board members, or agents participating in the selection, award or administration of a third party contract or subagreement supported by Federal assistance if a real or apparent conflict of interest would be involved.

Article 2: Assignability

2.1 The SUBRECIPIENT shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the COMMISSION.

Article 3: Oversight

3.1 In order for the COMMISSION to meet its obligations to the AGENCY, COMMISSION will have general oversight over the content and technical quality of the services performed as specified by this Agreement.

Article 4: Responsibilities of the COMMISSION

The COMMISSION, as Grant recipient and coordinator for the PROJECT shall:

4.1 Coordinate the PROJECT with all other projects in its Program on a continuing basis to avoid duplication of effort and to ensure that all activities in its Program are compatible and interrelated.

4.2 Provide basic technical assistance to the SUBRECIPIENT required during the development of the PROJECT.

4.3 Provide data existing in the COMMISSION's data file to the SUBRECIPIENT. The cost for this data shall be only that of reproduction or processing. The SUBRECIPIENT shall return to the COMMISSION such information, data, reports, and records as the COMMISSION shall request, and the SUBRECIPIENT shall treat as confidential any materials which may be stipulated by the COMMISSION.

4.4 Prepare periodic progress reports as required by the AGENCY, incorporating the project progress reports prepared by the SUBRECIPIENT.

4.5 Conduct a review of the administration of the PROJECT, as appropriate, to determine whether the SUBRECIPIENT has efficiently complied with policies, procedures and regulations of the AGENCY and the obligations of this Agreement.

4.6 Ensure that all procedures and records will be maintained in conformance with Federal and State Audit Standards and Regulations.

Article 5: Changes and Amendments

5.1 Administrative changes, such as a change in the designation of the representative of the COMMISSION, or of the office to which a report is to be transmitted, constitute changes to this Agreement and do not affect the substantive rights of the COMMISSION or the SUBRECIPIENT. Such changes may be issued unilaterally by the COMMISSION and do not require the concurrence of the SUBRECIPIENT. Such changes will be in writing and will be effected by a letter from the COMMISSION to the SUBRECIPIENT.

5.2 Modifications, changes, corrections, and/or additions to the Agreement that have been mutually agreed upon by the COMMISSION and the SUBRECIPIENT shall be in writing in the form of a letter from the COMMISSION to the SUBRECIPIENT, setting forth therein the modifications, changes, corrections and/or additions, approved by endorsement of the COMMISSION.

Authorization letters under this provision may be issued in the following instances:

a. When the SUBRECIPIENT's request for a budget reallocation of the total PROJECT costs is approved.
b. When the SUBRECIPIENT's request for a budget increase that does not exceed 5% of the total PROJECT costs as outlined in Section 2: Contract Funding of the Agreement is approved.
c. When the SUBRECIPIENT's request for an extension of the completion date as outlined in Section 5: Time of Performance of the Agreement is approved.
d. When the SUBRECIPIENT's request for modifications, changes and/or clarifications to the Scope of Services which do not substantively alter the PROJECT and/or services to be performed is approved.

5.3 For any major PROJECT changes which substantially alter the rights of

either party, the cost of the PROJECT, or any major phase thereof, which substantially alter the objective or scope of the PROJECT, or which substantially reduces the time or effort devoted to the PROJECT on the part of the SUBRECIPIENT, the SUBRECIPIENT will be required to request for a formal agreement amendment.

5.4 No formal amendment may be entered into unless the COMMISSION has received timely notification of the proposed PROJECT change(s). However, if the COMMISSION determines that circumstances justify such action, they may receive and act upon any request for formal amendment submitted prior to final payment under this Agreement. Formal amendments may be executed subsequently only with respect to matters which are the subject of final audit or dispute appeals.

5.5 Copies of either or both amendments to the agreement and letters authorizing changes will be attached to the original of this Agreement and to each copy. Such letters and amendments will then become a part thereof.

5.6 The COMMISSION shall prepare all formal amendments. Formal amendments shall be identified by consecutive letters after the Agreement number.

Article 6: Compensation and Method of Payment

6.1 Payment shall be made by the COMMISSION to the SUBRECIPIENT based on invoices less agreed upon match amount. Invoices shall be submitted in writing by the SUBRECIPIENT to the COMMISSION. These invoices shall consist of:

a. Invoice form indicating expenditures during the reporting period duly certified by the SUBRECIPIENT.
b. Detailed staff name, hourly rate, number of hours worked, and costs for fringe and overhead of all personnel working on the PROJECT.
c. Detailed expense amounts of all non-personnel costs and/or consultant costs.
d. Object Billing Summary (attached as Attachment 2).

6.2 Invoices for payment shall be honored and paid by the COMMISSION to the SUBRECIPIENT based on receipt and acceptance by the COMMISSION of the following:

a. The invoices for payment submitted by the SUBRECIPIENT in accordance with Section 6.1 hereof.
b. The PROJECT progress reports submitted by the SUBRECIPIENT in accordance with Article 1.7 hereof.

The SUBRECIPIENT's final invoice must be presented within forty-five (45) days of the termination of services.

6.3 The final payment shall be made after the COMMISSION has determined that the SUBRECIPIENT has satisfactorily performed the services specified by this Agreement. It is expressly understood and agreed that where the final payment is authorized and payment made to the SUBRECIPIENT prior to final review, and if at the time of final review the COMMISSION and/or the United States of America determines items to be ineligible under the Federal grant contract, the SUBRECIPIENT will make restitution of any overpayment to the COMMISSION for subsequent repayment to the United States of America.

6.4 Allocability of PROJECT costs shall be determined by the following:

a. The costs must be reasonable within the scope of the PROJECT.
b. The cost is allocable to the extent of benefit properly attributable to the PROJECT.
c. Such costs must be in accordance with generally accepted accounting principles (GAAP) and 2 C.F.R. 200.
d. The cost must not be allowable to or included as cost of any other federally assisted program in any accounting period (either current or prior).
e. Such costs must be net costs to the SUBRECIPIENT (i.e., the price paid minus any refunds, rebates or discounts).
f. The SUBRECIPIENT may not delegate or transfer his responsibility for the use of the funds set forth in this Agreement.
g. Overhead and fringe rates are final based on invoiced bills.

Costs must conform to all applicable law including Federal Regulations. Specifically, Costs must adhere to 2 C.F.R. 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

6.5 The SUBRECIPIENT shall be paid for progress and final invoices after the COMMISSION has received the appropriate payment from the AGENCY.

6.6 Compensation and method of payment are subject to all special conditions set forth in the Special Conditions Section of this Agreement.

Article 7: Termination of Agreement for Cause and/or Convenience

7.1 If, through any cause, the SUBRECIPIENT shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the SUBRECIPIENT shall violate any of the covenants, agreements or stipulations of this Agreement, the COMMISSION shall thereupon have the right to terminate this Agreement.

7.2 The COMMISSION shall have the right to terminate this Agreement for convenience whenever the COMMISSION shall determine that such termination is in the best interests of the COMMISSION.

7.3 This Agreement shall be terminated immediately if for any reason the AGENCY terminates, or in any other manner eliminates funds made available to the SUBRECIPIENT by this Agreement.

7.4 The COMMISSION shall confirm such termination in writing. The effective date of the termination shall be the date of notification. Upon notification of termination, the SUBRECIPIENT must stop incurring costs and cease performance immediately.

7.5 Upon termination, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports, whether in graphic or electronic format, prepared by the SUBRECIPIENT or their consultants shall, at the option of the COMMISSION, become the property of the COMMISSION. The SUBRECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

7.6 Notwithstanding any provision to the contrary the above, the SUBRECIPIENT shall not be relieved of liability to the COMMISSION for damages sustained by the COMMISSION by virtue of any breach of this Agreement by the SUBRECIPIENT, and the COMMISSION may withhold any payments to the SUBRECIPIENT for the purpose of set-off until such time as the exact amount of damages due to the COMMISSION from the SUBRECIPIENT for breach of this Agreement is determined.

7.7 Prior to termination for cause, the SUBRECIPIENT shall be provided official notice in writing and an opportunity to cure. SUBRECIPIENT shall respond within five (5) days of the date of the official notice and must include a detailed plan of action to cure the cause and/or default of any term of this Agreement. SUBRECIPIENT will have ten (10) days from the date of the official notice to implement plan of corrective action.

7.8 The Parties may enter into an Agreement to terminate the PROJECT at any time pursuant to the terms which are consistent with these Articles of Agreement. The Agreement shall establish the effective date of termination of the PROJECT, the basis for settlement of the PROJECT termination costs, and the amount and date of payments of any sums due either party. The COMMISSION shall prepare the termination document.

7.9 The SUBRECIPIENT may not unilaterally terminate the PROJECT work set forth in this Agreement. If, during the development of the PROJECT, conditions should change that would warrant complete or partial termination, the SUBRECIPIENT shall give written notice to the COMMISSION of a request for termination and direct the correspondence

to:

Executive Director
Delaware Valley Regional Planning Commission
190 N. Independence Mall West, 8th Floor
Philadelphia, PA 19106-1520

If the COMMISSION determines that there is a good cause for the termination of all or any portion of the PROJECT set forth in this Agreement, the COMMISSION may enter into a termination agreement or unilaterally terminate the PROJECT pursuant to Article 7.4, effective with the date of cessation of this PROJECT. If the COMMISSION determines that the SUBRECIPIENT has ceased work on the PROJECT without good cause, the COMMISSION may unilaterally terminate the PROJECT pursuant to Article 7.4 of this Agreement, or annul the Agreement pursuant to this Article.

7.10 Upon termination, the SUBRECIPIENT must refund or credit to the COMMISSION that portion of any funds paid or owed the SUBRECIPIENT and allocable to the terminated PROJECT work, except such portion thereof as may be required to meet commitments which had become firm prior to the effective date of termination and are otherwise allowable. The SUBRECIPIENT shall not make any new commitments without COMMISSION approval. The SUBRECIPIENT shall reduce the amount of outstanding commitments insofar as possible and report to the COMMISSION the uncommitted balance of funds set forth in this Agreement. The allocability of termination costs will be determined in conformance with applicable Federal cost principles.

Article 8: Suspension of Agreement - Stop Work Orders

8.1 Work on this PROJECT, or on a portion or phase of this PROJECT, can be ordered suspended or stopped by the COMMISSION

8.2 Work stoppages may be required at the discretion of COMMISSION, such as, but not limited to, default by the SUBRECIPIENT, failure to comply with the terms and conditions of this Agreement, realignment of programs, and lack of adequate funding or advancements in the state-of-the-art.

a. Generally, use of a stop-work order will be limited to those situations where it is advisable to suspend work on the PROJECT or portion or phase of the PROJECT for important program or AGENCY considerations and a supplemental agreement providing for such suspension is not feasible.
b. Although a stop-work order may be used pending a decision to terminate by mutual agreement, or for other cause, it will not be used in lieu of the issuance of a termination notice after a decision to terminate has been made.

8.3 Prior to issuance, stop-work orders shall be discussed with the SUBRECIPIENT and will be modified if appropriate in the sole discretion of the COMMISSION. Any modifications are at the discretion of the COMMISSION. Stop-work orders will include (a) a clear description of the work to be suspended; (b) instructions as to the issuance of further orders to the SUBRECIPIENT for services; (c) an order to cease performance and stop incurring all further expenditures; and (d) other suggestions to the SUBRECIPIENT for minimizing costs.

8.4 Upon receipt of a stop-work order, the SUBRECIPIENT shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within the suspension period, or within any extension of that period to which the Parties shall have agreed, the COMMISSION shall, in writing, either:

a. cancel the stop-work order, in full or in part;
b. eliminate the work covered by such order; or
c. authorize resumption of work.

8.5 If a stop-work order is canceled or the period of the work, or any extension thereof expires, or upon authorization to resume the work, the SUBRECIPIENT shall promptly resume the previously suspended work. An equitable adjustment shall be made in the scheduled time frame, or in the Agreement amount, or both of these, and the Agreement shall be amended accordingly, provided the SUBRECIPIENT asserts a written claim for such adjustment(s) within sixty (60) days after the end of the period of work stoppage when any of the following occur:

a. the stop-work order results in an increase in the SUBRECIPIENT's cost properly allocable to the performance of any part of the PROJECT; and/or
b. a stop-work order is not canceled and the PROJECT WORK covered by such order is within the scope of a subsequently issued termination order. Reasonable costs resulting from the stop-work order shall then be allowed in arriving at the termination settlement.

8.6 However, if the COMMISSION determines the circumstances do not justify an adjustment, it may receive and act upon any such claim asserted in accordance with Articles 9 and 10 of this Agreement.

8.7 Costs shall not be allowable if incurred by the SUBRECIPIENT after a stop-work order is delivered, or within any extension of the stop-work period, with respect to the PROJECT work suspended by such order and which is not authorized by this Article or specifically authorized in writing by the COMMISSION.

8.8 Failure to agree upon the amount of an equitable adjustment due under a stop-work order shall constitute a dispute under this Agreement.

Article 9: Disputes

9.1 Except as otherwise provided by law, or this Agreement, any dispute arising under this Agreement shall be decided by the COMMISSION who shall reduce its decision to writing and mail, or otherwise furnish a copy thereof to the SUBRECIPIENT.

9.2 A decision of the COMMISSION made pursuant to this Article shall be final and conclusive unless, within thirty (30) days from the date of receipt of such copy, the SUBRECIPIENT mails (certified mail, return receipt requested) or otherwise delivers to the COMMISSION a request for arbitration as set forth in Article 10 hereof.

Article 10: Arbitration

10.1 Any dispute between the parties to this Agreement, which cannot be resolved by good faith negotiation between them, shall be submitted to the American Arbitration Association, whose decision shall be final and binding upon the parties and enforceable in any competent court having jurisdiction of the matter.

10.2 Arbitration proceedings may be initiated at the election of either party by giving ten (10) days written notice to the other, and to the Association, of his demand, and such proceedings shall be conducted according to the prevailing rules of the Association.

10.3 The costs for arbitration proceedings shall be borne by the parties, established by the American Arbitration Association. Arbitration costs may or may not be reimbursable; the AGENCY will consider each on an individual basis.

Article 11: Federal Requirements

11.1 Civil Rights Requirements

a. Prohibitions Against Discrimination

The SUBRECIPIENT agrees to comply with, and assure compliance of all SUBRECIPIENTs with all requirements of 49 U.S.C. § 5332, which prohibits discrimination on the basis on the race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity.

The SUBRECIPIENT agrees to comply with, and assure compliance by third party Subrecipients at ant tier under the PROJECT with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related nondiscrimination statutes and regulations in all programs and activities. DVRPC's website, www.dvrpc.org, may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats, if requested. DVRPC public meetings are always held in ADA-accessible facilities, and in transit-accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a public meeting. Requests will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DVRPC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DVRPC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DVRPC's Title VI program or to obtain a Title VI Complaint Form, please visit: www.dvrpc.org/GetInvolved/TitleVI, call (215) 592-1800, or email public_affairs@dvrpc.org.

b. Equal Employment Opportunity

The SUBRECIPIENT agrees to comply with, and assure compliance by third party SUBRECIPIENTs at any tier under the PROJECT with all requirements of Title VII of the Civil Rights Act of 1994, as amended, 42 U.S.C. § 2000e: 49 U.S.C. § 5332; and the rules and regulations of the AGENCY, and specifically shall comply with the following:

i. SUBRECIPIENT agrees that full consideration will be given

to all eligible, qualified applicants without regard to age, ancestry, color, disability, domestic or sexual violence victim status, ethnicity, familial status, gender identity or expression, genetic information, marital status, medical condition (including pregnancy), national origin, race, religion, sex, or sexual orientation; or any other basis protected by federal, state, or local law. Minority, female, and disabled applicants are encouraged to apply.

ii. If the SUBRECIPIENT is required to submit and obtain Federal Government approval of its Equal Employment Opportunity (EEO) Program, that EEO program as approved is incorporated by reference and made a part of the Agreement. Failure by the SUBRECIPIENT to carry out the terms of the EEO program shall be treated as a violation of this Agreement. Upon notification to the SUBRECIPIENT of its failure to carry out the approved EEO program, the Federal Government may impose such remedies as it considers appropriate.

c. Disadvantaged Business Enterprise (DBE) Program

i. The SUBRECIPIENT hereby agrees to comply with the current COMMISSION goal and Section 1101(b) of the Transportation Efficiency Act for the 21st Century, 23 U.S.C § 101 note, current AGENCY regulations regarding Disadvantaged Business Enterprises, and for USDOT funded program, the regulations set forth in 49 C.F.R. Part 26.

ii. The SUBRECIPIENT agrees that it will not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontract financed with Federal assistance provided by the AGENCY. The SUBRECIPIENT agrees to take all necessary and reasonable steps required by the AGENCY regulations to ensure that eligible DBEs have the maximum feasible opportunity to participate in subcontracts. If the SUBRECIPIENT is required by AGENCY regulations to have a DBE program, the DBE program must be in compliance with COMMISSION DBE Policy. The COMMISSION DBE Policy is incorporated by reference and made a part of this Agreement. Implementation of the program is a legal obligation, and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notifying the SUBRECIPIENT of any failure to implement its approved DBE program, the AGENCY may impose sanctions as provided for under its regulations and may, as determined, refer the matter for enforcement under 18 U.S.C. § 1001 and the Program Fraud Civil Remedies Act, 31 U.S.C. §§ 3801 et seq.

d. Nondiscrimination on the Basis of Age

The SUBRECIPIENT agrees to comply with the applicable requirements of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 through 6107 and implementing regulations, which prohibit discrimination on the basis of age.

e. Access Requirements for Persons with Disabilities

The SUBRECIPIENT agrees to comply with the requirements of 49 U.S.C. §5301(d) which express the Federal policy that the elderly and persons with disabilities have the same rights as others to use mass transportation services and facilities, and that special efforts shall be made in planning and designing these services and facilities to implement those policies. The SUBRECIPIENT also agrees to comply with all applicable requirements of Section 504 of the Rehabilitation Act of 1973, as amended, 42 U.S.C. § 794, which prohibits discrimination on the basis of handicaps, and with the Americans with Disability Act of 1990, as amended, 42 U.S.C §§ 12101 et seq., which requires the provision of accessible facilities and services, and with the following Federal regulations, including any amendments thereto:

i. USDOT regulations, Transportation Services for Individuals with Disabilities (ADA), 49 CFR Part 37.

ii. USDOT regulations, Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance, 49 CFR part 27.

iii. Joint US Architectural and Transportation Barriers Compliance Board / USDOT regulation, Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles, 36 CFR Part 1192 and 49 CRF Part 38.

iv. US Department of Justice regulations, Nondiscrimination on the Basis of Disability in State and Local Government Services, 28 CFR Part 35.

v. US Department of Justice regulations, Nondiscrimination on the Basis of Disability by Public Accommodations and Commercial Facilities, 28 CFR Part 36.

vi. US General Services Administration regulations, Accommodations for the Physically Handicapped, 41 CFR Subpart 101-19.

vii. US Equal Employment Opportunity Commission, Regulations to Implement the Equal Employment provisions of the Americans with Disabilities Act, 29 CFR part 1630.

viii. US Federal Communications Commission regulations, Telecommunications Relay Services and Related Customer Premises Equipment for Hearing and Speech Disabled, 47 CFR Part 65, Subpart F.

ix. Federal Transit Administration (FTA) regulations, Transportation for Elderly and Handicapped Persons, 49 CFR part 609.

x. Any implementing requirements the FTA may issue.

Note: the above regulations essentially provide that no otherwise qualified handicapped person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the use of, or otherwise be subjected to discrimination under any program, activity or facility that receives or benefits from Federal financial assistance.

f. Confidentially and Other Civil Rights Protections Related to Drug or Alcohol Abuse or Alcoholism

The SUBRECIPIENT agrees to comply with the confidentiality and other civil rights provisions of the Drug Abuse Office and Treatment Act of 1972, Pub. L. 92-255, March 21, 1972; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Pub. L. 91-616, December 31, 1970, and the Public Health Services Act of 1912, 42 U.S.C. §§ 290dd-3 and 290ee-3, including any amendments to these Acts.

11.2 Political Activity

The provisions of the "Hatch Act", 5 U.S.C. §§ 1501 through 1508 and 7324 through 7326 and U.S. Office of Personnel Management regulations, Political Activity of State and Local Officers or Employees, Title 5 C.F.R Part 151, Code of Federal Regulations, shall apply to the extent of the regulations. No funds under this Agreement shall be used for any partisan political activity or to furnish the election or defeat of any candidate for public office.

A Federal employee (this includes City, State and Municipal workers receiving Federal money, grants or loans, but does not include non-supervisory personnel) may not use his official authority or influence for the purpose of affecting the result of an election, nor may he take an active part in political management or political campaigns.

11.3 Disclosure of Information

All information obtained by the SUBRECIPIENT in this PROJECT and submitted to the COMMISSION is subject to disclosure to others, as provided for under the Freedom of Information Act 5 U.S.C. 552. In addition, the COMMISSION acquires the right, unless otherwise provided, to use and disclose all PROJECT data.

11.4 Clean Air and Clean Water

The SUBRECIPIENT hereby agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§7401 et. seq.), and/or the Federal Water Pollution Control Act (33 U.S.C. §§1251 et. seq.).

11.5 Energy Conservation Program

The SUBRECIPIENT agrees to comply with the mandated energy efficiency standards and policies within the applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 et seq.

11.6 Historic Preservation

In connection with carrying out this Project, the SUBRECIPIENT shall comply with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order No. 11593, (16 U.S.C. 469a-1 et seq.), by:

a. Consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in, or eligible for inclusion in, the National Register of Historic Places that may be affected by the PROJECT, and notifying the AGENCY of the existence of any such properties; and by,
b. Complying with all requirements established by the AGENCY to avoid or mitigate adverse effects upon Historic properties.

11.7 Environmental Requirements

The SUBRECIPIENT shall comply with all applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq. in accordance with Executive Order 12898, "A Federal Action to Address Environmental Justice in Minority Populations and Low-Income Populations," and any other applicable rule or regulation of the AGENCY.

11.8 Resource Conservation and Recovery Act

The SUBRECIPIENT shall comply with all applicable requirements of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§

6901 et seq.

11.9 Comprehensive Environmental Response, Compensation, and Liability Act

The SUBRECIPIENT shall comply with all applicable requirements of the Comprehensive Environmental Response, Compensation, and Liability Act, as amended 42 U.S.C. §§ 9601 et seq.

11.10 Contract Work Hours and Safety Standards Act

The SUBRECIPIENT shall comply with all applicable requirements, including non-construction employees of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 332.

11.11 False or Fraudulent Statements and Claims

The SUBRECIPIENT agrees to comply with the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 U.S.C. §§ 3801 et seq. and the regulations of the AGENCY, and certifies and affirms the truthfulness and accuracy of any statement, claim, submission or certification it has made, it makes, or it may make pertaining to this Agreement.

11.12 Incorporation of Provisions

The SUBRECIPIENT shall include the provisions of paragraphs 11.1 through 11.13 in every subcontract under this Agreement, including procurement of materials which shall be secured in compliance with 2 CFR 200, AGENCY regulations, and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The SUBRECIPIENT shall take such action with respect to any subcontract or procurement under this Agreement, as the COMMISSION, AGENCY or Federal Government may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a SUBRECIPIENT becomes involved in, or is threatened with, litigation with a contractor or supplier as a result of such direction, the SUBRECIPIENT may request the COMMISSION to enter into such litigation to protect the interests of the COMMISSION and, in addition, the SUBRECIPIENT may request the United States to enter into such litigation to protect the interests of the United States.

In addition to the incorporation of provisions outlined in Article 11: Federal Requirements, SUBRECIPIENT shall be required to incorporate all applicable provisions outlined in Article 12: U.S. Department of Transportation Standard Title VI and Non-Discrimination Assurances.

Article 12: U.S. Department of Transportation Standard Title VI and Non-Discrimination Assurances

By executing this Agreement, the SUBRECIPIENT, HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through **Federal Highway Administration ("FHWA"), Federal Transit Administration ("FTA"), and Federal Aviation Administration ("FAA")**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the SUBRECIPIENT hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the SUBRECIPIENT receives Federal financial assistance from DOT, including the* **FHWA, FTA, and/or FAA**.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the SUBRECIPIENT, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the SUBRECIPIENT agrees with and gives the following Assurances with respect to its Federally assisted **activities as identified in the Unified Planning Work Program of the COMMISSION**:

1. The SUBRECIPIENT agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The SUBRECIPIENT will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **activities as identified in the Unified Planning Work Program of the COMMISSION** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   "**SUBRECIPIENT**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The SUBRECIPIENT will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The SUBRECIPIENT will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a SUBRECIPIENT.

5. That where the SUBRECIPIENT receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the SUBRECIPIENT receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the SUBRECIPIENT will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the SUBRECIPIENT with other parties:

   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the SUBRECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the SUBRECIPIENT, or any transferee for the longer of the following periods:

a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
b. the period during which the SUBRECIPIENT retains ownership or possession of the property.

9. The SUBRECIPIENT will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other SUBRECIPIENTs, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The SUBRECIPIENT agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this Agreement and agreeing to the terms of this ASSURANCE, **SUBRECIPIENT** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **DOT**. You must keep records, reports, and submit the material for review upon request to **DOT**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

SUBRECIPIENT gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **COMMISSION's Unified Planning Work Program**. This ASSURANCE is binding on **the Commonwealth of Pennsylvania and the State of New Jersey**, other SUBRECIPIENTs, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **various activities as identified in the Unified Planning Work Program of the COMMISSION**.

12.1 APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, **FHWA, FTA, and/or FAA**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the SUBRECIPIENT or the **FHWA, FTA, and/or FAA** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the SUBRECIPIENT or the **FHWA, FTA, and/or FAA**, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the SUBRECIPIENT will impose such contract sanctions as it or the **FHWA, FTA, and/or FAA** may determine to be appropriate, including, but not limited to:

a. withholding payments to the contractor under the contract until the contractor complies; and/or
b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the SUBRECIPIENT or the **FHWA, FTA, and/or FAA** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the SUBRECIPIENT to enter into any litigation to protect the interests of the SUBRECIPIENT. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

12.2 APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the SUBRECIPIENT will accept title to the lands and maintain the project constructed thereon in accordance with (***Name of Appropriate Legislative Authority***), the Regulations for the Administration of the **COMMISSION's Unified Planning Work Program**, and the policies and procedures prescribed by the **FHWA, FTA, and/or FAA** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto **SUBRECIPIENT** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto SUBRECIPIENT and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on **SUBRECIPIENT**, its successors and assigns.

SUBREICIPIENT, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that **SUBRECIPIENT** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

12.3 APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by **DVRPC** pursuant to the provisions of Assurance 7(a):

A. The (***grantee, lessee, permittee, etc. as appropriate***) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [***in the case of deeds and leases add "as a covenant running with the land"***] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **DVRPC** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, **DVRPC** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of **DVRPC** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

12.4 APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by **DVRPC** pursuant to the provisions of Assurance 7(b):

A. The (***grantee, licensee, permittee, etc., as appropriate***) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does

hereby covenant and agree ***(in the case of deeds and leases add, "as a covenant running with the land"***) that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (***grantee, licensee, lessee, permittee, etc.***) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non- discrimination covenants, **DVRPC** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, **DVRPC** will there upon revert to and vest in and become the absolute property of **DVRPC** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

12.5 APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et

seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;

- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid SUBRECIPIENTs, and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Article 13: Interest of Members of the COMMISSION and Others

13.1 No officer, member or employee of the COMMISSION or AGENCY, and no member of its governing body, and no other public official of the governing body of the locality or any other local public agencies, who exercises any functions or responsibilities in review or approval of the undertaking or carrying out of the PROJECT, shall have any personal interest, direct or indirect, apart from his official duties, in this Agreement or the proceeds thereof.

Article 14: Interest of the SUBRECIPIENT

14.1 The SUBRECIPIENT covenants that no member, officer or employee of the SUBRECIPIENT has presently no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services, required to be performed under this Agreement. The SUBRECIPIENT further covenants that in the performance of this Agreement no person having any such interest shall be employed.

Article 15: Interest of Members of Congress

15.1 No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement, or to any benefit therefrom.

Article 16: Audit and Inspection of Records

16.1 The SUBRECIPIENT shall keep, or cause to be kept, accurate records and books of accounts, and shall record and report with all essential details the receipt and disbursement of all funds under the terms of this Agreement in accordance with generally accepted accounting principles and procedures. All costs charged against this Agreement shall be supported by properly executed payrolls, time records, invoice, contracts and vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records shall readily provide a breakdown of costs in accordance with the line items shown on the latest approved budget. The SUBRECIPIENT shall permit and shall require its contractor to permit, the COMMISSION, the AGENCY and the Comptroller General of the United States, or any of their duly authorized representatives, access at all reasonable times, to all records and books of accounts pertaining to this Agreement. The SUBRECIPIENT agrees that any payment made by the COMMISSION to the SUBRECIPIENT, and any expenditures of the SUBRECIPIENT under the terms of this Agreement, are subject to audit by the COMMISSION.

16.2 The SUBRECIPIENT agrees to remit to the COMMISSION any excess payments made to the SUBRECIPIENT, any costs disallowed as a result of audit, and any amounts recovered by the SUBRECIPIENT from third parties or other sources.

16.3 The SUBRECIPIENT shall preserve all documents, records and books of account pertaining to this Agreement for a period of three (3) years from the date of final payment for inspection and/or audit by any authorized representative of the COMMISSION, AGENCY and the Comptroller General of the United States, and copies thereof, if requested, shall be furnished to any of the foregoing. The COMMISSION or the AGENCY may request the SUBRECIPIENT to surrender all records at the end of the three (3) year period.

16.4 The SUBRECIPIENT shall provide the COMMISSION with an audit prepared in conformance with 2 CFR 200, Subpart F, Audit Requirements. The audit shall include the funds provided by the COMMISSION and shall be made available to the COMMISSION in a timely manner. The SUBRECIPIENT understands that the audit may be made available to the AGENCY and the Comptroller General of the United States.

16.5 Should the COMMISSION audit the SUBRECIPIENT in place of the audit performed under 15.4 above, the COMMISSION's audit of the SUBRECIPIENT is reviewed and accepted by an independent certified public accounting firm and the cognizant Federal Audit Agency which is consistent with the COMMISSION's single annual audit concept as approved by the Government, and the COMMISSION shall permit the authorized representatives of the independent certified public accounting firm, the AGENCY or the Comptroller General of the United States to inspect and audit all data and records of the COMMISSION relating to the SUBRECIPIENT's performance under this Agreement.

Article 17: Identification of Documents

17.1 All reports, publications and other documents, except those prepared or completed exclusively for internal use shall carry the following notation on the front cover or title page or, in case of maps, in the title block:

"The preparation of this report (map, document, etc.) was financed in part through funds made available by the Delaware Valley Regional Planning Commission from a grant by the United States (Agency's name). The contents do not necessarily reflect the views or a policy of the Delaware Valley Regional Planning Commission, the AGENCY or the Federal Government and neither assumes liability for its contents or use".

Article 18: Publicity

18.1 Press releases and other public dissemination of information by the SUBRECIPIENT concerning the PROJECT work shall be coordinated with the COMMISSION's Office of Communications and Engagement. Press release and public dissemination requests should be sent to public_affairs@dvrpc.org. Any and all press releases shall be coordinated with the COMMISSION and AGENCY and acknowledge AGENCY grant support.

Article 19: Rights in Data, Copyrights, and Disclosure

19.1 The COMMISSION and/or AGENCY reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for government purposes of (1) any subject data developed under this Agreement by the SUBRECIPIENT or any subcontract at any tier, whether or not a copyright has been obtained, and (2) any rights of copyright to which SUBRECIPIENT or contractor at any

tier, purchases ownership financed under this Agreement.

19.2 Definition. The term "data" as used herein includes written reports (progress, draft and final), studies, drawings or other graphic, electronic, chemical or mechanical representations, and work of any similar nature which are required to be delivered under this Agreement. It does not include the SUBRECIPIENT's financial reports, or other information incidental to contract administration.

19.3 Data submitted to and accepted by the COMMISSION under this Agreement shall be the property of the COMMISSION and/or AGENCY and it shall have full right to use such data for any official purpose in whatever manner deemed desirable and appropriate, including making it available to the general public. Such use shall be without any additional payment to, or approval by, the SUBRECIPIENT.

19.4 No data developed or prepared in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The SUBRECIPIENT relinquishes any and all copyrights and/or copyright rights, and/or privileges to data developed or prepared under this Agreement. The SUBRECIPIENT shall not include in the data any copyrighted matter, unless the SUBRECIPIENT provides the COMMISSION with written permission of the copyright owner for the SUBRECIPIENT to use such copyrighted matter.

19.5 The SUBRECIPIENT bears responsibility for the administration of the PROJECT and therefore the SUBRECIPIENT alone is liable for any claims of copyright infringement for any copyrighted material.

19.6 It is a condition precedent to SUBRECIPIENT's compensation that he report to the COMMISSION, within 15 days and in reasonable written detail, each notice or claim of copyright infringement based on the performance under the PROJECT or out of work, or services, performed hereunder. The SUBRECIPIENT shall furnish to the COMMISSION, when requested by the COMMISSION, all evidence and information in possession of the SUBRECIPIENT pertaining to such suit or claim.

Article 20: Confidentiality

20.1 At no time, without written COMMISSION approval, may the SUBRECIPIENT divulge or release information, reports, recommendations or things of a like nature developed or obtained in connections with performance of this Agreement that are of direct interest to the COMMISSION.

a. The COMMISSION has direct interest in the SUBRECIPIENT's material when the SUBRECIPIENT's PROJECT is to be made a

part of a larger PROJECT still under the supervision of the COMMISSION.

b. When such "direct interest" exists, it will be identified in the special conditions clause found in the body of the contract.

20.2 After the Agreement period, SUBRECIPIENT may divulge or release information that is of direct interest to the SUBRECIPIENT, but which has no direct interest to the COMMISSION.

Article 21: Patent Rights

21.1 Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived, or for the first time actually or constructively reduced to practice by the SUBRECIPIENT or its employees or SUBRECIPIENT, in the course of, in connection with, or under the terms of this Agreement, the SUBRECIPIENT shall immediately give the COMMISSION written notice and shall promptly furnish a complete report. The COMMISSION shall promptly notify the AGENCY. Unless the AGENCY or Federal Government later makes a contrary determination in writing, the SUBRECIPIENT, or contractor at any tier, agrees it will transmit to the AGENCY those rights due in any invention resulting from that third party contract as described in the U. S. Department of Commerce regulations A Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements 37 C.F.R. Part 401.

Article 22: Liquidated Damages

22.1 The SUBRECIPIENT agrees that the COMMISSION shall retain ten percent (10%) of the Agreement amount from Federal funds made available under this Agreement, to be used as a set off for reimbursing the COMMISSION for the cost to administer this Agreement should performance extend beyond the period of performance set forth in the Time of Performance Section of this Agreement.

22.2 The COMMISSION shall retain Ten Dollars per business day as liquidated damages for each day that performance is extended beyond the time fixed for performance in the Time of Performance set forth in this Agreement. These liquid damages are to compensate the COMMISSION for delay and do not limit the COMMISSION from any other applicable recovery for damages. The total sum to be charged by the COMMISSION for the entire delay in performance shall not be in excess of the ten percent (10%) held in retainage.

22.3 The COMMISSION shall, upon acceptance of the Draft Final Report promptly pay the SUBRECIPIENT any funds due from the retainage.

22.4 The decision by the COMMISSION to impose a daily charge for delay, or to excuse said delay, shall be final. A delay in performance by the SUBRECIPIENT may be excused by the COMMISSION if, in its sole discretion, it deems the delay to be a cause or causes beyond the control of the SUBRECIPIENT.

Article 23: Invoice Forms and Payroll Records

23.1 Invoice forms used by the SUBRECIPIENT should be in compliance with Article 6 hereof are attached hereto. Invoices must be approved by SUBRECIPIENT project manager.

23.2 Payroll records submitted by the SUBRECIPIENT should agree with the total personnel cost of the invoice and be approved by the SUBRECIPIENT project manager

Article 24: Certification of Non-collusion

24.1 The parties hereto hereby certify that neither the COMMISSION nor the SUBRECIPIENT, or their representatives have:

a. been required nor have, either directly or indirectly, as an expressed or implied condition for obtaining this Agreement, employed or retained or agreed to employ or retain, any firm or person;
b. been required nor have, paid or agreed to pay, to any firm or person, except bona fide employees of the COMMISSION and SUBRECIPIENT, any fee, contribution, donation, or other consideration of any kind to solicit to secure this Agreement;
c. acknowledged that this certification is subject to applicable laws of the Commonwealth of Pennsylvania and/or State of New Jersey, and the United States of America, both criminal and civil.

Article 25: Restrictions on Lobbying

25.1 The SUBRECIPIENT hereby certifies that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit US Government Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
d. This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. This certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Article 26: Entire Agreement

26.1 The Agreement Proper, the Scope of Services and these Standard Articles of Agreement and any other exhibit attached hereto constitute the entire understanding between the two parties hereto.

a. No amendment or modification changing its scope or terms have any force or effect unless they meet the criteria set forth in Article 5, hereof.
b. Any item that is to be deleted or modified from these the Standard Articles of Agreement shall be set forth in section: "Special Conditions" of the Agreement Proper.

Attachment 1

Pre-Award Risk Assessment

DELAWARE VALLEY dvrpc REGIONAL PLANNING COMMISSION

Pre-Award Risk Assessment Form

In accordance with Uniform Guidance 2 C.F.R. § 200, this form must be completed by any entity planning to enter into a subrecipient relationship with DVRPC. The purpose of this form is to collect information about your entity's capacity to manage federal grant funds prior to issuance of a grant award document. Information may also be used as part of sub-award monitoring activities and/or to identify technical assistance needed to strengthen operations.

Please return the completed Pre-Award Risk Assessment form, recent audit report and Indirect Cost Rate Agreement (if applicable) to:

Vanessa Doan, Comptroller | DVRPC
190 N. Independence Mall West, 8th Floor
Philadelphia, PA 19106-1520 or email: subrecipient@dvrpc.org

1. Subrecipient Contact Information:

Entity Name: _____

DUNS Number: _____

Address: _____

_____

Employer ID Number (EIN): _____

Contact Name/Title: _____

Phone: _____

Email: _____

2. Type of Entity (check one):

[ ] State Government
[ ] Local Government
[ ] Non-Profit Organization
[ ] Other

3. Fiscal year (month and year):

4. Has your entity received federal grant award within the last 3 years?

[ ] Yes [ ] No

5. Within the last 12 months, has your entity had any organizational changes, new management (Executive Director, Comptroller, Program Director) or any new personnel who would be working on this proposed subaward?

[ ] Yes [ ] No

If yes, explain:

6. In the last 12 months, has your entity implemented new or substantially changed systems related to its federal grant management?

[ ] Yes [ ] No

If yes, explain:

7. Is your entity currently or previously been suspended or debarred from receiving federal grants?

[ ] Yes [ ] No

If yes, explain.

8. Does your entity have an approved indirect (F&A) cost rate?

[ ] Yes (If yes, please attach a copy of your current approved indirect cost rate agreement.)

Name of designated cognizant agency: _____

_____

[ ] No (If no, please provide the documentation to substantiate the proposed indirect rate.)

9. Has your entity completed a recent annual audit in accordance with 2 C.F.R. § 200 Subpart F Audit Requirement? (required if subrecipient expends $750,000 or more in federal awards in a fiscal year.)

[ ] Yes (If yes, please provide a copy of the audited statements.)

[ ] No

Fiscal year Completed (month and year): _____

External Auditor Contact Name and Title: _____

_____

Auditee Name Filed Under: _____
(Legal name under which your audit report is filed in the Federal Audit Clearinghouse)

10. Did your entity have any audit findings from your last 3 years of annual audit reports?

[ ] Yes [ ] No

If yes, list audit findings and applicable corrective actions taken:

11. Does your entity have a financial management system that provides records that can identify the source and application of funds for award-supported activities, including indirect costs?

[ ] Yes [ ] No

12. Does the financial system provide for the control and accountability of project funds, properties, and other assets?

[ ] Yes [ ] No

13. Have the staff assigned to manage the grant had prior work experience managing federal grants?

[ ] Yes [ ] No

14. Does your entity have formal, written policies that are in compliance with the standards set forth in 2 C.F.R. § 200 that address the following:

Time and Attendance	[ ] Yes	[ ] No
Travel	[ ] Yes	[ ] No
Purchasing/Procurement	[ ] Yes	[ ] No
Property and Equipment	[ ] Yes	[ ] No
Accounting System	[ ] Yes	[ ] No

Authorized Official Certification:
I hereby acknowledge and confirm submittal of responses to this pre-award risk assessment information is true and correct and that we accept responsibility for maintaining a financial system to comply with the provisions of the applicable federal acts and other related requirements for federal funds.

_____ _____

Signature **Date**

_____

Name and Title (PRINT)

Phone: _____

Email: _____

Attachment 2

Object Billing Summary

OBJECT BILLING SUMMARY

DELAWARE VALLEY dvrpc REGIONAL PLANNING COMMISSION

ENTITY NAME:
PROJECT NUMBER:
DATE SUBMITTED:

OBJECT CLASSIFICATION	BUDGET	PREVIOUS COST	CURRENT COST	TOTAL COST	BALANCE
PERSONNEL				$ 0.00	$ 0.00
FRINGE				$ 0.00	$ 0.00
OVERHEAD				$ 0.00	$ 0.00
MATERIALS/SUPPLIES				$ 0.00	$ 0.00
TRAVEL				$ 0.00	$ 0.00
				$ 0.00	$ 0.00
				$ 0.00	$ 0.00
TOTAL COST	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
LESS: MATCH AMOUNT (%)				$ 0.00	$ 0.00
NET PAYABLE	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Exhibit "B"
Scope of Work, Work Program Description
"City of Camden Supportive Regional Highway Planning"

PROJECT: 20-61-060 **City of Camden - Supportive Regional Highway Planning Program**

Responsible Agency: **Delaware Valley Regional Planning Commission**

Program Coordinator: Kwan Hui

Project Manager: John Ward

Goals:

Improve the efficiency of the region's transportation network by participating in subregional transportation planning efforts.

Description:

Manage and maintain the general administration of the program and maintain coordination and cooperation with federal, state, regional, and local agencies. Maintain public participation in the transportation planning process. Identify, prioritize, and analyze a capital program of federal and state-funded transportation improvements reflecting local input and coordination with state and regional agencies. Monitor implementation of the capital improvements. Assess impact of proposed land use on transportation facilities and recommend Camden City's position on certain regional transportation improvements and programs. Maintain and update data files required for the comprehensive transportation planning effort. Monitor various transportation indicators (e.g., traffic counts and turning movements). Retrieve and disseminate information as required.

Tasks:

Task I - Administration
1. Perform general and contract administrative duties.
2. Prepare quarterly progress reports, expenditure reports, and the annual completion report.
3. Perform public participation as appropriate.
4. Review transportation reports and correspondence and provide feedback.
5. Attend meetings, including DVRPC monthly RTC meetings, quarterly progress report meetings, Planning Work Program meetings, and special meetings as required. Present data to Camden City for its use.
6. Respond to information requests.
7. Conduct interagency liaison and coordination.

Task II - Transportation Improvement Program
1. Monitor Federal Aid and STATE-DVRPC Program progress.
2. Maintain and inventory TIP projects and update project status. Maintain channels of communication with DVRPC, NJDOT, and the public regarding project status.
3. Participate and assist in the TIP update and maintenance processes.

Task III – Transportation Plan Maintenance
1. Monitor and evaluate the impact of proposed land development on existing and

proposed highway and transit facilities.
2. Monitor certain state improvements.

Task IV - Transportation Planning Data and Analysis
1. Access Plan 4 Safety Crash Analysis tool. Maintain data supplied by NJ DOT as a data source for transportation planning effort.
2. Maintain information on roadways and bridges, such as condition, cartway width, rights of way, age, etc.

Products:

1. Quarterly progress and expenditure reports.
2. Brief reports on meetings and seminars attended related to highway planning.
3. Annual completion report.
4. SRHPP for the subsequent fiscal year.
5. Adopted Transportation Improvement Program
6. City project proposals for consideration in next fiscal year's UPWP, if available.

Beneficiaries:

Camden City, Camden County, residents, businesses, and the region.

Project Cost and Funding:

FY	Total	Highway Program	Transit Program	Comprehensive Planning	Other *
2019	$33,000				$33,000
2020	$33,000				$33,000
2021	$30,000				$30,000
2022	$30,000				$30,000

* NJ TIP - DB #X30A - $24,000 STBGP-STU - $9,000 Match ($6,000 for 20-61-060, $3,000 for 20-61-100)

Exhibit "C"
Object Budget Proposal

BUDGET PROPOSAL

DELAWARE VALLEY dvrpc REGIONAL PLANNING COMMISSION

ENTITY NAME: Camden City
PROJECT NUMBER: 20-61-060
DATE SUBMITTED:

DETAIL DESCRIPTION OF COST ELEMENTS			
1. DIRECT LABOR- Specify employee name and title	# Hours	Hourly Rate	Estimated Cost (FOR ALL TASKS)
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
		SUB-TOTAL	$ 0.00
2. FRINGE & OVERHEAD:	Rate	Direct Labor Base	Estimated Cost
Fringe	0.00%	$ 0.00	$ 0.00
Overhead	0.00%	$ 0.00	$ 0.00
		SUB-TOTAL	$ 0.00
TOTAL DIRECT LABOR, FRINGE & OVERHEAD			$ 0.00
3. NONLABOR EXPENSES:			Estimated Cost
Materials			
Travel			
		SUB-TOTAL	$ 0.00
GRAND TOTAL			$ 0.00
UPWP BUDGET TOTAL			$ 33,000.00
VARIANCE (must be $0)			$ 33,000.00
LESS: MATCH AMOUNT			($ 9,000.00)
NET PAYABLE			$ 24,000.00

R-16

MBS:dh
02-11-20

RESOLUTION AUTHORIZING A TEMPORARY EMERGENCY APPROPRIATION IN THE AMOUNT OF $20,800.00 FROM THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION FOR THE FY20 TRANSIT SUPPORT PROGRAM

WHEREAS, funds have become available through an award approved by the Delaware Valley Regional Planning Commission to the City of Camden and no adequate provision has been made in the 2020 temporary budget for the aforesaid purpose, N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the above mentioned purpose; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, of not less than two-thirds of all the members of City Council thereof affirmatively concurring, that in accordance with provisions of N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation be and the same is hereby made for the DVRPC to underwrite administrative costs in the amount of $20,800 and in a cash match of $5,867.

2. That said emergency temporary appropriation will be provided for in the temporary budget under the title of

   "FY20 DVRPC – Planning Commission – Transit Support Program"

3. That one certified copy of this resolution be filed with the Director of Local Government Services.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing a temporary emergency appropriation in the amount of $20,800.00 from the Delaware Valley Regional Planning Commission for the FY20 Transit Support Program

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to accept said grant for the purpose of underwriting staffing costs.

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S)

AMOUNT: $20,800.00

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	1-3-20	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/13/2020	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-17

MBS:dh
02-11-20

RESOLUTION ACCEPTING A GRANT FROM THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION (DVRPC) FOR THE FY20 TRANSIT SUPPORT PROGRAM IN THE AMOUNT OF $20,800.00

WHEREAS, the City of Camden applied for and received a grant from the Delaware Valley Regional Planning Commission in the amount of $20,800.00; and

WHEREAS, the grant proceeds will be used to reimburse any staffing costs in attending DVRPC meetings and related functions; and

WHEREAS, the City has a local in-kind match of $5,867.00; and

WHEREAS, the City desires to accept the grant from the Delaware Valley Regional Planning Commission; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is hereby authorized to accept the grant from the Delaware Valley Regional Planning Commission in the amount of $20,800.00.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute such documentation as is necessary to receive such Grant.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution accepting a grant in the amount of $20,800.00 from the Delaware Valley Regional Planning Commission for the FY20 Transit Support Program

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to accept said grant for the purpose of underwriting staffing costs.

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S)

AMOUNT: $20,800.00

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	1-3-20	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/13/20	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

Amount: $26,667 No. 20-63-025

AGREEMENT

BY AND BETWEEN

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

AND

CITY OF CAMDEN, NEW JERSEY

This agreement, hereinafter referred to as the AGREEMENT, made at Philadelphia, Pennsylvania, this _____ day of ,_____ 2019, by and between the Delaware Valley Regional Planning Commission, a body politic and corporate, created by Act No. 103 of June 30, 1965, P.L. 153, reenacted and amended by Act 43 of June 30, 1967, P.L. 155, of the Session of the General Assembly of Pennsylvania, and the Legislature of the State of New Jersey in Chapter 149 of the Laws of 1966, as amended and supplemented, having its principal office at the American College of Physicians Building, 190 N. Independence Mall - West, Philadelphia, Pennsylvania, 19106, hereinafter referred to as the COMMISSION;

AND

City of Camden, New Jersey, having its principal office at 520 Market Street, City Hall, Suite 224, P.O. Box 95120, Camden, New Jersey 08101 hereinafter referred to as the SUBRECIPIENT.

W I T N E S S E T H:

WHEREAS, the COMMISSION has entered into AGREEMENT with the New Jersey Department of Transportation, hereinafter referred to as the AGENCY, whereby the COMMISSION is to perform certain obligations under its AGREEMENT in the accomplishment of a grant from the AGENCY as follows:

Agency	Funds	Source of Funds	Date
New Jersey Department of Transportation	$20,800	Federal Transit Administration – New Jersey	July 1, 2019

WHEREAS, the SUBRECIPIENT will perform certain services under this AGREEMENT in connection with Project No. 20-63-025, "City of Camden Transit Planning Program," in the COMMISSION's FY2020 Work Program, which is effective July 1, 2019, hereinafter referred to as the PROJECT; and

WHEREAS, the SUBRECIPIENT is qualified to perform the services as herein set forth, being duly selected in accordance with the COMMISSION's SUBRECIPIENT Selection Procedures; and

WHEREAS, the PROJECT will be coordinated by the COMMISSION's Executive Director, or designee, with other elements of the COMMISSION's overall program of regional planning, to avoid duplication of effort and to ensure that all activities in the program are compatible and interrelated;

Consistent with the COMMISSION's responsibilities to the AGENCY, as its agent and coordinator for the PROJECT, the SUBRECIPIENT shall be responsible for the technical direction and management of the PROJECT, and shall have oversight of the PROJECT and be administratively responsible to the COMMISSION.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises hereinafter expressed, and intending to be legally bound hereby, the parties hereto agree as follows:

Section 1: General Conditions

1.1 The COMMISSION hereby agrees to engage the SUBRECIPIENT and the SUBRECIPIENT agrees to perform such services as are specified in: (1) this AGREEMENT; (2) Exhibit "A," the Standard Articles of Agreement for

SUBRECIPIENTS; and (3) Exhibit "B," Scope of Services, Work Program Description entitled, "City of Camden Transit Planning Program." Exhibit "A" and Exhibit "B" are attached hereto and are incorporated by reference.

Section 2: Contract Funding

2.1 The total cost of the PROJECT shall not exceed $ 26,667 with approved funding as follows:

Funds Provided by Agency: $20,800

SUBRECIPIENT Local Match: $5,867

Total Amount: $26,667

Section 3: Method of Payment

3.1 Payment to the SUBRECIPIENT for work performed shall be on a cost-reimbursable basis with payments based on the submission of invoices and progress reports documenting the work completed during the period reported.

3.2 SUBRECIPIENT's spending will be in accordance with the Object Budget Proposal attached and made part of this AGREEMENT as Exhibit "C." During the term of this AGREEMENT requests to modify the budget shall be made in writing to the COMMISSION's Contracts Manager.

A. If SUBRECIPIENT intends to utilize any external consultant(s) to perform work in furtherance of the PROJECT, SUBRECIPIENT shall provide an anticipated cost for each external consultant in the Object Budget. Upon selection of any external consultant(s), SUBRECIPIENT shall notify the COMMISSION in writing indicating the selected external consultant(s) and provide a modified Object Budget including a separate budget for the consultant(s). Upon review, the Commission will provide a letter informing that

the modified Object Budgets have been approved and will be incorporated to this Agreement as outlined in Section 5.2 of the Standard Articles.

3.3 The amount payable by the COMMISSION to the SUBRECIPIENT shall not exceed Twenty Thousand Eight Hundred Dollars ($20,800). The SUBRECIPIENT understands and agrees that reimbursement of costs will be after receipt of AGENCY funds by the COMMISSION.

Section 4: Administration of AGREEMENT

4.1 The Executive Director of the COMMISSION, or his/her designee, shall be the authorized agent to act on behalf of the COMMISSION in the administration of this AGREEMENT, and shall give notices, issue change orders, and otherwise represent the COMMISSION in the negotiation of matters arising out of this AGREEMENT.

4.2 The Principal of the SUBRECIPIENT, or his/her designee, shall be the authorized agent to act on behalf of the SUBRECIPIENT in the administration of this AGREEMENT and in the negotiation of matters arising out of this AGREEMENT.

Section 5: Time of Performance

5.1 As the PROJECT start date is July 1, 2019, the effective date of the COMMISSION'S FY2020 Work Program, SUBRECIPIENT may commence work as of that date. The SUBRECIPIENT shall complete work on the PROJECT no later than June 30, 2020.

Section 6: Coordination and Cooperation

6.1 The SUBRECIPIENT agrees to provide the COMMISSION with sufficient copies of all materials and documents, in a timely manner, which are necessary for the COMMISSION to meet its obligations to the AGENCY.

6.2 The SUBRECIPIENT understands that the services to be provided by the SUBRECIPIENT inform the COMMISSION's overall planning program and must be provided in accordance with the COMMISSION's schedule.

Section 7: Title VI Policy & Self-Certification:

7.1 The COMMISSION has adopted the following policy statement as part of its Title VI Compliance Plan:

> The Delaware Valley Regional Planning Commission (DVRPC) assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency-sponsored program or activity. Nor shall sex, age, or disability stand in the way of fair treatment of all individuals. The COMMISSION further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.
>
> In the event that the COMMISSION distributes federal aid funds to another entity, THE COMMISSION will include Title VI language in all written agreements and will monitor for compliance. Title VI compliance is a condition of the receipt of federal funds. The COMMISSION's Executive Director and Title VI Compliance Manager are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal Regulations (CFR) 200 and Title 49 CFR 21.
>
> The COMMISSION acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) 200 and by Title 49 CFR Part 21.

The COMMISSION requires verification of the compliance of CONTRACTORS/SUBRECIPIENTS with Title VI provisions of the Civil Rights Act of 1964, per state and federal guidance for all new contracts entered into by the Commission. The COMMISSION reserves the right to conduct subsequent Title VI compliance reviews on any CONTRACTOR/SUBRECIPIENT during a contract.

7.2 As part of its verification of compliance with Title VI, the COMMISSION requires the following Self-Certification. All duly authorized representatives of the CONTRACTOR/SUBRECIPIENT must certify that:

A. The CONTRACTOR/SUBRECIPIENT understands that compliance with Title VI of the Civil Rights Act of 1964 {42 U.S.C. 2000d}, the Civil Rights Restoration Act of 1987, and other nondiscrimination statutes is a requirement for receiving federal funds.

B. During the performance of this contract, the CONTRACTOR/SUBRECIPIENT, for itself, its assignees, and successors in interest, agree as follows:

1. Compliance with Regulations

The CONTRACTOR/SUBRECIPIENT shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The CONTRACTOR/SUBRECIPIENT, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The CONTRACTOR/SUBRECIPIENT shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Procurement of Materials & Equipment

In all solicitations either by competitive bidding or negotiations made by the CONTRACTOR/SUBRECIPIENT for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CONTRACTOR/SUBRECIPIENT of the CONTRACTOR/SUBRECIPIENT obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information and Reports

The CONTRACTOR/SUBRECIPIENT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by appropriate federal or state agency to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a CONTRACTOR/SUBRECIPIENT is in the exclusive possession of another who fails or refuses to furnish this information, the CONTRACTOR/SUBRECIPIENT shall so certify to appropriate federal or state agency as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the CONTRACTOR/SUBRECIPIENT noncompliance with the nondiscrimination provisions of this contract, DVRPC shall impose such contract sanctions as it or the appropriate federal or state agency may determine to be appropriate, including, but not limited to, withholding of payments to the CONTRACTOR/SUBRECIPIENT under the contract until the CONTRACTOR/SUBRECIPIENT complies; and/or cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The CONTRACTOR/SUBRECIPIENT shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONTRACTOR/SUBRECIPIENT shall take such action with respect to any subcontractor or procurement as may direct as a

means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a CONTRACTOR/SUBRECIPIENT becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONTRACTOR/SUBRECIPIENT may request DVRPC enter into such litigation to protect the interests of the state and, in addition, the CONTRACTOR/SUBRECIPIENT may request the United States to enter into such litigation to protect the interests of the United States.

C. The CONTRACTOR/SUBRECIPIENT will ensure that, as per paragraph 6 above, paragraphs 1-5 will be included in all subcontracts.

Section 8: Special Conditions:

8.1 By executing this Agreement, the SUBRECIPIENT hereby specifically agrees to Article 12: U.S. Department of Transportation Standard Title VI and Non-Discrimination Assurances of Exhibit "A," the Standard Articles of Agreement for SUBRECIPIENTS.

IN WITNESS WHEREOF, the COMMISSION and the SUBRECIPIENT have executed this AGREEMENT as of the date above first written, intending to be legally bound hereby.

ATTEST:

_____

(SEAL)

DELAWARE VALLEY REGIONAL PLANNING COMMISSION

By: _____
Barry Seymour, Executive Director

Date _____

ATTEST:

_____
(SEAL)

CITY OF CAMDEN, NEW JERSEY

By: _____
Honorable Francisco Moran, Mayor

Date 11/14/19

Federal Information:

Type of Grant: Department of Transportation - FTA
Program: Highway Planning and Construction
CFDA Number: 20.505
Federal Funds: $20,800

Contact Information:

For the SUBRECIPENT

Dr. Edward C. Williams
Director Department of Planning and Development
City of Camden, New Jersey
520 Market Street
City Hall, Suite 224
Camden, New Jersey 08101
SUBRECIPIENT DUNS #: 077069581
856-757-7214
edwillia@ci.camden.nj.us

For COMMISSION

Mr. John R. Griffies
Contracts Manager
The Delaware Valley Regional Planning Commission
190 N. Independence Mall West
Philadelphia, PA 19106
COMMISSION DUNS#: 069056547
215-238-2925
jgriffies@dvrpc.org

Exhibit "A"
Standard Articles of Agreement for SUBRECIPIENT

DELAWARE VALLEY
dvrpc
REGIONAL
PLANNING COMMISSION

Standard Articles of Agreement for Subrecipient

Revision Date: January 14, 2019

Article 1: Responsibilities and Services of the SUBRECIPIENT 3
Article 2: Assignability 5
Article 3: Oversight 5
Article 4: Responsibilities of the COMMISSION 5
Article 5: Changes and Amendments 6
Article 6: Compensation and Method of Payment 7
Article 7: Termination of Agreement for Cause and/or Convenience 8
Article 8: Suspension of Agreement - Stop Work Orders 10
Article 9: Disputes 12
Article 10: Arbitration 12
Article 11: Federal Requirements 13
Article 12: U.S. Department of Transportation Standard Title VI and Non-Discrimination Assurances 19
Article 13: Interest of Members of the COMMISSION and Others 27
Article 14: Interest of the SUBRECIPIENT 28
Article 15: Interest of Members of Congress 28
Article 16: Audit and Inspection of Records 28
Article 17: Identification of Documents 29
Article 18: Publicity 29
Article 19: Rights in Data, Copyrights, and Disclosure 29
Article 20: Confidentiality 30
Article 21: Patent Rights 31
Article 22: Liquidated Damages 31
Article 23: Invoice Forms and Payroll Records 32
Article 24: Certification of Non-collusion 32
Article 25: Restrictions on Lobbying 32
Article 26: Entire Agreement 33

Article 1: Responsibilities and Services of the SUBRECIPIENT

1.1 Consistent with the COMMISSION's responsibilities to the AGENCY, as its agent and coordinator for the PROJECT, the SUBRECIPIENT shall be responsible for the technical direction, management and conduct of the PROJECT.

1.2 The COMMISSION hereby agrees to engage the SUBRECIPIENT and the SUBRECIPIENT shall perform in a satisfactory and proper manner, as determined by the COMMISSION, such services as are specified by the Agreement and Exhibit "B", Scope of Services, hereinafter referred to as the PROJECT, which is attached hereto and made a part hereof.

1.3 The SUBRECIPIENT hereby agrees to administer the Agreement in compliance with all applicable law and in accordance with all requirements and regulations of the AGENCY and COMMISSION. The SUBRECIPIENT understands that requirements and regulations may change, however, the most recent of any AGENCY requirements or regulations will govern the administration of this Agreement at any particular time.

1.4 The SUBRECIPIENT bears primary responsibility for the administration and success of the PROJECT. Although the SUBRECIPIENT is encouraged to seek the advice and opinions of the COMMISSION and the AGENCY on problems that may arise, the giving of such advice shall not shift the responsibility for final decisions to the COMMISSION and/or the AGENCY.

1.5 The SUBRECIPIENT hereby agrees to furnish its services in accordance with this Agreement and all applicable professional standards. All of the services specified by this Agreement shall be performed by the SUBRECIPIENT and its employees or contractor under the supervision of a qualified Project Manager as shall be designated by the SUBRECIPIENT and approved by the COMMISSION.

The SUBRECIPIENT agrees that the COMMISSION shall not be subject to any obligations, liabilities to any contractor or any other person not party to this Agreement.

1.6 The personnel required to perform the services specified by this Agreement shall be procured by the SUBRECIPIENT. All procurement expenses shall be borne by the SUBRECIPIENT. All personnel engaged in performing the services specified by this Agreement shall be fully qualified and authorized or permitted under Federal, State and local law to perform such services. Such personnel shall not be employees of, or have any contractual relationship with the COMMISSION. For any major changes in personnel including changes of personnel who are named in any grant application, the SUBRECIPIENT will submit their request in writing prior to any planned personnel changes.

1.7 The SUBRECIPIENT is required to be in compliance with the COMMISSION'S SUBRECIPIENT Monitoring Policy for risk assessment of grants to determine appropriate monitoring activities and frequency of progress report submission. The SUBRECIPIENT must complete and certify the pre-award risk assessment form, See Attachment 1. SUBRECIPIENT shall also submit summary progress reports, in accordance with the risk level assessment which will be communicated by the COMMISSION. The SUBRECIPIENT must submit progress reports, invoices, and supporting documents to the COMMISSION no later than thirty (30) days after the close of the preceding quarter unless otherwise directed. These reports shall be in narrative form, divided by tasks as specified in the Scope of Services. These reports shall include the percentage of progress for each project for the specified time period and be up-to-date. When applicable, these reports shall indicate when established goals are not met, or when a delay has occurred or is anticipated. If there are difficulties encountered, the report must include a narrative description and the SUBRECIPIENT's proposed solution(s) to the issue(s).

1.8 Prior to the preparation and completion of final reports, maps, and other documents specified by this Agreement, the SUBRECIPIENT shall provide the specified number of copies of such reports, maps and other documents in draft form to the COMMISSION for discussion, review, and approval.

The SUBRECIPIENT shall solicit and submit with the draft reports, maps, or other documents, comments from policy, technical and citizen advisory committees; local and regional planning agencies; transit operators and political jurisdictions affected by the PROJECT's recommendations. These comments should be focused on the nature and objectives of the PROJECT, report findings and final recommendations and be in a form reasonably acceptable to the COMMISSION.

1.9 The SUBRECIPIENT hereby agrees to provide adequate insurance coverage for its employees working on the PROJECT, accept full responsibility for the deduction and payment of all unemployment insurance, social security, State and Federal taxes, and any other taxes or payroll deductions required by law for its employees.

1.10 The SUBRECIPIENT shall indemnify, save, and hold the COMMISSION and the AGENCY, their officers, employees and agents acting within their official duties, harmless from any and all claims, demands and actions based upon or arising out of any services performed by the SUBRECIPIENT's officers, employees or agents under this Agreement, and shall defend any and all actions brought against the COMMISSION or AGENCY based upon any such claims or demands unless COMMISSION and/or AGENCY elect otherwise. The sole legal recourse for SUBRECIPIENT lies with COMMISSION as outlined in Article 9: Disputes

and there shall be no claims, demands, or any recourse with the AGENCY or any federal agency.

1.11 None of the services specified by this Agreement shall be subcontracted by the SUBRECIPIENT without prior approval of the COMMISSION.

1.12 All subcontracts entered into by the SUBRECIPIENT shall contain or otherwise reference and incorporate all of the provisions of these Standard Articles of Agreement.

1.13 The SUBRECIPIENT shall maintain a written code or standard of conduct that governs the performance of its officers, employees, board members, or agents engaged in the award and administration of third party contracts or subcontracts supported by Federal assistance. The code of standard shall prohibit officers, employees, board members, or agents participating in the selection, award or administration of a third party contract or subagreement supported by Federal assistance if a real or apparent conflict of interest would be involved.

Article 2: Assignability

2.1 The SUBRECIPIENT shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the COMMISSION.

Article 3: Oversight

3.1 In order for the COMMISSION to meet its obligations to the AGENCY, COMMISSION will have general oversight over the content and technical quality of the services performed as specified by this Agreement.

Article 4: Responsibilities of the COMMISSION

The COMMISSION, as Grant recipient and coordinator for the PROJECT shall:

4.1 Coordinate the PROJECT with all other projects in its Program on a continuing basis to avoid duplication of effort and to ensure that all activities in its Program are compatible and interrelated.

4.2 Provide basic technical assistance to the SUBRECIPIENT required during the development of the PROJECT.

4.3 Provide data existing in the COMMISSION's data file to the SUBRECIPIENT. The cost for this data shall be only that of reproduction or processing. The SUBRECIPIENT shall return to the COMMISSION such information, data, reports, and records as the COMMISSION shall request, and the SUBRECIPIENT shall treat as confidential any materials which may be stipulated by the COMMISSION.

4.4 Prepare periodic progress reports as required by the AGENCY, incorporating the project progress reports prepared by the SUBRECIPIENT.

4.5 Conduct a review of the administration of the PROJECT, as appropriate, to determine whether the SUBRECIPIENT has efficiently complied with policies, procedures and regulations of the AGENCY and the obligations of this Agreement.

4.6 Ensure that all procedures and records will be maintained in conformance with Federal and State Audit Standards and Regulations.

Article 5: Changes and Amendments

5.1 Administrative changes, such as a change in the designation of the representative of the COMMISSION, or of the office to which a report is to be transmitted, constitute changes to this Agreement and do not affect the substantive rights of the COMMISSION or the SUBRECIPIENT. Such changes may be issued unilaterally by the COMMISSION and do not require the concurrence of the SUBRECIPIENT. Such changes will be in writing and will be effected by a letter from the COMMISSION to the SUBRECIPIENT.

5.2 Modifications, changes, corrections, and/or additions to the Agreement that have been mutually agreed upon by the COMMISSION and the SUBRECIPIENT shall be in writing in the form of a letter from the COMMISSION to the SUBRECIPIENT, setting forth therein the modifications, changes, corrections and/or additions, approved by endorsement of the COMMISSION.

Authorization letters under this provision may be issued in the following instances:

a. When the SUBRECIPIENT's request for a budget reallocation of the total PROJECT costs is approved.
b. When the SUBRECIPIENT's request for a budget increase that does not exceed 5% of the total PROJECT costs as outlined in Section 2: Contract Funding of the Agreement is approved.
c. When the SUBRECIPIENT's request for an extension of the completion date as outlined in Section 5: Time of Performance of the Agreement is approved.
d. When the SUBRECIPIENT's request for modifications, changes and/or clarifications to the Scope of Services which do not substantively alter the PROJECT and/or services to be performed is approved.

5.3 For any major PROJECT changes which substantially alter the rights of either party, the cost of the PROJECT, or any major phase thereof, which substantially alter the objective or scope of the PROJECT, or which substantially reduces the time or effort devoted to the PROJECT on the part of the SUBRECIPIENT, the SUBRECIPIENT will be required to request for a formal agreement amendment.

5.4 No formal amendment may be entered into unless the COMMISSION has received timely notification of the proposed PROJECT change(s). However, if the COMMISSION determines that circumstances justify such action, they may receive and act upon any request for formal amendment submitted prior to final payment under this Agreement. Formal amendments may be executed subsequently only with respect to matters which are the subject of final audit or dispute appeals.

5.5 Copies of either or both amendments to the agreement and letters authorizing changes will be attached to the original of this Agreement and to each copy. Such letters and amendments will then become a part thereof.

5.6 The COMMISSION shall prepare all formal amendments. Formal amendments shall be identified by consecutive letters after the Agreement number.

Article 6: Compensation and Method of Payment

6.1 Payment shall be made by the COMMISSION to the SUBRECIPIENT based on invoices less agreed upon match amount. Invoices shall be submitted in writing by the SUBRECIPIENT to the COMMISSION. These invoices shall consist of:

a. Invoice form indicating expenditures during the reporting period duly certified by the SUBRECIPIENT.
b. Detailed staff name, hourly rate, number of hours worked, and costs for fringe and overhead of all personnel working on the PROJECT.
c. Detailed expense amounts of all non-personnel costs and/or consultant costs.
d. Object Billing Summary (attached as Attachment 2).

6.2 Invoices for payment shall be honored and paid by the COMMISSION to the SUBRECIPIENT based on receipt and acceptance by the COMMISSION of the following:

a. The invoices for payment submitted by the SUBRECIPIENT in accordance with Section 6.1 hereof.

b. The PROJECT progress reports submitted by the SUBRECIPIENT in accordance with Article 1.7 hereof.

The SUBRECIPIENT's final invoice must be presented within forty-five (45) days of the termination of services.

6.3 The final payment shall be made after the COMMISSION has determined that the SUBRECIPIENT has satisfactorily performed the services specified by this Agreement. It is expressly understood and agreed that where the final payment is authorized and payment made to the SUBRECIPIENT prior to final review, and if at the time of final review the COMMISSION and/or the United States of America determines items to be ineligible under the Federal grant contract, the SUBRECIPIENT will make restitution of any overpayment to the COMMISSION for subsequent repayment to the United States of America.

6.4 Allocability of PROJECT costs shall be determined by the following:

a. The costs must be reasonable within the scope of the PROJECT.
b. The cost is allocable to the extent of benefit properly attributable to the PROJECT.
c. Such costs must be in accordance with generally accepted accounting principles (GAAP) and 2 C.F.R. 200.
d. The cost must not be allowable to or included as cost of any other federally assisted program in any accounting period (either current or prior).
e. Such costs must be net costs to the SUBRECIPIENT (i.e., the price paid minus any refunds, rebates or discounts).
f. The SUBRECIPIENT may not delegate or transfer his responsibility for the use of the funds set forth in this Agreement.
g. Overhead and fringe rates are final based on invoiced bills.

Costs must conform to all applicable law including Federal Regulations. Specifically, Costs must adhere to 2 C.F.R. 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

6.5 The SUBRECIPIENT shall be paid for progress and final invoices after the COMMISSION has received the appropriate payment from the AGENCY.

6.6 Compensation and method of payment are subject to all special conditions set forth in the Special Conditions Section of this Agreement.

Article 7: Termination of Agreement for Cause and/or Convenience

7.1 If, through any cause, the SUBRECIPIENT shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the

SUBRECIPIENT shall violate any of the covenants, agreements or stipulations of this Agreement, the COMMISSION shall thereupon have the right to terminate this Agreement.

7.2 The COMMISSION shall have the right to terminate this Agreement for convenience whenever the COMMISSION shall determine that such termination is in the best interests of the COMMISSION.

7.3 This Agreement shall be terminated immediately if for any reason the AGENCY terminates, or in any other manner eliminates funds made available to the SUBRECIPIENT by this Agreement.

7.4 The COMMISSION shall confirm such termination in writing. The effective date of the termination shall be the date of notification. Upon notification of termination, the SUBRECIPIENT must stop incurring costs and cease performance immediately.

7.5 Upon termination, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports, whether in graphic or electronic format, prepared by the SUBRECIPIENT or their consultants shall, at the option of the COMMISSION, become the property of the COMMISSION. The SUBRECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

7.6 Notwithstanding any provision to the contrary the above, the SUBRECIPIENT shall not be relieved of liability to the COMMISSION for damages sustained by the COMMISSION by virtue of any breach of this Agreement by the SUBRECIPIENT, and the COMMISSION may withhold any payments to the SUBRECIPIENT for the purpose of set-off until such time as the exact amount of damages due to the COMMISSION from the SUBRECIPIENT for breach of this Agreement is determined.

7.7 Prior to termination for cause, the SUBRECIPIENT shall be provided official notice in writing and an opportunity to cure. SUBRECIPIENT shall respond within five (5) days of the date of the official notice and must include a detailed plan of action to cure the cause and/or default of any term of this Agreement. SUBRECIPIENT will have ten (10) days from the date of the official notice to implement plan of corrective action.

7.8 The Parties may enter into an Agreement to terminate the PROJECT at any time pursuant to the terms which are consistent with these Articles of Agreement. The Agreement shall establish the effective date of termination of the PROJECT, the basis for settlement of the PROJECT termination costs, and the amount and date of payments of any sums due either party. The COMMISSION shall prepare the termination document.

7.9 The SUBRECIPIENT may not unilaterally terminate the PROJECT work

set forth in this Agreement. If, during the development of the PROJECT, conditions should change that would warrant complete or partial termination, the SUBRECIPIENT shall give written notice to the COMMISSION of a request for termination and direct the correspondence to:

Executive Director
Delaware Valley Regional Planning Commission
190 N. Independence Mall West, 8th Floor
Philadelphia, PA 19106-1520

If the COMMISSION determines that there is a good cause for the termination of all or any portion of the PROJECT set forth in this Agreement, the COMMISSION may enter into a termination agreement or unilaterally terminate the PROJECT pursuant to Article 7.4, effective with the date of cessation of this PROJECT. If the COMMISSION determines that the SUBRECIPIENT has ceased work on the PROJECT without good cause, the COMMISSION may unilaterally terminate the PROJECT pursuant to Article 7.4 of this Agreement, or annul the Agreement pursuant to this Article.

7.10 Upon termination, the SUBRECIPIENT must refund or credit to the COMMISSION that portion of any funds paid or owed the SUBRECIPIENT and allocable to the terminated PROJECT work, except such portion thereof as may be required to meet commitments which had become firm prior to the effective date of termination and are otherwise allowable. The SUBRECIPIENT shall not make any new commitments without COMMISSION approval. The SUBRECIPIENT shall reduce the amount of outstanding commitments insofar as possible and report to the COMMISSION the uncommitted balance of funds set forth in this Agreement. The allocability of termination costs will be determined in conformance with applicable Federal cost principles.

Article 8: Suspension of Agreement - Stop Work Orders

8.1 Work on this PROJECT, or on a portion or phase of this PROJECT, can be ordered suspended or stopped by the COMMISSION

8.2 Work stoppages may be required at the discretion of COMMISSION, such as, but not limited to, default by the SUBRECIPIENT, failure to comply with the terms and conditions of this Agreement, realignment of programs, and lack of adequate funding or advancements in the state-of-the-art.

a. Generally, use of a stop-work order will be limited to those situations where it is advisable to suspend work on the PROJECT or portion or phase of the PROJECT for important program or AGENCY considerations and a supplemental agreement providing for such suspension is not feasible.

b. Although a stop-work order may be used pending a decision to terminate by mutual agreement, or for other cause, it will not be used in lieu of the issuance of a termination notice after a decision to terminate has been made.

8.3 Prior to issuance, stop-work orders shall be discussed with the SUBRECIPIENT and will be modified if appropriate in the sole discretion of the COMMISSION. Any modifications are at the discretion of the COMMISSION. Stop-work orders will include (a) a clear description of the work to be suspended; (b) instructions as to the issuance of further orders to the SUBRECIPIENT for services; (c) an order to cease performance and stop incurring all further expenditures; and (d) other suggestions to the SUBRECIPIENT for minimizing costs.

8.4 Upon receipt of a stop-work order, the SUBRECIPIENT shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within the suspension period, or within any extension of that period to which the Parties shall have agreed, the COMMISSION shall, in writing, either:

a. cancel the stop-work order, in full or in part;
b. eliminate the work covered by such order; or
c. authorize resumption of work.

8.5 If a stop-work order is canceled or the period of the work, or any extension thereof expires, or upon authorization to resume the work, the SUBRECIPIENT shall promptly resume the previously suspended work. An equitable adjustment shall be made in the scheduled time frame, or in the Agreement amount, or both of these, and the Agreement shall be amended accordingly, provided the SUBRECIPIENT asserts a written claim for such adjustment(s) within sixty (60) days after the end of the period of work stoppage when any of the following occur:

a. the stop-work order results in an increase in the SUBRECIPIENT's cost properly allocable to the performance of any part of the PROJECT; and/or
b. a stop-work order is not canceled and the PROJECT WORK covered by such order is within the scope of a subsequently issued termination order. Reasonable costs resulting from the stop-work order shall then be allowed in arriving at the termination settlement.

8.6 However, if the COMMISSION determines the circumstances do not justify an adjustment, it may receive and act upon any such claim asserted in accordance with Articles 9 and 10 of this Agreement.

8.7 Costs shall not be allowable if incurred by the SUBRECIPIENT after a

stop-work order is delivered, or within any extension of the stop-work period, with respect to the PROJECT work suspended by such order and which is not authorized by this Article or specifically authorized in writing by the COMMISSION.

8.8 Failure to agree upon the amount of an equitable adjustment due under a stop-work order shall constitute a dispute under this Agreement.

Article 9: Disputes

9.1 Except as otherwise provided by law, or this Agreement, any dispute arising under this Agreement shall be decided by the COMMISSION who shall reduce its decision to writing and mail, or otherwise furnish a copy thereof to the SUBRECIPIENT.

9.2 A decision of the COMMISSION made pursuant to this Article shall be final and conclusive unless, within thirty (30) days from the date of receipt of such copy, the SUBRECIPIENT mails (certified mail, return receipt requested) or otherwise delivers to the COMMISSION a request for arbitration as set forth in Article 10 hereof.

Article 10: Arbitration

10.1 Any dispute between the parties to this Agreement, which cannot be resolved by good faith negotiation between them, shall be submitted to the American Arbitration Association, whose decision shall be final and binding upon the parties and enforceable in any competent court having jurisdiction of the matter.

10.2 Arbitration proceedings may be initiated at the election of either party by giving ten (10) days written notice to the other, and to the Association, of his demand, and such proceedings shall be conducted according to the prevailing rules of the Association.

10.3 The costs for arbitration proceedings shall be borne by the parties, established by the American Arbitration Association. Arbitration costs may or may not be reimbursable; the AGENCY will consider each on an individual basis.

Article 11: Federal Requirements

11.1 Civil Rights Requirements

a. Prohibitions Against Discrimination

The SUBRECIPIENT agrees to comply with, and assure compliance of all SUBRECIPIENTs with all requirements of 49 U.S.C. § 5332, which prohibits discrimination on the basis on the race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity.

The SUBRECIPIENT agrees to comply with, and assure compliance by third party Subrecipients at ant tier under the PROJECT with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related nondiscrimination statutes and regulations in all programs and activities. DVRPC's website, www.dvrpc.org, may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats, if requested. DVRPC public meetings are always held in ADA-accessible facilities, and in transit-accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a public meeting. Requests will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DVRPC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DVRPC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DVRPC's Title VI program or to obtain a Title VI Complaint Form, please visit: www.dvrpc.org/GetInvolved/TitleVI, call (215) 592-1800, or email public_affairs@dvrpc.org.

b. Equal Employment Opportunity

The SUBRECIPIENT agrees to comply with, and assure compliance by third party SUBRECIPIENTs at any tier under the PROJECT with all requirements of Title VII of the Civil Rights Act of 1994, as amended, 42 U.S.C. § 2000e: 49 U.S.C. § 5332; and the rules and regulations of the AGENCY, and specifically shall comply with the following:

i. SUBRECIPIENT agrees that full consideration will be given

to all eligible, qualified applicants without regard to age, ancestry, color, disability, domestic or sexual violence victim status, ethnicity, familial status, gender identity or expression, genetic information, marital status, medical condition (including pregnancy), national origin, race, religion, sex, or sexual orientation; or any other basis protected by federal, state, or local law. Minority, female, and disabled applicants are encouraged to apply.

ii. If the SUBRECIPIENT is required to submit and obtain Federal Government approval of its Equal Employment Opportunity (EEO) Program, that EEO program as approved is incorporated by reference and made a part of the Agreement. Failure by the SUBRECIPIENT to carry out the terms of the EEO program shall be treated as a violation of this Agreement. Upon notification to the SUBRECIPIENT of its failure to carry out the approved EEO program, the Federal Government may impose such remedies as it considers appropriate.

c. Disadvantaged Business Enterprise (DBE) Program

i. The SUBRECIPIENT hereby agrees to comply with the current COMMISSION goal and Section 1101(b) of the Transportation Efficiency Act for the 21st Century, 23 U.S.C § 101 note, current AGENCY regulations regarding Disadvantaged Business Enterprises, and for USDOT funded program, the regulations set forth in 49 C.F.R. Part 26.

ii. The SUBRECIPIENT agrees that it will not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontract financed with Federal assistance provided by the AGENCY. The SUBRECIPIENT agrees to take all necessary and reasonable steps required by the AGENCY regulations to ensure that eligible DBEs have the maximum feasible opportunity to participate in subcontracts. If the SUBRECIPIENT is required by AGENCY regulations to have a DBE program, the DBE program must be in compliance with COMMISSION DBE Policy. The COMMISSION DBE Policy is incorporated by reference and made a part of this Agreement. Implementation of the program is a legal obligation, and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notifying the SUBRECIPIENT of any failure to implement its approved DBE program, the AGENCY may impose sanctions as provided for under its regulations and may, as determined, refer the matter for enforcement under 18 U.S.C. § 1001 and the Program Fraud Civil Remedies Act, 31 U.S.C. §§ 3801 et seq.

d. Nondiscrimination on the Basis of Age

The SUBRECIPIENT agrees to comply with the applicable requirements of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 through 6107 and implementing regulations, which prohibit discrimination on the basis of age.

e. Access Requirements for Persons with Disabilities

The SUBRECIPIENT agrees to comply with the requirements of 49 U.S.C. §5301(d) which express the Federal policy that the elderly and persons with disabilities have the same rights as others to use mass transportation services and facilities, and that special efforts shall be made in planning and designing these services and facilities to implement those policies. The SUBRECIPIENT also agrees to comply with all applicable requirements of Section 504 of the Rehabilitation Act of 1973, as amended, 42 U.S.C. § 794, which prohibits discrimination on the basis of handicaps, and with the Americans with Disability Act of 1990, as amended, 42 U.S.C §§ 12101 et seq., which requires the provision of accessible facilities and services, and with the following Federal regulations, including any amendments thereto:

i. USDOT regulations, Transportation Services for Individuals with Disabilities (ADA), 49 CFR Part 37.

ii. USDOT regulations, Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance, 49 CFR part 27.

iii. Joint US Architectural and Transportation Barriers Compliance Board / USDOT regulation, Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles, 36 CFR Part 1192 and 49 CRF Part 38.

iv. US Department of Justice regulations, Nondiscrimination on the Basis of Disability in State and Local Government Services, 28 CFR Part 35.

v. US Department of Justice regulations, Nondiscrimination on the Basis of Disability by Public Accommodations and Commercial Facilities, 28 CFR Part 36.

vi. US General Services Administration regulations, Accommodations for the Physically Handicapped, 41 CFR Subpart 101-19.

vii. US Equal Employment Opportunity Commission, Regulations to Implement the Equal Employment provisions of the Americans with Disabilities Act, 29 CFR part 1630.

viii. US Federal Communications Commission regulations, Telecommunications Relay Services and Related Customer Premises Equipment for Hearing and Speech Disabled, 47 CFR Part 65, Subpart F.

ix. Federal Transit Administration (FTA) regulations, Transportation for Elderly and Handicapped Persons, 49 CFR part 609.

x. Any implementing requirements the FTA may issue.

Note: the above regulations essentially provide that no otherwise qualified handicapped person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the use of, or otherwise be subjected to discrimination under any program, activity or facility that receives or benefits from Federal financial assistance.

f. Confidentially and Other Civil Rights Protections Related to Drug or Alcohol Abuse or Alcoholism

The SUBRECIPIENT agrees to comply with the confidentiality and other civil rights provisions of the Drug Abuse Office and Treatment Act of 1972, Pub. L. 92-255, March 21, 1972; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Pub. L. 91-616, December 31, 1970, and the Public Health Services Act of 1912, 42 U.S.C. §§ 290dd-3 and 290ee-3, including any amendments to these Acts.

11.2 Political Activity

The provisions of the "Hatch Act", 5 U.S.CP. §§ 1501 through 1508 and 7324 through 7326 and U.S. Office of Personnel Management regulations, Political Activity of State and Local Officers or Employees, Title 5 C.F.R Part 151, Code of Federal Regulations, shall apply to the extent of the regulations. No funds under this Agreement shall be used for any partisan political activity or to furnish the election or defeat of any candidate for public office.

A Federal employee (this includes City, State and Municipal workers receiving Federal money, grants or loans, but does not include non-supervisory personnel) may not use his official authority or influence for the purpose of affecting the result of an election, nor may he take an active part in political management or political campaigns.

11.3 Disclosure of Information

All information obtained by the SUBRECIPIENT in this PROJECT and submitted to the COMMISSION is subject to disclosure to others, as provided for under the Freedom of Information Act 5 U.S.C. 552. In addition, the COMMISSION acquires the right, unless otherwise provided, to use and disclose all PROJECT data.

11.4 Clean Air and Clean Water

The SUBRECIPIENT hereby agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§7401 et. seq.), and/or the Federal Water Pollution Control Act (33 U.S.C. §§1251 et. seq.).

11.5 Energy Conservation Program

The SUBRECIPIENT agrees to comply with the mandated energy efficiency standards and policies within the applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 et seq.

11.6 Historic Preservation

In connection with carrying out this Project, the SUBRECIPIENT shall comply with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order No. 11593, (16 U.S.C. 469a-1 et seq.), by:

a. Consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in, or eligible for inclusion in, the National Register of Historic Places that may be affected by the PROJECT, and notifying the AGENCY of the existence of any such properties; and by,
b. Complying with all requirements established by the AGENCY to avoid or mitigate adverse effects upon Historic properties.

11.7 Environmental Requirements

The SUBRECIPIENT shall comply with all applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq. in accordance with Executive Order 12898, "A Federal Action to Address Environmental Justice in Minority Populations and Low-Income Populations," and any other applicable rule or regulation of the AGENCY.

11.8 Resource Conservation and Recovery Act

The SUBRECIPIENT shall comply with all applicable requirements of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§

6901 et seq.

11.9 Comprehensive Environmental Response, Compensation, and Liability Act

The SUBRECIPIENT shall comply with all applicable requirements of the Comprehensive Environmental Response, Compensation, and Liability Act, as amended 42 U.S.C. §§ 9601 et seq.

11.10 Contract Work Hours and Safety Standards Act

The SUBRECIPIENT shall comply with all applicable requirements, including non-construction employees of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 332.

11.11 False or Fraudulent Statements and Claims

The SUBRECIPIENT agrees to comply with the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 U.S.C. §§ 3801 et seq. and the regulations of the AGENCY, and certifies and affirms the truthfulness and accuracy of any statement, claim, submission or certification it has made, it makes, or it may make pertaining to this Agreement.

11.12 Incorporation of Provisions

The SUBRECIPIENT shall include the provisions of paragraphs 11.1 through 11.13 in every subcontract under this Agreement, including procurement of materials which shall be secured in compliance with 2 CFR 200, AGENCY regulations, and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The SUBRECIPIENT shall take such action with respect to any subcontract or procurement under this Agreement, as the COMMISSION, AGENCY or Federal Government may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a SUBRECIPIENT becomes involved in, or is threatened with, litigation with a contractor or supplier as a result of such direction, the SUBRECIPIENT may request the COMMISSION to enter into such litigation to protect the interests of the COMMISSION and, in addition, the SUBRECIPIENT may request the United States to enter into such litigation to protect the interests of the United States.

In addition to the incorporation of provisions outlined in Article 11: Federal Requirements, SUBRECIPIENT shall be required to incorporate all applicable provisions outlined in Article 12: U.S. Department of Transportation Standard Title VI and Non-Discrimination Assurances.

Article 12: U.S. Department of Transportation Standard Title VI and Non-Discrimination Assurances

By executing this Agreement, the SUBRECIPIENT, HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through **Federal Highway Administration ("FHWA"), Federal Transit Administration ("FTA"), and Federal Aviation Administration ("FAA")**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the SUBRECIPIENT hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the SUBRECIPIENT receives Federal financial assistance from DOT, including the* **FHWA, FTA, and/or FAA**.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the SUBRECIPIENT, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the SUBRECIPIENT agrees with and gives the following Assurances with respect to its Federally assisted **activities as identified in the Unified Planning Work Program of the COMMISSION**:

1. The SUBRECIPIENT agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard

to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The SUBRECIPIENT will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **activities as identified in the Unified Planning Work Program of the COMMISSION** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   "**SUBRECIPIENT**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The SUBRECIPIENT will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The SUBRECIPIENT will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a SUBRECIPIENT.

5. That where the SUBRECIPIENT receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the SUBRECIPIENT receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the SUBRECIPIENT will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the SUBRECIPIENT with other parties:

   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the SUBRECIPIENT for the period during which Federal financial assistance is extended to the program, except

where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the SUBRECIPIENT, or any transferee for the longer of the following periods:

a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
b. the period during which the SUBRECIPIENT retains ownership or possession of the property.

9. The SUBRECIPIENT will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other SUBRECIPIENTs, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The SUBRECIPIENT agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this Agreement and agreeing to the terms of this ASSURANCE, **SUBRECIPIENT** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **DOT**. You must keep records, reports, and submit the material for review upon request to **DOT**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

SUBRECIPIENT gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **COMMISSION's Unified Planning Work Program**. This ASSURANCE is binding on **the Commonwealth of Pennsylvania and the State of New Jersey**, other SUBRECIPIENTs, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **various activities as identified in the Unified Planning Work Program of the COMMISSION**.

12.1 APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, **FHWA, FTA, and/or FAA**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the SUBRECIPIENT or the **FHWA, FTA, and/or FAA** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the SUBRECIPIENT or the **FHWA, FTA, and/or FAA**, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the SUBRECIPIENT will impose such contract sanctions as it or the **FHWA, FTA, and/or FAA** may determine to be appropriate, including, but not limited to:

a. withholding payments to the contractor under the contract until the contractor complies; and/or
b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the SUBRECIPIENT or the **FHWA, FTA, and/or FAA** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the SUBRECIPIENT to enter into any litigation to protect the interests of the SUBRECIPIENT. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

12.2 APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the SUBRECIPIENT will accept title to the lands and maintain the project constructed thereon in accordance with (***Name of Appropriate Legislative Authority***), the Regulations for the Administration of the **COMMISSION's Unified Planning Work Program**, and the policies and procedures prescribed by the **FHWA, FTA, and/or FAA** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto **SUBRECIPIENT** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto SUBRECIPIENT and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on **SUBRECIPIENT**, its successors and assigns.

SUBREICIPIENT, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that **SUBRECIPIENT** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

12.3 APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by **DVRPC** pursuant to the provisions of Assurance 7(a):

A. The (***grantee, lessee, permittee, etc. as appropriate***) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [***in the case of deeds and leases add "as a covenant running with the land"***] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **DVRPC** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, **DVRPC** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of **DVRPC** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

12.4 APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by **DVRPC** pursuant to the provisions of Assurance 7(b):

A. The (***grantee, licensee, permittee, etc., as appropriate***) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does

hereby covenant and agree ***(in the case of deeds and leases add, "as a covenant running with the land"***) that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (***grantee, licensee, lessee, permittee, etc.***) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non- discrimination covenants, **DVRPC** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, **DVRPC** will there upon revert to and vest in and become the absolute property of **DVRPC** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

12.5 APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

<u>Pertinent Non-Discrimination Authorities:</u>

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et

seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;

- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid SUBRECIPIENTs, and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Article 13: Interest of Members of the COMMISSION and Others

13.1 No officer, member or employee of the COMMISSION or AGENCY, and no member of its governing body, and no other public official of the governing body of the locality or any other local public agencies, who exercises any functions or responsibilities in review or approval of the undertaking or carrying out of the PROJECT, shall have any personal interest, direct or indirect, apart from his official duties, in this Agreement or the proceeds thereof.

Article 14: Interest of the SUBRECIPIENT

14.1 The SUBRECIPIENT covenants that no member, officer or employee of the SUBRECIPIENT has presently no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services, required to be performed under this Agreement. The SUBRECIPIENT further covenants that in the performance of this Agreement no person having any such interest shall be employed.

Article 15: Interest of Members of Congress

15.1 No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement, or to any benefit therefrom.

Article 16: Audit and Inspection of Records

16.1 The SUBRECIPIENT shall keep, or cause to be kept, accurate records and books of accounts, and shall record and report with all essential details the receipt and disbursement of all funds under the terms of this Agreement in accordance with generally accepted accounting principles and procedures. All costs charged against this Agreement shall be supported by properly executed payrolls, time records, invoice, contracts and vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records shall readily provide a breakdown of costs in accordance with the line items shown on the latest approved budget. The SUBRECIPIENT shall permit and shall require its contractor to permit, the COMMISSION, the AGENCY and the Comptroller General of the United States, or any of their duly authorized representatives, access at all reasonable times, to all records and books of accounts pertaining to this Agreement. The SUBRECIPIENT agrees that any payment made by the COMMISSION to the SUBRECIPIENT, and any expenditures of the SUBRECIPIENT under the terms of this Agreement, are subject to audit by the COMMISSION.

16.2 The SUBRECIPIENT agrees to remit to the COMMISSION any excess payments made to the SUBRECIPIENT, any costs disallowed as a result of audit, and any amounts recovered by the SUBRECIPIENT from third parties or other sources.

16.3 The SUBRECIPIENT shall preserve all documents, records and books of account pertaining to this Agreement for a period of three (3) years from the date of final payment for inspection and/or audit by any authorized representative of the COMMISSION, AGENCY and the Comptroller General of the United States, and copies thereof, if requested, shall be furnished to any of the foregoing. The COMMISSION or the AGENCY may request the SUBRECIPIENT to surrender all records at the end of the three (3) year period.

16.4 The SUBRECIPIENT shall provide the COMMISSION with an audit prepared in conformance with 2 CFR 200, Subpart F, Audit Requirements. The audit shall include the funds provided by the COMMISSION and shall be made available to the COMMISSION in a timely manner. The SUBRECIPIENT understands that the audit may be made available to the AGENCY and the Comptroller General of the United States.

16.5 Should the COMMISSION audit the SUBRECIPIENT in place of the audit performed under 15.4 above, the COMMISSION's audit of the SUBRECIPIENT is reviewed and accepted by an independent certified public accounting firm and the cognizant Federal Audit Agency which is consistent with the COMMISSION's single annual audit concept as approved by the Government, and the COMMISSION shall permit the authorized representatives of the independent certified public accounting firm, the AGENCY or the Comptroller General of the United States to inspect and audit all data and records of the COMMISSION relating to the SUBRECIPIENT's performance under this Agreement.

Article 17: Identification of Documents

17.1 All reports, publications and other documents, except those prepared or completed exclusively for internal use shall carry the following notation on the front cover or title page or, in case of maps, in the title block:

"The preparation of this report (map, document, etc.) was financed in part through funds made available by the Delaware Valley Regional Planning Commission from a grant by the United States (Agency's name). The contents do not necessarily reflect the views or a policy of the Delaware Valley Regional Planning Commission, the AGENCY or the Federal Government and neither assumes liability for its contents or use".

Article 18: Publicity

18.1 Press releases and other public dissemination of information by the SUBRECIPIENT concerning the PROJECT work shall be coordinated with the COMMISSION's Office of Communications and Engagement. Press release and public dissemination requests should be sent to public_affairs@dvrpc.org. Any and all press releases shall be coordinated with the COMMISSION and AGENCY and acknowledge AGENCY grant support.

Article 19: Rights in Data, Copyrights, and Disclosure

19.1 The COMMISSION and/or AGENCY reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for government purposes of (1) any subject data developed under this Agreement by the SUBRECIPIENT or any subcontract at any tier, whether or not a copyright has been obtained, and (2) any rights of copyright to which SUBRECIPIENT or contractor at any

tier, purchases ownership financed under this Agreement.

19.2 Definition. The term "data" as used herein includes written reports (progress, draft and final), studies, drawings or other graphic, electronic, chemical or mechanical representations, and work of any similar nature which are required to be delivered under this Agreement. It does not include the SUBRECIPIENT's financial reports, or other information incidental to contract administration.

19.3 Data submitted to and accepted by the COMMISSION under this Agreement shall be the property of the COMMISSION and/or AGENCY and it shall have full right to use such data for any official purpose in whatever manner deemed desirable and appropriate, including making it available to the general public. Such use shall be without any additional payment to, or approval by, the SUBRECIPIENT.

19.4 No data developed or prepared in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The SUBRECIPIENT relinquishes any and all copyrights and/or copyright rights, and/or privileges to data developed or prepared under this Agreement. The SUBRECIPIENT shall not include in the data any copyrighted matter, unless the SUBRECIPIENT provides the COMMISSION with written permission of the copyright owner for the SUBRECIPIENT to use such copyrighted matter.

19.5 The SUBRECIPIENT bears responsibility for the administration of the PROJECT and therefore the SUBRECIPIENT alone is liable for any claims of copyright infringement for any copyrighted material.

19.6 It is a condition precedent to SUBRECIPIENT's compensation that he report to the COMMISSION, within 15 days and in reasonable written detail, each notice or claim of copyright infringement based on the performance under the PROJECT or out of work, or services, performed hereunder. The SUBRECIPIENT shall furnish to the COMMISSION, when requested by the COMMISSION, all evidence and information in possession of the SUBRECIPIENT pertaining to such suit or claim.

Article 20: Confidentiality

20.1 At no time, without written COMMISSION approval, may the SUBRECIPIENT divulge or release information, reports, recommendations or things of a like nature developed or obtained in connections with performance of this Agreement that are of direct interest to the COMMISSION.

a. The COMMISSION has direct interest in the SUBRECIPIENT's material when the SUBRECIPIENT's PROJECT is to be made a

part of a larger PROJECT still under the supervision of the COMMISSION.

b. When such "direct interest" exists, it will be identified in the special conditions clause found in the body of the contract.

20.2 After the Agreement period, SUBRECIPIENT may divulge or release information that is of direct interest to the SUBRECIPIENT, but which has no direct interest to the COMMISSION.

Article 21: Patent Rights

21.1 Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived, or for the first time actually or constructively reduced to practice by the SUBRECIPIENT or its employees or SUBRECIPIENT, in the course of, in connection with, or under the terms of this Agreement, the SUBRECIPIENT shall immediately give the COMMISSION written notice and shall promptly furnish a complete report. The COMMISSION shall promptly notify the AGENCY. Unless the AGENCY or Federal Government later makes a contrary determination in writing, the SUBRECIPIENT, or contractor at any tier, agrees it will transmit to the AGENCY those rights due in any invention resulting from that third party contract as described in the U. S. Department of Commerce regulations A Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements 37 C.F.R. Part 401.

Article 22: Liquidated Damages

22.1 The SUBRECIPIENT agrees that the COMMISSION shall retain ten percent (10%) of the Agreement amount from Federal funds made available under this Agreement, to be used as a set off for reimbursing the COMMISSION for the cost to administer this Agreement should performance extend beyond the period of performance set forth in the Time of Performance Section of this Agreement.

22.2 The COMMISSION shall retain Ten Dollars per business day as liquidated damages for each day that performance is extended beyond the time fixed for performance in the Time of Performance set forth in this Agreement. These liquid damages are to compensate the COMMISSION for delay and do not limit the COMMISSION from any other applicable recovery for damages. The total sum to be charged by the COMMISSION for the entire delay in performance shall not be in excess of the ten percent (10%) held in retainage.

22.3 The COMMISSION shall, upon acceptance of the Draft Final Report promptly pay the SUBRECIPIENT any funds due from the retainage.

22.4 The decision by the COMMISSION to impose a daily charge for delay, or to excuse said delay, shall be final. A delay in performance by the SUBRECIPIENT may be excused by the COMMISSION if, in its sole discretion, it deems the delay to be a cause or causes beyond the control of the SUBRECIPIENT.

Article 23: Invoice Forms and Payroll Records

23.1 Invoice forms used by the SUBRECIPIENT should be in compliance with Article 6 hereof are attached hereto. Invoices must be approved by SUBRECIPIENT project manager.

23.2 Payroll records submitted by the SUBRECIPIENT should agree with the total personnel cost of the invoice and be approved by the SUBRECIPIENT project manager

Article 24: Certification of Non-collusion

24.1 The parties hereto hereby certify that neither the COMMISSION nor the SUBRECIPIENT, or their representatives have:

a. been required nor have, either directly or indirectly, as an expressed or implied condition for obtaining this Agreement, employed or retained or agreed to employ or retain, any firm or person;
b. been required nor have, paid or agreed to pay, to any firm or person, except bona fide employees of the COMMISSION and SUBRECIPIENT, any fee, contribution, donation, or other consideration of any kind to solicit to secure this Agreement;
c. acknowledged that this certification is subject to applicable laws of the Commonwealth of Pennsylvania and/or State of New Jersey, and the United States of America, both criminal and civil.

Article 25: Restrictions on Lobbying

25.1 The SUBRECIPIENT hereby certifies that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit US Government Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
d. This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. This certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Article 26: Entire Agreement

26.1 The Agreement Proper, the Scope of Services and these Standard Articles of Agreement and any other exhibit attached hereto constitute the entire understanding between the two parties hereto.

a. No amendment or modification changing its scope or terms have any force or effect unless they meet the criteria set forth in Article 5, hereof.
b. Any item that is to be deleted or modified from these the Standard Articles of Agreement shall be set forth in section: "Special Conditions" of the Agreement Proper.

Attachment 1
Pre-Award Risk Assessment

Pre-Award Risk Assessment Form

In accordance with Uniform Guidance 2 C.F.R. § 200, this form must be completed by any entity planning to enter into a subrecipient relationship with DVRPC. The purpose of this form is to collect information about your entity's capacity to manage federal grant funds prior to issuance of a grant award document. Information may also be used as part of sub-award monitoring activities and/or to identify technical assistance needed to strengthen operations.

Please return the completed Pre-Award Risk Assessment form, recent audit report and Indirect Cost Rate Agreement (if applicable) to:

Vanessa Doan, Comptroller | DVRPC
190 N. Independence Mall West, 8th Floor
Philadelphia, PA 19106-1520 or email: subrecipient@dvrpc.org

1. Subrecipient Contact Information:

Entity Name: _____

DUNS Number: _____

Address: _____

_____

Employer ID Number (EIN): _____

Contact Name/Title: _____

Phone: _____

Email: _____

2. Type of Entity (check one):

[ ] State Government
[ ] Local Government
[ ] Non-Profit Organization
[ ] Other

3. Fiscal year (month and year):

4. Has your entity received federal grant award within the last 3 years?

[ ] Yes [ ] No

5. Within the last 12 months, has your entity had any organizational changes, new management (Executive Director, Comptroller, Program Director) or any new personnel who would be working on this proposed subaward?

[ ] Yes [ ] No

If yes, explain:

6. In the last 12 months, has your entity implemented new or substantially changed systems related to its federal grant management?

[ ] Yes [ ] No

If yes, explain:

7. Is your entity currently or previously been suspended or debarred from receiving federal grants?

[ ] Yes [ ] No

If yes, explain.

8. Does your entity have an approved indirect (F&A) cost rate?

[ ] Yes (If yes, please attach a copy of your current approved indirect cost rate agreement.)

Name of designated cognizant agency: _____

_____

[ ] No (If no, please provide the documentation to substantiate the proposed indirect rate.)

9. Has your entity completed a recent annual audit in accordance with 2 C.F.R. § 200 Subpart F Audit Requirement? (required if subrecipient expends $750,000 or more in federal awards in a fiscal year.)

[ ] Yes (If yes, please provide a copy of the audited statements.)

[ ] No

Fiscal year Completed (month and year): _____

External Auditor Contact Name and Title: _____

_____

Auditee Name Filed Under: _____
(Legal name under which your audit report is filed in the Federal Audit Clearinghouse)

10. Did your entity have any audit findings from your last 3 years of annual audit reports?

[ ] Yes [ ] No

If yes, list audit findings and applicable corrective actions taken:

dvrpc Pre-Award Risk Assessment Form

11.	**Does your entity have a financial management system that provides records that can identify the source and application of funds for award-supported activities, including indirect costs?**
	[ ] Yes [ ] No
12.	**Does the financial system provide for the control and accountability of project funds, properties, and other assets?**
	[ ] Yes [ ] No
13.	**Have the staff assigned to manage the grant had prior work experience managing federal grants?**
	[ ] Yes [ ] No
14.	**Does your entity have formal, written policies that are in compliance with the standards set forth in 2 C.F.R. § 200 that address the following:**

Time and Attendance	[ ] Yes	[ ] No
Travel	[ ] Yes	[ ] No
Purchasing/Procurement	[ ] Yes	[ ] No
Property and Equipment	[ ] Yes	[ ] No
Accounting System	[ ] Yes	[ ] No

Authorized Official Certification:
I hereby acknowledge and confirm submittal of responses to this pre-award risk assessment information is true and correct and that we accept responsibility for maintaining a financial system to comply with the provisions of the applicable federal acts and other related requirements for federal funds.

_____ _____

Signature **Date**

_____

Name and Title (PRINT)

Phone: _____

Email: _____

Attachment 2

Object Billing Summary

OBJECT BILLING SUMMARY

DELAWARE VALLEY dvrpc REGIONAL PLANNING COMMISSION

ENTITY NAME:
PROJECT NUMBER:
DATE SUBMITTED:

OBJECT CLASSIFICATION	BUDGET	PREVIOUS COST	CURRENT COST	TOTAL COST	BALANCE
PERSONNEL				$ 0.00	$ 0.00
FRINGE				$ 0.00	$ 0.00
OVERHEAD				$ 0.00	$ 0.00
MATERIALS/SUPPLIES				$ 0.00	$ 0.00
TRAVEL				$ 0.00	$ 0.00
				$ 0.00	$ 0.00
				$ 0.00	$ 0.00
TOTAL COST	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
LESS: MATCH AMOUNT (%)				$ 0.00	$ 0.00
NET PAYABLE	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Exhibit "B"
Scope of Work, Work Program Description
"City of Camden Transit Planning Program"

PROJECT: 20-63-025 City of Camden Transit Planning Program

Responsible Agency: City of Camden

Program Coordinator: Amy Bernknopf

Goals:

To improve efficiency of the region's public transportation network by carrying out a comprehensive local transit planning program.

Description:

This project will enhance the mobility of the residents of the City of Camden by providing comprehensive planning, programming, monitoring, and coordination of transit services in Camden.

Tasks:

Task 1: Administration:
1. Administer the project and prepare required invoices and progress reports.

Task 2: Planning and Programming
1. Monitor and provide input for NJ Transit and PATCO capital projects within the City of Camden.
2. Promote transit initiatives in the City of Camden as they pertain to residents, employees, employers, developers, and event spaces.
3. Evaluate upcoming land development and recommend measures to increase transit use.

Task 3: Coordination
1. Provide input into NJ Transit operating budgets and determine impacts on fares, subsidies, and levels of service.
2. Participate in activities of the Cross County Connection TMA.
3. Maintain liaison with NJ Transit, PATCO, NJDOT, and other transit service providers in the City of Camden.

Products:

1. Quarterly progress reports and invoices.
2. Closing report.
3. TSP Work Program for next fiscal year.

Beneficiaries:

New Jersey TMAs, NJDOT, and commuters in the DVRPC region in New Jersey.

Project Cost and Funding:

FY	Total	Highway Program	Transit Program	Comprehensive Planning	Other *
2019	$28,750		$28,750		
2020	$26,667		$26,667		
2021	$26,000		$26,000		
2022	$26,000		$26,000		

$20,800 Cash - $5,867 Match ($5,200 for 20-63-025, $667 for 20-63-027)

Exhibit "C"
Object Budget Proposal

BUDGET PROPOSAL

DELAWARE VALLEY dvrpc REGIONAL PLANNING COMMISSION

ENTITY NAME: Camden City
PROJECT NUMBER: 20-63-025
DATE SUBMITTED:

DETAIL DESCRIPTION OF COST ELEMENTS			
1. DIRECT LABOR- Specify employee name and title	# Hours	Hourly Rate	Estimated Cost (FOR ALL TASKS)
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
		SUB-TOTAL	$ 0.00
2. FRINGE & OVERHEAD:	Rate	Direct Labor Base	Estimated Cost
Fringe	0.00%	$ 0.00	$ 0.00
Overhead	0.00%	$ 0.00	$ 0.00
		SUB-TOTAL	$ 0.00
TOTAL DIRECT LABOR, FRINGE & OVERHEAD			$ 0.00
3. NONLABOR EXPENSES:			Estimated Cost
Materials			
Travel			
		SUB-TOTAL	$ 0.00
GRAND TOTAL			$ 0.00
UPWP BUDGET TOTAL			**$ 26,667.00**
VARIANCE (must be $0)			$ 26,667.00
LESS: MATCH AMOUNT			**($ 5,867.00)**
NET PAYABLE			**$ 20,800.00**

R-18

MBS:dh
02-11-20

RESOLUTION AUTHORIZING AMENDMENT #2 TO CONTRACT #11-18-163 BETWEEN THE CITY OF CAMDEN AND KELLER ENGINEERS, LLC FOR THE BROADWAY STREETSCAPE IMPROVEMENT PROJECT

WHEREAS, the Council of the City of Camden by Resolution R-10 dated November 13, 2018 awarded a contract (#11-18-163) to Keller Engineers, LLC for the provision of the Broadway Streetscape Project for the City of Camden for a period of one (1) year; and

WHEREAS, the contract price set forth in Resolution R-10 as aforesaid was Thirty Thousand Eight Hundred Forty-Six Dollars ($38,846.00); and

WHEREAS, the Council of the City of Camden by Resolution R-30 (MC-6804) dated March 12, 2019 amended contract #11-18-163 with Keller Engineers, LLC by Amendment #1 in the amount of Six Thousand Dollars ($6,000.00) for supplemental survey work associated with the Broadway Streetscape Improvement Project; and

WHEREAS, it is necessary to amend the contract #11-18-163 by amendment #2 in the amount not to exceed THREE THOUSAND SIXTY-ONE DOLLARS ($3,061.00) for additional design costs and man hours associated with the Broadway Streetscape Improvement Project; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the reserve state and federal grant budget of the City of Camden, under line item "G-BG-P17-003", said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the contract #11-18-163 with Keller Engineers, LLC is hereby amended in the amount not to exceed THREE THOUSAND SIXTY-ONE DOLLARS ($3,061.00), making the total amount of the contract an amount not to exceed FORTY-SEVEN THOUSAND NINE HUNDRED SEVEN DOLLARS ($47,907.07).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

KELLER ENGINEERS, LLC.

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- TEMPORARY BUDGET APPROPRIATION:

  AMOUNT:
- ADOPTED BUDGET APPROPRIATION:
  AMOUNT:
- APPROPRIATION RESERVE:
  AMOUNT:
- DEDICATED BY RIDER:
  AMOUNT:
- **RESERVE FOR STATE AND FEDERAL GRANT: G-BG-P17-003**
  AMOUNT: $3,061.00
- CAPITAL ORDINANCE:
  AMOUNT:
- TRUST ACCOUNT:
  AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

- **$47,907.00**

Description of the Goods or Services to be procured:
Amendment #2 to contract (RFP# 18-05) to Keller Engineers, LLC, for supplemental survey work associated with the Broadway Streetscape Improvement Project.

DOREEN P. CHANG
TREASURER

DATE: January 22, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date:

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution approving amendment #2 in the amount of $3,061.00 to Keller Engineers, 121 Market St., Camden, NJ for the Broadway Streetscape Improvement Project. Contract #11-18-163

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to approve an amendment #2 for the Broadway Streetscape Improvement Project due to the need for additional design costs and manhours.

CITY OF CAMDEN
PURCHASING BUREAU
2020 JAN 13 A 8: 39

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): G-BG-P17-003

AMOUNT: $3,061.00

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	11-25-19	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☑ CAF –Certifications of Availability of Funds	1/23/2020	
Approved by Purchasing Agent:	1/23/2020	
Approved by Business Administrator:	1.3.20	
Received by City Attorney:	1/9/2020	

RECEIVED 1/22/2020

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CITY OF CAMDEN

Professional Service or EUS Type	N/A
Name of Vendor	KELLER ENGINEERS
Purpose or Need for service:	AMENDMENT #2 – CONTRACT 11-18-163 – DUE TO ADDITIONAL DESIGN COSTS AND MAN HOURS
Contract Award Amount	$3,061.00
Term of Contract	~ 90 DAYS
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	N/A
Were other proposals received? If so, please attach the names and amounts for each proposal received?	N/A

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Financial Officer affirms that there is adequate funding available for this personnel action.

G-BG- -P17-003 Funding Source for this action

Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

Pending

Date

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

REQUISITION
NO. 20-01262

SHIP TO	DEPT OF DEVELOPMENT & PLANNING ROOM 224, CITY HALL CAMDEN, NJ 08101
VENDOR	VENDOR #: KEL09 KELLER ENGINEERS, LLC 121 MARKET STREET 2ND FLOOR CAMDEN, NJ 08102

ORDER DATE: 01/22/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

Needs PR

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	BROADWAY STREETSCAPE IMPROVEMT BROADWAY STREETSACPE IMPROVEMENT PROJECT AMENDMENT#2 FOR THE BROADWAY STREETSCAPE IMPROVEMENT PROJECT DUE TO THE NEED FOR ADDITIONAL DESIGN COSTS AND MANHOURS.	G-BG- -P17-003	3,061.0000	3,061.00
			TOTAL	3,061.00

Contract #11-18-163
Res Date
Res #

11/23/2020

Approved:

Department Head Date

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

Receiver of Goods Date

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

Revised 6/2010

KELLER ENGINEERS
Civil • Structural • Survey

Keller Engineers of New Jersey, LLC
121 Market Street, 2nd Floor
Camden, NJ 08102
Phone: 856.536.3169
Fax: 814.696.0150
www.keller-engineers.com
COA Number 24GA28276100

November 11, 2019

RECEIVED
NOV 18 2019
By_____

Dr. Edward Williams, Sr., PP, AICP
Department of Planning and Development
City of Camden
City Hall – Room 224
Camden, New Jersey, 08101

RE: Broadway Streetscape Improvement Project
from Clinton to Washington Streets, City of Camden, NJ

Dear Dr. Williams,

Keller Engineers of New Jersey, LLC (Keller hereafter) is formally submitting this request for extra work performed in association with the above referenced project.

As we had previously discussed on October 11, 2019, our office has incurred additional design costs as a result of a conflict identified between our completed ADA compliant handicap ramp design and the construction completed at the Broadway intersections of Clinton Street and Berkley Street, based on the contract documents prepared by LSEA.

After bringing this matter to the City's attention, it was collectively decided to amend our design plans with the "as-built" configuration of the handicap ramps constructed from the LSEA contract documents. We have received the ADA ramp design files from LSEA for these two intersections and have merged the geometrical configuration into our plans, amended the estimate of quantities and removed construction activities from the Engineers Estimate.

A summary of the additional manhours and fee that we have incurred between October 11th and November 7th, 2019 for this unanticipated work effort is summarized as follows:

10 MH	x	$172.65	=	$1,727.00
4 MH	x	$145.60	=	$ 582.00
8 MH	x	$ 94.02	=	$ 752.00
Total: 22 MH @				$3,061.00

The work effort associated with these manhours included the following activities:

- Site visit to confirm and document existing construction activity at Clinton and at Berkley Streets
- Review existing ADA treatments being constructed against our proposed design for those same locations for any tie-in changes to our design
- Coordination with the City of Camden Planning Office & Engineers office to clarify course of action
- Coordination and follow-up efforts with Camden's Engineering office to track down the existing design plans needed for incorporation into our project
- Coordination with the City's design consultant LSEA on actual CADD files needed
- Base plan updates conducted by our PA office to incorporate the existing CADD files into our design plans.
- Additional review, comments and final edits to the base plan updates prepared by our PA office

We are requesting a modification to our existing budget to accommodate these costs described above. Please advise if this is sufficient information to process such a request.

If you should have any questions regarding this request, please contact me at 856-536-1430 or via email at smody@keller-engineers.com.

Very Truly Yours,
KELLER ENGINEERS OF NEW JERSEY, LLC

Samir Mody, PE
President

R-19

MBS:dh
02-11-20

RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND ZAYED ABED GAD073

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with Zayed Abed, GAD073 (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with Zayed Abed to decrease the rental subsidy from $816.00 to $810.00 per month for a total amount of NINE THOUSAND SEVEN HUNDRED TWENTY DOLLARS ($9,720.00) and to extend the agreement from February 1, 2020 to January 31, 2021 tenant #GAD073; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under state and federal grant budget of the City of Camden under line item "G-HP-019-026" and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, the City of Camden is hereby authorized to amend the agreement with Zayed Abed to decrease the rental subsidy from $816.00 to $810.00 per month for a total amount of NINE THOUSAND SEVEN HUNDRED TWENTY DOLLARS ($9,720.00) and to extend the agreement from February 1, 2020 to January 31, 2021 tenant #GAD073.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

ZAYED S. ABED

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- TEMPORARY BUDGET APPROPRIATION:
  AMOUNT:
- ADOPTED BUDGET APPROPRIATION:
  AMOUNT:
- APPROPRIATION RESERVE:
  AMOUNT:
- DEDICATED BY RIDER:
  AMOUNT:
- **RESERVE FOR STATE AND FEDERAL GRANT: G-HP-019-026**
  AMOUNT: $9,720.00
- CAPITAL ORDINANCE:
  AMOUNT:
- TRUST ACCOUNT:
  AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

- **$9,720.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and Zayed S. Abed, decreasing rental subsidy and extending the term of contract for 12 months from February 1, 2020 to January 31, 2021 under the City's Section 8 Program (tenant #GAD073).

Doreen P. Chang

DOREEN P. CHANG
TREASURER

DATE: January 15, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Scheduled Meeting

TO: Jason J. Asuncion, Esq., Business Administrator

DATE: January 7, 2020

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request: **Planning & Development**

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND **ZAYED S ABED** THIS RESOLUTION WILL **DECREASE** THE CONTRACT BY **$6.00** PER MONTH AND EXTEND THE TERM OF SUBJECT AGREEMENT FOR 12 MONTHS.

BRIEF DESCRIPTION: This action is necessary to decrease rental subsidy from **$816.00 to $810.00** and extend the agreement from **February 1, 2020 to January 31, 2021** for Section 8 tenant **#GAD0**73

APPROPRIATION ACCOUNT(S): (*If applicable*) G-HP-019-026

AMOUNT: *(If applicable)* $ 9,720.00

	Date	Signature
Approved by Relevant Director:	1/9/20	
Approved by Grants Management:	1/13/20	**(If applicable)**
Approved by Finance Director: ☑ CAF –Certifications of Availability of Funds	1/14/2020	
Approved by Purchasing Agent:	1/14/2020	
Approved by Business Administrator:	1-14-20	
Received by City Attorney:	1/17/20	

(Name) Please Print ***(Extension #)***

Prepared By: Tina Piliro #7323
Contact Person: Tina Piliro #7323

RECEIVED 1/14/2020

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

IDIS ACTIVITY #: 3994

REQUISITION
NO. 20-01137

SHIP TO
CAMDEN DIVISION OF HSNG SVCS
ROOM 218-A CITY HALL
CAMDEN, NJ 08101

ORDER DATE: 01/07/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

VENDOR
VENDOR #: ABE06
ZAYED S ABED
2106 OLD YORK RD
BORDENTOWN, NJ 08505

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A ONE YEAR PERIOD @ $810.00 PER MONTH FOR SECTION 8 TENANT GAD073. HMIS:114421548 TERM OF CONTRACT: 2/1/2020 - 1/31/2021 AMOUNT NOT TO EXCEED: $9,720.00 NOTE: THIS REQUISITION IS NECESSARY TO DECREASE & EXTEND THE AGREEMENT BETWEEN THE CITY OF CAMDEN & ZAYED S ABED.	G-HP- -019-026	9,720.0000	9,720.00
			TOTAL	9,720.00

1-14-20

1/13/20

1-10-20

JAN 1 RECD

LP 1/10/20

1/14/2020

Approved:

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

Department Head — Date 1/9/20

Receiver of Goods — Date 1-7-2020

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

Revised 6/2010

R-20

MBS:dh
02-11-20

RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND ROBIN HILL APARTMENTS #GAD057

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with Robin Hill Apartments (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with Robin Hill Apartments to increase the rental subsidy from $957.00 to $985.00 per month for a total amount of ELEVEN THOUSAND EIGHT HUNDRED TWENTY DOLLARS ($11,820.00) and to extend the agreement from February 1, 2020 to January 31, 2021 tenant #GAD057; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the state and federal grant budget of the City of Camden under line item "G-HP-019-026" and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, the City of Camden is hereby authorized to amend the agreement with Robin Hill Apartments to increase the rental subsidy from $957.00 to $985.00 per month for a total amount of ELEVEN THOUSAND EIGHT HUNDRED TWENTY DOLLARS ($11,820.00) and to extend the agreement from February 1, 2020 to January 31, 2021 tenant #GAD057.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

ROBIN HILL APARTMENTS

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- TEMPORARY BUDGET APPROPRIATION:
  AMOUNT:
- ADOPTED BUDGET APPROPRIATION:
  AMOUNT:
- APPROPRIATION RESERVE:
  AMOUNT:
- DEDICATED BY RIDER:
  AMOUNT:
- **RESERVE FOR STATE AND FEDERAL GRANT: G-HP-019-026**
  AMOUNT: $11,820.00
- CAPITAL ORDINANCE:
  AMOUNT:
- TRUST ACCOUNT:
  AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

- **$11,820.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and Robin Hill Apartments. Increasing rental subsidy and extending term of contract for 12 months from February 01, 2020 to January 31, 2021 under the City's Section 8 Program (tenant #GAD057).

DOREEN P. CHANG
TREASURER

DATE: January 15, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Scheduled Meeting

TO: Jason J. Asuncion, Esq., Business Administrator

DATE: **January 7, 2020**

FROM: Dr. Edward C. Williams, PP, AICP, Director

Department Making Request: **Planning & Development**

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND **ROBIN HILL APARTMENTS** THIS RESOLUTION WILL **INREASE** THE CONTRACT BY **$28.00** PER MONTH AND EXTEND THE TERM OF SUBJECT AGREEMENT FOR 9 MONTHS.

BRIEF DESCRIPTION: This action is necessary to increase the rental subsidy from **$957.00 to $985.00** and extend the agreement from **February 1, 2020 to January 31, 2021** for Section 8 tenant **GAD057.**

APPROPRIATION ACCOUNT(S): (*If applicable*) G-HP-019-026

AMOUNT: *(If applicable)* $ 11,820.00

	Date	Signature
Approved by Relevant Director:	1/9/20	
Approved by Grants Management:	1/13/20	**(If applicable)**
Approved by Finance Director: ☑ CAF –Certifications of Availability of Funds	1/15/2020	
Approved by Purchasing Agent:	1/16/2020	
Approved by Business Administrator:	1-14-20	
Received by City Attorney:	1/17/20	

	(Name) Please Print	***(Extension #)***
Prepared By:	Tina Piliro	#7323
Contact Person:	Tina Piliro	#7323

RECEIVED 1/14/2020

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

IDIS ACTIVITY #: 3814

REQUISITION
NO. 20-01141

SHIP TO
CAMDEN DIVISION OF HSNG SVCS
ROOM 218-A CITY HALL
CAMDEN, NJ 08101

ORDER DATE: 01/07/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

VENDOR
VENDOR #: ROB60
ROBIN HILL APARTMENTS
331 PRESTON AVE, APT 2011
VOORHEES, NJ 08043

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A ONE YEAR PERIOD @ $985.00 PER MONTH FOR SECTION 8 TENANT #GAD057. HMIS #118693448. TERM OF CONTRACT: 2/1/2020 - 1/31/2021 AMOUNT NOT TO EXCEED: $11,820.00 NOTE: THIS REQUISITION IS NECESSARY TO INCREASE AND EXTEND THE AGREEMENT BETWEEN THE CITY F CAMDEN & ROBIN HLL APARTMENTS.	G-HP- -019-026	11,820.0000	11,820.00
			TOTAL	11,820.00

1-14-20

1-10-20

1/13/20

QP 1/10/20
1/14/2020

JAN 14 REC'D

Approved:

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

1-9-20
Department Head Date

1-7-2020
Receiver of Goods Date

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

Revised 6/2010

R-21

MBS:dh
02-11-20

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND LAKEVIEW REALTY INVESTMENT ASSOCIATES, LP #CHC057

WHEREAS, the City of Camden has a Section 8 Rent Subsidy Program; and

WHEREAS, the Department of Planning and Development has requested that City Council authorize the City to enter into an agreement with Lakeview Realty Investment Associates, LP #CHC057 ("Landlord") in connection with the Section 8 Rent Subsidy Program; and

WHEREAS, the agreement shall be for a term of twelve (12) months, from January 1, 2020 to December 31, 2020 for the rental subsidy in the amount of $646.00 per month for a total amount of SEVEN THOUSAND SEVEN HUNDRED FIFTY-TWO DOLLARS ($7,752.00) for tenant #CHC057; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the state and federal grant budget of the City of Camden under line item "G-HP-018-021 & G-HP-019-026" and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, the City Council of the City of Camden hereby authorizes this agreement with Lakeview Realty Investment Associates, LP for a term of twelve (12) months from January 1, 2020 to December 31, 2020 for the rental subsidy in the amount of $646.00 per month for a total amount of SEVEN THOUSAND SEVEN HUNDRED FIFTY-TWO DOLLARS ($7,752.00) for tenant #CHC057.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

LAKEVIEW REALTY INVESTMENT ASSOCIATES, LP.

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- TEMPORARY BUDGET APPROPRIATION:
  AMOUNT:
- ADOPTED BUDGET APPROPRIATION:
  AMOUNT:
- APPROPRIATION RESERVE:
  AMOUNT:
- DEDICATED BY RIDER:
  AMOUNT:
- **RESERVE FOR STATE AND FEDERAL GRANT: G-HP-018-021 & G-HP-019-026**
  AMOUNT: $7,752.00
- CAPITAL ORDINANCE:
  AMOUNT:
- TRUST ACCOUNT:
  AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

- **$7,752.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and Lakeview Realty Investment Associates, LP. To continue rental subsidy and extending term of contract for 12 months from January 01, 2020 to December 31, 2020 under the City's Section 8 Program (#CHC057).

Doreen P. Chang

DOREEN P. CHANG
TREASURER

DATE: January 15, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Scheduled Meeting

TO: Jason J. Asuncion, Esq., Business Administrator

DATE: **January 7, 2020**

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request: **Planning & Development**

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND **LAKEVIEW REALTY INVESTMENT ASSOCIATES, LP**. THIS AGREEMENT WILL INCLUDE RENTAL ASSISTANCE FOR **12** MONTHS @ **$646.00** PER MONTH FROM **JANUARY 1, 2020 TO DECEMBER 31, 2020.**

BRIEF DESCRIPTION: This Resolution will define the terms and conditions for tenant #**CHC057** under the City's Section 8 Program.

APPROPRIATION ACCOUNT(S): (*If applicable*) G-HP-018-021 & G-HP-019-026

AMOUNT: *(If applicable)* $7,752.00

	Date	Signature
Approved by Relevant Director:	1/9/20	
Approved by Grants Management:	1/13/20	**(If applicable)**
Approved by Finance Director: ☑ CAF –Certifications of Availability of Funds	1/15/2020	
Approved by Purchasing Agent:	1/16/2020	
Approved by Business Administrator:	1-14-20	
Received by City Attorney:	1/17/20	

	(***Name) Please Print***	***(Extension #)***
Prepared By:	Tina Piliro	#7323
Contact Person:	Tina Piliro	#7323

RECEIVED 1/14/2020

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

ACTIVITY #: 3915

REQUISITION NO.
20-01129

SHIP TO	CAMDEN DIVISION OF HSNG SVCS ROOM 218-A CITY HALL CAMDEN, NJ 08101
VENDOR	VENDOR #: LAK01 LAKEVIEW REALTY INVESTMENT ASSOCIATES, LP 590 LOWER LANDING ROAD BLACKWOOD,, NJ 08012-4325

ORDER DATE: 01/07/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL ASSISTANCE FOR A ONE YEAR PERIOD @ $646.00 PER MONTH FOR SECTION 8 TENANT #CHC057. TERM OF CONTRACT: 1/1/2020 - 12/31/2020 AMOUNT NOT TO EXCEED: $7,752.00 NOTE: THIS REQUISITION IS NECESSARY TO AUTHORIZE AN AGREEMENT BETWEEN THE CITY OF CAMDEN & LAKEVIEW REALTY INVESTMENT ASSOCIATES, LP.	G-HP- -018-021	3,821.0000	3,821.00
1.00		G-HP- -019-026	3,931.0000	3,931.00
			TOTAL	7,752.00

1-14-20
1/13/20
2P 1/10/20
1/14/2020

Approved:

Department Head — Date 1/20

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

Receiver of Goods — Date 1-7-2020

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

Revised 6/2010

R-22

MBS:dh
02-11-20

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND HOLLYBUSH PRESERVATION PARTNERSHIP, LLC, #GAH012

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with Hollybush Preservation Partnership, LLC (#GAH012) (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with Hollybush Preservation Partnership, LLC to extend the term of the agreement from December 1, 2019 to August 31, 2020 and to increase the rental subsidy amount from $1,002.00 to $1,021.00 per month for a total amount of SEVEN THOUSAND ONE HUNDRED EIGHTY-FIVE DOLLARS ($7,185.00) for tenant #GAH012; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the state and federal grant budget of the City of Camden under line item "G-HP-018-021" and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, the City of Camden is hereby authorized to amend the agreement with Hollybush Preservation Partnership, LLC to extend the term of the agreement from December 1, 2019 to August 31, 2020 and to increase the rental subsidy amount from $1,002.00 to $1,021.00 per month for a total amount of SEVEN THOUSAND ONE HUNDRED EIGHTY-FIVE DOLLARS ($7,185.00) for tenant #GAH012.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form:

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS,
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

HOLLYBUSH PRESERVATION PARTNERSHIP, LLC.

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- TEMPORARY BUDGET APPROPRIATION:
  AMOUNT:
- ADOPTED BUDGET APPROPRIATION:
  AMOUNT:
- APPROPRIATION RESERVE:
  AMOUNT:
- DEDICATED BY RIDER:
  AMOUNT:
- **RESERVE FOR STATE AND FEDERAL GRANT: G-HP-018-021**
  AMOUNT: $7,185.00
- CAPITAL ORDINANCE:
  AMOUNT:
- TRUST ACCOUNT:
  AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

- **$7,185.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and Hollybush Preservation Partnership, LLC. Increasing rental subsidy and extending term of contract for 9 months from December 01, 2019 to August31, 2020 under the City's Section 8 Program (tenant #GAH012).

DOREEN P. CHANG
TREASURER

DATE: January 15, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Scheduled Meeting

TO: Jason J. Asuncion, Esq., Business Administrator

DATE: **January 6, 2020**

FROM: Dr. Edward C. Williams, PP, AICP, Director

Department Making Request: **Planning & Development**

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND **HOLLYBUSH PRESERVATION** THIS RESOLUTION WILL **INREASE** THE CONTRACT BY **$19.00** PER MONTH AND EXTEND THE TERM OF SUBJECT AGREEMENT FOR 9 MONTHS**.**

BRIEF DESCRIPTION: This action is necessary to increase the rental subsidy from **$1,002.00 to $1,021.00** and extend the agreement from **December 1, 20/9 to August 31, 2020** for Section 8 tenant **GAH012.**

APPROPRIATION ACCOUNT(S): (*If applicable*) G-HP-018-021

AMOUNT: *(If applicable)* $ 7,185.00

	Date	Signature
Approved by Relevant Director:	1/9/20	
Approved by Grants Management:	1/13/20	**(If applicable)**
Approved by Finance Director: ☒ CAF –Certifications of Availability of Funds	1/15/2020	
Approved by Purchasing Agent:	1/16/2020	
Approved by Business Administrator:	1-14-20	
Received by City Attorney:	1/24/2020	

	(Name) Please Print	***(Extension #)***
Prepared By:	Tina Piliro	#7323
Contact Person:	Tina Piliro	#7323

RECEIVED 1/14/2020

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

IDIS ACTIVITY #: 3830

REQUISITION
NO. 20-01121

SHIP TO
CAMDEN DIVISION OF HSNG SVCS
ROOM 218-A CITY HALL
CAMDEN, NJ 08101

ORDER DATE: 01/06/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

VENDOR #: HOL49
VENDOR
HOLLYBUSH PRESERVATION
PARTERNSHIP, LLC
252 RUTH AVE
GLASSBORO, NJ 08028

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR 9 MONTHS @ $1,021.00 PER MONTH FOR SECTION 8 TENANT #GAH012. HMIS #11470048 TERM OF CONTRACT: 12/1/19 - 8/31/20 AMOUNT NOT TO EXCEED: $7,185.00 NOTE: THIS REQUISITION IS NECESSARY TO INCREASE & EXTEND THE AGREEMENT BETWEEN THE CITY OF CAMDEN & HOLLYBUSH PRESERVATION PARTNERSHIP, LLC.	G-HP- -018-021	7,185.0000	7,185.00
			TOTAL	7,185.00

1-14-20

JAN 14 REC'D

PO 1-10-20

1/13/20

1/9/20

1/14/2020

Approved:

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

Department Head — Date 1/9/20

Receiver of Goods — Date 1-6-2020

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

Revised 6/2010

RESOLUTION #23

Resolution authorizing the emergency appropriation for FY20 budget

RESOLUTION

NOT available at time of print on Thursday, January 30, 2020.

R-23

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: February 2020

TO: Jason J. Asuncion, Esq., Business Administrator

DATE: January 2, 2020

FROM: Patrick J. Keating, Director of Finance

Department Making Request: **Department of Finance**

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing the emergency appropriations for FY20 budget.

BRIEF DESCRIPTION: Council authorization to authorize the acceptance of appropriations within various departments for FY20.

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	01/02/19	
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-14-20	
Received by City Attorney:	1/17/2020	

CITY OF CAMDEN PURCHASING BUREAU 2019 DEC 24 A 7:57

Prepared By: Michelle D. Hill x7582

Contact Person: Michelle D. Hill x7582

Please note that the Contact Person is the point person for providing pertinent information regarding request. If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-24

MBS:dh
02-11-20

RESOLUTION AUTHORIZING THE ACCEPTANCE OF REDEMPTIONS IN INSTALLMENTS ACCORDING TO N.J.S.A. 54:5:65

WHEREAS, N.J.S.A. 54:5-54 provides that a tax collector shall provide any party entitled to redeem a tax lien certificate two calculations of the amount required for redemption within a calendar year at no cost; and

WHEREAS, N.J.S.A. 54:5-54 authorizes a municipality to charge a party entitled to redeem a tax lien certificate a fee not to exceed $50.00 for the third or subsequent request for a redemption statement within one calendar, when such charge has been authorized; and

WHEREAS, N.J.S.A. 54:5-65 provides that a tax collector shall accept redemptions in installments for Municipal held liens:

a) payments must be made in regular, equally, monthly installments for a period not to exceed three (3) years;
b) any payment not received after set due date is subject to default of the installment agreement;
c) once property owner has defaulted, application for another agreement may not be accepted until after a period of five (5) years;
d) if the property changes ownership the applicant is not subject to the five (5) year waiting period until they have begun their own installment agreement and defaulted; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to accept redemptions in installments for municipal liens; now therefore.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: January 2020

TO: Jason J. Asuncion, Esq. Business Administrator

DATE: December 27, 2019

FROM: Nahema A. Harvey, Assistant Tax Collector

Department Making Request: **Department of Finance**

TITLE OF RESOLUTION/ORDINANCE: Accepting Redemption in Installments

BRIEF DESCRIPTION: Resolution authorizing the acceptance of Redemptions in Installments according to NJSA 54:5:65.

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	12/27/19	
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/13/2020	

Prepared By: Michelle D. Hill x7582

Contact Person: Michelle D. Hill x7582

Please note that the Contact Person is the point person for providing pertinent information regarding request. If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Acting Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO ACCEPT REDEMPTIONS IN INSTALLMENTS"

12/27/19

Nahema A. Harvey, Assistant Tax Collector Date

According to NJSA 54:5:65, the Tax Collector may accept Redemptions in Installments for Municipal held liens. Payments must be made in regular, equally, monthly installments for a period not to exceed 3 years. Any payment not received after set due date is subject to default of the installment agreement. Once a property owner has defaulted, application for another agreement may not be accepted until after a period of five years. If the property changes ownership the applicant is not subject to the 5 year waiting period until they have begun their own installment agreement and defaulted.

New Jersey Statutes Annotated Title 54. Taxation Subtitle 2. Taxation of Real and Personal Property in General Chapter 5. Creation, Enforcement and Collection of Liens for Unpaid Taxes and Other Municipal Liens on Real Property Article 7. Redemption in Installments (Refs & Annos)

N.J.S.A. 54:5-65

54:5-65. Installment redemption; resolution

Currentness

A municipality holding a tax sale lien may provide by resolution, general or special, as to any one or more specific parcels of property, for the redemption of the lien by installment payments. The resolution may be amended, altered or supplemented from time to time.

Notes of Decisions containing your search terms (0)
View all 4

N. J. S. A. 54:5-65, NJ ST 54:5-65
Current with laws through L.2019, c. 288 and J.R. No. 22

End of Document

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R-25

MBS:dh
02-11-20

RESOLUTION AUTHORIZING AN ACCELERATED ELECTRONIC TAX SALE FOR FISCAL YEAR 2020 PURSUANT TO CHAPTER 99, PUBLIC LAW 1977

WHEREAS, the City of Camden, County of Camden, State of New Jersey, desires to have a tax lien sale pursuant to Chapter 99, Public Law 1977, N.J.S.A 54:5-19, which permits municipalities to hold a tax lien sale after the eleventh day of the eleventh month of the fiscal year upon passage of a resolution by the governing body; and

WHEREAS, the City desires to hold an electronic tax sale pursuant to N.J.S.A. 54:5-19.1 and in accordance with rules, regulations and procedures promulgated by the Director of the Division of Local Government Services in the Department of Community Affairs in accordance with the "Administrative Procedure Act".

BE IT RESOLVED, by the City Council of the City of Camden, County of Camden, State of New Jersey, that in compliance with Chapter 99, Public Laws of 1997, N.J.S.A. 54:5-19, the City will conduct an electronic tax lien sale on or after the eleventh day of the eleventh month. The balance of Fiscal Year 2020 Municipal Charges to be paid on or before May 11, 2020 or said property will be subject to tax lien sale which will occur on or about June 17, 2020.

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 54:5-26 each property subject to said tax lien sale will be charged $25.00 for the first mailing of notice of such tax lien sale and $25.00 for the second and third notice (if required) for each property subject to the tax lien sale.

BE IT FURTHER RESOLVED that the proper officers are hereby authorized to take all steps necessary to effectuate holding an electronic tax sale.

BE IT FURTHER RESOLVED that the Municipal Clerk shall forward a copy of this Resolution to the Tax Collector of the City of Camden.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: January 2020

TO: Jason J. Asuncion, Esq. Business Administrator

DATE: December 27, 2019

FROM: Nahema A. Harvey, Assistant Tax Collector

Department Making Request: **Department of Finance**

TITLE OF RESOLUTION/ORDINANCE: HOLD AN ACCELERATED TAX SALE

BRIEF DESCRIPTION: Resolution authorizing the Tax Collector to hold an accelerated Tax Sale for FY20 according to NJSA 54:5-19

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	12/27/19	
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/13/2020	

Prepared By: Michelle D. Hill x7582

Contact Person: Michelle D. Hill x7582

Please note that the Contact Person is the point person for providing pertinent information regarding request. If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Acting Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO HOLD AN ACCELERATED TAX SALE FOR FY20"

Nahema Harvey 12/27/19

Nahema A. Harvey, Assistant Tax Collector Date

TITLE 54 - TAXATION
Section 54:5-19 - Power of sale, "collector" and "officer" defined.

Universal Citation: NJ Rev Stat § 54:5-19 (2017)

54:5-19 Power of sale, "collector" and "officer" defined.

54:5-19. The term "collector" as hereinafter used includes any such officer, and the term "officer" includes the collector.

A municipality shall have the authority to conduct both standard and accelerated tax sales.

When unpaid taxes or any municipal lien, or part thereof, on real property remain in arrears at the close of the fiscal year, the collector or other officer charged by law in the municipality with that duty, shall enforce the lien by selling the property in the manner set forth in this article by holding a standard tax sale in the following fiscal year.

When unpaid taxes or any municipal lien, or part thereof, on real property remains in arrears on the 11th day of the eleventh month in the fiscal year when the taxes or lien became in arrears, the collector or other officer charged by law in the municipality with that duty, shall enforce the lien by selling the property in the manner set forth in this article by conducting an accelerated tax sale by selling the property in the manner set forth in this article, provided that the sale is conducted and completed no earlier than in the last month of the fiscal year.

R-26

ER:dh
02-11-20

RESOLUTION REQUESTING AUTHORIZATION TO CANCEL THE EXCESS OF REVENUE AND SPENDING RESERVES FOR THE NJDOT 2016 RESURFACING OF VARIOUS STREETS PROJECT

WHEREAS, the City of Camden Finance Department is requesting the cancellation of the excess revenue and spending reserves balance of the budget account established for the NJDOT 2016 Resurfacing of Various Streets Project; and

WHEREAS, the project has been officially closed out and all expenditures have been processed and all revenue has been received; and

WHEREAS, it is necessary to cancel the excess revenue and spending reserves balance of the budget account for the NJDOT 2016 Resurfacing of Various Streets Project; now, therefore

BE IT RESOLVED, by the Governing Body of the of the City of Camden that the proper City officials are hereby authorized to cancel the excess revenue and spending reserves of the budget account established for the NJDOT 2016 Resurfacing of Various Streets Project as follows:

Revenue/Appropriation Account
G-18-667-999: $98,146.60

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Regularly Scheduled

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Director Patrick Keating

Department Making Request: Department of Finance – Bureau of Grants Management

TITLE OF RESOLUTION/ORDINANCE: Resolution requesting authorization to cancel the excess of revenue and spending reserves for the NJDOT 2016 Resurfacing of Various Streets Project in the amount of $98,146.60.

BRIEF DESCRIPTION OF ACTION: The City of Camden Finance Department – Bureau of Grants Management is requesting authorization to cancel the excess revenue and spending reserves for the NJDOT 2016 Resurfacing of Various Streets Project in the amount of $98,146.60. The project has been officially closed out and all expenditures have been processed and all revenue has been received.

BIDDING PROCESS: N/A

Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION/REVENUE ACCOUNT(S): G-18-667-999 (same number for both accounts.

AMOUNT: *(If applicable)* $98,146.60 (same amount for both accounts)

n/a **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:	12/27/19	(If applicable)
Approved by Finance Director:	12/27/19	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/13/2020	

(Name) Please Print ***(Extension #)***

Prepared By: Kelly Mobley, Coordinator for Federal and State Aid x3506

Contact Person: Kelly Mobley, Coordinator for Federal and State Aid x3506

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Range of Accounts: G-18- -667-999 to G-18- -667-999 Current Period: 07/01/17 to 12/27/19
Includes Accounts with Zero Activity in Current Period: No Print Add/Changes: No Year To Date As Of: 12/27/19

Account No / Date	Reference #		Account Description / Description	Account Type	Project Id	Amount
G-18- -667-999			NJDOT 2016 RESURFACING OF VARIOUS STS	Cash Basis/Not Anticipated		
05/07/18	R 22825	1	Cash Rcpt/Accrued Rev Ck: 3651	ACH CR MUNICIPAL & URBAN AID 2016		193,709.79
12/05/19	G 7075	1	Revenue Journal	TO REIMBURSED G-17-666-999 OF SURPLUS		6,906.39-

Previous Anticipated	Current Anticipated	YTD Revenue	Total Revenue	Period Revenue		Total Excess/Deficit
284,950.00	0.00	6,906.39-	186,803.40	186,803.40		98,146.60-
Previous Cancel	YTD Cancel	YTD Cash	Total Cash	Period Cash	Total Cancel	
0.00	0.00	0.00	193,709.79	193,709.79	0.00	

	Transaction Count	Period Amount	Ytd Amount	Total Amount
Accrued Revenue:	1	193,709.79	0.00	193,709.79
Cash Receipts:	1	193,709.79	0.00	193,709.79
Revenue Journal:	1	6,906.39-	6,906.39-	6,906.39-

Period Revenue:	186,803.40	*YTD Revenue:	6,906.39-	*Total Revenue:	186,803.40
Period Cash:	193,709.79	*YTD Cash:	0.00	*Total Cash:	193,709.79
				AR Balance:	0.00

* Year To Date Totals reflect totals for the Accounts Printed Only.

Range of Accounts: G-18- -667-999 to G-18- -667-999 Budget Year: 2018 As Of: 12/27/19
Current Period: 07/01/17 to 12/27/19 Skip Zero Activity: Yes
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
Note: The 'Orig Grant' for skipped accounts is included in the subtotals and final totals.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Grantor Agency / Federal/State Id	Ending Date	Description / Orig Grant	Curr Budgeted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
G-18- -667-999		NJDOT 2016 RESURFACING OF VARIOUS STS						
DEPARTMENT OF TRANSPORTATION		284,950.00	284,950.00	0.00	0.00	284,950.00	98,146.60	66
			186,803.40	0.00	0.00	0.00	98,146.60	
			186,803.40		0.00	186,803.40		

Date	Transaction	Data/Comment	Vendor/Reference		Trans Amount	Trans Balance	User
Begin Balance: 07/01/17						284,950.00	
02/01/19	PO 18-01791 5 Paid Ck104360	CERTIFICATE #2	REP04	R E PIERSON CONSTRUCT CO INC En 01/22/18	148,774.21-	136,175.79	DDB
02/01/19	PO 18-01791 6 Paid Ck104360	CERTIFICATE #3	REP04	R E PIERSON CONSTRUCT CO INC En 01/22/18	11,795.18-	124,380.61	DDB
06/19/19	PO 18-01791 2 Void		REP04	R E PIERSON CONSTRUCT CO INC En 01/22/18	66,914.65 **	124,380.61	VID
06/21/19	PO 18-01791 7 Paid Ck104398	3/28/19	REP04	R E PIERSON CONSTRUCT CO INC En 01/22/18	10,946.60-	113,434.01	DDB
06/21/19	PO 18-01791 7 Void Ck104398	3/28/19	REP04	R E PIERSON CONSTRUCT CO INC	10,946.60 **	113,434.01	DDB
06/21/19	PO 18-01791 7 Paid Ck104401	3/28/19	REP04	R E PIERSON CONSTRUCT CO INC En 01/22/18	10,946.60-*	113,434.01	DDB
06/21/19	PO 18-01791 8 Paid Ck104398	5/21/19	REP04	R E PIERSON CONSTRUCT CO INC En 01/22/18	15,287.41-	98,146.60	DDB
06/21/19	PO 18-01791 8 Void Ck104398	5/21/19	REP04	R E PIERSON CONSTRUCT CO INC	15,287.41 **	98,146.60	DDB
06/21/19	PO 18-01791 8 Paid Ck104401	5/21/19	REP04	R E PIERSON CONSTRUCT CO INC En 01/22/18	15,287.41-*	98,146.60	DDB

Department: 667	Total							
		284,950.00	284,950.00	0.00	0.00	284,950.00	98,146.60	66
			186,803.40	0.00	0.00	0.00	98,146.60	
			186,803.40		0.00	186,803.40		
CAFR:	Total							
		284,950.00	284,950.00	0.00	0.00	284,950.00	98,146.60	66
			186,803.40	0.00	0.00	0.00	98,146.60	
			186,803.40		0.00	186,803.40		

Account No / Grantor Agency / Federal/State Id	Ending Date	Description / Orig Grant	Curr Budgeted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
Fund: 18	Budgeted Total							
		284,950.00	284,950.00	0.00	0.00	284,950.00	98,146.60	66
			186,803.40	0.00	0.00	0.00	98,146.60	
			186,803.40		0.00	186,803.40		
Fund: 18	Non-Budgeted Total							
		0.00	0.00	0.00	0.00	0.00	0.00	0
			0.00	0.00	0.00	0.00	0.00	
			0.00		0.00	0.00		
Fund: 18	Total							
		284,950.00	284,950.00	0.00	0.00	284,950.00	98,146.60	66
			186,803.40	0.00	0.00	0.00	98,146.60	
			186,803.40		0.00	186,803.40		
Final Budgeted		284,950.00	284,950.00	0.00	0.00	284,950.00	98,146.60	66
			186,803.40	0.00	0.00	0.00	98,146.60	
			186,803.40		0.00	186,803.40		
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0.00	0
			0.00	0.00	0.00	0.00	0.00	
			0.00		0.00	0.00		
Final Total		284,950.00	284,950.00	0.00	0.00	284,950.00	98,146.60	66
			186,803.40	0.00	0.00	0.00	98,146.60	
			186,803.40		0.00	186,803.40		

Date	Transaction Data/Comment	Vendor/Reference	Trans Amount	Trans Balance	User

Projects 2016

PRO-2016-2016 Resurfacing of Various Streets-04115

State Aid Project Closeout Submission

The following documents must be submitted to the Division of Local Aid and Economic Development District Office within the time frame established from the construction phase form. Additional information concerning these documents and time frames can be found in the current "State Aid Handbook" and the "Terms and Conditions" of our State Aid Agreement.

Note: Do not begin this page unless the State Aid Construction Phase Submission page has already been completed by NJ DOT.

Project Subtitle: 2016 Resurfacing of Various Streets

Have the corrective work items described in the Construction Phase Submission form been completed? N/A

	Sponsor		NJDOT			
	N/A	**Date Submitted**	**Date Received**	**Review Completed**	**Review Approved**	**Circulation for Payment**
Bituminous Concrete Test Results and Analysis Form DS-8S	[ ]	8/12/2019	8/12/2019	9/4/2019	9/4/2019	
Major Pay Items Material Certifications	[✓]					
Final Change Order Form SA-1(4 originally signed)		8/12/2019	8/12/2019	8/19/2019	8/19/2019	
Engineer's Certification of Project Completion(signed and sealed)		8/12/2019	8/12/2019	9/4/2019	9/4/2019	
Chief Financial Officer's Certification(originally signed)		8/12/2019	8/12/2019	9/4/2019	9/4/2019	
Final Payment Voucher Form	[ ]	8/12/2019	8/12/2019	9/4/2019	9/4/2019	9/5/2019

PV(originally signed)

Reference #:

Project Closeout Date: 9/17/2019

Project Closeout Costs

Project Subtitle: 2016 Resurfacing of Various Streets

Contract Cost

Construction (Through Final Change Order)	$578,852.65
Hot Mix Asphalt Adjustments (Penalties Only)	$7,554.25
Paid to Contractor	$571,298.40

Related Costs

Right of Way Cost (If eligible)	$0
Design Engineering Fee (If eligible)	$0
Construction Inspection Fee	$0
Material Testing Cost	$0
Other related costs	$0
Total Certified Costs	$571,298.40

State Not Sharing

Construction Items	$0
Other State Not Sharing	$0
Total State Not Sharing	$0
Amount Allowable By State	$571,298.40

List of Items - State Not Sharing

R-27

MBS:dh
02-11-20

RESOLUTION AUTHORIZING THE ISSUANCE OF DUPLICATE TAX SALE CERTIFICATES

WHEREAS, pursuant to N.J.S.A. 54:5-52.1 a municipality may authorize the Tax Collector to issue and execute a duplicate tax sale certificate in the event of a lost or destruction of the original certificate; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, County of Camden, State of New Jersey, that the Tax Collector is authorized to issue and execute duplicate tax sale certificates in accordance with the N.J.S.A. 54:5-52.1 procedures.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: January 2020

TO: Jason J. Asuncion, Esq. Business Administrator

DATE: December 27, 2019

FROM: Nahema A. Harvey, Assistant Tax Collector

Department Making Request: **Department of Finance**

TITLE OF RESOLUTION/ORDINANCE: ISSUE DUPLICATE TAX SALE CERTIFICATES

BRIEF DESCRIPTION: Resolution authorizing the issuance of duplicate tax sale certificates according to NJSA 54:5-52.1. In the event of lost or damage to the original certificate, Tax Collector may issue a duplicate with the proper affidavit and fee provided by lienholder.

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	12/27/19	
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/23/2020	

Prepared By: Michelle D. Hill x7582

Contact Person: Michelle D. Hill x7582

Please note that the Contact Person is the point person for providing pertinent information regarding request. If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Acting Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO ISSUE DUPLICATE TAX SALE CERTIFICATES"

12/27/19

Nahema A. Harvey, Assistant Tax Collector Date

New Jersey Statutes 54:5-52.1. Destruction, loss of tax title certificate; issuance of duplicate; fee

In case of the destruction or loss of a tax title certificate which was issued by any municipality in this State at a tax sale held in that municipality, the collector of taxes, the receiver of taxes, or the person lawfully charged with the collection of taxes in said municipality shall issue and execute a new certificate of tax sale in place of the one which has been destroyed or lost; provided, he or she shall have been duly authorized so to do by a resolution of the governing body of the said municipality. There shall appear on the new certificate a statement that it is a duplicate of the original one which was destroyed or lost and the date of said original certificate and the date of the tax sale upon which it was issued and the name and title of the officer who issued same. The municipality may charge a fee not to exceed $100 for such a duplicate certificate.

R-28

ER:dh
02-11-20

RESOLUTION REQUESTING AUTHORIZATION TO CANCEL THE SPENDING RESERVES FOR HOPWA ACCOUNTS FOR FISCAL YEARS FY2011 AND FY2015

WHEREAS, the City of Camden Bureau of Grants Management is requesting the authorization to cancel the spending reserves balance of the budget account established for the FY2011 and FY2015 HOPWA; and

WHEREAS, it is necessary to cancel the spending reserves balance of the FY2011 and FY2015 HOPWA budget account to ensure proper reconciliation between the Edmunds and IDIS financial management systems; now, therefore

BE IT RESOLVED, by the Governing Body of the of the City of Camden that the proper City officials are hereby authorized to cancel the spending reserves of the budget account established for the FY2011 and FY2015 HOPWA Monitoring Program as follows:

Revenue/Appropriation Account	
G-HP-011-042:	**$4,279.30**
G-HP-015-023:	**$1,100.00**

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Regularly Scheduled

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Director Patrick Keating

Department Making Request: Department of Finance – Bureau of Grants Management

TITLE OF RESOLUTION/ORDINANCE: Resolution requesting authorization to cancel the spending reserves for HOPWA Accounts for Fiscal Years FY 2011 and FY 2015 in the total amount of $5,379.30

BRIEF DESCRIPTION OF ACTION: The City of Camden Finance Department – Bureau of Grants Management is requesting authorization to cancel the balance of the HOPWA spending reserves in the amount of $5,379.30 for Fiscal Years 2011 and 2015 based on findings #3 and #5 as a result of HUD's 2016 HOPWA Monitoring of the City.

BIDDING PROCESS: N/A

Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION/REVENUE ACCOUNT(S): (*If applicable*)

Appropriation Account: G-HP-011-042: $4,279.30
G-HP-015-023: $1,100.00

AMOUNT: *(If applicable)* See attachment

n/a **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:	12/27/19	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	12/27/19	
Approved by Purchasing Agent:		
Approved by Business Administrator:	1-7-20	
Received by City Attorney:	1/13/20	

(Name) Please Print ***(Extension #)***

Prepared By: Kelly Mobley, Coordinator for Federal and State Aid x3506
Contact Person: Kelly Mobley, Coordinator for Federal and State Aid x3506

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Range of Accounts: G-HP- -011-042 to G-HP- -011-042 Budget Year: 2020 As Of: 12/27/19
Current Period: 12/01/19 to 12/27/19 Skip Zero Activity: Yes
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
Note: The 'Orig Grant' for skipped accounts is included in the subtotals and final totals.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Grantor Agency / Federal/State Id	Ending Date	Description / Orig Grant	Curr Budgeted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
G-HP- -011-042	2011-2012 HOPWA ADMINISTRATION 3% - BGM							
		21,348.36	4,279.30	0.00	0.00	4,279.30	4,279.30	0
			0.00	0.00	0.00	0.00	4,279.30	
			0.00		0.00	0.00		
Control: NOC	Total	21,348.36	4,279.30	0.00	0.00	4,279.30	4,279.30	0
			0.00	0.00	0.00	0.00	4,279.30	
			0.00		0.00	0.00		
Department: 011	2011-2012 HOPWA Total							
		21,348.36	4,279.30	0.00	0.00	4,279.30	4,279.30	0
			0.00	0.00	0.00	0.00	4,279.30	
			0.00		0.00	0.00		
CAFR:	HOUSING OPP PEOPLE W AIDS Total							
		21,348.36	4,279.30	0.00	0.00	4,279.30	4,279.30	0
			0.00	0.00	0.00	0.00	4,279.30	
			0.00		0.00	0.00		
Fund: HP	Budgeted Total							
		21,348.36	4,279.30	0.00	0.00	4,279.30	4,279.30	0
			0.00	0.00	0.00	0.00	4,279.30	
			0.00		0.00	0.00		
Fund: HP	Non-Budgeted Total							
		0.00	0.00	0.00	0.00	0.00	0.00	0
			0.00	0.00	0.00	0.00	0.00	
			0.00		0.00	0.00		
Fund: HP	Total							
		21,348.36	4,279.30	0.00	0.00	4,279.30	4,279.30	0
			0.00	0.00	0.00	0.00	4,279.30	
			0.00		0.00	0.00		

Date	Transaction Data/Comment	Vendor/Reference	Trans Amount	Trans Balance	User

Range of Accounts: G-HP- -015-023 to G-HP- -015-023 Budget Year: 2020 As Of: 12/27/19
Current Period: 12/01/19 to 12/27/19 Skip Zero Activity: Yes
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
Note: The 'Orig Grant' for skipped accounts is included in the subtotals and final totals.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Grantor Agency / Federal/State Id	Ending Date	Description / Orig Grant	Curr Budgeted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
G-HP- -015-023		2015-2016 CAMDEN MSA HOUSING VOUCHER PRO						
		635,874.30	0.00	0.00	0.00	0.00	0.00	0
			1,100.00-	1,100.00	0.00	0.00	1,100.00	
			0.00		0.00	0.00		
Control: NOC	Total	635,874.30	0.00	0.00	0.00	0.00	0.00	0
			1,100.00-	1,100.00	0.00	0.00	1,100.00	
			0.00		0.00	0.00		
Department: 015	2015-2016 HOPWA Total							
		635,874.30	0.00	0.00	0.00	0.00	0.00	0
			1,100.00-	1,100.00	0.00	0.00	1,100.00	
			0.00		0.00	0.00		
CAFR:	HOUSING OPP PEOPLE W AIDS Total							
		635,874.30	0.00	0.00	0.00	0.00	0.00	0
			1,100.00-	1,100.00	0.00	0.00	1,100.00	
			0.00		0.00	0.00		
Fund: HP	Budgeted Total							
		635,874.30	0.00	0.00	0.00	0.00	0.00	0
			1,100.00-	1,100.00	0.00	0.00	1,100.00	
			0.00		0.00	0.00		
Fund: HP	Non-Budgeted Total							
		0.00	0.00	0.00	0.00	0.00	0.00	0
			0.00	0.00	0.00	0.00	0.00	
			0.00		0.00	0.00		
Fund: HP	Total							
		635,874.30	0.00	0.00	0.00	0.00	0.00	0
			1,100.00-	1,100.00	0.00	0.00	1,100.00	
			0.00		0.00	0.00		

Date	Transaction Data/Comment	Vendor/Reference	Trans Amount	Trans Balance	User

U.S. Department of Housing and Urban Development
Newark Field Office – Region II
One Newark Center, 13th Floor
Newark, New Jersey 07102-5260
Telephone (973) 622-7900
http://www.hud.gov/local/njn/

NOV 14 2019

Mr. Patrick Keating, Chief Financial Officer
City of Camden
520 Market Street, Room 213
PO Box 95120
Camden, NJ 08101-5120

Dear Mr. Keating:

SUBJECT: Housing Opportunities for People with AIDS (HOPWA) Program Year 2011
HOPWA IDIS Activity Dooley House/Hogan Rehabilitation
Closure Fiscal Year 2016 Program and Financial Remote Monitoring

From April 4-8, 2016, this Office conducted remote monitoring of the Housing Opportunities for People with AIDS (HOPWA) Program Year 2011 in order to assess your organization's performance and compliance with applicable Federal program regulations and requirements. Program performance was assessed through a review of operations manuals, internal accounting documentation and interviews.

The purpose of this letter is to transmit HUD's final determination of the five (5) Findings as well as our assessment of the support documentation provided for out review. The remote monitoring was conducted by Jacob A. DeLemos III, Senior Financial Analyst. Our Office would like to thank you and your staff for your professionalism and cooperation during the review.

Below are our Office's final determinations to the City's written responses and actions to the five (5) Findings as well as our assessment of the support documentation provided by the City. Please be advised the five (5) Findings have been closed by our Office.

Finding #1 (Closed 08/14/18): Incomplete rehabilitation of HOPWA Facility-based activity identified in the City's 2011 Action Plan.

Condition: The City did not complete the rehabilitation of a HOPWA Facility-based project detailed and identified in its 2011 Action Plan.

Cause: Due to poor construction oversight and management issues with the Dooley House, Inc, HOPWA Subrecipient, the City could not complete the rehabilitation of Hogan House Rehabilitation. On July 24, 2012, the City of Camden signed a Subrecipient Agreement with Dooley House for the rehabilitation and operation of a property located at 521 Cooper Street known as "Hogan House". The project was to be completed pursuant to a HOPWA grant

awarded by the City. Prior to the start of the rehabilitation project, Hogan House was an active facility which housed 10-12 AIDS sufferers and provided needed services.

Criteria: For a formula program participant, housing facility activities must be provided in a manner consistent with the housing needs described in the applicable HUD-approved Consolidated Plan requirements for the formula grant award's fiscal year pursuant to 24 CFR 91.220, 24 CFR 91.320, and 24 CFR 574.130.

Effect: The City did not complete a HOPWA Facility-based project, which would have provided improved HOPWA housing for individuals with AIDS.

Required Corrective Action: The City must make a repayment of $193,805.00 from non-federal funds to the City's HOPWA line of credit.

Conclusion-Finding Closed: The City made a repayment of $193,805.00 from non-federal funds to the City's 2010 HOPWA line of credit, HOPWA grant NJH10F008.

Finding #2 (Closed 08/14/18): Insufficient HOPWA training and providing of HOPWA resource information by the City.

Condition: The City did not provide sufficient training or resource information to the Division of Housing Services.

Cause: The City is not providing training or resource information to the City's Division of Housing Services throughout the Program Year.

Criteria: Pursuant to 24 CFR 574.500, 24 CFR 91.230, 24 CFR 91.330 and 24 CFR 91.525(a), the City must have a method to ensure that the Division of Housing Services receives information, training or technical assistance to facilitate compliance with the HOPWA program requirements applicable to the activities or projects the Division is carrying out. Additionally, appropriate resource materials should be provided to the Division of Housing Services (e.g., HOPWA regulations, OMB Circulars, applicable CPD Notices, 24 CFR Part 5, Subpart F, *"Determining Income and adjustments to income for HOPWA rental assistance program"*).

Effect: The City's Division of Housing Services may have not received sufficient HOPWA training or HOPWA resource materials.

Required Corrective Action: The City should conduct annual training sessions and provide resource information on HOPWA rules and regulation to the Division of Housing Services.

Conclusion-Finding Closed: The City represented that the Bureau of Grants Management provided the Division of Housing Services with guidance, technical assistance, applicable regulations, notices and information from the HUD Office and Hudexhange. The City attested that the Bureau provided information, which included the HOPWA fact sheet, CPD Notice: 06-07; the HOPWA guide; updates from the main HUD Office, copies and /or access to all applicable code of federal regulations, and 24 CFR part 5, Subpart F. The City also advised that

the Bureau of Grants Management will meet with the Division of Housing Services to provide technical assistance and guidance on a continuous basis to ensure compliance and understanding of HOPWA regulations. Please be advised that this will be subject to verification at future HOPWA monitoring visits by our Office.

Finding #3 (Closed): Financial Information did not match between the City's Edmunds Financial Reports, Internal Accounting Information Spreadsheet (MCS OPEN ACTIVITIES April 2016) and IDIS.

Condition: The City provided for our review Edmunds Financial Reports, Internal Accounting Information Spreadsheet (MCS OPEN ACTIVITIES April 2016) and IDIS, which indicated differences and non-reconciliation of funding and expenditure amounts.

Criteria: Financial information (e.g., drawdowns, unexpended balances) recorded in HUD's financial management systems (e.g., LOCCS, IDIS) must match the official accounting records of the program participant for the period covered by the last CPD-required performance report pursuant to 24 CFR 91.520, 24 CFR 574.450 and 24 CFR 574.520.

Cause: The City is not ensuring proper and periodic reconciliation between Edmunds and IDIS financial management systems.

Effect: The City's accounting records do not reconcile with IDIS financial information.

Required Corrective Action: The City must present to our Office for review and assessment evidence that it has reconciled financial information within the City's Edmunds financial management system for Program Years 2011-2015.

Conclusion-Finding Closed: Per review of IDIS PR02 Report as well as internal accounting records from the City's Edmunds Accounting System, financial information for Program Years 2011-2014 have been reconciled. For PY 2015, the City advised it had discovered an old check that was never cashed. As a result, there is now a balance of $1,100 in the City's Edmunds Accounting System. The City must repay the $1,100 back to its HOPWA line of credit to ensure correct reconciliation for PY2015. Our Office will monitor to ensure the repayment is completed.

Finding #4 (Closed 08/14/18): Allowability of Personnel Costs for HOPWA City Staff

Condition: Documentation for personnel costs did not include timesheets.

Criteria: Salary expenses are not being accurately tracked by the HOPWA participants in accordance with 24 C FR 574.605, 2 CFR Part 200.

Cause: The City did not provide our Office with appropriate time sheet or semi-annual certifications for City staff paid from HOPWA funds.

Effect: The City does not utilize supporting documentation that ties the time and activity records to eligible HOPWA clients and activities.

Required Corrective Action: The City must present to our Office for review and assessment a sample semi-annual certification as well as time distribution records for HOPWA employees if their wages are chargeable to more than one grant source. The City must discontinue the current practice of using HOPWA funds to pay unsupported personnel costs. Additionally, the City must begin to adequately document any personnel costs for which they wish to seek reimbursement.

Conclusion-Finding Closed: The City provided an updated timesheet that it is utilizing for the City's HOPWA program. The timesheet adequately documented time spent on the HOPWA Program by the Division of Housing Services.

Finding #5 (Closed 08/14/18): Over expenditure of the seven (7) percent limitation on administrative costs by the City.

Condition: The City provided for our review Edmunds Financial Reports, Internal Accounting Information Spreadsheets (MCS OPEN ACTIVITIES April 2016 and Camden Administrative Analysis) and IDIS, which indicated an over expenditure of the seven (7) percent limitation.

Criteria: If Project sponsor administrative costs are being paid, such costs must be within the seven (7) percent limitation for the operating year pursuant to 24 CFR 574.300(b)(10).

Cause: The City is not ensuring periodic reconciliation between Edmunds and IDIS financial management systems as well as not properly tracking and accounting of administrative costs.

Effect: Per the City's Camden Administrative Analysis Internal Financial Report, the City's over expended a total of $17,845.75 from Program Years 2011-2015.

Required Corrective Action: The City must make a repayment of $17,845.75 from non-federal funds to the City's HOPWA line of credit.

Conclusion-Finding Closed: After an analysis and reconciliation by the City's Bureau of Grants Management, the Division of Housing Services, and the Department of Finance, the City advised that it was utilizing the incorrect calculations to determine the administrative allocation for project sponsors. As a result, the City exceeded the 7 percent project sponsor administrative cap. However, the City provided accounting information as well as an analysis of the administrative costs and a financial management spreadsheet, which was reviewed and assessed by our Office. Pursuant to the City's analysis and support documentation the repayment amount was lowered to $4,279.30. Consequently, the City made a repayment of $4,279.30 from non-federal funds to the City's 2011 HOPWA line of credit, HOPWA grant NJH11F006.

If you have any questions regarding, or would like to discuss, our conclusions, please contact Mr. Jacob A. DeLemos, Senior Financial Analyst, 973-776-7285.

Sincerely,

Annemarie C. Uebbing
Director
Community Planning
& Development Division

cc:
Kelly Mobley, Senior Program Monitor

R-29

MBS:dh
02-11-20

RESOLUTION AUTHORIZING A CONTRACT UNDER NEW JERSEY STATE CONTRACT #ESCNJ 18/19-26 TO GORDIAN C/O MURRAY PAVING & CONCRETE, LLC, 210 S. NEWMAN STREET, HACKENSACK, NJ 07601

WHEREAS, under N.J.S.A. 40A: 11-12, a municipality may, without advertising for bids, purchase materials, supplies or equipment under a contract entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury, State of New Jersey; and

WHEREAS, it has been certified by the Purchasing Agent of the City of Camden that the City seeks services from Gordian c/o Murray Paving & Concrete, LLC, 210 S. Newman Street, Hackensack, NJ 07601 under State Contract #ESCNJ 18/19-26 for improvements to the basketball courts at the Robert Johnson Park, located at 8th & Thurman Streets including asphalt resurfacing, line striping, new backboards, and railroad ties to planting bed areas; and

WHEREAS, the municipality seeks to purchase this service under said State Contract from Gordian c/o Murray Paving & Concrete, LLC for an amount not to exceed ONE HUNDRED SIXTY-TWO THOUSAND TWO HUNDRED NINETY-NINE DOLLARS AND EIGHTY-SEVEN CENTS ($162,299.87); and

WHEREAS, there will be substantial savings by the municipality by purchasing under the State Contract and this procedure is in the best interest of the City of Camden; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the reserve for state and federal grant budget of the City of Camden under line item "G-BG-F19-007", and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that the City is hereby authorized to award a contract to Gordian c/o Murray Paving & Concrete, LLC for improvements at the basketball courts at the Robert Johnson Park, located at 8th & Thurman Streets under State Contract #ESCNJ 18/19-26 for an amount not to exceed ONE HUNDRED SIXTY-TWO THOUSAND TWO HUNDRED NINETY-NINE DOLLARS AND EIGHTY-SEVEN CENTS ($162,299.87).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

GORDIAN c/o MURRAY PAVING & CONCRETE, LLC.

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- TEMPORARY BUDGET APPROPRIATION:

  AMOUNT:
- ADOPTED BUDGET APPROPRIATION:
  AMOUNT:
- APPROPRIATION RESERVE:
  AMOUNT:
- DEDICATED BY RIDER:
  AMOUNT:
- **RESERVE FOR STATE AND FEDERAL GRANT: G-BG-F19-007**
  AMOUNT: $162,299.87
- CAPITAL ORDINANCE:
  AMOUNT:
- TRUST ACCOUNT:
  AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS TREASURER FOR THE CITY OF CAMDEN, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

- **$162,299.87**

Description of the Goods or Services to be procured:

Award a contract to Gordian/Murray Paving & Concrete, LLC. Under State Contract #ESCNJ 18/19-26 for improvements to the basketball courts at the Robert Johnson Park, located at 8th & Thurman Streets. Said improvements include, asphalt resurfacing, line striping, new backboards, and railroad ties to planting bed areas.

Doreen P. Chang

DOREEN P. CHANG
TREASURER

Date: January 8, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Available

TO: Jason Asuncion, Business Administrator

FROM: Keith L. Walker, Director, DPW

Department Making Request: Department of Public Works / Parks Bureau

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing a contract award under State Contract # ESCNJ 18/19-26 to Gordian c/o Murray Paving & Concrete, LLC of 210 S. Newman St., Hackensack, NJ 07601.

BRIEF DESCRIPTION: Requesting authorization for contract award per state contract for improvements to the basketball courts at the Robert Johnson Park, located at 8th & Thurman Streets. Said improvements include asphalt resurfacing, line striping, new backboards, and railroad ties to planting bed areas.

BIDDING PROCESS: STATE CONTRACT - MRESC COOP #65MCESCCPS (ESCNJ 18/19-26)
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): G-BG-F19-007

AMOUNT: $ 162,299.87

	Date	Signature
Approved by Municipal Engineer:		
Approved by Relevant Director:	1-6-20	
Approved by Grants Management:	1-7-20	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	1/10/2020	
Approved by Purchasing Agent:	1/10/2020	
Approved by Business Administrator:	1.13.20	
Received by City Attorney:	1/17/20	

	(*Name*) *Please Print*	(*Extension #*)
Prepared By:	Tamara M. Jefferson	ext. 7393
Contact Person:	SAME	

RECEIVED JAN 0 8 2020 City of Camden Bureau of Treasury

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	Camden

Professional Service or EUS Type	N.A.
Name of Vendor	Gordian c/o Murray Paving & Concrete, LLC
Purpose or Need for service:	Services are required for improvements to the basketball courts at the Robert Johnson Park. Improvements include asphalt resurfacing, line striping, new backboards, and railroad ties to planting bed areas.
Contract Award Amount	$162,299.87
Term of Contract	
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	CDBG Funding – G-BG-F19-007
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	Per State Contract – Middlesex Regional Educational Services Commission COOP #65MCESCCPS State Contract #ESCNJ 18/19-26
Were other proposals received? If so, please attach the names and amounts for each proposal received?	No

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date 1-13-20

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

6-66-FIS-007 Funding Source for this action

Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

NJSC Date 1/13/2020

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

IDIS ACTIVITY #: 3895

ADD ON #7

REQUISITION
NO. 20-01109

SHIP TO	DPW/BLDGS & GROUNDS PARK 101 NEWTON AVE. SUITE 106 CAMDEN, NJ 08103 ATTN: TAMARA M JEFFERSON
VENDOR	VENDOR #: MUR01 MURRAY PAVING & CONCRETE, LLC 210 S. NEWMAN STREET HACKENSACK,, NJ 07601

ORDER DATE: 01/06/20
DELIVERY DATE:
STATE CONTRACT: ESCNJ 18/19-26
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00 EA	ROBERT JOHNSON PK IMPROVEMENTS TO PROVIDE BASKETBALL COURT IMPROVEMENTS AT ROBERT JOHNSON PARK LOCATED AT 8TH & THURMAN STREETS. SAID IMPROVEMENTS INCLUDE: ASPHALT RESURFCING, LINE STRIPING , NEW BACKBOARDS AND RAILROAD TIES TO THE PLANTING BED AREA. UNDER JOB ORDER #073873.00 ESCNJ COOP #65MCESCCPS RES # RES DATE:	G-BG- -F19-007	162,299.8700	162,299.87
			TOTAL	162,299.87

1-7-20

1/7/20

1/7/2020

Approved:

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

1-6-20
Department Head — Date

Tamara M Jefferson
Receiver of Goods — Date 1/6/20

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

Revised 6/2010

Department of Finance – Bureau of Grants Management

Check List

Department: Department of Public Works Date: 1/6/20

- [na] Insure that there is no debt owed to the City such as taxes, liens, fines or any other outstanding obligation to the City.
- [na] Insure that applicable permits are obtained.
- [na] Proper source documentation. cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents.
- [x] Current registration with the NJ Department of Labor as a certified public works contractor.
- [na] Fully authorized written agreement. (Professional, General and Construction Services)
- [na] Provide Certificate of Occupancy (Construction Services)
- [na] Provide Certificate of Approval (Demolition)

Departmental Authorization: _____

Grants Management Use Only

Approved: _____ 1/7/20

Disapproved: _____

*disapproved – missing documentation identified above

Initial Report __x__ Revised Report _____ Closing Report ___

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Public Works

Grant Administrator: Tamara Jefferson Grant Administrator #: 757-7393

Grant/Project Name:			CDBG 2019-2020 DPW: Parks Program			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-BG-F19-007	
Funding Source:			CDBG FY 2019 ALLOCATION			
Pass Through:	Y	N	Source:	CDBG FY 2019 ALLOCATION		
Amount of Grant:			$245,642			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:		7/1/19 – 6/30/20		Location of Activity:	S. 8th & Thurman Street	
Date of Analysis:		7-Jan-20		Reviewed By:	Kelly Mobley	

Summary

7-Jan-20: The Department of Public Works – Bureau of Parks was awarded $245,642 through the City's Annual Action Plan of CDBG Funding for the purpose of providing upgrades to the Robert Johnson Park. Upgrades include: new park equipment, swings, park furnishings, removal and installation of new asphalt/concrete surfacing and signage.

The Bureau is currently seeking council authorization to award a contract to EB Fence Limited Liability Company in the amount of $20,317.92 to provide fencing around the basketball court. Utilizing purchase requisition #20-01116. (vendor awarded through state contract A88679).

Also, process purchase requisition #20-01118 for Ben Shaffer Recreation Inc. in the amount of $1,059.44. Funds will be utilized to supply a youth baseball mound and home plate bases.

The Department of Public Works – Division of Parks and Open Spaces is requesting council authorization to award a contract to Murray Paving and Concrete, LLC in the amount of

Initial Report ___x___Revised Report _____ Closing Report ___

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

$162,299.87 for the purpose of providing asphalt resurfacing, line striping, new backboards and railroad ties to the planting bed area at the Robert Johnson Park. Utilizing purchase requisition #20-01109.

BUREAU OF GRANTS MANAGEMENT GRANT SUMMARY FORM

INITIAL REPORT _X__ REVISED REPORT __ CLOSING REPORT ____
BUREAU OF GRANTS MANAGEMENT GRANT SUMMARY FORM
GRANT STATUS CODE: ____
(GREEN-G, YELLOW-Y, RED-R)

DEPARTMENT: PUBLIC WORKS/PARKS
GRANT ADMINISTRATOR: GRANT ADMINISTRATOR #

GRANT/PROJECT NAME:			ROBERT JOHNSON PARK IMPROVEMENTS			
GRANT #:						
CITY CONTRACT DATE:				CITY CONTRACT #:		
APPLICATION RESOLUTION #:				APPROPRIATION CODE	G-BG-F19-007	
FUNDING SOURCE:			COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)			
PASS THROUGH:	Y	N	SOURCE:			
AMOUNT OF GRANT:			$245,642.00			
LOCAL MATCH:	Y	N	CASH:		IN-KIND:	
BUDGET INSERTION RESOLUTION # & DATE:				ACCEPTING GRANT RESOLUTION # MC:		
TERM OF GRANT:				LOCATION OF ACTIVITY:	S 8TH & Thurman Streets	
DATE OF ANALYSIS:				REVIEWED BY:		

Summary:

1/6/20 Processing Request for City Council Approval for the next available City Council Meeting to award a contract to Murray Paving & Concrete, LLC in the amount of $162,299.87 under State Contract # 18/19-26 to provide improvements to the basketball courts at Robert Johnson Park. Basketball court improvements include: asphalt resurfacing, line striping, (4) new backboards, and railroad ties to the planting beds.
Funding provided by CDBG

1/6/20 Processing Requisition # 20-01109 to Murray Paving & Concrete, LLC in the amount of $162,299.87 under State Contract # 18/19-26 to provide improvements to the basketball courts at Robert Johnson Park. Basketball court improvements include: asphalt resurfacing, line striping, (4) new backboards and railroad ties to the planting beds.
Funding provided by CDBG

Project Budget	$ 245,642.00
Balance Available	$ 245,642.00

Time Lines: Anticipated commencement 1/20
Anticipated completion 4/20

Problematic Areas/Recommendations:

Cabinet # 1	Drawer # 1

Range of Accounts: G-BG- -F19-007 to G-BG- -F19-007 Include Cap Accounts: Yes As Of: 01/06/20
Current Period: 01/01/20 to 01/06/20 Skip Zero Activity: Yes
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No	Description	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
G-BG- -F19-007	DPW: PARKS PROGRAM						
		245,642.00	0.00	0.00	245,642.00	245,642.00	0
		0.00	0.00	0.00	0.00	245,642.00	
		0.00		0.00	0.00		
Control: NOC	Total	245,642.00	0.00	0.00	245,642.00	245,642.00	0
		0.00	0.00	0.00	0.00	245,642.00	
		0.00		0.00	0.00		
Department: F19	2019 - 2020 Total						
		245,642.00	0.00	0.00	245,642.00	245,642.00	0
		0.00	0.00	0.00	0.00	245,642.00	
		0.00		0.00	0.00		
CAFR:	2010-2011 CDBG Total						
		245,642.00	0.00	0.00	245,642.00	245,642.00	0
		0.00	0.00	0.00	0.00	245,642.00	
		0.00		0.00	0.00		
Fund: BG	Budgeted Total						
		245,642.00	0.00	0.00	245,642.00	245,642.00	0
		0.00	0.00	0.00	0.00	245,642.00	
		0.00		0.00	0.00		
Fund: BG	Non-Budgeted Total						
		0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
Fund: BG	Total						
		245,642.00	0.00	0.00	245,642.00	245,642.00	0
		0.00	0.00	0.00	0.00	245,642.00	
		0.00		0.00	0.00		

Date	Transaction Data/Comment	Vendor/Reference	Trans Amount	Trans Balance	User

Account No / Date	Description / Transaction Data/Comment	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used	Vendor/Reference	Trans Amount	Trans Balance	User
Final Budgeted		245,642.00	0.00	0.00	245,642.00	245,642.00	0				
		0.00	0.00	0.00	0.00	245,642.00					
		0.00		0.00	0.00						
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0				
		0.00	0.00	0.00	0.00	0.00					
		0.00		0.00	0.00						
Final Total		245,642.00	0.00	0.00	245,642.00	245,642.00	0				
		0.00	0.00	0.00	0.00	245,642.00					
		0.00		0.00	0.00						

02/03/16

Taxpayer Identification# 201-075-887/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,

James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX [illegible]
TRENTON, NJ [illegible]

TAXPAYER NAME:
MURRAY PAVING & CONCRETE, LLC

TRADE NAME:

ADDRESS:
17 PARK PLACE
PARAMUS NJ 07652-3629

SEQUENCE NUMBER:
1238189

EFFECTIVE DATE:
05/23/06

ISSUANCE DATE:
02/03/16

Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Certification 55835

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-APR-2016 to 15-APR-2023

MURRAY PAVING & CONCRETE LLC
17 PARK PL
PARAMUS NJ 07652

FORD M. SCUDDER
Acting State Treasurer

GORDIAN ezIQC

Job Order

ESCNJ State Approved Coop #65MCESCCPS

JOC Contract No.: #ESCNJ 18/19-26

[X] **New Job Order** [ ] **Modify an Existing Job Order**

Job Order Number: 073873.00

Job Order Title: Robert Johnson Park - Basketball Court Improvements

Contact:

Phone:

Contractor Name: Murray Paving and Concrete

Contact: Steven Ramos

Phone:

Work to be Performed

Work to be performed as per the Final Scope of Work and the Price Proposal dated , and as per the terms and conditions of JOC Contract No #ESCNJ 18/19-26.

Brief Task Order Description:

SCOPE OUTLINE: BASKETBALL COURT • NEW ASPHALT OVERLAY • LINE STRIPING • (4) RETRO FITTED BACKBOARDS • RAILROAD TIE PLANTING BED AREAS

Time of Performance Estimated Start Date:

Estimated Completion Date:

Liquidated Damages Will apply: [ ] Will NOT apply: [X]

Validation Information

No Adjustment	***1.0000***
Normal Working Hours - Year 1	***1.3000***

Job Order Firm Fixed Price: $162,299.87

Owner Purchase Order:

Approvals

Project Manager Date

Bureau/Division Manager Date

Technical/Engineer Review Date

Contracting Officer Date

Scope of Work

ESCNJ State Approved Coop #65MCESCCPS

To: Contractor Project Manager
Murray Paving and Concrete
210 South Newman Street
Hackensack, NJ 07601

From:

No Address Input

856-757-7680

Job Order No: 073873.00
Job Order Title: Robert Johnson Park - Basketball Court Improvements
Contract #: #ESCNJ 18/19-26

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Subject to the terms and conditions of JOC Contract #ESCNJ 18/19-26.

_____ _____
Date

_____ _____
Contractor Project Manager Date

Contractor's Cost Proposal - Summary (L/E/M)

ESCNJ State Approved Coop #65MCESCCPS

Date: November 14, 2019

Re:

IQC Master Contract #:	#ESCNJ 18/19-26
JOC Work Order #:	073873.00
Owner PO #:	
Title:	Robert Johnson Park - Basketball Court Improvements
Contractor:	Murray Paving and Concrete
Proposal Value:	$162,299.87

Section - 01	**$54,894.14**
Section - 11	**$17,102.60**
Section - 31	**$1,378.78**
Section - 32	**$88,924.35**
Proposal Total	**$162,299.87**

This Proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percentage of NPP on this Proposal: **13.61%**

Contractor's Cost Proposal - Detail (L/E/M)

ESCNJ State Approved Coop #65MCESCCPS

Date: November 14, 2019

Re:

IQC Master Contract #:	#ESCNJ 18/19-26
JOC Work Order #:	073873.00
Owner PO #:	
Title:	Robert Johnson Park - Basketball Court Improvements
Contractor:	Murray Paving and Concrete
Proposal Value:	$162,299.87

	Sect.	Item	Mod.	UOM	Description								Line Total
Labor	Equip.	Material	(Excludes)										
Section - 01													
1	01 22 20	00 0004		HR	CarpenterFor tasks not included in the Construction Task Catalog® and as directed by owner only.								$10,024.56
				Installation		Quantity 80.00	x	Unit Price 96.39	x	Factor 1.3000	=	Total 10,024.56	
2	01 22 20	00 0004	0001		For Foreman, Add								$250.64
				Installation		Quantity 40.00	x	Unit Price 4.82	x	Factor 1.3000	=	Total 250.64	
3	01 22 20	00 0012		HR	LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only.								$18,046.08
				Installation		Quantity 160.00	x	Unit Price 86.76	x	Factor 1.3000	=	Total 18,046.08	
4	01 22 23	00 0257		DAY	2,400 LB Capacity, 72" Wide, Skid-Steer Loader With Full-Time Operator								$5,842.98
				Installation		Quantity 4.00	x	Unit Price 1,123.65	x	Factor 1.3000	=	Total 5,842.98	
5	01 22 23	00 0269		DAY	Broom Attachment For Skid-Steer Loaders								$566.49
				Installation		Quantity 4.00	x	Unit Price 108.94	x	Factor 1.3000	=	Total 566.49	
6	01 22 23	00 0307		DAY	3/8 CY Hydraulic Excavator With Full-Time Operator								$2,916.86
				Installation		Quantity 2.00	x	Unit Price 1,121.87	x	Factor 1.3000	=	Total 2,916.86	
7	01 54 23	00 0005		CCF	Up To 20' Height Scaffolding Initial Erection And Final Dismantling, Per CCF Of Scaffolding And Accessories								$609.31
				Installation		Quantity 10.00	x	Unit Price 46.87	x	Factor 1.3000	=	Total 609.31	
8	01 71 13	00 0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes delivery of equipment, off loading on site, rigging, dismantling, loading and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom manlifts with >40' boom lengths, etc.								$3,699.62
				Installation		Quantity 2.00	x	Unit Price 1,422.93	x	Factor 1.3000	=	Total 3,699.62	
9	01 74 19	00 0029		CY	Mixed Asphalt, Concrete, Gravel And Subgrade Material, Landfill Dump Fee								$2,600.00
				Installation		Quantity 100.00	x	Unit Price 20.00	x	Factor 1.3000	=	Total 2,600.00	
10	01 74 19	00 0032		TON	Non Regulated, Non Contaminated Soil And Sediment, Hauling And Disposal								$10,337.60
				Installation		Quantity 200.00	x	Unit Price 39.76	x	Factor 1.3000	=	Total 10,337.60	

Contractor's Cost Proposal - Detail (L/E/M) Continues..

Job Order No: 073873.00
Job Order Title: Robert Johnson Park - Basketball Court Improvements

Subtotal for Section - 01 **$54,894.14**

Section - 11

11	11 68 23 13 1104		EA	Canvilevered Adjustable Basketball Hoop (Post Excluded)									$17,102.60
		NPP	Installation	Quantity 4.00	x	Unit Price 4,275.65	x	Factor 1.0000	=	Total 17,102.60			

Subtotal for Section - 11 **$17,102.60**

Section - 31

12	31 05 16 00 0004		TON	#5 Stone Aggregate Fill (1/2" To 1" Clean)									$848.64
			Installation	Quantity 30.00	x	Unit Price 21.76	x	Factor 1.3000	=	Total 848.64			
13	31 05 16 00 0004	0076		For >14 To 35, Add									$85.02
			Installation	Quantity 30.00	x	Unit Price 2.18	x	Factor 1.3000	=	Total 85.02			
14	31 23 16 13 0002		CY	12" Wide or Less, Excavation for Trenching by Machine in Soil									$247.26
			Installation	Quantity 20.00	x	Unit Price 9.51	x	Factor 1.3000	=	Total 247.26			
15	31 23 16 13 0002	0042		For Up To 20, Add									$197.86
			Installation	Quantity 20.00	x	Unit Price 7.61	x	Factor 1.3000	=	Total 197.86			

Subtotal for Section - 31 **$1,378.78**

Section - 32

16	32 12 13 13 0001		SY	Tack Coat									$3,013.40
			Installation	Quantity 3,800.00	x	Unit Price 0.61	x	Factor 1.3000	=	Total 3,013.40			
17	32 12 16 13 0013		TON	Bituminous Hot Mix Surface Course 3,774 LB/CYIncludes placement, rolling, finishing and sweeping. Used for applications not described elsewhere in this section.									$78,716.95
			Installation	Quantity 698.00	x	Unit Price 86.75	x	Factor 1.3000	=	Total 78,716.95			
18	32 17 23 13 0087		LF	Single 4" Wide Solid Line, Painted Pavement Striping for Parking Areas									$2,210.00
			Installation	Quantity 2,000.00	x	Unit Price 0.85	x	Factor 1.3000	=	Total 2,210.00			
19	32 94 16 00 0001		LF	6" x 8" Railroad Ties									$4,984.00
		NPP	Installation	Quantity 400.00	x	Unit Price 12.46	x	Factor 1.0000	=	Total 4,984.00			

Subtotal for Section - 32 **$88,924.35**

Proposal Total **$162,299.87**

This Proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percentage of NPP on this Proposal: **13.61%**

MBS:dh
02-11-20

R-30

RESOLUTION AUTHORIZING AND RATIFYING EMERGENCY PROCUREMENT AND PAYMENT OF SAME TO BRINK'S TANK SERVICES, INC., HILLSIDE, NJ FOR THE DEMOLITION OF 2036 HIGH STREET, BLOCK 1144, LOT 10 AND IMPOSING LIEN ON THE PROPERTY

WHEREAS, on December 31, 2019, an inspection by the City Construction Official of a building structure took place at 2036 High Street, Block 1144, Lot 10; and

WHEREAS, upon inspection, the Construction Official determined that the building structure of the residential property at 2036 High Street, Block 1144, Lot 10, was an unsafe structure which constituted a danger to the health, safety and welfare of the residents of the City of Camden requiring prompt action; and

WHEREAS, it was determined that the building structure at 2036 High Street, Block 1144, Lot 10 required demolition; and

WHEREAS, three (3) bids were received from contractors for the demolition of residential property at 2036 High Street, Block 1144, Lot 10 the removal of the structure, contents and all other debris whether above or below ground, the removal of demolition debris and other debris on the property and final restoration and grading of the property and to also install plywood and insulation and either stucco or place siding on the adjoining wall at 2038 High Street; and

WHEREAS, the City of Camden received a lump sum bid of $42,250.00 from Brink's Tank Services, Inc., the lowest responsible bidder, for the demolition of 2036 High Street, Block 1144, Lot 10, the removal of the structure, contents and all other debris whether above or below ground, the removal of demolition debris and other debris on the property, final restoration and grading of the property and to also install plywood and insulation and either stucco or place siding on the adjoining wall at 2038 High Street; and

WHEREAS, the City of Camden entered into a contract with Brink's Tank Services, Inc. for $42,250.00 for the demolition of 2036 High Street, Block 1144, Lot 10, the removal of the structure, contents and all other debris whether above or below ground, the removal of demolition debris and other debris on the property, final restoration and grading of the property and to also install plywood and insulation and either stucco or place siding on the adjoining wall at 2038 High Street; and

WHEREAS, the City of Camden is permitted by New Jersey law, N.J.S.A. 40:48 - 1.1 et seq. and the City of Camden Code to impose a municipal lien in the amount of $42,250.00 on the property at 2036 High Street, Block 1144, Lot 10, or alternatively, to enforce the payment of $42,250.00, together with interest, as a debt of the owner of the property for the City's costs incurred for the demolition contractor to perform the work for demolition, removal of debris at the property, final restoration and grading of the property; now therefore,

BE IT RESOLVED, by the City Council of the City of Camden as follows:

1. The appropriate person in City of Camden shall have the authority to impose and record a lien in the amount of $42,250.00 on the property at 2036 High Street, Block 1144, Lot 10, for the costs incurred for the demolition, removal of debris and final restoration and grading of the property.

2. The municipal lien in the amount of $42,250.00 for the property at 2036 High Street, Block 1144, Lot 10, shall remain on the property until the owner or other interested party satisfies this amount.

3. Interest and other costs shall accrue on the lien amount as allowed by law.

4. The City shall also have the authority pursuant to N.J.S.A. 40:48-1.1 and the Camden City Code to enforce the payment of the costs incurred by the City in the amount of $42,250.00 for the demolition, removal of debris, final restoration, grading of the property at 2036 High Street, Block 1144, Lot 10, together with interest, as a debt of the owner of the property, by instituting an action at law for the collection of this sum.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS THE TREASURER THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

BRINKS TANK SERVICES, INC.

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION, FROM ONE OF THE FOLLOWING:

TEMPORARY BUDGET APPROPRIATION: 0-01-700-908
AMOUNT: $ 42,250.00
ADOPTED BUDGET APPROPRIATION:
AMOUNT:
APPROPRIATION RESERVE:
AMOUNT:
DEDICATED BY RIDER:
AMOUNT:
RESERVE FOR STATE AND FEDERAL GRANT:
AMOUNT:
CAPITAL ORDINANCE:
AMOUNT:
TRUST ACCOUNT:
AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS TREASURER, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

$42,250.00

Description of the Goods or Services to be procured:

Ratifying Emergency procurement and payment to Brinks Tank Services, Inc. for demolition and removal of contents, and all debris above and or below ground at 2036 High Street in the City of Camden per Construction Official.

Doreen Chang

DOREEN P. CHANG
TREASURER

DATE: January 10, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: NEXT MEETING

TO: Jason J. Asuncion, Business Administrator

DATE: January 8, 2020

FROM: Roberta Pratt

Department Making Request: Purchasing for Public Works

TITLE OF RESOLUTION/ORDINANCE: Ratifying Emergency Bid

BRIEF DESCRIPTION: Ratifying emergency bid and payment of same to Brink's Tank Services 1256 Liberty Ave Hillside, New Jersey for demolition of EMERGENCY CONTRACT TO PROVIDE FOR THE DEMOLITION OF A RESIDENTIAL PROPERTY, THE REMOVAL OF THE STRUCTURE, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 2036 HIGH STREET, BLOCK 1144, LOT 10, FINAL RESTORATION AND GRADING OF THIS PROPERTY AND TO ALSO INSTALL PLYWOOD AND INSULATION AND EITHER STUCCO OR PLACE SIDING ON THE ADJOINING WALL AT 2038 HIGH STREET IN THE CITY OF CAMDEN, NEW JERSEY . The construction Official determined that there was an imminent hazard condition due to the structure. Faxed to (5) vendors on January 7, 2020. On January 8,202 three (3) responded. The City of Camden Code will impose a municipal lien against this property for the amount of the costs incurred by the City for demolition, removal of debris and final restoration and grading of the property

BIDDING PROCESS: *N.J.S.A 40A: 11-6 (EMERGENCY)*
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): 0-01- -700-908

AMOUNT: $42,250.00

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☑ CAF –Certifications of Availability of Funds	1/13/2020	
Approved by Purchasing Agent:	1/13/2020	
Approved by Business Administrator:	1-13-20	
Received by City Attorney:	1/17/20	

	(Name) Please Print	***(Extension #)***
Prepared By:	Roberta Pratt	7159
Contact Person:	Director Keith Walker	7139

RECEIVED 1/10/2020

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CITY OF CAMDEN

Professional Service or EUS Type	N/A
Name of Vendor	BRINKS TANK SERVICES
Purpose or Need for service:	ER DEMOLITION OF 2036 HIGH STREET, BLOCK 1144, LOT 10 AND INSTALL PLYWOOD AND INSULATION ALONG WITH STUCCO/SIDING OF ADJOING WALL AT 2038 HIGH STREET
Contract Award Amount	$42,250.00
Term of Contract	30 DAYS
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	ER DEMO
Were other proposals received? If so, please attach the names and amounts for each proposal received?	YES – HARGROVE - $44,000.00 WINZINGER - $58,000.00

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

Jason J. Asum Date 1-13-20

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Financial Officer affirms that there is adequate funding available for this personnel action.
0-01- -700-908 Funding Source for this action

Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

EK Jr. Date 1/13/2020

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

REQUISITION
NO. 20-01150

SHIP TO	DEPT OF PUBLIC WORKS 101 NEWTON AVENUE CAMDEN, NJ 08103 ATTN:K.WALKER/B.BARNES
VENDOR	VENDOR #: BRI30 BRINK'S TANK SERVICES, INC 1256 LIBERTY AVE HILLSIDE, NJ 07205

ORDER DATE: 01/09/20
DELIVERY DATE: 01/09/20
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00 EA	EMER. DEMO 2036 HIGH STREET EMERGENCY DEMOLILTION OF RESIDENTIAL PROPERTY 2036 HIGH STREET. DEMOLISH AND REMOVAL OF THE STRUCTURE, CONTENTS AND ALL OTHER DEBRIS ABOVE AND OR BELOW GROUND. FINAL RESTORATION AND GRADING OF THIS PROPERTY. INSTALL PLYWOOD AND INSULATION AND EITHER STUCCO OR PLACE SIDING ON THE ADJOINING WALL AT 2038 HIGH STREET. COST OF DEMO $42,250.00	0-01- -700-908	42,250.0000	42,250.00
		TOTAL		42,250.00

CITY OF CAMDEN
BUREAU OF PURCHASING
CITY HALL – ROOM 213
P.O. BOX 95120
CAMDEN, NEW JERSEY 08101-5120
856-757-7159
856-541-9668 (FAX)

EMERGENCY DEMO RESULTS

EMERGENCY CONTRACT TO PROVIDE FOR THE DEMOLITION OF A RESIDENTIAL PROPERTY, THE REMOVAL OF THE STRUCTURE, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 2036 HIGH STREET, BLOCK 1144, LOT 10, FINAL RESTORATION AND GRADING OF THIS PROPERTY AND TO ALSO INSTALL PLYWOOD AND INSULATION AND EITHER STUCCO OR PLACE SIDING ON THE ADJOINING WALL AT 2038 HIGH STREET IN THE CITY OF CAMDEN, NEW JERSEY

ER DEMO OPENED WEDNESDAY, JANUARY 8, 2020 @ 10:00AM

VENDOR	AMOUNT
BRINKS TANK SERVICES HILLSIDE,NJ	$42,250.00
THE ORIGINAL W. HARGROVE DEMOLITION, INC. CAMDEN, NEW JERSEY	$44,000.00
WINZINGER INC. HAINESPORT,NJ	$58,000.00

Results are for information purpose **only**.
rp

PURCHASING BUREAU
520 Market Street
Room 213, City Hall
Camden, NJ 08101
Phone: 856-757-7159
Fax: 856-541-9668

City of Camden

FAX

To: ~~CONTRACTORS~~ Purchasing / Lateefah Chandler

From: ~~City of Camden~~ Brink's Tank Svcs

Fax:

Date: January 8, 2020

Phone:

Pages: 7 including cover

Re: EMERGENCY DEMO

From: Lateefah Chandler, Purchasing Agent

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Quote

•Comments:

PLEASE QUOTE ON THE EMERGENCY DEMOLITION OF THE BELOW LISTED PROPERTY. DEMOLITION IS TO BE COMPLETED WITHIN THE PROVISIONS OF THE CITY OF CAMDEN DEMOLITION SPECIFICATIONS

EMERGENCY CONTRACT TO PROVIDE FOR THE DEMOLITION OF A RESIDENTIAL PROPERTY, THE REMOVAL OF THE STRUCTURE, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 2036 HIGH STREET, BLOCK 1144, LOT 10, FINAL RESTORATION AND GRADING OF THIS PROPERTY AND TO ALSO INSTALL PLYWOOD AND INSULATION AND EITHER STUCCO OR PLACE SIDING ON THE ADJOINING WALL AT 2038 HIGH STREET IN THE CITY OF CAMDEN, NEW JERSEY

NOTE: PROPOSAL MUST BE *FAXED OR HAND DELIVERED* NO LATER THAN WEDNESDAY, JANUARY 8, 2020 BY 10:00 AM TO THE PURCHASING BUREAU. AT THIS TIME NO OTHER METHODS OF DELIVERY ARE ACCEPTED. PROPOSALS MAY NOT BE ACCEPTED IF RECEIVED AFTER DESIGNATED TIME.

CITY OF CAMDEN
PURCHASING BUREAU
2020 JAN -8 A 9:55

CITY OF CAMDEN

EMERGENCY CONTRACT TO PROVIDE FOR THE DEMOLITION OF A RESIDENTIAL PROPERTY, THE REMOVAL OF THE STRUCTURE, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 2036 HIGH STREET, BLOCK 1144, LOT 10, FINAL RESTORATION AND GRADING OF THIS PROPERTY AND TO ALSO INSTALL PLYWOOD AND INSULATION AND EITHER STUCCO OR PLACE SIDING ON THE ADJOINING WALL AT 2038 HIGH STREET IN THE CITY OF CAMDEN, NEW JERSEY

This Emergency Demolition is encompassed by the Standard City Demolition Specifications, which are incorporated by reference and made a part hereto, and the following, special provisions.

On December 31, 2019, the City of Camden Construction Official conducted an inspection of the structure at 2036 High Street, Block 1144, Lot 10, and determined that it is an unsafe structure and an imminent hazard. The Notice of Unsafe Structure and Notice of Imminent Hazard both indicated:

> Building Collapsing, Front is on the ground and further collapse will severely damage 2038 High [Street] and presents a danger to the public. Demolish immediately.

The Construction Official provided the owner until January 2, 2020 to vacate the structure immediately and to demolish the structure or correct the unsafe conditions. The owner failed to do so and the Construction Official has determined that the building structure must be promptly demolished.

By this emergency quote, the City of Camden is seeking one (1) contractor to provide for the demolition of the residential property at 2036 High Street, Block 1144, Lot 10, Camden, New Jersey, the removal of the structure, contents and all other debris, whether above or below ground, and final restoration and grading of the property and to also install plywood and insulation and either stucco or place siding on the adjoining wall at 2038 High Street.

The Contractor must respond by no later than 10:00 a.m. on Wednesday, January 8, 2020. The Purchasing Bureau will contact the successful vendor by telephone with notice to proceed.

Contractor must secure subject site by 2:00 p.m. on Wednesday, January 8, 2020 for public safety. A Portable six-foot (6') metal cyclone fence must be erected around the pedestrian walkway(s) of the structure(s) to be demolished. **(NO EXCEPTIONS).** **Any immediate hazards [falling debris, etc.] must be corrected at that time.** Actual demolition work must commence by no later than 10:00 a.m. on Thursday, January 9, 2020.

Contractor shall ensure that dust be kept to a minimum by spraying the site with water during the demolition. Sidewalks should be made passable and left broom clean daily during the course of your demolition operations.

All Contractor signage shall be removed from the worksite at the time the job is completed. This requirement is a condition precedent to receipt of final payment.

PLEASE BE ADVISED

- **CONTRACTOR MUST PROVIDE A LUMP SUM COST FOR THE DEMOLITION OF A RESIDENTIAL PROPERTY, THE REMOVAL OF THE STRUCTURE, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 2036 HIGH STREET, BLOCK 1144, LOT 10, FINAL RESTORATION AND GRADING OF THIS PROPERTY AND TO ALSO INSTALL PLYWOOD AND INSULATION AND EITHER STUCCO OR PLACE SIDING ON THE ADJOINING WALL AT 2038 HIGH STREET IN THE CITY OF CAMDEN, NEW JERSEY**

- **Any tanks or containers on the property must be removed from the property and such removal costs shall be included in the bid price sheet.**

- **All such removal work shall be done in accordance with and comply with all applicable federal, state, and local laws, ordinances, rules and regulations. Furthermore, the Contractor must comply with the New Jersey Department of Labor procedures, rules, and regulations, including providing appropriate documents, affidavits and/or certifications.**

- **Contractor must secure subject site with sufficient and appropriate security fencing while the Contractor is performing the emergency demolition in order to adequately protect the public health, safety and welfare of the citizens of the City.**

- **All costs for asbestos and tank and/or container removals must be included in the Bid Price Sheet's Lump Sum Payments. The City of Camden will not pay any additional costs for these removals.**

- **AWARD WILL BE BASED ON THE TOTAL AMOUNT OF THE QUOTE.**

***EXCEPTION:** If asbestos or other contamination is verified, then the demolition time schedule is referred to the Construction Official.

A Certificate of Environmental Compliance and Hold Harmless Agreement issued by the City Construction Official are attached to this fax; they must be completed and returned with the Proposal prior to any award and demolition work. Return of the

Certificates is MANDATORY; otherwise said proposal will be rejected. The worksite must remain secure until project is properly abated.

The dollar amount for all demolition quotes must be submitted in two written versions as per example.

Example: "Seven thousand five hundred dollars" and $ 7,500.00

PLEASE NOTE: In the event of a tie for emergency demolition request, the determining factor will be awarded to the contractor who submits their proposal the earliest – via fax machine or hand delivery.

BID PRICE SHEET

- LUMP SUM COST FOR THE DEMOLITION OF A RESIDENTIAL PROPERTY, THE REMOVAL OF THE STRUCTURE, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 2036 HIGH STREET, BLOCK 1144, LOT 10, FINAL RESTORATION AND GRADING OF THIS PROPERTY AND TO ALSO INSTALL PLYWOOD AND INSULATION AND EITHER STUCCO OR PLACE SIDING ON THE ADJOINING WALL AT 2038 HIGH STREET IN THE CITY OF CAMDEN, NEW JERSEY

$ 42,250.00
TOTAL

Total Bid Amount in Words: forty two thousand two hundred fifty dollars + 00/100

NOTE: THE ABOVE LUMP SUM PAYMENTS MUST INCLUDE ALL COSTS, INCLUDING REMOVAL OF ALL DEBRIS, WHETHER ABOVE OR BELOW GROUND, ASBESTOS ABATEMENT, REMOVAL OF ABOVE GROUND OIL, PROPANE OR OTHER TYPES OF TANKS OR CONTAINERS, INCLUDING ABOVE GROUND OIL, PROPANE OR OTHER TYPES OF TANKS OR CONTAINERS LOCATED IN THE BASEMENT OF THE STRUCTURE(S) TO BE DEMOLISHED, ALL RESTORATION AND GRADING COSTS AND ALSO TO INSTALL PLYWOOD AND INSULATION AND EITHER STUCCO OR PLACE SIDING ON THE ADJOINING WALL AT 2038 HIGH STREET IN THE CITY OF CAMDEN, NEW JERSEY AND ALL OTHER COSTS.

PLEASE NOTE: GAS AND ELECTRIC SERVICES TO 2036 HIGH STREET, CAMDEN, NEW JERSEY HAVE BEEN DISCONNECTED BY PSE&G.

THE ABOVE LUMP SUM PAYMENTS MUST INCLUDE ALL COSTS ASSOCIATED WITH OTHER DISCONNECTION COSTS AS WELL AS DISCONNECTION OF APPURTENANT EQUIPMENT SUCH AS METERS, REGULATORS, AND GAUGES AND THE COORDINATION AND SCHEDULING THEREOF.

Fees for any additional charges not listed in this bid sheet are expressly not permitted under the contract.

***

I HEREBY submit and confirm this Bid Price Sheet, subject to all requirements and conditions stated in these bid specifications.

Company Name: Brink's Tank Service Inc.

Bidder's Corporate Officer's Signature: [signature]

Name: Ron Brink (print name)

Title: President (print title)

Date: 01/08/20

CERTIFICATE OF ENVIRONMENTAL COMPLIANCE

Name of Contractor: Brink's Tank Services, Inc.

I, Ron Brink, hereby agree to hold harmless the City of Camden, its successors and assignees, or its officials, officers, employees and agents, for any injuries to person or property incurred on loses suffered on account of the demolition of 2030 High St. Camden

I certify upon inspection of the property that there is no asbestos or visible hazardous tanks. The contractor will not be responsible for the removal of subsurface tanks unless otherwise noted by the City of Camden. If either of these items are identified, they will be removed in accordance withal applicable federal, state, and local laws, ordinances, rules and regulations. Including, the New Jersey Department of Labor procedures, rules, and regulations, including providing appropriate documents, affidavits and/or certifications and also N.J.S.A 52:27D – 119 et. Seq.

Asbestos		Tanks	
Yes	No	Yes	No
	/		/

By: _____

Sworn and subscribed to before me

On this ____ day of January 2020

Carly Kamensky

NOTARY PUBLIC

CARLY KAMENSKY
My Commission Expires
NOTARY
10-22-2023
STATE OF NEW JERSEY

CITY OF CAMDEN

DEPARTMENT OF CODE ENFORCEMENT

BUILDING BUREAU

EMERGENCY DEMOLITION MEMO

To: Keith Walker, Director of Department of Public Works

From: JAMES R RIZZO, Construction Official

Date: Wednesday December 18, 2019

SITE: 2036 HIGH ST

Owner RUIZ, WILLIAM
706 NO 29TH ST
CAMDEN, NJ 08105

I hereby certify that all necessary steps required pursuant to UCC 5:23-2.32 have been taken by the Building Bureau prior to issuing this demolition memorandum for above Referenced property.

Please process accordingly.

Signed:_____
JAMES R RIZZO, Construction Official

Signed:_____
Building Sub code Official

COMMENTS — INSTALL PLYWOOD AND INSULATION AND *************EITHER STUCCO OR SIDE 2038 HIGH ST**

NOTICE OF IMMINENT HAZARD

Application Date:
Control Number: 0
Permit Number: 0
Date Permit Issued:
Notice Date: 12/31/2019
Violation Number: 20190248/0

City of Camden
P.O. Box 95120
Camden, NJ 08101
856-7577032

IDENTIFICATION

Work Site Location: 2036 HIGH ST
Block: 1144 Lot: 10 Qualif
Owner In Fee: RUIZ WILLIAM
Agent/Contractor:
Address: 706 NO 29TH ST
Address:
CAMDEN NJ 08105
Telephone:
Telephone:

To: [X] Owner:
[ ] Agent/Contractor:
[ ] Other:

Date Of Inspection: 12/31/2019
Date Of This Notice: 12/31/2019

ACTION

Take ***NOTICE*** that as a result of the inspections conducted by this agency on 12/31/2019 of the above property, an imminent hazard has been found to exist pursuant to N.J.S.A. 52:27D-132 and N.J.A.C. 5:23-2:32. The building or structure, or portion thereof, deemed an imminent hazard is described as follows:

BUILDING COLLAPSING, FRONT IS ON THE GROUND AND FURTHER COLLAPSE WILL SEVERELY DAMAGE 2038 HIGH AND PRESENTS A DANGER TO THE PUBLIC. DEMOLISH IMMEDIATELY

As such, you are hereby ***ORDERED*** to immediately and forthwith vacate the above structure or portion thereof.

Further, you are ***ORDERED*** to:

[X] Immediately correct the above noticed imminent hazards so as to render the structure temporarily safe and secure.

[X] Demolish the above structure by 1/2/2020

DEMOLISH IMMEDIATELY

Failure to immediately comply with this ***ORDER*** may result in the necessary correction being made by the Construction Official at the expense of the property owner pursuant to N.J.A.C. 5:23-2.32(b)5.

Failure to render the structure temporarily safe and secure and/or demolish the structure in accordance with this ***ORDER*** will result in this matter being forwarded to legal counsel for prosecution, and assessment of penalties up to $2,000.00 per week per violation. You must immediately declare to the Construction Official, your acceptance or rejection of the terms of this ***ORDER***.

If you wish to contest this Order, you must apply for a stay to a court of competent jurisdiction within 24 hours.

If you have any questions concerning this matter, please call: 856-7577032

By Order of: James Rizzo CONSTRUCTION OFFICIAL

Date: 12/31/19

Sent by Certified Mail # :

U.C.C F242 (rev 1/2004)

NOTICE OF UNSAFE STRUCTURE

Application Date:

Control Number: 0

Permit Number: 0

Date Permit Issued:

Notice Date: 12/31/2019

Violation Number: 20190248/0

City of Camden
P.O. Box 95120
Camden, NJ 08101
856-7577032

IDENTIFICATION

Work Site Location: 2036 HIGH ST

Block: 1144 **Lot:** 10 **Qualif**

Owner In Fee: RUIZ WILLIAM

Agent:

Address: 706 NO 29TH ST
CAMDEN NJ 08105

Address:

Telephone:

Telephone:

To: [X] **Owner:**

[ ] **Agent/Contractor:**

[ ] **Other:**

Date Of Inspection: 12/31/2019

Date Of This Notice: 12/31/2019

ACTION

Take ***NOTICE*** that as a result of the inspections conducted by this agency on 12/31/2019 on the above property, an unsafe condition has been found to exist pursuant to N.J.S.A. 52:27D-132 and N.J.A.C. 5:23-2.32. The building or structure, or portion thereof, deemed an unsafe condition is described as follows:

BUILDING COLLAPSING, FRONT IS ON THE GROUND AND FURTHER COLLAPSE WILL SEVERELY DAMAGE 2038 HIGH AND PRESENTS A DANGER TO THE PUBLIC. DEMOLISH IMMEDIATELY

You are hereby ***ORDERED*** to:

[X] Vacate the above structure by 12/31/2019

[X] Demolish the above structure by 1/2/2020 , or correct the above noted unsafe conditions by no later than 1/2/2020.

Failure to correct the unsafe condition or refusal to comply with this ***ORDER*** will result in this matter being forwarded to legal counsel for prosecution and assessment of penalties up to $2,000.00 per week per violation. You must immediately declare to the Construction Official, your acceptance or rejection of the terms of this ***ORDER***.

Any building or structure vacated pursuant to this ***ORDER*** shall not be reoccupied unless and until a certificate of occupancy is issued by the Construction Official.

If you wish to contest this ***ORDER***, you may request a hearing before the Construction Board of Appeals of the **Ccboa C/o County Counsel (jaf/db)** within 15 business days of receipt of this notice as provided by N.J.A.C. 5:23A-2.1. The Application to the Construction Board of Appeals may be used for this purpose.

Your application for appeal must be in writing, setting forth your name and address, the address of the building or site in question, the specific sections of the Uniform Construction Code in question and the extent and nature of your reliance on them. You may include a brief statement setting forth your position and nature of the relief sought by you, and you may also append any documents that you consider useful.

The fee for an appeal is $50.00 and should be forwarded with your application to the Construction Board of Appeals Office at:

14th Fl- City Hall Camden NJ 08101

If you have any questions concerning this matter, please call: 856-7577032

By Order of: _____
James Rizzo CONSTRUCTION OFFICIAL

Date: 12/31/19

Sent by Certified Mail # :

U.C.C F241 (rev 1/2004)

City of Camden
P.O. Box 95120
Camden, NJ 08101
856-7577032

APPLICATION TO CONSTRUCTION BOARD OF APPEALS

Date Issued:
Control Number: 0
Permit Number: 0
Date Permit Issued:
Notice Date: 12/31/19
Violation Number: 20190248 / 0

IDENTIFICATION

Work Site Location: 2036 HIGH ST
Block: 1144 **Lot:** 10 **Qual:**
Owner In Fee: RUIZ WILLIAM
Agent:
Address: 706 NO 29TH ST
CAMDEN NJ 08105
Address:
Telephone:
Telephone:

APPLICANT STATEMENT

Specific section(s) of the Regulation in question:

Briefly state your position in this matter and explain the nature of the relief you seek.
(If more pages required , additional pages may be attached.)

The Construction Board of Appeals has 10 business days following the submission of the appeal to make a decision pursuant to N.J.A.C. 5:23-2.37(s).

Fees: $
Paid [ ] Check No.:
Collected By:

Signed: Date :
(Applicant)

(Application will not be considered complete unless accompanied by the appeal fee. Fee shall be waived when appeal is based on failure of agency to act within a specified time frame.)

R-31

MBS:dh
02-11-20

RESOLUTION AUTHORIZING AN EMERGENCY TEMPORARY APPROPRIATION IN THE AMOUNT OF $10,000.00 TO THE FY2019 TEMPORARY BUDGET FOR THE EMERGENCY ASSISTANCE (2019 EEMA) FROM THE NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT

WHEREAS, funds have become available through an award approved by the New Jersey Office of Emergency Management, and no adequate provision has been made in the 2019 temporary budget for the aforesaid purpose, N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the above mentioned purpose; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, of not less than two-thirds of all the members of City Council thereof affirmatively concurring, that in accordance with provisions of N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation be and the same is hereby made for the New Jersey Office of Emergency Management, in the amount of $10,000.00.

2. That said emergency temporary appropriation will be provided for in the temporary budget under the title of:

"FY'19 Emergency Management Agency Assistance (EMAA)"

3. That one certified copy of this resolution be filed with the Director of Local Government Services.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

WALK ON

WALK ON

WALK ON
Replace R-25

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: ~~JANUARY~~ February 11th, **2020**

TO: Jason Asuncion, Business Administrator

FROM: Keith L. Walker, Director – Public Works

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE:

RESOLUTION AUTHORIZING AN EMERGENCY APPROPRIATION TO THE FY 2019 TEMPORARY BUDGET IN THE AMOUNT OF $10,000.00 FOR THE EMERGENCY ASSISTANCE (2019 EMAA) FROM THE NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT

BRIEF DESCRIPTION:

The City has been approved for a 2017 Emergency Assistance Grant in the amount of $10,000.00 for Emergency Management purposes.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): **702-921**

AMOUNT: **$10,000.00**

	Date	Signature
Approved by Relevant Director:	1/6/2020	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

WALK ON WALK ON WALK ON

Approved by Business Administrator: 1-7-20

Received by City Attorney: 1/8/2020

	(Name) Please Print	(Extension #)
Prepared By:	Yvette Torres-Velasquez	
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

****Please attach all supporting documents****

NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL
SUBAWARD

FY AND GRANT NAME FY 19 EMPG **PROJECT TITLE** Emergency Management Agency Assistance (EMAA)	**SUBAWARD AMOUNT** Federal $ 10,000.00 Match $ 0.00 **Total** $ 10,000.00 **Subrecipient Indirect Cost Rate (ICR)** N/A
SUBRECIPIENT City of Camden **DUNS NO.** 077069581	**CFDA NO.** 97.042 **CFDA AMOUNT** $ 350,100,000.00
FEDERAL AWARD IDENTIFICATION NO. EMN-2019-EP-00003 **FEDERAL AWARDING AGENCY** FEMA	**FEDERAL AWARD DATE** 10/1/2019 **FEDERAL AWARD AMOUNT** $ 8,281,372.00 **L&PS ICR** N/A
STATE ACCOUNT NO. 19-100-066-1200-726	**DATE OF AWARD** 10/1/2019

In accordance with the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.) as amended, the Department of Law and Public Safety hereby awards to the above named Subrecipient a subaward in the amount specified for the purposes set forth in the approved application. An in-kind match will be provided to compensate OEM Staff to complete the tasks listed on the FY19 work plan.

This subaward is subject to the requirements set forth in the appropriate Federal Regulations, the General Conditions for subawards promulgated by the Department of Law and Public Safety, all applicable Statutes of the State of New Jersey and the requirements of the State of New Jersey for State and local financial accounting including the filing of single audits as required under 2 C.F.R. Part 200, Subpart F, Audit Requirements (2 C.F.R. §200.500, et seq.) and/or State Circular Letters 15-08-OMB and 07-05-OMB (if applicable). It is subject also to any general conditions and assurances, approved budget, application authorization, certifications, and special conditions attached to this program.

This subaward incorporates all conditions and representations contained or made in the application and notice of award (if applicable).

FOR THE SUBRECIPIENT:

Signature of Authorizing Official

Keith L. Walker,EMC
Typed Name of Official and Title

1-6-20
Date

Subaward Number: FY19-EMPG-EMAA-0408

Subaward Period: 7/1/19 - 6/30/20

Subrecipient Fiscal Year Start Date: 01/01

FOR THE STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY

Attorney General or Designee

Date

Division Contact

Name: SFC Deborah Couts

Title: EMAA Grants Manager

Email: lpp6309@gw.njsp.org

Phone Number: 609-963-6996

WHEREAS, the City of Camden, Office of Emergency Management has been awarded State CFDA #97.042, Award # FY19-EMPG-EMAA-0408 from the New Jersey State Police, Office Emergency Management Performance Grant.

And whereas to be eligible for the grant to reimburse the City toward a portion of the salary of the Emergency Management Coordinator it is necessary to have a resolution authorizing the application and acceptance of the grant; the FY 19 EMAA Grant period of July, 1, 2019 through June 30, 2020. The Sub award would be for $10,000.00 no match.

Be it resolved that the City Council of the City of Camden authorizes the appropriate officials of the City of Camden to execute the agreement to accept the grant for the purpose set forth in the application pertinent to all the terms, conditions and requirements set forth to participate in the program;

Be it further resolved that in accordance with NJSA52:27BBB-23 a true copy of this resolution shall be submitted to the New Jersey Commissioner of Community Affairs who shall have ten (10) days from receipt of resolution to veto the resolution.

RESOLUTION #32

Resolution awarding a contract to Remington & Vernick Engineers, 232 Kings Highway East, Haddonfield, NJ 08033 to provide services for determination of emergent conditions for the city of Camden's water or wastewater systems

RESOLUTION

NOT available at time of print on Friday, January 31, 2020.

RESOLUTION #33

Resolution authorizing and approving a shared services agreement between the City of Camden and Camden County Municipal Utilities Authority (CCMUA) for municipal sewer improvements at 27th Street between Federal Street and Marlton Pike in Camden

RESOLUTION

NOT available at time of print on Friday, January 31, 2020.

Amended at February 4th, 2020 Caucus meeting
Please note that items within boxed area (s) are items added.
Items on consent Agenda include Resolutions: 1-2, 4-14, 16, 18-22, 24-30

CITY COUNCIL AGENDA

TUESDAY, FEBRUARY 11TH, 2020 – 5:00 P.M.
CITY COUNCIL CHAMBER

CALL TO ORDER

FLAG SALUTE

ROLL CALL

STATEMENT OF COMPLIANCE

NOTICE OF MEETING

APPROVAL OF MINUTES

COMMUNICATIONS

Office of Finance

1. Check registers of the City of Camden for the period of **December 3rd, 2019 through January 31st 2020**

2. Payroll register summary of the City of Camden for the period of **January 5th and January 19, 2020**

Office of City Council

3. **Presentations**

Department of Administration

4. **Correspondence concerning Fire Dept Restructuring Plan 2-10-2020**

OLD BUSINESS

ORDINANCES – FIRST READING

Office of City Council

1. Ordinance amending and supplementing Municipal Ordinance MC-2322, adopted August 27, 1987, as amended by MC-3840, adopted May 8, 2003

ORDINANCES – SECOND READING & PUBLIC HEARING

Department of Administration

1. Ordinance amending Ordinance MC-5137 authorizing the transfer of several parcels to the Camden Redevelopment Agency (CRA)

2. Ordinance amending Ordinance MC-5035 authorizing the transfer of 418 Federal Street to the Camden Redevelopment Agency

Office of the City Attorney

3. Ordinance authorizing the acceptance of 1249 Carl Miller Boulevard and 927 North 31st Street as a gift

4. Ordinance authorizing the removal of deed restrictions and reversionary language on 556 Ferry Street

Department of Public Works

5. An Ordinance authorizing the upgrade to personalized signage of certain location of its handicap parking privileges

6. An Ordinance authorizing the approval to move existing signage to a new authorized location

7. An Ordinance authorizing the removal of handicap parking privileges in certain locations in the City of Camden

8. An Ordinance authorizing the removal of handicap parking privileges in certain locations in the City of Camden

9. An Ordinance designating certain areas in the City of Camden "As Handicapped Parking Only"

10. An Ordinance designating certain areas in the City of Camden "As Handicapped Parking Only"

Department of Planning & Development

11. Ordinance approving an application under the Long Term Tax Exemption Law (N.J.S.A. 40A:20-1 et. Seq.) and authorizing a Financial Agreement with Crestbury Preservation Urban Renewal, LLC – Crestbury Apartments located at 2553 S. 8th St."

RESOLUTIONS

Office of City Council

1. Resolution recognizing Julio Rivera as the City of Camden Employee of the Month for March, 2020

Office of the Municipal Clerk

2. Resolution authorizing the acceptance of a Camden County Open Space and Historic Preservation Trust Fund Program Grant in the amount of $50,000.00 to implement an interactive historic mural

3. Resolution authorizing a temporary emergency appropriation in the amount of $50,000.00 from the Camden County Open Space and Historic Trust Fund

4. Resolution authorizing an execution of a shared services agreement between the City of Camden and the County of Camden for the implementation of an interactive historic mural

Office of the City Attorney

5. Resolution rescinding Resolution #R-64 (MC-19:7214) authorizing amendment #1 to contract #05-19-143s with the Law office of Sheila Ellington for municipal prosecutor services

6. Resolution authorizing the settlement of litigation

7. Resolution amending Resolution #R-18 (MC-7147) adopted on October 8, 2019 authorizing the City Council of the City of Camden determining that the Crestbury Preservation Renewal LLC project provides for and meets the affordable housing need of the City of Camden

Department of Administration

8. Resolution re-appointing Patrick J. Keating, Director of Finance as a commissioner to the Municipal Insurance Fund Commission

9. Resolution re-appointing Jason J. Asuncion, Business Administrator as a commissioner to the Municipal Insurance Fund Commission

10. Resolution appointing Keith L. Walker, Director of Public Works as a commissioner to the Municipal Insurance Fund Commission

11. Resolution authorizing the re-appointment of Theresa Atwood as a member to the Zoning Board of Adjustment for a four (4) year term

12. Resolution authorizing the City of Camden to initiate the competitive contracting process to receive proposals for online tax sale hosting services for the City of Camden

Department of Planning & Development

13. Resolution authorizing a subrecipient agreement between the City of Camden and New Life Community Development Corporation in the amount of $250,000.00

14. Resolution accepting a grant from the Delaware Valley Regional Planning Commission (DVRPC) for the FY20 supportive regional highway planning program in the amount of $24,000.00

15. Resolution authorizing a temporary emergency appropriation in the amount of $24,000.00 from the Delaware Valley Regional Planning Commission for the FY20 Supportive Regional Highway Planning Program

16. Resolution accepting a grant from the Delaware Valley Regional Planning Commission (DVRPC) for the FY20 transit support program in the amount of $20,800.00

17. Resolution authorizing a temporary emergency appropriation in the amount of $20,800.00 from the Delaware Valley Regional Planning Commission for the FY20 transit support program

18. Resolution authorizing amendment #2 to contract #11-18-163 between the City of Camden and Keller Engineers, LLC for the Broadway Streetscape Improvement Project

19. Resolution amending agreement between the City of Camden and Zayed Abed GAD073

20. Resolution amending agreement between the City of Camden and Robin Hill Apartments #GAD057

21. Resolution authorizing an agreement between the City of Camden and Lakeview Realty Investment Associates, LP #CHC057

22. Resolution authorizing an agreement between the City of Camden and Hollybush Preservation Partnership, LLC #GAH012

Department of Finance

23. Resolution authorizing temporary emergency budget appropriations for the fiscal year 2020 budget

24. Resolution authorizing the acceptance of redemptions in installments according to N.J.S.A 54:5:65

25. Resolution authorizing an accelerated electronic tax sale for fiscal year 2020 pursuant to Chapter 99, Public Law 1977

26. Resolution requesting authorization to cancel the excess of revenue and spending reserves for the NJDOT 2016 resurfacing of various streets project

27. Resolution authorizing the issuance of duplicate tax sale certificates

28. Resolution requesting authorization to cancel the spending reserves for HOPWA accounts for fiscal year FY2011 and FY2015

Department of Public Works

29. Resolution authorizing a contract under New Jersey State Contract #ESCNJ 18/19-26 to Gordian c/o Murray Paving & Concrete, LLC, 210 S. Newman Street, Hackensack, NJ 07601

30. Resolution authorizing and ratifying emergency procurement and payment of same to Brink's Tank Services, Inc., Hillside, NJ for the demolition of 2036 High Street, Block 1144, Lot 10 and imposing lien on the property

31. Resolution authorizing an emergency temporary appropriation in the amount of $10,000.00 to the FY2019 temporary budget for the emergency assistance (2019 EEMA) from the New Jersey Office of Emergency Management

Department of Administration

32. Resolution authorizing a professional services contract to Remington & Vernick Engineers to provide a determination of emergent conditions for the City of Camden's water or wastewater systems (RFP #19-34) in the amount of $10,000

33. Resolution authorizing and approving a shared services agreement between the City of Camden and Camden County Municipal Utilities Authority (CCMUA) for municipal sewer improvements at 27th Street between Federal Street and Marlton Pike in Camden

Office of the City Attorney

34. Resolution authorizing the City to enter into an installment agreement with South Jersey Port Corporation for past due water and sewer charges

Department of Planning & Development

35. Resolution supporting the Preferred Preliminary alternative for Route 70 Camden Feeder Road-27th Street concept development study, Marlton Pike to Federal Street/Baird Blvd, City of Camden

PUBLIC COMMENT

ADJOURNMENT

Please note summary of Public Decorum rules below

Rule XVII: Decorum

Any person who shall disturb the peace of the Council, make impertinent or slanderous remarks or conduct himself in a boisterous manner while addressing the Council shall be forthwith barred by the presiding officer from further audience before the Council, except that if the speaker shall submit to proper order under these rules, permission for him to continue may be granted by a majority vote of the Council.

City Council meetings shall be conducted in a courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free of slander, threats of violence or the use of Council as a forum for politics. Sufficient warnings may be given by the Chair at any time during the remarks and, in the event that any individual shall violate the rules of decorum heretofore set forth, the Chairperson may then cut off comment or debate. At the discretion of the Chairperson, light signals may be used to display the commencement of the time for speaking and a warning light may be flashed to show that the appropriate time has passed. A red light will signal that there is no longer time.

C-1

FRANCISCO "FRANK" MORAN
MAYOR

DEPARTMENT OF FINANCE
CITY OF CAMDEN
NEW JERSEY

PATRICK J. KEATING
FINANCE DIRECTOR
TEL: 856-757-7582
EMAIL: FINANCE@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US

MEMORANDUM

To: Honorable Curtis Jenkins, City Council President
Luis Pastoriza, Municipal Clerk

From: Patrick J. Keating, Finance Director PJK

Date: January 31, 2020

Subject: **Check Register-Communications for Forthcoming City Council Meeting-February 11, 2020**

Attached please find the Check Register for the City of Camden for the period of December 3, 2019, through January 31, 2020.

The Check Registers represent the checks written from various funds of the City.

Please include this communication in the Agenda for the forthcoming Council Meeting to be voted on for approval.

Please contact me at extension 7582, if you have any additional questions.

PJK/mdh
Attachments

cc: Honorable Francisco "Frank" Moran, Mayor

Range of Checking Accts: First to Last Range of Check Dates: 12/03/19 to 01/31/20
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
25HOPWA		HOPWA CASH ACCT-TD #4308907603				
11714	12/20/19	AAA05	AAA REALTY & MANAGEMENT, LLC	627.00		15264
11715	12/20/19	ABE06	ZAYED S ABED	1,526.00		15264
11716	12/20/19	AIO01	AION FOX RIDGE LLC	889.00	12/31/19	15264
11717	12/20/19	ALE02	ALEXAR PROPERTIES, LLC	880.00	12/31/19	15264
11718	12/20/19	AME16	AMERICAN DREAM PROPERTIES	782.00		15264
11719	12/20/19	ANG08	ANGELO ASSOCIATES, LLC	775.00		15264
11720	12/20/19	ANT01	ANTIOCH PHASE II	601.00		15264
11721	12/20/19	BUT02	BUTTONWOOD HOLDINGS, LLC	751.00	12/31/19	15264
11722	12/20/19	CAP25	CAPITAL SYSTEMS PROPERTY MANAG	608.00		15264
11723	12/20/19	CED04	CEDAR BROOK NJ, LLC	388.95		15264
11724	12/20/19	CHA50	CHALET GARDENS OWNER, LLC	230.00		15264
11725	12/20/19	CRO03	CROSSING AT GLASSBORO, LLC	1,034.00		15264
11726	12/20/19	DAV60	DAVENPORT VILLAGE	532.00		15264
11727	12/20/19	DCA01	DC ADVISORS, LLC	1,116.00	12/31/19	15264
11728	12/20/19	DEE01	DEERFIELD ASSOCIATES, LP	719.00		15264
11729	12/20/19	DIO01	GENE DINA	1,001.00	12/31/19	15264
11730	12/20/19	EAS21	EAST COAST WILLOWS LLC	1,163.00	12/31/19	15264
11731	12/20/19	EME14	GIBBSBORO LLC	913.00	12/31/19	15264
11732	12/20/19	EPM01	ENGLISH PROPERTY MGMT LLC	1,364.00	12/31/19	15264
11733	12/20/19	FER20	FERRY MANOR	482.00		15264
11734	12/20/19	FER21	KATHERINE FERGUSON	503.00		15264
11735	12/20/19	FOX04	FOX RIDGE MANAGEMENT OFFICE	1,790.00	12/31/19	15264
11736	12/20/19	GAR54	VERENICE GARCIA	1,063.00	12/31/19	15264
11737	12/20/19	GAT05	GATEHOUSE & COOPERSTOWN APTS	673.00	12/31/19	15264
11738	12/20/19	GIB04	GIBBSBORO REALTY LLC	922.00		15264
11739	12/20/19	GRE02	GREENWOOD CONSULTING, LLC	1,200.00	12/31/19	15264
11740	12/20/19	GRE49	GREEN GARDEN APARTMENT, LLC	726.00	12/31/19	15264
11741	12/20/19	GRE54	GRE PARKVIEW URBAN RENEWAL,LLC	831.00		15264
11742	12/20/19	GTM01	GTM VILLAGES, LLC	448.00	12/31/19	15264
11743	12/20/19	HEI06	THE HEIGHTS OF COLLINGSWOOD	1,090.00		15264
11744	12/20/19	HEI07	HEIGHTS INVESTMENT PROPERTY IN	409.00		15264
11745	12/20/19	HOL49	HOLLYBUSH PRESERVATION	1,002.00	12/31/19	15264
11746	12/20/19	HPA01	HP ALTMAN AUTUMN RIDGE LLC	316.00		15264
11747	12/20/19	HYD05	EAST COAST HYDE PARK	1,151.00		15264
11748	12/20/19	JOH76	ORLANDO & LESSIE JOHNS	776.00		15264
11749	12/20/19	KEL27	BARBARA & GEORGE KELLY	752.00		15264
11750	12/20/19	KIY01	MICHAEL KIYAGA	974.00	12/31/19	15264
11751	12/20/19	LIN20	LINDENWOLD PH, LP	2,740.00	12/31/19	15264
11752	12/20/19	LIN6	KEVIN LIN	563.00	12/31/19	15264
11753	12/20/19	LUM03	LUMBERTON CAMPUS LP	494.00	12/31/19	15264
11754	12/20/19	LUN05	WEZI LUNGU	67.00	12/31/19	15264
11755	12/20/19	MAP02	MAPLE SHADE APARTMTS ASSOCIATE	595.00		15264
11756	12/20/19	MAZ03	MAURICE BASEM MAZAHREH	1,460.00	12/31/19	15264
11757	12/20/19	MIN09	1662 MINCON LLC	947.00		15264
11758	12/20/19	NOR05	NORTH FORKLANDING ASSOCIATION	630.00	12/31/19	15264
11759	12/20/19	OAK04	OAK RIDGE APARTMENTS	1,365.00	12/31/19	15264
11760	12/20/19	REA12	REAL VALUE PARTNERS 3, LLC	1,000.00		15264
11761	12/20/19	ROB14	ROBERT NICOLEAUL 1052 COLYOR	1,560.00		15264
11762	12/20/19	ROB60	ROBIN HILL APARTMENTS	957.00		15264

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
25HOPWA		HOPWA CASH ACCT-TD #4308907603 Continued				
11763	12/20/19	ROS04	ROSS GROVE, LLC	287.00		15264
11764	12/20/19	RUB08	RUBINSON & SPERLING	336.00	12/31/19	15264
11765	12/20/19	SCO02	MARK SCOTT	62.61	12/31/19	15264
11766	12/20/19	SGO01	SGOUROUS REALTY LLC	373.00		15264
11767	12/20/19	SLP01	SL PROPERTIES LLC	708.00		15264
11768	12/20/19	SPS01	SPS HOLDINGS, LLC	532.00	12/31/19	15264
11769	12/20/19	TAM02	TAMARACK APARTMENTS, LLC	1,374.00		15264
11770	12/20/19	TUC03	RAYMOND TUCKER	759.00	12/31/19	15264
11771	12/20/19	WAS15	WASHINGTON PARK APTS LLC	684.00		15264
11772	12/20/19	WHI08	WHITEGOLD INVESTMENTS LLL	763.00	12/31/19	15264
11773	12/27/19	BOR21	GRACIE MARIE BORNS	108.00	12/31/19	15286
11774	01/06/20	IKO02	RICOH USA, INC	445.55		15296
11775	01/10/20	CIT09	CITY OF CAMDEN PAYROLL	9,818.99		15304
11776	01/10/20	COA10	COACHMAN MANOR, LP	1,306.00		15304
11777	01/10/20	IKO02	RICOH USA, INC	445.55		15304
11778	01/17/20	DEL56	DELANCO FAMILY APTS	2,175.00		15318
11779	01/17/20	LEW18	LEWIS INSEPCTIONS	1,583.64		15318
11780	01/17/20	PAR39	PARKVIEW AT COLLINGSWOOD URBAN	2,589.00		15318
11781	01/17/20	SEC08	SECURED HIGH YIELD, LLC	2,400.00		15318
11782	01/31/20	AAA05	AAA REALTY & MANAGEMENT, LLC	627.00		15338
11783	01/31/20	ABE06	ZAYED S ABED	710.00		15338
11784	01/31/20	AIO01	AION FOX RIDGE LLC	889.00		15338
11785	01/31/20	ALE02	ALEXAR PROPERTIES, LLC	880.00		15338
11786	01/31/20	AME16	AMERICAN DREAM PROPERTIES	782.00		15338
11787	01/31/20	ANG08	ANGELO ASSOCIATES, LLC	775.00		15338
11788	01/31/20	ANT01	ANTIOCH PHASE II	385.00		15338
11789	01/31/20	BOR21	GRACIE MARIE BORNS	108.00		15338
11790	01/31/20	BUT02	BUTTONWOOD HOLDINGS, LLC	751.00		15338
11791	01/31/20	CAP25	CAPITAL SYSTEMS PROPERTY MANAG	608.00		15338
11792	01/31/20	CED04	CEDAR BROOK NJ, LLC	884.00		15338
11793	01/31/20	CHA50	CHALET GARDENS OWNER, LLC	230.00		15338
11794	01/31/20	COA10	COACHMAN MANOR, LP	653.00		15338
11795	01/31/20	CRO03	CROSSING AT GLASSBORO, LLC	1,034.00		15338
11796	01/31/20	DAV60	DAVENPORT VILLAGE	532.00		15338
11797	01/31/20	DCA01	DC ADVISORS, LLC	1,116.00		15338
11798	01/31/20	DEE01	DEERFIELD ASSOCIATES, LP	719.00		15338
11799	01/31/20	DEL56	DELANCO FAMILY APTS	725.00		15338
11800	01/31/20	DIO01	GENE DINA	1,001.00		15338
11801	01/31/20	EAS21	EAST COAST WILLOWS LLC	1,163.00		15338
11802	01/31/20	EME14	GIBBSBORO LLC	913.00		15338
11803	01/31/20	EPM01	ENGLISH PROPERTY MGMT LLC	1,364.00		15338
11804	01/31/20	FER20	FERRY MANOR	482.00		15338
11805	01/31/20	FER21	KATHERINE FERGUSON	503.00		15338
11806	01/31/20	FOX04	FOX RIDGE MANAGEMENT OFFICE	1,790.00		15338
11807	01/31/20	GAR54	VERENICE GARCIA	1,063.00		15338
11808	01/31/20	GAT05	GATEHOUSE & COOPERSTOWN APTS	673.00		15338
11809	01/31/20	GIB04	GIBBSBORO REALTY LLC	922.00		15338
11810	01/31/20	GRE02	GREENWOOD CONSULTING, LLC	1,200.00		15338
11811	01/31/20	GRE54	GRE PARKVIEW URBAN RENEWAL,LLC	831.00		15338
11812	01/31/20	GTM01	GTM VILLAGES, LLC	448.00		15338
11813	01/31/20	HEI06	THE HEIGHTS OF COLLINGSWOOD	1,090.00		15338
11814	01/31/20	HEI07	HEIGHTS INVESTMENT PROPERTY IN	409.00		15338

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
25HOPWA		HOPWA CASH ACCT-TD #4308907603 Continued				
11815	01/31/20	HPA01	HP ALTMAN AUTUMN RIDGE LLC	316.00		15338
11816	01/31/20	HYD05	EAST COAST HYDE PARK	1,151.00		15338
11817	01/31/20	IKO02	RICOH USA, INC	445.55		15338
11818	01/31/20	JOH76	ORLANDO & LESSIE JOHNS	776.00		15338
11819	01/31/20	KEL27	BARBARA & GEORGE KELLY	752.00		15338
11820	01/31/20	KIY01	MICHAEL KIYAGA	974.00		15338
11821	01/31/20	LIN20	LINDENWOLD PH, LP	2,740.00		15338
11822	01/31/20	LUM03	LUMBERTON CAMPUS LP	494.00		15338
11823	01/31/20	LUN05	WEZI LUNGU	67.00		15338
11824	01/31/20	MAP02	MAPLE SHADE APARTMTS ASSOCIATE	595.00		15338
11825	01/31/20	MAZ03	MAURICE BASEM MAZAHREH	1,460.00		15338
11826	01/31/20	MIN09	1662 MINCON LLC	947.00		15338
11827	01/31/20	NOR05	NORTH FORKLANDING ASSOCIATION	630.00		15338
11828	01/31/20	OAK04	OAK RIDGE APARTMENTS	1,365.00		15338
11829	01/31/20	PAR39	PARKVIEW AT COLLINGSWOOD URBAN	863.00		15338
11830	01/31/20	REA12	REAL VALUE PARTNERS 3, LLC	1,000.00		15338
11831	01/31/20	ROB14	ROBERT NICOLEAUL 1052 COLYOR	741.00		15338
11832	01/31/20	ROS04	ROSS GROVE, LLC	287.00		15338
11833	01/31/20	RUB08	RUBINSON & SPERLING	336.00		15338
11834	01/31/20	SCO02	MARK SCOTT	62.61		15338
11835	01/31/20	SEC08	SECURED HIGH YIELD, LLC	1,200.00		15338
11836	01/31/20	SGO01	SGOUROUS REALTY LLC	373.00		15338
11837	01/31/20	SLP01	SL PROPERTIES LLC	708.00		15338
11838	01/31/20	SPS01	SPS HOLDINGS, LLC	532.00		15338
11839	01/31/20	TAM02	TAMARACK APARTMENTS, LLC	1,374.00		15338
11840	01/31/20	TUC03	RAYMOND TUCKER	759.00		15338
11841	01/31/20	WAS15	WASHINGTON PARK APTS LLC	684.00		15338
11842	01/31/20	WHI08	WHITEGOLD INVESTMENTS LLL	763.00		15338
11843	01/31/20	WSA01	WS AFFORDABLE URBAN RENEWAL LL	1,563.00		15338

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	130	0	120,354.45	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	130	0	120,354.45	0.00

CASH ESCROW TD		ESCROW ACCT TD 4308903700				
1613	12/06/19	ALA03	THE ALAIMO GROUP	47.50		15247
1614	12/13/19	REM02	REMINGTON & VERNICK	0.00	12/13/19 VOID	0
1615	12/13/19	REM02	REMINGTON & VERNICK	22,831.71		15257
1616	12/20/19	DEM07	DEMBO, BROWN & BURNS LLP	4,480.00		15273
1617	01/17/20	REM02	REMINGTON & VERNICK	1,275.42		15324

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	1	28,634.63	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	1	28,634.63	0.00

CASH GEN CAPIT		CASH GEN-CAPITAL (TD BANK)				
987	12/20/19	BEY07	BEYER OF MORRISTOWN	30,376.78	12/31/19	15270

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CASH GEN CAPIT		CASH GEN-CAPITAL (TD BANK)	Continued			

Checking Account Totals

	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	30,376.78	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	30,376.78	0.00

CASH GEN INSU GEN INSURANCE TD 4308903544

19720	12/06/19	BAR36	AGOSTINO A BARBETTA JR	342.80		15242
19721	12/06/19	CON53	CONNER STRONG & BUCKELEW, INC.	616.00		15242
19722	12/06/19	DAL01	LENA DALY	140.40		15242
19723	12/06/19	DIP04	GAETANO J. DIPATRI	209.50		15242
19724	12/06/19	INT14	INTERNATIONAL ASSOC. OF FIRE-	479.32		15242
19725	12/06/19	INT15	INTERNATIONAL ASSOC OF FIRE-	1,427.54		15242
19726	12/06/19	LOG01	ANTHONY J LOGANDRO	92.00		15242
19727	12/13/19	MAK05	GENEVIEVE MAKOWSKI	134.40		15251
19728	12/13/19	ODE02	ROBERT M. ODELL	400.00		15251
19729	12/13/19	TUR16	TURNER,O'MARA,DONNELLY &	5,206.97		15251
19730	12/13/19	WAT03	JEROME WATSON	116.40		15251
19731	12/20/19	BEA12	BEACON AUTO & TRUCK COLLISSION	7,288.22		15266
19732	12/20/19	GLA11	ROBERT M. GLASSON	1,000.00		15266
19733	12/20/19	KER02	JOHN D. KERNAN DMD PA	22,287.00		15266
19734	12/20/19	MAL08	JULIO MALAVE	69.20		15266
19735	12/20/19	QUA14	QUAL-LYNX	46,758.00		15266
19736	12/20/19	REP02	JOSEPH REPA	294.75		15266
19737	12/20/19	TUR16	TURNER,O'MARA,DONNELLY &	2,394.00		15266
19738	12/20/19	VIK02	VIKING TERMITE & PEST CONTROL	456.00		15266
19739	12/27/19	BEL15	BELLMAWR COLLISION CENTER INC	3,972.96		15284
19740	12/27/19	QUA14	QUAL-LYNX	64.94	01/14/20 VOID	15284 (Reason: SHOULD BE WIRE)
19741	12/27/19	WEI12	WEIR & PARTNERS LLP	7,140.93		15284
19742	01/06/20	HOR13	JOSE L. HORTA	329.53		15295
19743	01/06/20	LUC04	CARLOS LUCIANO	659.06		15295
19744	01/06/20	SHA07	BARBARA SHARPER	329.53		15295
19745	01/10/20	ABB02	JOSEPH ABBOTT	813.00		15302
19746	01/10/20	ACE19	REINALDO M ACEVEDO	813.00		15302
19747	01/10/20	ADA07	MARILYN R. ADAMS	813.00		15302
19748	01/10/20	ALE13	JAMES ALEXANDER	813.00		15302
19749	01/10/20	ALL47	ROBERT E ALLENBACH	813.00		15302
19750	01/10/20	AND07	JAMES M. ANDERSON	1,626.00		15302
19751	01/10/20	ANG02	RONALD ANGEMI	1,626.00		15302
19752	01/10/20	ANG03	NICHOLAS F. ANGELASTRO	813.00		15302
19753	01/10/20	ANG05	LENORA R. ANGELASTRO	813.00		15302
19754	01/10/20	ANN01	EDNA D ANNISE	813.00		15302
19755	01/10/20	ARD01	VINCENT ARDIRE	1,626.00		15302
19756	01/10/20	ARD02	JOSEPH P. ARDIRE	813.00		15302
19757	01/10/20	ARE06	JOSEPH H. ARENSBERG	1,626.00		15302
19758	01/10/20	AVE01	JOHN E. AVERSA	1,626.00		15302
19759	01/10/20	BAI08	WILLIAM BAIN	813.00		15302
19760	01/10/20	BAK05	PAUL R. BAKER, JR.	1,626.00		15302
19761	01/10/20	BAL16	WILLIE J BALLARD	813.00		15302
19762	01/10/20	BAN09	WILLIAM H. BANKS	1,626.00		15302
19763	01/10/20	BAR36	AGOSTINO A BARBETTA JR	1,626.00		15302
19764	01/10/20	BAR65	COLEY BARBEE	813.00		15302
19765	01/10/20	BAS03	ROBERT A. BASILE	1,626.00		15302
19766	01/10/20	BEA11	DEBORAH P. BEASLEY	813.00		15302

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
CASH GEN INSU		GEN INSURANCE TD 4308903544	Continued		
19767	01/10/20	BEN27	GRACE V. RUSSELL-BENJAMIN	1,626.00	15302
19768	01/10/20	BEN32	MARVIN BENDY	1,626.00	15302
19769	01/10/20	BER02	CHARLES R. BERRY	1,626.00	15302
19770	01/10/20	BER27	WILLIAM E. BERKS	813.00	15302
19771	01/10/20	BER32	WILLIAM BERMAN	1,626.00	15302
19772	01/10/20	BIR05	STEPHEN R BIRD	813.00	15302
19773	01/10/20	BLE04	MICHAEL A BLEVINS SR	813.00	15302
19774	01/10/20	BOC03	ROLAND BOCK	4,248.00	15302
19775	01/10/20	BOK01	ELEANOR J BOKRETA	813.00	15302
19776	01/10/20	BON05	LORRAINE BONELLI	813.00	15302
19777	01/10/20	BOO14	MICHAEL BOONE	813.00	15302
19778	01/10/20	BOY04	RONALD J. BOYLE	1,626.00	15302
19779	01/10/20	BOY08	GEORGE F. BOYER, SR.	813.00	15302
19780	01/10/20	BOY16	JEROME P BOYD	813.00	15302
19781	01/10/20	BRI23	ROSEANN BRIGGS	1,626.00	15302
19782	01/10/20	BRO34	SHELLEY BROWN	813.00	15302
19783	01/10/20	BRO75	JOSEPH A. BROCCOLI	813.00	15302
19784	01/10/20	BUC02	ROGER BUCK	813.00	15302
19785	01/10/20	BUM03	NORMAN L BUMM	813.00	15302
19786	01/10/20	BUR51	CARLOS R BURGOS	813.00	15302
19787	01/10/20	BUR56	LARRY BURGESS	813.00	15302
19788	01/10/20	BUR57	MARY BURDZIEJKO	813.00	15302
19789	01/10/20	CAL18	BARBARA R CALVERT	813.00	15302
19790	01/10/20	CAN08	GEORGE CANDIA	813.00	15302
19791	01/10/20	CAP17	JOSEPH R. CAPUTI	813.00	15302
19792	01/10/20	CAP19	PAUL CAPIZOLA	1,626.00	15302
19793	01/10/20	CAR09	PETER CARBONE	1,626.00	15302
19794	01/10/20	CAR78	RICHARD D. CARVER	813.00	15302
19795	01/10/20	CAR90	RODNEY CARTER	813.00	15302
19796	01/10/20	CAS28	VIRGINIA CASTRO	813.00	15302
19797	01/10/20	CHA36	RUSSELL H. CHANDLER	1,626.00	15302
19798	01/10/20	CHA39	RICHARD N. CHANDLER	813.00	15302
19799	01/10/20	CHR02	CHARLES CHRISTENSEN	1,626.00	15302
19800	01/10/20	CHU02	RITA M. CHUDZINSKI	813.00	15302
19801	01/10/20	CIA05	RAYMOND CIANFRANI	1,626.00	15302
19802	01/10/20	CIN07	RICHARD L. CINAGLIA	1,626.00	15302
19803	01/10/20	COL100	YVONNE COLEMAN	813.00	15302
19804	01/10/20	COL82	FORREST N. COLLINS	2,439.00	15302
19805	01/10/20	COM42	SHARON COMBS-PETTIGREW	813.00	15302
19806	01/10/20	CON48	RICHARD W. CONLEY	1,626.00	15302
19807	01/10/20	CON54	JOSEPH W. CONVERY	1,626.00	15302
19808	01/10/20	COU25	WILLIAM M COUSE JR	813.00	15302
19809	01/10/20	COV01	LEONARD COVOLESKY	1,368.00	15302
19810	01/10/20	CRI04	FRANCIS J. CRISSEY, SR.	1,626.00	15302
19811	01/10/20	CRO08	EDWARD J. CROPSKI, SR.	1,626.00	15302
19812	01/10/20	CRO22	RONALD CROWDER	813.00	15302
19813	01/10/20	CRU29	SERAPIO CRUZ	1,626.00	15302
19814	01/10/20	CRY02	DENT CRYMES	813.00	15302
19815	01/10/20	CUR06	VERNON G. CURTIS	1,626.00	15302
19816	01/10/20	DAL01	LENA DALY	813.00	15302
19817	01/10/20	DAV63	FREDERICK S DAVIS	1,626.00	15302
19818	01/10/20	DEA07	DENNIS DEAL	1,626.00	15302

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
CASH GEN INSU		GEN INSURANCE TD 4308903544	Continued		
19819	01/10/20	DEE02	MICHAEL DEETS	813.00	15302
19820	01/10/20	DEF03	ROBERT B. DEFORD	1,626.00	15302
19821	01/10/20	DEL17	PAUL M. DELFING, JR.	813.00	15302
19822	01/10/20	DEL37	JOAN DELGOZZO	813.00	15302
19823	01/10/20	DEL55	GILBERTO DELVALLE	813.00	15302
19824	01/10/20	DEV03	JAMES L. DEVINE	813.00	15302
19825	01/10/20	DEV05	ALBERT A. DEVONE	813.00	15302
19826	01/10/20	DIM05	ANTHONY S. DI MAURO	1,626.00	15302
19827	01/10/20	DIP01	WILLIAM DIPOMPO	4,226.40	15302
19828	01/10/20	DIP03	STEPHEN J DIPOMPO	813.00	15302
19829	01/10/20	DIP04	GAETANO J. DIPATRI	1,626.00	15302
19830	01/10/20	DIR06	LOUIS J DIRENZO	813.00	15302
19831	01/10/20	DIR07	RICHARD J DIRENZO	813.00	15302
19832	01/10/20	DIT02	JOSEPH J DITARANTO JR	813.00	15302
19833	01/10/20	DOE02	HARRY DOERR	813.00	15302
19834	01/10/20	DOR07	DAVID A DORWORTH	813.00	15302
19835	01/10/20	DOS02	ROSE E DOSS	813.00	15302
19836	01/10/20	DOW02	DENNIS DOWHY	813.00	15302
19837	01/10/20	DOW11	ROBERT E DOWHY	813.00	15302
19838	01/10/20	DRO01	WALTER DROGE	1,626.00	15302
19839	01/10/20	DUN12	RACHELLE DUNN	813.00	15302
19840	01/10/20	DUR02	WILLIAM A. DURHAM	813.00	15302
19841	01/10/20	DUU02	CHARLES DUUS	813.00	15302
19842	01/10/20	DUX01	WILLIAM J DUX	3,435.00	15302
19843	01/10/20	ECK01	THOMAS ECKEL	813.00	15302
19844	01/10/20	EDW12	JOHN V EDWARDS	1,626.00	15302
19845	01/10/20	EDW13	BRENDA EDWARDS	813.00	15302
19846	01/10/20	ELD01	RAYMOND D. ELDREDGE	813.00	15302
19847	01/10/20	EPP01	VERONICA BLEDSOE-EPPS	813.00	15302
19848	01/10/20	ERT03	EDWARD F ERTZ JR	813.00	15302
19849	01/10/20	ESC02	PAUL ESCHER	813.00	15302
19850	01/10/20	EVA04	GARY EVANGELISTA	1,626.00	15302
19851	01/10/20	FAR13	CURTIS W FARMER	813.00	15302
19852	01/10/20	FEL15	FRANCISCO FELICIANO	813.00	15302
19853	01/10/20	FIG03	EDWIN J FIGUEROA	2,926.20	15302
19854	01/10/20	FIS14	JOSEPH P. FISHER	1,626.00	15302
19855	01/10/20	FLA03	MATTHEW FLAX	813.00	15302
19856	01/10/20	FOL02	HERBERT FOLTZ JR	813.00	15302
19857	01/10/20	FOS10	MICHAEL FOSLER	813.00	15302
19858	01/10/20	FRA15	RITA M. FRANCKOWIAK	813.00	15302
19859	01/10/20	FRA37	ALBERT R. FRAMPTON	1,626.00	15302
19860	01/10/20	FRE05	GARY FREEMAN	813.00	15302
19861	01/10/20	FRE19	ROBERT W. FRETT	1,626.00	15302
19862	01/10/20	FRE21	JOSEPH L FREEMAN	813.00	15302
19863	01/10/20	FRY01	ROBERT FRYMOYER	813.00	15302
19864	01/10/20	GAL06	MICHAEL GALASSO	1,626.00	15302
19865	01/10/20	GAL17	DANIEL J. GALASSO	1,626.00	15302
19866	01/10/20	GAL18	WILLIAM GALLAGHER	1,626.00	15302
19867	01/10/20	GAL20	ANTHONY J GALIAZZI SR	1,626.00	15302
19868	01/10/20	GAR49	JERISE GARTEN	1,626.00	15302
19869	01/10/20	GAR51	CLARIBEL GARCIA	813.00	15302
19870	01/10/20	GEN02	ANTONIO D. GENNETTA	1,626.00	15302

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
CASH GEN INSU		GEN INSURANCE TD 4308903544	Continued		
19871	01/10/20	GFR03	JOSEPH R. GFRORER	813.00	15302
19872	01/10/20	GIB12	KAREN L GIBSON	813.00	15302
19873	01/10/20	GIO03	MARIO GIORDANO	813.00	15302
19874	01/10/20	GIU02	ROSE D. GIUFFRE	813.00	15302
19875	01/10/20	GOL05	RONALD GOLDEN	813.00	15302
19876	01/10/20	GON43	ANTONIO S GONZALEZ	813.00	15302
19877	01/10/20	GOR04	DENNIS M. GORMLEY	1,626.00	15302
19878	01/10/20	GOR05	RONALD T. GORSKI	813.00	15302
19879	01/10/20	GOR07	THOMAS P. GORCZYNSKI	1,626.00	15302
19880	01/10/20	GOR15	THERESA M GORMAN	813.00	15302
19881	01/10/20	GOU05	JOSEPH L. GOULD	1,626.00	15302
19882	01/10/20	GRA33	FERNANDO GRACIA	813.00	15302
19883	01/10/20	GRA45	JOSEPH L. GRACE	1,626.00	15302
19884	01/10/20	GRA46	MARK L. GRANSDEN, SR.	1,626.00	15302
19885	01/10/20	GRA53	PETER GRAULICH	813.00	15302
19886	01/10/20	GRE06	LORRAINE GREENE	1,626.00	15302
19887	01/10/20	GRE57	GREGORY GREEN	813.00	15302
19888	01/10/20	GRI02	ERNEST S. GRIBAUDO	1,626.00	15302
19889	01/10/20	GRI11	TERRENCE M GRIMES	1,626.00	15302
19890	01/10/20	GRY02	JOHN T. GRYCKIEWICZ	1,626.00	15302
19891	01/10/20	GUI05	CHARLES A. GUIDOTTI	1,626.00	15302
19892	01/10/20	GUT01	MARINA GUTIERREZ	813.00	15302
19893	01/10/20	HAN02	ALBERT HANDY	1,626.00	15302
19894	01/10/20	HAN09	RICHARD E. HAND	1,626.00	15302
19895	01/10/20	HAN12	DOROTHY HANDY	1,137.60	15302
19896	01/10/20	HAR08	CORA L. HARPER	813.00	15302
19897	01/10/20	HAR09	DONALD R. HARRISON	1,626.00	15302
19898	01/10/20	HAR82	RICHARD B. HARRIS	1,626.00	15302
19899	01/10/20	HAR89	WAYNE HARTMAN	1,626.00	15302
19900	01/10/20	HAR93	STEVEN HARDWICK	813.00	15302
19901	01/10/20	HAY05	EARL P. HAYES	813.00	15302
19902	01/10/20	HEN17	LLOYD W. HENSHALL	1,626.00	15302
19903	01/10/20	HIL03	JAMES M HILLMAN	1,626.00	15302
19904	01/10/20	HIN05	NOVELLA HINSON	813.00	15302
19905	01/10/20	HOF04	DANIEL L HOFFMAN	813.00	15302
19906	01/10/20	HOL10	CARMEN L. HOLMES	813.00	15302
19907	01/10/20	HOO03	LEONARD H. HOOGERWERFF	813.00	15302
19908	01/10/20	HOR13	JOSE L. HORTA	813.00	15302
19909	01/10/20	HOR18	JOHN HORNER SR.	1,626.00	15302
19910	01/10/20	HOR19	VALERIE M HORTA-MCDONNELL	1,626.00	15302
19911	01/10/20	HOU03	JOHN HOUSER	813.00	15302
19912	01/10/20	HOW07	FRANK HOWARD	813.00	15302
19913	01/10/20	HUE01	WILLIAM HUELAS	1,626.00	15302
19914	01/10/20	HUS02	JAMES J. HUSTON, JR.	1,626.00	15302
19915	01/10/20	IEZ01	ANTHONY P. IEZZI	1,626.00	15302
19916	01/10/20	ING04	EDWARD INGRAM	1,626.00	15302
19917	01/10/20	JAC25	CHARLES E JACKSON	1,626.00	15302
19918	01/10/20	JEM03	LOUIS F JEMINEY	813.00	15302
19919	01/10/20	JOH11	PHYLLIS JOHNSON	813.00	15302
19920	01/10/20	JOH12	ROBIN JOHNSON	813.00	15302
19921	01/10/20	JOH18	RONALD L JOHNSON	813.00	15302
19922	01/10/20	JOH34	JAMES JOHNSTON	813.00	15302

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
CASH GEN INSU		GEN INSURANCE TD 4308903544	Continued		
19923	01/10/20	JOH77	RICHARD E JOHNSON	813.00	15302
19924	01/10/20	JOH81	CARL D JOHNSON	813.00	15302
19925	01/10/20	JOH82	LINDA D JOHNSON	3,252.00	15302
19926	01/10/20	JON16	ARNOLD JONES	813.00	15302
19927	01/10/20	JON24	CLARENCE P JONES	1,626.00	15302
19928	01/10/20	JON53	TERESITA JONES	813.00	15302
19929	01/10/20	JON60	DONALD JONES	813.00	15302
19930	01/10/20	JON62	VALERIE JONES	813.00	15302
19931	01/10/20	JON63	MICHAEL JONES	813.00	15302
19932	01/10/20	JOR07	EDWARD JORDAN	813.00	15302
19933	01/10/20	JOY05	GEORGE JOYNER	1,626.00	15302
19934	01/10/20	KAM02	FODAY M KAMARA	813.00	15302
19935	01/10/20	KEE03	DENNIS E. KEEGAN	2,439.00	15302
19936	01/10/20	KEL31	PHYLLIS M. KELLY	1,626.00	15302
19937	01/10/20	KEO02	KENNETH J. KEOUGH, SR.	813.00	15302
19938	01/10/20	KIF01	GEORGE KIFFERLY	1,626.00	15302
19939	01/10/20	KIL03	DENNIS G. KILLE	813.00	15302
19940	01/10/20	KIR08	JOSEPH KIRK, JR.	813.00	15302
19941	01/10/20	KLI01	DAVID E KLINSHAW	813.00	15302
19942	01/10/20	KNO02	PATRICIA J. KNOWLES	1,626.00	15302
19943	01/10/20	KOC01	CHARLES J KOCHER	813.00	15302
19944	01/10/20	KOG01	MARK KOGUT	1,626.00	15302
19945	01/10/20	KOW01	JOSEPH KOWALSKI	1,626.00	15302
19946	01/10/20	KOW03	RONALD C. KOWALSKI	1,626.00	15302
19947	01/10/20	KRA07	DAVID KRAUS	1,626.00	15302
19948	01/10/20	KUR01	GEORGE C. KURTYAN	1,137.60	15302
19949	01/10/20	KUR03	JOHN KURTYAN	6,870.00	15302
19950	01/10/20	LAS06	DANIEL LASKOWSKI	3,435.00	15302
19951	01/10/20	LAT06	RONALD LATTANZIO	813.00	15302
19952	01/10/20	LEA03	HERBERT C LEARY	1,626.00	15302
19953	01/10/20	LEA04	CLIFFORD S LEARY	813.00	15302
19954	01/10/20	LEE06	ROBERT E. LEE	1,626.00	15302
19955	01/10/20	LEM03	ROBERT T LEMAYSKI	813.00	15302
19956	01/10/20	LER08	JOHN LERNER	813.00	15302
19957	01/10/20	LES06	JOSEPH LESNIEWSKI	1,626.00	15302
19958	01/10/20	LIB08	LUCY LIBRIZZI	813.00	15302
19959	01/10/20	LOG01	ANTHONY J LOGANDRO	813.00	15302
19960	01/10/20	LUC04	CARLOS LUCIANO	1,626.00	15302
19961	01/10/20	MAR08	JOSEPH A MARINI	2,600.40	15302
19962	01/10/20	MAR121	RICHARD M MARNIN	813.00	15302
19963	01/10/20	MAR23	FREDERICK H MARTIN JR	813.00	15302
19964	01/10/20	MAR97	RICHARD B. MARTER	1,626.00	15302
19965	01/10/20	MAT05	PAUL MATYJASIK	813.00	15302
19966	01/10/20	MCC12	JOE W. MC CANN	1,626.00	15302
19967	01/10/20	MCC16	MICHAEL MCCORMICK	813.00	15302
19968	01/10/20	MCC52	JOSEPH MCCRAY	813.00	15302
19969	01/10/20	MCC54	JOYCE E MCCRAY	813.00	15302
19970	01/10/20	MCC55	MORRIS A MCCORMICK	813.00	15302
19971	01/10/20	MCD07	ANDREA N MCDONALD	813.00	15302
19972	01/10/20	MCG14	FRANK MCGUCKIN	1,626.00	15302
19973	01/10/20	MCM04	JAMES J. McMASTER	1,626.00	15302
19974	01/10/20	MEK01	JOHN MEKSA	813.00	15302

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
CASH GEN INSU		GEN INSURANCE TD 4308903544	Continued		
19975	01/10/20	MEL18	FERDINAND J. MELONI	813.00	15302
19976	01/10/20	MIC08	EDWARD V. MICHALAK, JR.	813.00	15302
19977	01/10/20	MIL12	VINCENT L. MILLER	1,626.00	15302
19978	01/10/20	MIL27	JOHN F. MILLS	813.00	15302
19979	01/10/20	MIL40	OSCAR MILBOURNE	1,626.00	15302
19980	01/10/20	MIL91	GARY E MILLER	1,626.00	15302
19981	01/10/20	MIL92	RONALD E MILLER	1,626.00	15302
19982	01/10/20	MON06	ARNOLD P. MONAHAN, JR.	1,626.00	15302
19983	01/10/20	MON42	JOSE G MONTANO	3,243.00	15302
19984	01/10/20	MOO08	BESSIE A. MOORE	813.00	15302
19985	01/10/20	MOO26	JANET MOORE	813.00	15302
19986	01/10/20	MOR14	DONALD J. MORRIS	813.00	15302
19987	01/10/20	MOR75	RONALD J MORENO	813.00	15302
19988	01/10/20	MOR76	ANGELICA M MORALES	813.00	15302
19989	01/10/20	MOU01	RICHARD A. MOUNTNEY	1,626.00	15302
19990	01/10/20	MUR23	RAYMOND MURPHY	1,626.00	15302
19991	01/10/20	MUR24	MARTIN MURRAY	1,626.00	15302
19992	01/10/20	MUR25	GREGORY J MURPHY	813.00	15302
19993	01/10/20	MUZ01	LOUIS A MUZYCZEK	813.00	15302
19994	01/10/20	NEI08	RONALD G NEILING	1,626.00	15302
19995	01/10/20	NEL09	JUNIUS B. NELSON	1,626.00	15302
19996	01/10/20	NEL11	ROBERT W. NELSON	1,626.00	15302
19997	01/10/20	NEW46	ERNEST A. NEWKIRK	813.00	15302
19998	01/10/20	NIC11	JOHN NICHOLSON	1,626.00	15302
19999	01/10/20	NIE07	JULIO NIEVES	813.00	15302
20000	01/10/20	ODE01	WILLIAM O'DENNIS	1,626.00	15302
20001	01/10/20	ODE02	ROBERT M. ODELL	1,626.00	15302
20002	01/10/20	OLS03	JOSEPH G. OLSEN	813.00	15302
20003	01/10/20	ORT22	FELIX ORTA	813.00	15302
20004	01/10/20	PAC05	ALFONSO PACIOCCO	1,626.00	15302
20005	01/10/20	PAG05	ARMOND S. PAGLIONE	813.00	15302
20006	01/10/20	PAL01	LEROY G PALMER	3,435.00	15302
20007	01/10/20	PAL02	FRANK J. PALERMO	1,626.00	15302
20008	01/10/20	PAR10	JOHN A. PARADISO	1,626.00	15302
20009	01/10/20	PAS02	TOMMIE E. PASQUINI	813.00	15302
20010	01/10/20	PAT10	ALBERT R. PATTERSON	813.00	15302
20011	01/10/20	PAT23	MARIO D PATRIZI	1,626.00	15302
20012	01/10/20	PAV04	THOMAS M PAVLOW	3,435.00	15302
20013	01/10/20	PEA07	DAVID PEARSON	813.00	15302
20014	01/10/20	PEN37	ROBERT PENN	813.00	15302
20015	01/10/20	PEN38	KENNETH L. PENN	1,625.40	15302
20016	01/10/20	PEN41	DENNIS PENN	813.00	15302
20017	01/10/20	PER49	PURA PEREZ	813.00	15302
20018	01/10/20	PHI36	JAMES PHILLIPS	813.00	15302
20019	01/10/20	PHI37	JOHNNIE R PHILLIPS	813.00	15302
20020	01/10/20	PHO02	JOHN N. PHOENIX	1,626.00	15302
20021	01/10/20	PIC08	JAMES PICKUP	1,626.00	15302
20022	01/10/20	PIE02	FRANK E. PIECH	1,626.00	15302
20023	01/10/20	PRO39	THOMAS M. PROSINSKI	1,626.00	15302
20024	01/10/20	RED16	PAUL REDMAN	813.00	15302
20025	01/10/20	RIC24	WAYNE RICHARDSON	813.00	15302
20026	01/10/20	RIV20	JOSEPH RIVERA	813.00	15302

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
CASH GEN INSU		GEN INSURANCE TD 4308903544	Continued		
20027	01/10/20	RIV59	JUAN A RIVERA	1,626.00	15302
20028	01/10/20	RIV73	JACQUELINE RIVERA	813.00	15302
20029	01/10/20	ROB26	JAMES T. ROBINSON	813.00	15302
20030	01/10/20	ROB57	RALPH ROBERTS	1,626.00	15302
20031	01/10/20	ROB62	DANIEL E ROBERTSON	1,626.00	15302
20032	01/10/20	ROD49	ORLANDO RODRIGUEZ	1,626.00	15302
20033	01/10/20	ROL09	JUAN ROLDAN	1,626.00	15302
20034	01/10/20	ROM16	MAGDA ROMERO	813.00	15302
20035	01/10/20	ROO03	FRANCIS X. ROONEY	1,626.00	15302
20036	01/10/20	ROS41	VIDA ROSIJI	813.00	15302
20037	01/10/20	ROT05	JOSEPH N ROTHCHFORD	1,626.00	15302
20038	01/10/20	RUB05	JOSEPH RUBINO	1,626.00	15302
20039	01/10/20	RUD01	ALLEN RUDDEROW, III	1,626.00	15302
20040	01/10/20	RUM01	WILLIAM N RUMELL	1,626.00	15302
20041	01/10/20	RUS01	SAGE C. RUSSELL	813.00	15302
20042	01/10/20	RYA10	JAMES G RYAN	813.00	15302
20043	01/10/20	SAN07	PAULINE SANTORO	1,626.00	15302
20044	01/10/20	SAN85	ERNEST SANTONE	1,626.00	15302
20045	01/10/20	SAN86	CAROL SANDERS ADAMS	813.00	15302
20046	01/10/20	SAP01	ANTHONY R. SAPONARE	1,626.00	15302
20047	01/10/20	SAV11	NELSON L. SAVIDGE, JR.	813.00	15302
20048	01/10/20	SAX01	LELA SAXTON	1,626.00	15302
20049	01/10/20	SAX02	CYRUS SAXON	813.00	15302
20050	01/10/20	SAX03	ARNETA SAXTON	813.00	15302
20051	01/10/20	SCA10	ROBERT SCARDUZIO	813.00	15302
20052	01/10/20	SCH06	HARRY C. SCHOLZ, JR.	1,626.00	15302
20053	01/10/20	SCH12	SHIRLEY M. SCHMIDT	813.00	15302
20054	01/10/20	SCH13	HELEN A. SCHIRALDI	813.00	15302
20055	01/10/20	SCH41	EDWARD B SCHAEFFER	813.00	15302
20056	01/10/20	SCH44	WILLIAM SCHUMACHER	813.00	15302
20057	01/10/20	SCH49	MICHAEL SCHLICHTIG	813.00	15302
20058	01/10/20	SCO05	ROBERT SCOULER	1,626.00	15302
20059	01/10/20	SHA08	ROBERT B. SHAW	1,626.00	15302
20060	01/10/20	SHA31	RALPH J. SHAW	1,626.00	15302
20061	01/10/20	SIM50	CHARLES R SIMONE	1,626.00	15302
20062	01/10/20	SKL02	STEPHEN B. SKLAR, SR.	813.00	15302
20063	01/10/20	SLE01	GEORGE R. SLEVIN	1,626.00	15302
20064	01/10/20	SMA04	MICHAEL SMARRITO	1,626.00	15302
20065	01/10/20	SMA09	ABRAHAM SMALLS	813.00	15302
20066	01/10/20	SMI01	LINDA SMITH	1,626.00	15302
20067	01/10/20	SMI20	WILLIAM H. SMITH	1,626.00	15302
20068	01/10/20	SMI85	LARRY F SMITH	813.00	15302
20069	01/10/20	SPE06	PAUL SPEAS	813.00	15302
20070	01/10/20	SPE20	WILLIAM L. SPELLER	813.00	15302
20071	01/10/20	SPE29	MICHAEL J SPECK	1,626.00	15302
20072	01/10/20	SPR08	FREDERICK SPRENG	813.00	15302
20073	01/10/20	STA16	BARBARA A. STAFFORD	813.00	15302
20074	01/10/20	STE13	JAMES STETSER	1,626.00	15302
20075	01/10/20	STE47	JOHN L. STERNER	1,626.00	15302
20076	01/10/20	STI22	JOHN D. STINSMAN	1,626.00	15302
20077	01/10/20	STI24	PHILIP C STINGER	813.00	15302
20078	01/10/20	STY01	JAMES R. STYLES	813.00	15302

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
CASH GEN INSU		GEN INSURANCE TD 4308903544 Continued			
20079	01/10/20	SZA03	WALTER J. SZATKOWSKI	3,435.00	15302
20080	01/10/20	SZY01	GEORGE S SZYCHULSKI	1,626.00	15302
20081	01/10/20	TAT07	RICHARD TATE	1,626.00	15302
20082	01/10/20	TAY01	WILLIAM J. TAYLOR, JR.	813.00	15302
20083	01/10/20	TET02	DOMINICK L. TETI	1,626.00	15302
20084	01/10/20	THO58	RACHAEL THOMAS	813.00	15302
20085	01/10/20	THO60	ARTHUR E THOMPSON SR	1,626.00	15302
20086	01/10/20	THR02	ALBERTA M. THRASH	813.00	15302
20087	01/10/20	TIP01	GEORGE C. TIPS	1,626.00	15302
20088	01/10/20	TRE07	BARBARA TRESKY	813.00	15302
20089	01/10/20	TRO14	RONALD A. TROUTMAN	1,626.00	15302
20090	01/10/20	TRZ02	STANLEY TRZEBUNIAK	1,626.00	15302
20091	01/10/20	UND02	ARTHUR A UNDERWOOD	1,626.00	15302
20092	01/10/20	UPS04	FRANKLIN E. UPSHAW	1,626.00	15302
20093	01/10/20	VAL17	DAVID VALORA, JR.	1,626.00	15302
20094	01/10/20	VAL20	FRANK E. VALORA	813.00	15302
20095	01/10/20	VAN12	ROBERT W. VAN ISTENDAL	1,626.00	15302
20096	01/10/20	VAU01	DANIEL E. VAUTIER	2,253.00	15302
20097	01/10/20	VEN05	JOHN R VENABLES JR	813.00	15302
20098	01/10/20	VER01	CARLOS VERA	1,626.00	15302
20099	01/10/20	VER21	LUIS VERA	1,626.00	15302
20100	01/10/20	VOG01	HARRY VOGEL	1,626.00	15302
20101	01/10/20	VOG04	FRANCIS J. VOGT	1,626.00	15302
20102	01/10/20	WAR25	GARY WARDEN	1,137.60	15302
20103	01/10/20	WAR27	STEPHANIE M WARE	1,626.00	15302
20104	01/10/20	WAT03	JEROME WATSON	813.00	15302
20105	01/10/20	WER01	SAMUEL C. WERNTZ	1,626.00	15302
20106	01/10/20	WHI11	DENNIS R. WHITE	813.00	15302
20107	01/10/20	WHI40	LESTER WHINNA	813.00	15302
20108	01/10/20	WIC02	WILLIAM A. WICKWARD	1,626.00	15302
20109	01/10/20	WIL105	ROBERT J. WILLIAMS	1,626.00	15302
20110	01/10/20	WIL117	GILBERT L WILSON	1,626.00	15302
20111	01/10/20	WIL37	RICHARD P. WILLIAMS	813.00	15302
20112	01/10/20	WIL47	ARCHIE WILLIAMS	813.00	15302
20113	01/10/20	WIL85	RICHARD W. WILLIAMS	1,626.00	15302
20114	01/10/20	WIL95	WILLIAM R. WILKIE	813.00	15302
20115	01/10/20	WIN17	ANTHONY WINTERS	1,626.00	15302
20116	01/10/20	WIS03	ROBERT WISNIEWSKI	813.00	15302
20117	01/10/20	WIT03	STANLEY WITKOWSKI	813.00	15302
20118	01/10/20	WOO15	CHARLES S. WOODWARD, JR.	1,626.00	15302
20119	01/10/20	WOR02	ROBERT C. WORRELL	813.00	15302
20120	01/10/20	WRO01	RONALD WROBEL	813.00	15302
20121	01/10/20	WYS03	JOSEPH C WYSOCKI	2,275.20	15302
20122	01/10/20	YEA01	PAULINE R. YEAGER	813.00	15302
20123	01/10/20	YEA03	KATHLEEN M. YEAGER	813.00	15302
20124	01/10/20	YEA04	CHRISTOPHER YEAGER	1,626.00	15302
20125	01/10/20	ZEI04	CHARLES ZEIGLER	813.00	15302
20126	01/10/20	ZIE01	ROBERT J ZIENIUK	1,626.00	15302
20127	01/10/20	ZIM01	MICHAEL ZIMMERMAN	1,626.00	15302
20128	01/17/20	ORZ01	THOMAS ORZECHOWSKI	1,626.00	15315
20129	01/17/20	SAN05	MARK SAUNDERS	435.26	15315
20130	01/24/20	HOR13	JOSE L. HORTA	329.53	15327

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CASH GEN INSU	GEN INSURANCE TD 4308903544 Continued					
20131	01/24/20	LUC04	CARLOS LUCIANO	659.06		15327
20132	01/24/20	SAN05	MARK SAUNDERS	435.26		15327
20133	01/24/20	SHA07	BARBARA SHARPER	329.53		15327
20134	01/31/20	CWA01	CWA LOCAL 1014	900.00		15335
20135	01/31/20	INT15	INTERNATIONAL ASSOC OF FIRE-	2,834.24		15335

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	415	1	594,432.79	64.94
Direct Deposit:	0	0	0.00	0.00
Total:	415	1	594,432.79	64.94

CASH GRANT TD	FEDERAL/STATE GRANT FD (TD)					
104462	12/06/19	AME72	AMERI MARK DIRECT	5,209.88		15246
104463	12/06/19	ORI02	ORIENTAL TRADING COMPANY	639.93		15246
104464	12/06/19	RUT14	RUTGERS UNIVERSITY	200.00		15246
104465	12/06/19	WHI07	BENJAMIN WHITE	600.00		15246
104466	12/13/19	ALL13	SASHA ALLEN	300.00		15254
104467	12/13/19	CAM46	CAMDEN REDEVELOPMENT AGENCY	2,863.75		15254
104468	12/13/19	LEX02	LEXA CONCRETE LLC	998,529.33		15259
104469	12/20/19	CAM46	CAMDEN REDEVELOPMENT AGENCY	4,876.95		15269
104470	12/20/19	CME01	CME ASSOCIATES	5,726.48		15269
104471	12/20/19	LEX02	LEXA CONCRETE LLC	328,812.54		15269
104472	12/20/19	NIC05	SAMIR NICHOLS	2,100.00		15269
104473	12/20/19	PEN31	PENNONI ASSOCIATES, INC	74,965.00		15269
104474	12/27/19	WHI07	BENJAMIN WHITE	600.00		15287
104475	01/06/20	COO30	COOPERS FERRY DEVELOPMENT ASSO	21,660.21		15300
104476	01/10/20	LEX02	LEXA CONCRETE LLC	717,272.34		15306
104477	01/17/20	ALL13	SASHA ALLEN	900.00		15321
104478	01/17/20	MAD06	MAD SCIENCE OF WEST NJ	820.00		15321
104479	01/24/20	MOR62	MORGAN VILLAGE CIRCLE COMM.	11,880.00		15330
104480	01/31/20	CAM41	CAMDEN COUNTY OFFICE OF THE	4,210.51		15340
104481	01/31/20	COO30	COOPERS FERRY DEVELOPMENT ASSO	492,149.10		15340
104482	01/31/20	PEN31	PENNONI ASSOCIATES, INC	53,645.00		15340

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	21	0	2,727,961.02	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	21	0	2,727,961.02	0.00

CASH TRUST TD	TRUST OTHER (TD) 4308903635					
3516	12/06/19	CIT09	CITY OF CAMDEN PAYROLL	4,242.00		15243
3517	12/13/19	NJD20	NJ DEPT OF HLTH & SR SER.	36.00		15250
3518	01/17/20	NJD20	NJ DEPT OF HLTH & SR SER.	18.00		15317
3519	01/31/20	CIT09	CITY OF CAMDEN PAYROLL	8,813.44		15336

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	13,109.44	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	13,109.44	0.00

CDBG FUND TD	CASH CDBG FUND (TD) 4308903718					
25098	12/06/19	CDW01	CDWG	17,735.76	12/31/19	15245

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
CDBG FUND TD		CASH CDBG FUND (TD) 4308903718 Continued					
25099	12/06/19	CHI12	CHILDREN'S GARDEN	2,800.00	12/31/19	15245	
25100	12/06/19	MOR08	MORGAN CONSTRUCTION MANAGEMENT	2,540.00	12/31/19	15245	
25101	12/06/19	REN13	C4 RENOVATIONS	4,500.00	12/31/19	15245	
25102	12/06/19	SAF07	SAFETY BUS SERVICE	1,800.00	12/31/19	15245	
25103	12/13/19	ATL15	DAVID R DIMATTIA	5,000.00	12/31/19	15253	
25104	12/13/19	BAL18	BALANCED LIVING & WELLNESS LLC	1,000.00	12/31/19	15253	
25105	12/13/19	EAS12	EASTSIDE BUILDERS	5,000.00	12/31/19	15253	
25106	12/13/19	EDS06	ED'S CONTRACTING SERVICES	8,350.00	12/31/19	15253	
25107	12/13/19	FED14	FEDEX (OMEGA CORP CTR)	25.80	12/31/19	15253	
25108	12/13/19	GRE59	GREATER HARMONY LLC	1,250.00	12/31/19	15253	
25109	12/13/19	MOR08	MORGAN CONSTRUCTION MANAGEMENT	1,690.00	12/31/19	15253	
25110	12/13/19	PUB04	PSE&G	4,364.82	12/31/19	15253	
25111	12/13/19	ZAS05	ZASH CONSTRUCTION, LLC	8,800.00	12/31/19	15253	
25112	12/20/19	ADV01	ADVERTISING SPECIALTIES	3,237.50	12/31/19	15268	
25113	12/20/19	EXC01	EXCLUSIVE FASHIONS	600.00		15268	
25114	12/20/19	FED14	FEDEX (OMEGA CORP CTR)	30.04	12/31/19	15268	
25115	12/20/19	ORI02	ORIENTAL TRADING COMPANY	380.30	12/31/19	15268	
25116	12/20/19	WIG01	DAHLIA WIGFALL	1,500.00	12/31/19	15268	
25117	01/06/20	KRO05	KROC CENTER- SALVATION ARMY	72.00		15299	
25118	01/06/20	PUB04	PSE&G	908.98	01/23/20 VOID	15299	(Reason: Per Annette MC)
25119	01/06/20	SUB11	SUBURBAN CONSULTING ENGINEERS	8,310.85		15299	
25120	01/10/20		Alignment Check		VOID		
25121	01/10/20	CIT01	CITY OF CAMDEN	5,840.01		15305	
25122	01/10/20	CIT09	CITY OF CAMDEN PAYROLL	31,828.69		15305	
25123	01/10/20	ENV08	ENVIRO-SAFE	4,895.00		15305	
25124	01/10/20	GOV13	GOVCONNECTION, INC.	3,031.18		15305	
25125	01/10/20	PAI03	CYNTHIA PAIGE	98.10		15305	
25126	01/14/20	PSE02	PSE&G BUSINESS	28,659.23		15313	
25127	01/17/20	COO68	220 COOPER STREET LP	2,646.00		15320	
25128	01/17/20	WAC06	PHILADELPHIA 76ERS	2,000.00		15320	
25129	01/17/20	WES21	WESTBROOK LANES	480.00		15320	
25130	01/24/20	WBM01	W B MASON CO, INC	137.54		15329	
25131	01/24/20	NAT76	NATIONAL COMMUNITY DEV ASSOC.	2,200.00		15332	
25132	01/31/20	PUB04	PSE&G	2,003.80		15339	

Checking Account Totals

	Paid	Void	Amount Paid	Amount Void
Checks:	33	2	162,806.62	908.98
Direct Deposit:	0	0	0.00	0.00
Total:	33	2	162,806.62	908.98

CURRENT FUND TD		TD BANK 4308903487				
133046	12/04/19	MOO06	MOORE S BURIAL SERVICE LLC	500.00	12/31/19	15241
133047	12/06/19	BEL02	VERIZON	266.71	12/31/19	15248
133048	12/06/19	CAM01	CAMDEN BAG & PAPER COMPAY	3,808.90	12/31/19	15248
133049	12/06/19	CAM19	CAMDEN COUNTY BAR ASSOCIATION	55.00	12/31/19	15248
133050	12/06/19	CAM46	CAMDEN REDEVELOPMENT AGENCY	14,327.60	12/31/19	15248
133051	12/06/19	CAR01	CARTUN HARDWARE	2,038.63	12/31/19	15248
133052	12/06/19	COM35	COMCAST BUSINESS SERVICES --	508.52		15248
133053	12/06/19	CON02	CONTRACTOR SERVICE	186.20	12/31/19	15248
133054	12/06/19	COR36	CORE MECHANICAL, INC.	0.00	12/06/19 VOID	0
133055	12/06/19	COR36	CORE MECHANICAL, INC.	21,802.01	12/31/19	15248
133056	12/06/19	DEL25	DELL, INC.	29,829.03	12/31/19	15248

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CURRENT FUND TD TD BANK 4308903487			Continued			
133057	12/06/19	ELD05	ELDRIDGE FLEMING	1,200.00	12/31/19	15248
133058	12/06/19	ELL06	LAW OFFICE OF SHELIA ELLINGTON	1,050.00	12/31/19	15248
133059	12/06/19	FIR37	FIRST STUDENT, INC	15,737.00	12/31/19	15248
133060	12/06/19	FRE04	PATRICK L. FREEMAN	240.00	12/31/19	15248
133061	12/06/19	GAR02	GARDEN STATE HIGHWAY PRODUCTS	1,009.00	12/31/19	15248
133062	12/06/19	GAR13	GARDEN STATE MAT RENTAL	52.55	12/31/19	15248
133063	12/06/19	HAR02	HARRY'S PLUMBING L.L.C.	246.10	12/31/19	15248
133064	12/06/19	HOM15	HOMEWARD BOUND PET ADOPTION	17,416.67	12/31/19	15248
133065	12/06/19	IKO02	RICOH USA, INC	27,986.91	12/31/19	15248
133066	12/06/19	IND01	INDEPENDENT ANIMAL CARE SRV	15,250.00	12/31/19	15248
133067	12/06/19	JIL01	JIL COMMUNICATIONS	180.00	12/31/19	15248
133068	12/06/19	KIN32	KEVIN F. KINCKLE	850.00	12/31/19	15248
133069	12/06/19	MER01	MERCHANTVILLE OVERHEAD	1,292.28	12/31/19	15248
133070	12/06/19	MOO06	MOORE S BURIAL SERVICE LLC	30.00	12/31/19	15248
133071	12/06/19	NAT73	NATURAL PEST CONTROL INC	0.00	12/06/19 VOID	0
133072	12/06/19	NAT73	NATURAL PEST CONTROL INC	1,010.00	12/31/19	15248
133073	12/06/19	NIG02	NIGP MEMBERSHIP DEPT	190.00	12/31/19	15248
133074	12/06/19	NJI02	NJICLE	215.00	12/31/19	15248
133075	12/06/19	NJS07	NJ ST LEAGUE OF MUNICIPALITIES	55.00	12/31/19	15248
133076	12/06/19	RAM30	LESLIE RAMOS	504.00	12/31/19	15248
133077	12/06/19	RUS15	TEJUAN RUSSELL	354.00	12/31/19	15248
133078	12/06/19	SHA32	WAYNE SHAREEF JR	2,100.00	12/31/19	15248
133079	12/06/19	STA31	STATE TREASURER	50.00	12/31/19	15248
133080	12/06/19	STE50	BRYAN K. STEWART	420.00	12/31/19	15248
133081	12/06/19	TRE04	TREASURER, CAMDEN COUNTY	60,996.00	12/31/19	15248
133082	12/06/19	UNI02	A-1 UNIFORM CITY, INC	815.40	12/31/19	15248
133083	12/06/19	VER09	VERIZON SELECT SERVICES, INC.	1,165.84	12/31/19	15248
133084	12/06/19	XER01	XEROX CORPORATION	1,035.97	12/31/19	15248
133085	12/06/19	WIL118	DR EDWARD WILLIAMS, PP., AICP	409.54	12/31/19	15249
133086	12/13/19	ADV01	ADVERTISING SPECIALTIES	927.17	12/31/19	15256
133087	12/13/19	AME01	AMERICAN ASPHALT	1,377.52	12/31/19	15256
133088	12/13/19	BOO01	JODIE BOOKER JR.	800.00	12/31/19	15256
133089	12/13/19	BRA25	EUGENE L BRADLEY JR	787.50	12/31/19	15256
133090	12/13/19	BRT01	BRT TECHNOLOGIES, LLC	9,144.10	12/31/19	15256
133091	12/13/19	CAM46	CAMDEN REDEVELOPMENT AGENCY	3,484.35	12/31/19	15256
133092	12/13/19	COM35	COMCAST BUSINESS SERVICES --	347.99	12/31/19	15256
133093	12/13/19	COR36	CORE MECHANICAL, INC.	12,969.13	12/31/19	15256
133094	12/13/19	COU11	COURIER POST,THERESA CASALNOVA	43.20	12/31/19	15256
133095	12/13/19	COV05	COVANTA CAMDEN ENERGY RECOVERY	172,584.36	12/31/19	15256
133096	12/13/19	DEC01	DECOTIIS,FITZPATRICK & COLE	23,043.76	12/31/19	15256
133097	12/13/19	FED14	FEDEX (OMEGA CORP CTR)	30.74	12/31/19	15256
133098	12/13/19	FIR37	FIRST STUDENT, INC	0.00	12/13/19 VOID	0
133099	12/13/19	FIR37	FIRST STUDENT, INC	28,083.70	12/31/19	15256
133100	12/13/19	GRA41	GRAMCO BUSINESS COMMUNICATIONS	895.00	12/31/19	15256
133101	12/13/19	HOM01	HOME DEPOT CREDIT SVCS.	527.00	12/31/19	15256
133102	12/13/19	HOM11	HOME DEPOT	722.00	12/31/19	15256
133103	12/13/19	JJM01	JJM PLUMBING COMPANY	1,962.50	12/31/19	15256
133104	12/13/19	KIL03	DENNIS G. KILLE	1,470.00	12/31/19	15256
133105	12/13/19	MAJ02	MAJESTIC OIL CO, INC	10,922.49	12/31/19	15256
133106	12/13/19	MCC44	HOWARD McCOACH,PC	2,388.65	12/31/19	15256
133107	12/13/19	MCG16	CONNIE BENTLEY MCGHEE, ESQ	2,050.00	12/31/19	15256
133108	12/13/19	MIL93	ANGELA MILLER	50.70	12/31/19	15256

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CURRENT FUND TD TD BANK 4308903487			Continued			
133109	12/13/19	NJP03	NJPHCC	264.00	12/31/19	15256
133110	12/13/19	OGO01	ANTHONY OGOZALEK, JR. ESQ	1,350.00	12/31/19	15256
133111	12/13/19	PAC07	PACER SERVICE CENTER	103.50	12/31/19	15256
133112	12/13/19	POL01	POLLUTION CONTROL FINANCING	76,742.20	12/31/19	15256
133113	12/13/19	RAM30	LESLIE RAMOS	288.00	12/31/19	15256
133114	12/13/19	REG02	REGINE A ERVIN, CCR	1,781.75	12/31/19	15256
133115	12/13/19	REP01	REPUBLIC SERVICES	1,206.85	12/31/19	15256
133116	12/13/19	RIV39	RIVERFRONT RECYCLING &	28.08	12/31/19	15256
133117	12/13/19	SAX02	CYRUS SAXON	300.00	12/31/19	15256
133118	12/13/19	SPE28	SPECIALTY GRAPHICS, LLC	178.47	12/31/19	15256
133119	12/13/19	STE50	BRYAN K. STEWART	427.50	12/31/19	15256
133120	12/13/19	TDK01	TDK SYSTEMS GROUP, INC	724.50		15256
133121	12/13/19	THEIN005	THE INQUIRER	2,036.80		15256
133122	12/13/19	WAS01	WASTE MANAGEMENT OF NEW JERESY	192,424.29	12/31/19	15256
133123	12/13/19	WBM01	W B MASON CO, INC	2,078.05	12/31/19	15256
133124	12/13/19	WET20	WETLAWN AUTOMATIC SPRINKLER	950.00	12/31/19	15256
133125	12/13/19	WE01	WE SEE YOU LLC	10,090.76	12/31/19	15258
133126	12/17/19	AUT01	AUTOMATIC DATA PROCESSING	15,111.86	12/31/19	15263
133127	12/20/19	AA02	A & A GLASS	45.00	12/31/19	15274
133128	12/20/19	ATT07	AT&T	26,775.11	12/31/19	15274
133129	12/20/19	ATT08	A T & T MOBILITY	4,179.25	12/31/19	15274
133130	12/20/19	AUT07	ACCU WASH	232.50	12/31/19	15274
133131	12/20/19	AUT08	AUTO ZONE INC.	70.22	12/31/19	15274
133132	12/20/19	BEL02	VERIZON	37,182.47	12/31/19	15274
133133	12/20/19	BIF01	BIFF DUNCAN ASSOCIATES, INC.	120.00	12/31/19	15274
133134	12/20/19	CAM45	CAMDEN LUTHERAN HOUSING CORP.	4,754.31	12/31/19	15274
133135	12/20/19	CHE03	CHERRY VALLEY TRACTOR	624.40	12/31/19	15274
133136	12/20/19	CHE06	CHEER CHAMPS ELITE	200.00		15274
133137	12/20/19	CHE17	CHERRY HILL FIRE DEPT	9,500.00	12/31/19	15274
133138	12/20/19	COM35	COMCAST BUSINESS SERVICES --	575.90	12/31/19	15274
133139	12/20/19	DEM07	DEMBO, BROWN & BURNS LLP	8,000.00	12/31/19	15274
133140	12/20/19	DIV04	DIVISION OF FIRE SAFETY	600.00		15274
133141	12/20/19	ELL06	LAW OFFICE OF SHELIA ELLINGTON	1,150.00	12/31/19	15274
133142	12/20/19	EME15	EMERGENCY EQUIPMENT SALES,LLC	0.00	12/20/19 VOID	0
133143	12/20/19	EME15	EMERGENCY EQUIPMENT SALES,LLC	8,999.85	12/31/19	15274
133144	12/20/19	GOO12	TIREHUB, LLC	4,673.44	12/31/19	15274
133145	12/20/19	GOV13	GOVCONNECTION, INC.	158.22	12/31/19	15274
133146	12/20/19	HAD01	H A DEHART & SON	2,855.95	12/31/19	15274
133147	12/20/19	HAL12	HALL FIRE RMS, LLC	320.00	12/31/19	15274
133148	12/20/19	HER25	HERC RENTALS	2,431.23	12/31/19	15274
133149	12/20/19	HOF03	HOFFMAN EQUIPMENT	8,473.46	12/31/19	15274
133150	12/20/19	HUN03	HUNTER TRUCK SALES & SERVICE	459.40		15274
133151	12/20/19	IKO02	RICOH USA, INC	1,510.00	12/31/19	15274
133152	12/20/19	KON04	KONICA MINOLTA BUSINESS SOLUTI	1,050.28		15274
133153	12/20/19	LAU01	LAUREL LAWN MOWER SERVICE	1,535.19		15274
133154	12/20/19	LIN18	LINE SYSTEMS, INC. DBA	22,671.32		15274
133155	12/20/19	MAL02	MALL CHEVROLET INC	201.21	12/31/19	15274
133156	12/20/19	MER04	MERCHANTVILLE-PENN WATER COMM	1,267.50	12/31/19	15274
133157	12/20/19	MIK03	MIKE'S BETTER SHOES	289.99	12/31/19	15274
133158	12/20/19	MSD01	INDUSTRIAL HYDRAULICS & RUBBER	1,733.27	12/31/19	15274
133159	12/20/19	NAT02	NAT ALEXANDER COMPANY,INC.	223.00	12/31/19	15274
133160	12/20/19	NAT78	NATURAL GREEN LAWN CARE	4,150.00		15274

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CURRENT FUND TD TD BANK 4308903487			Continued			
133161	12/20/19	NJA06	NEW JERSEY AMERICAN WATER CO	36,064.00		15274
133162	12/20/19	REG02	REGINE A ERVIN, CCR	808.25	12/31/19	15274
133163	12/20/19	SHO02	SHOPRITE	345.75		15274
133164	12/20/19	SOU02	SOUTH CAMDEN IRON WORKS	1,028.04	12/31/19	15274
133165	12/20/19	TRA02	TRANSPORT PLANNING & SERVICES	2,700.00	12/31/19	15274
133166	12/20/19	VER09	VERIZON SELECT SERVICES, INC.	4,794.42	12/31/19	15274
133167	12/20/19	WBM01	W B MASON CO, INC	2,983.20	12/31/19	15274
133168	12/20/19	XER01	XEROX CORPORATION	785.34		15274
133169	12/27/19	AME01	AMERICAN ASPHALT	1,459.26		15290
133170	12/27/19	CAR01	CARTUN HARDWARE	2,257.12	12/31/19	15290
133171	12/27/19	CHA34	DOREEN CHANG	175.90	12/31/19	15290
133172	12/27/19	CIT09	CITY OF CAMDEN PAYROLL	7,374.72		15290
133173	12/27/19	CON02	CONTRACTOR SERVICE	73.22	12/31/19	15290
133174	12/27/19	COR36	CORE MECHANICAL, INC.	2,355.50	12/31/19	15290
133175	12/27/19	FAR04	FARMTEK	1,299.95	12/31/19	15290
133176	12/27/19	FIGNJ19	FIG CUST FIGNJ19LLC & SEC PTY	4,543.29	12/31/19	15290
133177	12/27/19	FRA05	FRANKLIN TRAILERS, INC	883.07		15290
133178	12/27/19	HOM01	HOME DEPOT CREDIT SVCS.	350.57		15290
133179	12/27/19	LIB02	LIBERTY PARK ESTATES	14,495.28		15290
133180	12/27/19	MIK03	MIKE'S BETTER SHOES	100.00		15290
133181	12/27/19	NAT73	NATURAL PEST CONTROL INC	0.00	12/27/19 VOID	0
133182	12/27/19	NAT73	NATURAL PEST CONTROL INC	910.00	12/31/19	15290
133183	12/27/19	PEC01	PERIPHERAL COMPANY,INC.	221.25		15290
133184	12/27/19	PLA14	PLATINUM ABSTRACT	512.65		15290
133185	12/27/19	STR09	STRAFFORD	247.00		15290
133186	12/27/19	TDK01	TDK SYSTEMS GROUP, INC	3,238.02		15290
133187	12/27/19	USB17	US BANK CUST/PC 4 FIRSTRUST BA	2,358.79		15290
133188	01/06/20	ACC06	ACCURATE LANGUAGE SERVICES	1,356.48		15298
133189	01/06/20	ARC05	USA MOBILITY WIRELESS [SPOK]	22.44		15298
133190	01/06/20	ATT02	LANGUAGE LINE SERVICES	185.30		15298
133191	01/06/20	ATT08	A T & T MOBILITY	329.92		15298
133192	01/06/20	AUT01	AUTOMATIC DATA PROCESSING	7,669.08		15298
133193	01/06/20	BIF01	BIFF DUNCAN ASSOCIATES, INC.	23,200.00		15298
133194	01/06/20	BOW05	BOWMAN & COMPANY LLP	3,000.00		15298
133195	01/06/20	COM35	COMCAST BUSINESS SERVICES --	530.55		15298
133196	01/06/20	COR36	CORE MECHANICAL, INC.	12,509.18		15298
133197	01/06/20	COU11	COURIER POST,THERESA CASALNOVA	54.00		15298
133198	01/06/20	DIS08	DISCOUNT FENCE COMPANY	3,900.00		15298
133199	01/06/20	GAN01	GANN LAW BOOKS	493.00		15298
133200	01/06/20	GAR08	GARDEN STATE CLE	798.00		15298
133201	01/06/20	GAR13	GARDEN STATE MAT RENTAL	52.55		15298
133202	01/06/20	GOO14	JANEAN GOODEN	217.86		15298
133203	01/06/20	GOV13	GOVCONNECTION, INC.	24,145.70		15298
133204	01/06/20	HOM01	HOME DEPOT CREDIT SVCS.	1,461.93		15298
133205	01/06/20	IND22	INDUCT INDUSTRIES	18,025.00		15298
133206	01/06/20	MIK03	MIKE'S BETTER SHOES	100.00		15298
133207	01/06/20	NAT02	NAT ALEXANDER COMPANY,INC.	751.00		15298
133208	01/06/20	NJL06	NJS LEAGUE OF MUNICIPALITIES	65.00		15298
133209	01/06/20	PAP03	PAPER MART, INC.	774.40		15298
133210	01/06/20	PRI51	MT EPHRAIM AVE SUPERMARKET	29.37		15298
133211	01/06/20	RAM30	LESLIE RAMOS	720.00		15298
133212	01/06/20	RUT14	RUTGERS UNIVERSITY	390.00		15298

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CURRENT FUND TD TD BANK 4308903487			Continued			
133213	01/06/20	STA31	STATE TREASURER	50.00		15298
133214	01/06/20	STE50	BRYAN K. STEWART	472.50		15298
133215	01/06/20	TDK01	TDK SYSTEMS GROUP, INC	0.00	01/06/20 VOID	0
133216	01/06/20	TDK01	TDK SYSTEMS GROUP, INC	8,277.30		15298
133217	01/06/20	UGI01	UGI ENERGY SERVICES, LLC	24,565.85		15298
133218	01/06/20	WBM01	W B MASON CO, INC	204.88		15298
133219	01/06/20	WIR04	WIRELESS COMMUNICATION &	560.00		15298
133220	01/06/20	FON04	FRANKIE FONTANEZ, ESQ	11,666.00		15301
133221	01/10/20	AME01	AMERICAN ASPHALT	952.74		15309
133222	01/10/20	BOY05	BOYD PHOTOGRAPHY LLC	575.00		15309
133223	01/10/20	CAM12	CAMDEN COUNTY CLERK'S OFFICE	551.40		15309
133224	01/10/20	CAR01	CARTUN HARDWARE	1,170.04		15309
133225	01/10/20	COM35	COMCAST BUSINESS SERVICES --	580.25		15309
133226	01/10/20	COU11	COURIER POST,THERESA CASALNOVA	48.60		15309
133227	01/10/20	EMD01	EMDUR METAL PRODUCTS INC	90.00		15309
133228	01/10/20	EXE03	EXECUTIVE SECURITY AGENCY LLC	5,298.75		15309
133229	01/10/20	FED14	FEDEX (OMEGA CORP CTR)	25.68		15309
133230	01/10/20	GOO12	TIREHUB, LLC	493.68		15309
133231	01/10/20	HOM15	HOMEWARD BOUND PET ADOPTION	17,416.67		15309
133232	01/10/20	IND01	INDEPENDENT ANIMAL CARE SRV	15,250.00		15309
133233	01/10/20	INT48	INTEGRITY INTERPRETING LLC	1,599.95		15309
133234	01/10/20	KIL03	DENNIS G. KILLE	1,612.50		15309
133235	01/10/20	MAD10	MADHOUZ & TECHMATES LLC	1,288.00		15309
133236	01/10/20	MAJ02	MAJESTIC OIL CO, INC	10,965.00		15309
133237	01/10/20	MCC44	HOWARD McCOACH,PC	3,630.55		15309
133238	01/10/20	MIC06	MICROSYSTEMS-NJ.COM LLC	1,000.00		15309
133239	01/10/20	NOR41	NORTHSTAR VETS - MAPLE SHADE	748.05		15309
133240	01/10/20	PEN07	PENNSAUKEN ANIMAL HOSPITAL	0.00	01/10/20 VOID	0
133241	01/10/20	PEN07	PENNSAUKEN ANIMAL HOSPITAL	2,622.51		15309
133242	01/10/20	RIV39	RIVERFRONT RECYCLING &	1,150.62		15309
133243	01/10/20	SHA32	WAYNE SHAREEF JR	300.00		15309
133244	01/10/20	TDK01	TDK SYSTEMS GROUP, INC	385.88		15309
133245	01/10/20	TIM04	TIME FOR FUN JUMPERS, LLC	220.00		15309
133246	01/10/20	USP04	U.S. POSTAL SERVICE	40,000.00		15309
133247	01/10/20	WBM01	W B MASON CO, INC	0.00	01/10/20 VOID	0
133248	01/10/20	WBM01	W B MASON CO, INC	7,900.18		15309
133249	01/10/20	WES05	THOMSON WEST	9,819.76		15309
133250	01/10/20	XER01	XEROX CORPORATION	662.30		15309
133251	01/10/20	NEW03	NEW JERSEY ALLIANCE FOR ACTION	1,200.00		15310
133252	01/15/20	INS01	INSTITUTE FOR PROF DEVELOPMENT	125.00		15314
133253	01/17/20	ACC06	ACCURATE LANGUAGE SERVICES	178.70		15323
133254	01/17/20	ACT07	ACTION UNIFORMS CO LLC	3,538.00		15323
133255	01/17/20	AME01	AMERICAN ASPHALT	830.80		15323
133256	01/17/20	AND01	ANDREW VIOLA, ESQ	250.00		15323
133257	01/17/20	ATT08	A T & T MOBILITY	8,358.50		15323
133258	01/17/20	AUT11	AUTO FX LLC	2,900.00		15323
133259	01/17/20	BLO05	BLONDIE'S FLOATS	3,000.00		15323
133260	01/17/20	BOY05	BOYD PHOTOGRAPHY LLC	750.00		15323
133261	01/17/20	BRA25	EUGENE L BRADLEY JR	555.00		15323
133262	01/17/20	CAR01	CARTUN HARDWARE	1,437.60		15323
133263	01/17/20	CCM01	C C M U A	28,928.63		15323
133264	01/17/20	CHE40	CHEER ALL ABOUT IT (CAAI)	900.00		15323

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
CURRENT FUND TD TD BANK 4308903487			Continued		
133265	01/17/20	COM35	COMCAST BUSINESS SERVICES --	114.29	15323
133266	01/17/20	COR36	CORE MECHANICAL, INC.	483.81	15323
133267	01/17/20	COV05	COVANTA CAMDEN ENERGY RECOVERY	189,898.80	15323
133268	01/17/20	DOCUS005	INFOSTORE RECORDS MANAGEMENT	353.14	15323
133269	01/17/20	FIGNJ19	FIG CUST FIGNJ19LLC & SEC PTY	2,833.72	15323
133270	01/17/20	FRE04	PATRICK L. FREEMAN	660.00	15323
133271	01/17/20	GOV13	GOVCONNECTION, INC.	115.00	15323
133272	01/17/20	HAL12	HALL FIRE RMS, LLC	1,180.00	15323
133273	01/17/20	HAR94	NAHEMA HARVEY	82.01	15323
133274	01/17/20	IKO02	RICOH USA, INC	9,567.00	15323
133275	01/17/20	INT48	INTEGRITY INTERPRETING LLC	414.30	15323
133276	01/17/20	ITN01	IN THE NEWS	199.00	15323
133277	01/17/20	JIL01	JIL COMMUNICATIONS	870.00	15323
133278	01/17/20	MAJ02	MAJESTIC OIL CO, INC	18,123.21	15323
133279	01/17/20	MCC27	KRISDEN M MCCRINK	350.00	15323
133280	01/17/20	MCC44	HOWARD McCOACH,PC	2,501.40	15323
133281	01/17/20	MIK03	MIKE'S BETTER SHOES	362.98	15323
133282	01/17/20	MIL19	MILLENNIUM SKATE WORLD	651.00	15323
133283	01/17/20	NAT02	NAT ALEXANDER COMPANY,INC.	155.09	15323
133284	01/17/20	NJA06	NEW JERSEY AMERICAN WATER CO	651.00	15323
133285	01/17/20	NJD11	N J DEPT OF COMMUNITY AFFAIRS	46,729.00	15323
133286	01/17/20	OGO01	ANTHONY OGOZALEK, JR. ESQ	1,950.00	15323
133287	01/17/20	PAC07	PACER SERVICE CENTER	27.50	15323
133288	01/17/20	PAR01	PARKING AUTHORITY	10,915.00	15323
133289	01/17/20	PAR09	PARKSIDE BUS. COMM & PRTNERSHP	279.36	15323
133290	01/17/20	POL01	POLLUTION CONTROL FINANCING	59,995.37	15323
133291	01/17/20	REG05	REGAL FORMS, INC.	2,400.00	15323
133292	01/17/20	STA28	STATE OF NJ,DEPT OF COMMUNITY	774.00	15323
133293	01/17/20	STA72	STATE OF NJ BUREAU OF VITAL	20.00	15323
133294	01/17/20	TDK01	TDK SYSTEMS GROUP, INC	3,845.73	15323
133295	01/17/20	TIM04	TIME FOR FUN JUMPERS, LLC	819.00	15323
133296	01/17/20	TRE19	TREASURER, STATE OF NJ	2,150.00	15323
133297	01/17/20	WES05	THOMSON WEST	2,455.53	15323
133298	01/17/20	WID02	WIDMER TIME RECORDER INC	191.01	15323
133299	01/17/20	ELL06	LAW OFFICE OF SHELIA ELLINGTON	2,250.00	15325
133300	01/24/20	AND01	ANDREW VIOLA, ESQ	250.00	15331
133301	01/24/20	BEL02	VERIZON	266.45	15331
133302	01/24/20	COM35	COMCAST BUSINESS SERVICES --	976.05	15331
133303	01/24/20	COR33	CORSA MANAGEMENT	52,656.38	15331
133304	01/24/20	COR36	CORE MECHANICAL, INC.	3,695.73	15331
133305	01/24/20	EDM03	EDMUNDS & ASSOCIATES,INC	22,773.00	15331
133306	01/24/20	EXT02	EXTRA DUTY SOLUTIONS	3,775.35	15331
133307	01/24/20	GAR13	GARDEN STATE MAT RENTAL	157.65	15331
133308	01/24/20	GEN05	GENERAL CODE PUBLISHERS	1,195.00	15331
133309	01/24/20	HAR02	HARRY'S PLUMBING L.L.C.	235.60	15331
133310	01/24/20	HOM01	HOME DEPOT CREDIT SVCS.	1,334.80	15331
133311	01/24/20	JAY02	JAY'S TIRE SERVICE LLC	2,480.00	15331
133312	01/24/20	JIL01	JIL COMMUNICATIONS	120.00	15331
133313	01/24/20	JJM01	JJM PLUMBING COMPANY	1,433.62	15331
133314	01/24/20	MCC27	KRISDEN M MCCRINK	350.00	15331
133315	01/24/20	MER01	MERCHANTVILLE OVERHEAD	1,630.55	15331
133316	01/24/20	MIK03	MIKE'S BETTER SHOES	99.99	15331

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CURRENT FUND TD TD BANK 4308903487			Continued			
133317	01/24/20	MOR05	FRANCISCO "FRANK" MORAN, MAYOR	58.00		15331
133318	01/24/20	NAT73	NATURAL PEST CONTROL INC	0.00	01/24/20 VOID	0
133319	01/24/20	NAT73	NATURAL PEST CONTROL INC	840.00		15331
133320	01/24/20	NJA06	NEW JERSEY AMERICAN WATER CO	18,032.00		15331
133321	01/24/20	NJR05	NJ REGISTRAR'S ASSOCIATION	25.00		15331
133322	01/24/20	PROSH005	PROSHRED SECURITY	90.00		15331
133323	01/24/20	REM02	REMINGTON & VERNICK	1,989.94		15331
133324	01/24/20	REP01	REPUBLIC SERVICES	1,511.85		15331
133325	01/24/20	SAX02	CYRUS SAXON	300.00		15331
133326	01/24/20	SJE01	SOUTH JERSEY ENERGY	40,836.63		15331
133327	01/24/20	TCT07	TCTA MEMBERSHIP SERVICES	100.00		15331
133328	01/24/20	THE11	THE BIG EVENT	2,821.50		15331
133329	01/24/20	THEIN005	THE INQUIRER	1,090.60		15331
133330	01/24/20	THO02	JT GRAPHICS	200.00		15331
133331	01/24/20	UNI02	A-1 UNIFORM CITY, INC	2,797.80		15331
133332	01/24/20	WAS01	WASTE MANAGEMENT OF NEW JERESY	20,712.03		15331
133333	01/24/20	WBM01	W B MASON CO, INC	1,867.80		15331
133334	01/28/20	TRE35	TREASURER,STATE OF NEW JERSEY	100,000.00		15333
133335	01/31/20	AUT07	ACCU WASH	209.25		15341
133336	01/31/20	COM35	COMCAST BUSINESS SERVICES --	277.92		15341
133337	01/31/20	COR33	CORSA MANAGEMENT	47,343.62		15341
133338	01/31/20	EXE03	EXECUTIVE SECURITY AGENCY LLC	1,361.25		15341
133339	01/31/20	FON04	FRANKIE FONTANEZ, ESQ	11,666.00		15341
133340	01/31/20	GAL19	TIMOTHY J. GALANAUGH	45.63		15341
133341	01/31/20	HOM01	HOME DEPOT CREDIT SVCS.	3,199.17		15341
133342	01/31/20	IKO02	RICOH USA, INC	1,837.53		15341
133343	01/31/20	KON04	KONICA MINOLTA BUSINESS SOLUTI	525.14		15341
133344	01/31/20	MCC44	HOWARD McCOACH,PC	3,850.55		15341
133345	01/31/20	NJL06	NJS LEAGUE OF MUNICIPALITIES	130.00		15341
133346	01/31/20	PEN07	PENNSAUKEN ANIMAL HOSPITAL	854.50		15341
133347	01/31/20	REG02	REGINE A ERVIN, CCR	584.75		15341
133348	01/31/20	CAM46	CAMDEN REDEVELOPMENT AGENCY	50,000.00		15342
133349	01/31/20	TRE06	TREASURER, STATE OF NEW JERSEY	1,500.00		15343
133350	01/31/20	RUS15	TEJUAN RUSSELL	972.00		15344

Checking Account Totals

	Paid	Void	Amount Paid	Amount Void
Checks:	296	9	2,156,574.90	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	296	9	2,156,574.90	0.00

HOME PROJ TD HOME PROJ-CASH (TD) 4308903643

13074	12/06/19	PTA01	PRESIDENTIAL TITLE AGENCY, INC	15,000.00		15244
13075	12/13/19	NEI03	NEIGHBORHOOD HOUSING SERV OF	8,000.00	12/31/19	15252
13076	12/20/19	ALP05	ALPINE COURT APARTMENTS	1,015.00		15265
13077	12/20/19	CED04	CEDAR BROOK NJ, LLC	495.05		15265
13078	12/20/19	GRE54	GRE PARKVIEW URBAN RENEWAL,LLC	1,500.00		15265
13079	12/20/19	HAY03	KATHLEEN HAYNICZ	914.00		15265
13080	12/20/19	LAN25	LANDAUS PROPERTY MGMT LLC	489.00	12/31/19	15265
13081	12/20/19	TAM02	TAMARACK APARTMENTS, LLC	543.00		15265
13082	12/20/19	THE36	THE HEATHERS REALTY, LLC	458.00	12/31/19	15265
13083	12/20/19	TRU17	ANTHONY TRUSTY	532.00	12/31/19	15265
13084	01/06/20	COO64	COOPER WATERFRONT HOMES, LP	382.00		15297

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
HOME PROJ TD	HOME PROJ-CASH (TD) 4308903643 Continued					
13085	01/10/20	CIT09	CITY OF CAMDEN PAYROLL	13,206.89		15303
13086	01/10/20	NJH01	NJHMFA	750.00		15303
13087	01/10/20	SAU07	APRIL SAUL	2,250.00		15303
13088	01/10/20	WBM01	W B MASON CO, INC	83.13		15303
13089	01/17/20	SAU07	APRIL SAUL	850.00		15319
13090	01/17/20	SHE23	MICHAEL SHEPHERD	2,837.50		15319
13091	01/24/20	GRA62	GRAMERCY PARK HOLDINGS, LLC	3,150.00		15328
13092	01/24/20	MAS23	MASTER KEY DEVELOPERS	3,600.00		15328
13093	01/24/20	SAU07	APRIL SAUL	1,700.00		15328
13094	01/31/20	GRE54	GRE PARKVIEW URBAN RENEWAL,LLC	1,500.00		15337
13095	01/31/20	LAN25	LANDAUS PROPERTY MGMT LLC	489.00		15337
13096	01/31/20	TAM02	TAMARACK APARTMENTS, LLC	543.00		15337
13097	01/31/20	THE36	THE HEATHERS REALTY, LLC	458.00		15337
13098	01/31/20	TRU17	ANTHONY TRUSTY	532.00		15337

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	25	0	61,277.57	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	25	0	61,277.57	0.00

NEW CEMETRY TD	NEW-CEMETRY TRUST (TD BAN					
730	01/14/20	MOO06	MOORE S BURIAL SERVICE LLC	800.00		15312

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	800.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	800.00	0.00

SEWER UTILITY	CSH-SEWR UTILITY TD 4308903594					
7682	12/13/19	BUC01	BUCHART HORN, INC	14,152.25	12/31/19	15255
7683	12/13/19	CEN03	CENTER FOR FAMILY SERVICES	19,500.00	12/31/19	15255
7684	12/20/19	AME80	AMERICAN WATER SERVICES	106,764.33		15271
7685	12/27/19	AME80	AMERICAN WATER SERVICES	49,523.64		15289
7686	01/10/20	BUC01	BUCHART HORN, INC	20,060.50		15308

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	210,000.72	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	210,000.72	0.00

WATER UTILITY	WATER UTILITY (TD) 4308903560					
8748	12/20/19	AME80	AMERICAN WATER SERVICES	184,300.19		15272
8749	12/27/19	AME80	AMERICAN WATER SERVICES	99,865.14	01/14/20 VOID	15288 (Reason: POSITIVE PAY ERROR)
8750	01/10/20	BUC01	BUCHART HORN, INC	25,000.00		15307
8751	01/14/20	AME80	AMERICAN WATER SERVICES	99,865.14		15311
8752	01/17/20	TOW01	TOWNSHIP OF PENNSAUKEN	74,768.65		15322

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	1	383,933.98	99,865.14
Direct Deposit:	0	0	0.00	0.00
Total:	4	1	383,933.98	99,865.14

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
WIRES		WIRES					
20128	12/16/19	AME80	AMERICAN WATER SERVICES	1,033,218.02		15260	
201214	12/16/19	STA42	STATE OF NEW JERSEY	1,316,938.98		15261	
201215	12/16/19	CAM07	CAMDEN BOARD OF EDUCATION	3,724,504.50		15262	
201217	12/24/19	AME80	AMERICAN WATER SERVICES	1,033,218.02		15294	
200114	01/17/20	STA42	STATE OF NEW JERSEY	1,303,646.51		15326	
200119	01/24/20	AME80	AMERICAN WATER SERVICES	1,033,218.02		15334	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	9,444,744.05	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	6	0	9,444,744.05	0.00

WORKERS COMP TD		WORKER'S COMP-CASH 4308903510					
71573	12/20/19	INT38	INTERSTATE MOBILE CARE	3,459.00		15267	
71574	12/20/19	QUA14	QUAL-LYNX	7,500.00		15267	
71575	12/27/19	INT38	INTERSTATE MOBILE CARE	816.00		15285	
71576	12/27/19	QUA14	QUAL-LYNX	2,413.10	01/14/20 VOID	15285	(Reason: SHOULD BE WIRE)
71577	12/27/19	WOR14	WORKNET OCCUPATIONAL MEDICINE	0.00	12/27/19 VOID	0	
71578	12/27/19	WOR14	WORKNET OCCUPATIONAL MEDICINE	0.00	12/27/19 VOID	0	
71579	12/27/19	WOR14	WORKNET OCCUPATIONAL MEDICINE	8,887.15		15285	
71580	01/17/20	INT38	INTERSTATE MOBILE CARE	408.00		15316	
71581	01/17/20	QBE03	QBE SPECIALTY INSURANCE	6,502.00		15316	
71582	01/17/20	QUA14	QUAL-LYNX	18,174.00		15316	
71583	01/17/20	WOR14	WORKNET OCCUPATIONAL MEDICINE	2,361.38		15316	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	8	3	48,107.53	2,413.10
Direct Deposit:	0	0	0.00	0.00
Total:	8	3	48,107.53	2,413.10

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	953	17	15,983,114.48	103,252.16
Direct Deposit:	0	0	0.00	0.00
Total:	953	17	15,983,114.48	103,252.16

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	5,703,457.61	10,915.00	0.00	5,714,372.61
WATER OPERATING	0-60	2,001,311.29	0.00	0.00	2,001,311.29
SEWER OPERATING	0-70	1,675,625.94	0.00	0.00	1,675,625.94
	Year Total:	9,380,394.84	10,915.00	0.00	9,391,309.84
	9-01	166,706.79	0.00	0.00	166,706.79
SEWER OPERATING	9-70	16,651.53	0.00	0.00	16,651.53
	Year Total:	183,358.32	0.00	0.00	183,358.32
	C-15	30,376.78	0.00	0.00	30,376.78
	G-17	6,049.81	0.00	0.00	6,049.81
	G-18	518,686.26	0.00	0.00	518,686.26
	G-19	2,203,224.95	0.00	0.00	2,203,224.95
	G-B9	4,800.00	0.00	0.00	4,800.00
	G-BG	152,306.06	0.00	0.00	152,306.06
	G-ES	5,700.56	0.00	0.00	5,700.56
	G-HM	49,063.05	0.00	0.00	49,063.05
	G-HP	132,568.97	0.00	0.00	132,568.97
	Year Total:	3,072,399.66	0.00	0.00	3,072,399.66
	T-31	9,124.44	0.00	0.00	9,124.44
	T-32	54.00	0.00	0.00	54.00
	T-35	3,263,125.81	0.00	0.00	3,263,125.81
	Year Total:	3,272,304.25	0.00	0.00	3,272,304.25
	Total Of All Funds:	15,938,833.85	10,915.00	0.00	15,949,748.85

Project Description	Project No.	Project Total
PSE&G	0408I126	1,275.42
Subaru National Service Trng	0408I789	114.56
Jameen, LLC	0408I813	441.21
CP Mt. Ephraim, LLC	0408I817	919.53
Camden Partners Tower Equities	0408I835	1,291.52
Camden Recovery Holdings, LLC	0408I840	600.42
MSC ERIE STREET, LLC	0408I845	84.50
Branch Twnhmes II Urban Ph III	0408I857	3,227.26
Camden DG, LLC	0408I865	1,228.26
Camden Partners Land, LLC	0408I867	6,626.33
Camden Hotel Partners, LLC	0408I869	517.42
EMR-Eastern Metal Recycling	0408I872	484.10
EMR-Eastern-Kaighn's Point	0408I875	410.60
Camden Partners Tower Equities	0408P835	1,493.75
617 Broadway, LLC	0408P843	1,611.50
Cooper Lanning Sq Ren School	0408P866	2,386.50
EMR-Eastern LLC-Kaighn's Point	0408P875	1,394.25
Brandywine-Knight's Crossing	13624	1,152.00
Branch Townhomes II Phase III	14344	96.00
Cooper Lanning Sq Ren School	14421	2,416.00
Subaru of America,Inc. Signage	14465	816.00
Coopers Walk	A0473015	47.50
(FIRE)OUTSIDE EMPLOYMT AGENCY	TWEETER	4,731.00
Total Of All Projects:		33,365.63

C-2

FRANCISCO "FRANK" MORAN
MAYOR

DEPARTMENT OF FINANCE
CITY OF CAMDEN
NEW JERSEY

PATRICK J. KEATING
FINANCE DIRECTOR
TEL: 856-757-7582
EMAIL: FINANCE@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US

MEMORANDUM

To: Honorable Curtis Jenkins, City Council President
Luis Pastoriza, Municipal Clerk

From: Patrick J. Keating, Finance Director

Date: January 31, 2020

Subject: **Payroll Register Summary-Communications for Forthcoming City Council Meeting- February 11, 2020**

Attached please find the Payroll Register Summary for the City of Camden for the pay period of January 5th and January 19, 2020 detailed information is available upon request to the Mayor's Office.

Please include this communication in the Agenda for the forthcoming Council Meeting to be voted on for approval.

Please contact me at extension 7582, if you have any additional questions.

PJK/mdh
Attachments

cc: Honorable Francisco "Frank" Moran, Mayor

COMPANY TOTAL	HOURS		EARNINGS				STATUTORY DEDUCTIONS		VOLUNTARY DEDUCTIONS		NET PAY
COMPANY CODE											
EXE	1,806.36	REG	1,291,736.67	REG	27,193.62	O/T	136,819.32	FIT	1,035,459.57	TOTAL DEDUCTIONS	615 Pays ☐
	.00	O/T	893.52	EARNINGS 3	87,911.08	EARNINGS 4	39,868.41	SS			116,225.33
	.00	HOURS 3	1,990.20	EARNINGS 5	1,409,725.09	GROSS	19,357.05	MED			
	1,735.00	HOURS 4					50,017.51	STATE			
							11,887.22	SUI/DI			
							90.68	LOCAL			

LDR

HOURS ANALYSIS:	1,611.00	15	ST/OT	124.00	16	1&1/2							
EARNINGS ANALYSIS:	728.37	A	ACT.ST	3,367.41-	D	DOCK T	247.14	M	ADJUST	80,000.04	15	ST/OT	
	10,302.94	16	1&1/2	600.00	OCC	ONCALL	317.98	VEH	VEHICL	1,965.74	2TL		
MEMO ANALYSIS:	820.54	D	DCRPER	22.84	G	G.T.L.	3,021.48-	I	G.T.L.	1,332,579.51	P		
STATUTORY DED. ANALYSIS:	49,821.69	56	NJ	195.82	59	PA							
	11,887.22	56	NJ SUI/DI										
	90.68	0104	PHILADELPHIA										
VOLUNTARY DED. ANALYSIS:	169.45	B	BKDCRP	5,719.78	D	ANUTY.	69.70	E	BKPEN	3,021.48	I	C.INS.	
	1,096.11	K	BKPEN	70.25	O		69,872.92	P	PENS.	46,019.87	Q	PENS.	
	2,738.43	S	DCRP	221,425.15	U		68,887.43	V		21,738.00	W		
	24,288.20	1	LOAN	30,237.88	3	LOAN	590.21	5	ARRS.	34.67	6	INS AR	
	3,273.65	8	PENARR	2,413.41	CO	COLTAX	271.92	13	VALIC	651.70	19	AFLAC	
	2,821.92	25	AFLAC	202.66	29	AF10MO	276,173.39	31		46,052.90	32		
	59,648.30	33		1,147.00	34	PARK	67.00	35	WGFEE	2,392.29	42	L.2578	
	5,786.52	43	LOC.78	3,297.11	45	CNC.10	2,136.11	51	CR UN	2,730.00	56	HOUSE	
	90.00	57	P.A.C.	100.00	62	GARN$	1,592.00	68	BANK	252.00	70	BANK	
	50.00	71	LEVY	50.00	72	LEVY	168.81	73	GARN	10.00	74	GARN	
	12,750.84	75	CHILD	3,696.70	76	CHILD	680.97	77	CHILD	292.94	78	CHILD	
	1,722.48	79	WAGE$	1,690.58	ADD	ADD	16,053.14	BN1		2,570.48	BN5		
	635.00	BN6		19,254.00	BN9		52.36	COL	COLLIF	9,712.18	CPL	COUPLE	
	30,512.07	FAM	FAMILY	5.00	LSW	LSTCRD	12,418.74	PCH	PARENT	13,690.17	SIN	SINGLE	
	692.87	VPL	VOLLIF	615.00	45C	CWASTG	1,055.83	45S	CWAFUL				

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COMPANY TOTAL	HOURS		EARNINGS				STATUTORY DEDUCTIONS		VOLUNTARY DEDUCTIONS		NET PAY
COMPANY CODE											
EXE	2,854.12	REG	1,305,268.66	REG	28,812.75	O/T	133,783.46	FIT	1,044,730.42	TOTAL DEDUCTIONS	816 Pays ☐
	.00	O/T	962.24	EARNINGS 3	115,343.55	EARNINGS 4	41,951.56	SS			150,177.14
	.00	HOURS 3	2,219.01	EARNINGS 5	1,452,606.21	GROSS	19,958.66	MED			
	1,241.50	HOURS 4					49,681.91	STATE			
							12,245.99	SUI/DI			
							77.07	LOCAL			

LDR

HOURS ANALYSIS:	1,241.50	15	ST/OT										
EARNINGS ANALYSIS:	1,290.60	A	ACT.ST	37,800.00	C	CLOTH	2,473.86-	D	DOCK T	222.26-	K	SICK	
	396.31	L	LLONGV	1,252.78	M	ADJUST	525.00	T	AUTO	4,201.91	V	VAC.	
	56,208.14	15	ST/OT	102.79	CMP	COMP	600.00	OCC	ONCALL	16,330.86	SEV	SEVERN	
	293.52	VEH	VEHICL	2,219.01	2TL								
MEMO ANALYSIS:	797.06	D	DCRPER	14.53	G	G.T.L.	3,033.63-	I	G.T.L.	1,331,910.17	P		
STATUTORY DED. ANALYSIS:	49,496.88	56	NJ	185.03	59	PA							
	12,245.99	56	NJ SUI/DI										
	77.07	0104	PHILADELPHIA										
VOLUNTARY DED. ANALYSIS:	169.45	B	BKDCRP	5,679.22	D	ANUTY.	69.70	E	BKPEN	3,033.63	I	C.INS.	
	1,096.11	K	BKPEN	70.25	O		70,151.49	P	PENS.	46,202.24	Q	PENS.	
	3,353.86	S	DCRP	218,658.59	U		65,122.06	V		21,688.00	W		
	24,120.84	1	LOAN	30,517.59	3	LOAN	585.39	8	PENARR	2,413.41	CO	COLTAX	
	271.92	13	VALIC	613.13	19	AFLAC	2,821.92	25	AFLAC	196.24	29	AF10MO	
	282,453.69	31		50,083.75	32		59,275.87	33		1,147.00	34	PARK	
	65.00	35	WGFEE	2,445.10	42	L.2578	5,741.43	43	LOC.78	1,898.44	44	BUFF	
	3,263.02	45	CNC.10	2,136.11	51	CR UN	550.00	53	LPFFA.	2,730.00	56	HOUSE	
	90.00	57	P.A.C.	100.00	62	GARN$	6,221.87	66		1,592.00	68	BANK	
	252.00	70	BANK	50.00	71	LEVY	50.00	72	LEVY	220.44	73	GARN	
	10.00	74	GARN	12,869.08	75	CHILD	3,781.34	76	CHILD	737.96	77	CHILD	
	312.31	78	CHILD	1,774.92	79	WAGE$	1,690.58	ADD	ADD	13,717.79	BN1		
	2,862.77	BN5		635.00	BN6		19,366.00	BN9		52.36	COL	COLLIF	
	10,316.39	CPL	COUPLE	31,020.38	FAM	FAMILY	12,029.49	PCH	PARENT	13,982.09	SIN	SINGLE	
	692.87	VPL	VOLLIF	622.50	45C	CWASTG	1,055.83	45S	CWAFUL				

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C-4

FRANCISCO "FRANK" MORAN
MAYOR

DEPARTMENT OF ADMINISTRATION
CITY OF CAMDEN
NEW JERSEY

JASON J. ASUNCION, ESQ.
BUSINESS ADMINISTRATOR
TEL: 856-757-7150
FAX: 856-968-4708
EMAIL: BUSADMIN@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US

MEMORANDUM

RECEIVED
2020 FEB 11 A 9: 06
MUNICIPAL CLERK OFFICE
CAMDEN, N.J.

TO: **FIRST NAME LAST NAME TITLE**

FROM: Jason J. Asuncion, Esq., MPA, Business Administrator

DATE:

Re: INDIVIDUAL NOTICE OF LAYOFF OR DEMOTION

TO: FIRST NAME LAST NAME TITLE
ADDRESS
CITY STATE ZIP

FROM: Jason J. Asuncion, Esq., MPA, Business Administrator

Pursuant to the provisions of N.J.S.A. 11A:8-1 et seq., this is to notify you that for reasons of economy, efficiency or other related reasons, you will be laid off from your permanent position of **[NAME TITLE]** for the City of Camden **on the close of the working day on Friday, June 26, 2020.**

This notification provides you with the minimum forty-five (45) day layoff notice required by the above law and, unless otherwise extended by the Civil Service Commission, shall expire no later than 120 days from the date of issuance.

Since your position is subject to layoff you may have the right to displace employees in other positions. A copy of this notice is being forwarded to the New Jersey Civil Service Commission. That agency will be responsible for determining seniority, lateral displacement, demotional, and/or special reemployment rights. The Civil Service Commission will notify both you and the City of Camden of the determination prior to the effective date of the layoff action.

The procedures to be followed in instituting appeals will be outlined in the letter of notification of layoff rights from the New Jersey Civil Service Commission.

Signature of Appointing Authority

Date Served

METHOD OF SERVICE

( ) Personal service

Name of Server:_____

Title of Server: _____

Date Served: _____

( ) Certified or Registered Mail (Attach a Copy of Receipt)

Date sent to employee must be shown on postal receipt.

( ) Copy of notice forwarded to the New Jersey Civil Service Commission

Date: _____

A copy of this Notice has been served via hand-delivery to:

Fire Fighters:

IAFF Local 788
327 Market Street
Camden, NJ 08102

Fire Officers:

IAFF Local 2578
327 Market Street
Camden, NJ 08102

Date Served: _____

FRANCISCO "FRANK" MORAN
MAYOR

DEPARTMENT OF ADMINISTRATION
CITY OF CAMDEN
NEW JERSEY

JASON J. ASUNCION, ESQ.
BUSINESS ADMINISTRATOR
TEL: 856-757-7150
FAX: 856-968-4708
EMAIL: BUSADMIN@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US

MEMORANDUM

TO:

FROM: Jason J. Asuncion, Esq., MPA, Business Administrator

DATE:

Re: GENERAL NOTICE OF LAYOFF OR DEMOTION

GENERAL NOTICE OF LAYOFF OR DEMOTION

To: Fire Chief, Fire Official/Fire Protection Subcode Official UFD, All Deputy Fire Chiefs, All Battalion Fire Chiefs, All Fire Captains, All Fire Prevention Specialists UFD and All Fire Fighters Employed by the City of Camden

From: Jason J. Asuncion, Esq., MPA, Business Administrator

Pursuant to the provisions of N.J.S.A. 11A:8-1 et seq., this is to notify all Deputy Fire Chiefs, Battalion Fire Chiefs, Fire Captains, Fire Prevention Specialists UFD and Fire Fighters employed by the City of Camden that for reasons of economy, efficiency or other related reasons, there will be a layoff or demotion from these permanent positions by the City of Camden. If your position is subject to layoff, you may the right to displace employees in these or other positions.

The Layoffs would take effect on the close of the working day on Friday, June 26, 2020.

This notification provides all employees with the minimum forty-five (45) day layoff notice required by the above law and, unless otherwise extended by the Civil Service Commission, shall expire no later than 120 days from the date of issuance.

At the present time, it is not possible to determine the exact effect that this layoff action will have on each employee. This is to notify all Deputy Fire Chiefs, Battalion Fire Chiefs, Fire Captains, Fire Prevention Specialists UFD and Fire Fighters employed by the City of Camden that they may be affected by the exercise of seniority, lateral demotion and/or special reemployment rights of other employees.

A copy of this notice is being forwarded to the New Jersey Civil Service Commission. That agency will be responsible for determining seniority, lateral displacement, demotional, and/or special reemployment rights. Both the affected employees and the City will be notified of these determinations prior to the effective date.

The procedures to be followed in instituting appeals will be outlined in the letter of notification of layoff rights from the New Jersey Civil Service Commission.

CERTIFICATION BY APPOINTING AUTHORTY

I certify that a copy of this Notice of Layoff has been posted, and served by personal service or certified mail on each potentially affected Fire Official/Fire Protection Subcode Official UFD, Deputy Fire Chief, Battalion Fire Chief, Fire Captain, Fire Prevention Specialist UFD and Fire Fighter employed by the City of Camden on the following date or dates:

_____

_____ _____

Signature of Appointing Authority Date Served

A copy of this Notice has also been hand-delivered to:

Fire Fighters:

IAFF Local 788
327 Market Street
Camden, NJ 08102

Fire Officers:

IAFF Local 2578
327 Market Street
Camden, NJ 08102

_____ _____

Signature of Appointing Authority Date Served

FRANCISCO "FRANK" MORAN
MAYOR

OFFICE OF THE MAYOR
CITY OF CAMDEN
NEW JERSEY

TEL: 856-757-7200
FAX: 856-963-1841
EMAIL: MAYOR@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US

February 10, 2020

Via Overnight Mail
Deirdré Webster Cobb, Esq., Chair/Chief Executive Officer
New Jersey Civil Service Commission
P.O. Box 310
Trenton, N.J. 08625

Re: City of Camden Layoff Plan for Permanent Members of the Camden Fire Department

Dear Chairperson Cobb:

Please accept this letter as a Plan of the City of Camden (hereinafter "the City") respectfully requesting approval of the proposed layoff plan of permanent members of the Camden Fire Department. The proposed layoff plan, which is in effect a restructuring of the Camden Fire Department, would take effect at the close of the work day on **Friday, June 26, 2020.** The City is facing a severe fiscal crisis for the Fiscal Year beginning on July 1, 2020 (hereinafter "State Fiscal Year 2021" or "SFY 2021"). This fiscal crisis is being caused by the City's loss of the Staffing for Adequate Fire & Emergency Response (SAFER) grant which was being utilized by the City to fund the cost of salary and benefits for twenty-seven firefighters. The SAFER grant provided funding of $2,439,601.84 for these twenty-seven (27) firefighter positions.

A. The Challenge of Covering the Loss of the SAFER Grant

The City relies primarily on aid from the State of New Jersey in the form of Consolidated Municipal Property Tax Relief Aid ("CMPTRA"), Energy Tax Receipts Property Tax Relief ("ERT") and Transitional Aid to Localities ("TAL") for the support of the municipal budget. In SFY 2019, the City received $63,784,351.00 in CMPTRA, $37,302,612.00 in ERT and $22,300,000.00 in TAL for a total of $123,386,963.00. For SFY 2020, the City is anticipating $56,566,903.00 in CMPTRA, $44,520,060.00 in ERT and $22,300,000.00 in TAL for a total of $123,386,963.00. Thus, the total State aid is the same amount. Finally, no additional state aid to help offset the loss of the SAFER grant is expected for SFY 2021.

B. The City Appropriately Considered Alternatives to Layoffs

As set forth in the regulations, the City has considered the following:

1. Proceeding under N.J.A.C. 4A:8-1.2 [Alternatives to Layoff] and N.J.A.C. 4A:1.3 [Pre-layoff Actions], the City has pursued alternatives to layoffs to lessen the possibility of layoffs and to lessen the possibility of future permanent layoffs, including meeting with Representatives of IAFF Local 788 and IAFF Local 2578, which represents firefighters and fire supervisors, discussed below.

2. **Meetings with Fire Department Officials Including Representatives of Local 788 and Local 2578**

City Administration met several times with Fire Department Officials, including Representatives of IAFF Local 788, having an address of 327 Market Street, Camden, NJ 08102 and representatives of IAFF Local 2578, having an address of 327 Market Street, Camden, NJ 08102, for the purpose of considering alternatives to possible layoffs and to seek input from the Fire Chief, Deputy Fire Chiefs and Representatives of IAFF Local 788 and IAFF Local 2578 on ways to close the budget gap caused by the loss of the SAFER grant.

3. **January 7, 2020 Meeting with Fire Department Officials Including Representatives of Local 788 and Local 2578**

The first meeting to discuss the loss of the SAFER grant and the potential for a RIF of firefighter personnel took place on Tuesday, January 7, 2020, at 10:30 a.m. In attendance were, among others, Mayor Frank Moran, Fire Chief Michael Harper and his Deputy Chiefs, Business Administrator Jason Asuncion, City Attorney Michelle Banks-Spearman, Finance Director Patrick Keating, Howard McCoach, Esq. and Representatives of IAFF Local 788 and IAFF Local 2578. At this meeting, Mayor Moran discussed the loss of the SAFER grant which covered twenty-seven (27) fire personnel and the need to find savings and/or other economic efficiencies in the Fire Department budget to offset the loss of these grant funds. The discussion also focused on the potential need for a RIF, or alternatively, sufficient savings and/or other economic efficiencies that could be identified to cover the loss of this SAFER grant. At the end of the meeting, Mayor Moran asked the Fire Chief and his staff as well as Representatives of IAFF Local 788 and IAFF Local 2578 in attendance to consider any and all options to identify potential savings and/or other economic efficiencies to cover the loss of the SAFER grant.

Finance Director Keating also spoke and indicated that the City's current Fiscal Year 2020 budget had sufficient funds to cover the loss of the SAFER grant up through the end of the Fiscal Year, June 30, 2020. However, savings and/or other economic efficiencies to address the loss of the SAFER grant would be necessary for Fiscal Year 2021 which is to begin on July 1, 2020.

Mayor Moran also invited fire personnel in attendance to contact their federal and state representatives to discuss the loss of this grant and any possible means to replace those funds. He indicated that he would also be in contact with state representatives for financial assistance.

Finally, Mayor Moran tasked the Fire Chief, as the head of the Fire Department, with putting together a written Plan that would examine any and all possible savings and/or other economic efficiencies that could reduce or eliminate the need for a RIF of fire personnel due to the loss of the SAFER grant.

4. January 14, 2020 Meeting with Representatives of Local 788 and Local 2578

On Tuesday, January 14, 2020, Fire Chief Harper and his Deputy Chiefs met with Representatives of IAFF Local 788 and IAFF Local 2578. During this meeting, Chief Harper discussed the loss of the SAFER grant, the amount of the SAFER grant and the need for a Plan that encompassed savings and/or other economic efficiencies to make up for the loss of the SAFER grant to avoid a potential RIF of fire personnel.

5. January 15, 2020 Meeting with Representatives of Local 788 and Local 2578

On Wednesday, January 15, 2020, another meeting with Mayor Moran took place. In attendance were, among others, Fire Chief Harper and his Deputy Chiefs, Senior Personnel Assistant Lisa Picon, City Attorney Michelle Spearman, Finance Director Patrick Keating, Howard McCoach, Esq., and Representatives of IAFF Local 788 and IAFF Local 2578. The attendees were advised by Mr. McCoach that if a Reduction in Force ("RIF") Plan became necessary, the City was looking at a filing date with the Civil Service Commission of February 14, 2020 and with a potential RIF date occurring on June 26, 2020.

On numerous occasions during this meeting, Mayor Moran indicated to the Attendees that this and other meetings were not be seen by the Attendees as somehow involving current labor or contract negotiations as those negotiations were separate from these discussions. Instead, the sole purpose of these meetings was simply to find identified savings and/or other economic efficiencies to cover the loss of the SAFER grant funds.

During this meeting, Fire Chief Harper presented his written Plan to Mayor Moran and the Attendees which discussed his mechanism for savings and/or for other economic efficiencies to counteract or reduce the effect of the SAFER grant. Essentially, this Plan provided that, through promotions, a reduction of $756,754.00 in the Fire Department's overtime budget, a restructuring of the Fire Marshall's Office and other measures, a RIF was unnecessary.

Mayor Moran then indicated that Fire Chief Harper's written plan would need to be analyzed to determine whether the savings and/or other discussed economic efficiencies discussed in the written Plan could actually be realized.

A Representative of IAFF Local 2578 then spoke and indicated that IAFF Local 2578 did not agree with parts of Chief Harper's written Plan and expected to submit its own Plan. This Representative also asked for a copy of Finance Director Keating's spreadsheet that listed the costs

that the SAFER grant was covering for fire personnel which was to be made available as this process was to be considered truly transparent.

Finance Director Keating then spoke and commented that any savings and/or other economic efficiencies had to be real and actual. This was necessary to ensure that, if a Plan was eventually implemented, the City could not experience a shortfall in Fiscal Year 2021 because the identified savings and/or other economic efficiencies in the Plan did not occur or did not come to full fruition.

At the end of the January 15, 2020 meeting, Mayor Moran indicated that he would review Chie Harper's Plan and welcomed others to submit any suggestions or other plans but asked that any such suggestions or plans come directly through Chief Harper. He also indicated to the Attendees that he would be scheduling another meeting for further discussions.

6. January 24, 2020 Meeting with Representatives of Local 788 and Local 2578

On January 24, 2020, another meeting took place Representatives of IAFF Local 788 and IAFF Local 2578 with regard to a potential RIF for the City of Camden Fire Department. This meeting was chaired by Mayor Moran and others in attendance included, among others, Fire Chief Harper and his Deputy Fire Chiefs, Representatives of IAFF Local 2578, Representatives of IAFF Local 788, Business Administrator Jason Asuncion, City Attorney Michelle Banks-Spearman, Finance Director Patrick Keating, Howard McCoach, Esq. and Senior Personnel Assistant Lisa Picon.

As before, this meeting began with a discussion of the City's scheduled date to file with the Civil Service Commission, if necessary, which Mr. McCoach indicated would be Friday, February 14, 2020. Mayor Moran then stated that some time would still be necessary before that filing date to review the draft document.

Discussions then focused on the written Plans submitted by Representatives of IAFF Local 2578 and IAFF Local 788 to address the loss of the SAFER grant funds. Since these Plans had been recently submitted and had not been analyzed, Mayor Moran did not want to personally comment on the two (2) written Plans but offered the Representatives of IAFF Local 2578 and IAFF Local 788 an opportunity to discuss. Representatives of IAFF Local 2578 and IAFF Local 788 then discussed their written Plans. Mayor Moran also indicated that he had discussions with various State and federal officials seeking assistance to avoid a possible RIF and Representatives of IAFF Local 788 and IAFF Local 2578 reported similar discussions. Notably, Representatives of IAFF Local 788 reported discussions with Senator Menendez's Office concerning possible modifications to the SAFER grant application that would allow for current firefighters for the City of Camden as well as other jurisdictions to qualify under the grant and remain in place.

Fire Chief Harper also discussed the possibility of billing for certain Fire Department services, including billing insurance companies for services rendered for Motor Vehicle accidents

and billing corporations for fire services provided as these invoices for these types of services are permitted by law. He also indicated that, to date, such services have not been billed.

Mayor Moran was clear to indicate that, while these discussions are certainly helpful and may ultimately be successful, the City would continue to examine any and all means to cover the loss of the SAFER grant, including a potential RIF for fire personnel. However, Mayor Moran was also quick to point out that even if a RIF Plan is submitted and approved by the Civil Service Commission, and thereafter, forty-five (45) day notices are issued, the City could still cancel the RIF if adequate funding becomes available from any source or sources.

Mayor Moran also indicated that any and all proposals to avoid a RIF for the Fire Department would receive serious consideration but he was also clear that any proposal or part thereof to avoid a RIF that included an incentive program for retirement was simply not acceptable.

Mayor Moran then called the meeting to a close but indicated that he and others in his Administration would carefully review the Plans submitted by Representatives of IAFF Local 2578 and IAFF Local 788.

7. February 10, 2020 Meeting with Representatives of Local 788 and Local 2578

On February 10, 2020, another meeting took place Representatives of IAFF Local 788 and IAFF Local 2578 with regard to a potential RIF for the City of Camden Fire Department. This meeting was chaired by Mayor Moran and others in attendance included Fire Chief Harper, a Representative of IAFF Local 2578, a Representative of IAFF Local 788, Business Administrator Jason Asuncion, City Attorney Michelle Banks-Spearman, Finance Director Patrick Keating, Howard McCoach, Esq. and Senior Personnel Assistant Lisa Picon.

At this meeting, all written plans submitted by Chief Harper, Representatives of IAFF Local 2578 and IAFF Local 788, including the January 22, 2020 combined Plan submitted by IAFF Local 788 and IAFF Local 2578, were discussed. Mayor Moran indicated that, after numerous discussions, including the review of the submission of these plans a restructuring - layoff plan was being recommended to address the loss of the SAFER grant. Mayor Moran then outlined the proposed restructuring - layoff plan which has been incorporated in this proposed plan.

Mayor Moran also indicated that the restructuring plan which includes a proposed layoff plan would be filed with the Civil Service Commission via e-mail by the close of business on February 10, 2020. Copies would then be made available to others. The remainder of the meeting focused on the proposed restructuring and layoff plan and issues and concerns raised some of the Attendees.

C. The Restructuring - Layoff Plan

As noted above, the City of Camden has a structural deficit in the Fire Department budget of $2,439,601.84 caused by the loss of the SAFER grant for State Fiscal Year 2021. The City has pursued options and alternatives to avoid layoffs of Fire Department personnel and, in fact, after discussions, it was determined by Administration for the City of Camden that, to cover a portion of this deficit, City Administration will be reducing the Fire Department budget by $700,000.00 in estimated overtime costs and $100,000.00 in estimated Fire Department Office and Equipment costs. Moreover, one Fire Subcode Official's salary, approximately $36,325.00, will be re-allocated from the Fire Department budget to the Building Code budget. One (1) Administrative position would remain unfilled for a savings of approximately $60,000.00. Reductions in the City's SFY 2021 budget of $276,094.00 were identified and $85,182.84 was identified from New Jersey Fire Safety revenues, for a total savings of $1,257,601.84.

However, even with these savings, the City of Camden still faces a budget shortfall in the Fire Department budget of $1,182,000.00

To address this shortfall, the following Fire Department positions are identified for reduction:

1. Deputy Fire Chief - 2
2. Battalion Fire Chief - 1
3. Fire Captain - 1
4. Fire Prevention Specialist UFD - 2
5. Fire Fighter - six (6) vacancies in the Fire Fighter position will not be filled

Total positions identified for reduction: 12

If approved, the City's Restructuring - Layoff Plan will result in the following Organization Chart for the Fire Department:

Current	**Proposed After Layoff**
One (1) Fire Chief	One (1) Fire Chief
One (1) Fire OFCL-PRTCTN Subcode Official UFD	One (1) Fire OCFL-PRTCTN Subcode Official UFD
Three (3) Deputy Chiefs	One (1) Deputy Chief
Nine (9) Battalion Chiefs	Eight (8) Battalion Chiefs
Thirty-eight (38) Fire Captains	Thirty-seven (37) Fire Captains
One hundred thirty-nine (139) Firefighters	One hundred thirty-three (133) Firefighters
Five (5) Fire Prevention Specialists	Three (3) Fire Prevention Specialists
Total: 196 Fire Personnel Staff	**Total: 184 Fire Personnel Staff**

The above proposed layoff plan for the Fire Department will allow the City to cover its current budget deficit caused by the loss of the SAFER grant while also providing the residents of the City of Camden with the commensurate public safety and fire safety needs required for the residents of the City of Camden.

9. Sample copies of the Individual and General Layoff Notices for the personnel in the Fire Department are attached. **The plan calls for the projected date for completion of the issuance of the Layoff Notices to be Thursday May 14, 2020. The Layoffs would take effect at the close of the working day on Friday, June 26, 2020.**

Please do not hesitate to contact my office with any questions or concerns.

Sincerely,

Francisco Moran
Mayor

cc: Kelly Glenn, Director of Agency Services, Civil Service Commission [via e-mail and Overnight Mail]
Michael Jimenez, Human Resource Consultant, Civil Service Commission [via e-mail and Overnight Mail]
Jason J. Asuncion, Esq., MPA, Business Administrator
Michelle Banks-Spearman, City Attorney
Michael Harper, Fire Chief
Patrick Keating, Finance Director
Arch Liston, Fiscal Monitor, DCA
Sam Munoz, Representative of IAFF Local 2578 [via e-mail]
William Pete Perez, Representative of IAFF Local 788 [via e-mail]
Lisa Picon, Senior Personnel Assistant
Representatives of IAFF Local 788, 327 Market Street, Camden, NJ 08102
Representatives of IAFF Local 2578, 327 Market Street, Camden, NJ 08102
Curtis Jenkins, Council President
Members of Camden City Council

Revised
O-1

2-11-2020

ORDINANCE AMENDING AND SUPPLEMENTING MUNICIPAL ORDINANCE MC-2322, ADOPTED AUGUST 27, 1987, AS AMENDED BY MC-3840, ADOPTED MAY 8, 2003

WHEREAS, this City Council of the City of Camden has determined that it is in the best interests of the City of Camden that, as permitted by State law, Municipal Ordinance MC-2322 titled, "An Ordinance Creating Camden Redevelopment Agency," adopted on August 27, 1987, and as amended by Municipal Ordinance MC-3840, adopted on May 8, 2003, be amended and supplemented to provide one of the seven (7) commissioners be a resident of the City of Camden who owns a business operating out of the City of Camden, where practicable, and who is not a member of the governing body; now therefore

BE IT ORDAINED by the City Council of the City of Camden that it hereby amends and supplements Municipal Ordinance MC-2322 titled, "An Ordinance Creating Camden Redevelopment Agency," adopted on August 27, 1987, and as amended by Municipal Ordinance MC-3840, adopted on May 8, 2003, as follows:

SECTION 6. **Appointment of Members of the Governing Body as Commissioners.** One (1) of the seven (7) commissioners of the Camden Redevelopment Agency shall be a member of the governing body. The term of the initial agency commissioner who is a member of the governing body shall commence upon the filling of a vacancy occurring in the office of commissioner for a member of the governing body, from any cause, and said commissioner shall serve for the period of the unexpired term, if any, remaining for the replaced commissioner. Thereafter, an agency commissioner who is a member of the governing body shall be appointed or reappointed to serve a one-year term.

SECTION 7. **Appointment of Business Owner Operating Out of the City of Camden.** One (1) of the seven commissioners of the Camden Redevelopment Agency shall be a resident of the City of Camden who owns a business operating from the City of Camden and who is not a member of the governing body, where practicable. If not practicable to fill said agency commissioner position with a resident of the City of Camden who owns a business operating from the City of Camden, the agency commissioner shall be a resident of the City of Camden or a business owner who operates a business from the City of Camden. The term of said agency commissioner shall commence upon the filling of the first vacancy for a commissioner previously appointed as a member of the governing body, from any cause, and said commissioner shall serve for a term of five (5) years. For any vacancy occurring for said commissioner, the commissioner shall serve for the period of the unexpired term, if any,

remaining for the replaced commissioner. Thereafter, said commissioner shall be appointed or reappointed to serve a five-year term.

SECTION 8. **EXPIRATION OF A TERM; SUCCESSOR.** Each commissioner shall continue to hold office at the expiration of a term until a successor shall have been appointed and qualified.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

BE IT FURTHER ORDAINED that this ordinance shall take effect twenty (20) days after final passage and publication as provided by law.

BE IT FURTHER ORDAINED that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this ordinance. All notices of veto shall be filed in the office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

_____
MICHELLE BANKS-SPEARMAN
City Attorney

_____
CURTIS JENKINS
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

R-15 R-14

MBS:dh
02-11-20

RESOLUTION ACCEPTING A GRANT FROM THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION (DVRPC) FOR THE FY20 SUPPORTIVE REGIONAL HIGHWAY PLANNING PROGRAM IN THE AMOUNT OF $24,000.00

WHEREAS, the City of Camden applied for and received a grant from the Delaware Valley Regional Planning Commission in the amount of $20,800.00; and

WHEREAS, the grant proceeds will be used for the purpose of underwriting staffing costs; and

WHEREAS, the City has a local match of $9,000.00; and

WHEREAS, the City desires to accept the grant from the Delaware Valley Regional Planning Commission; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is hereby authorized to accept the grant from the Delaware Valley Regional Planning Commission in the amount of $24,000.00.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute such documentation as is necessary to receive such Grant.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

~~R-14~~ R-15

MBS:dh
02-11-20

RESOLUTION AUTHORIZING A TEMPORARY EMERGENCY APPROPRIATION IN THE AMOUNT OF $24,000.00 FROM THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION FOR THE FY20 SUPPORTIVE REGIONAL HIGHWAY PLANNING PROGRAM

WHEREAS, funds have become available through an award approved by the Delaware Valley Regional Planning Commission to the City of Camden and no adequate provision has been made in the 2020 temporary budget for the aforesaid purpose, N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the above mentioned purpose; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, of not less than two-thirds of all the members of City Council thereof affirmatively concurring, that in accordance with provisions of N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation be and the same is hereby made for the DVRPC to underwrite administrative costs in the amount of $24,000 and in a cash match of $9,000.

2. That said emergency temporary appropriation will be provided for in the temporary budget under the title of

   "FY20 DVRPC –Supportive Regional Highway Planning Program"

3. That one certified copy of this resolution be filed with the Director of Local Government Services.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

MBS:dh
02-11-20

~~A-17~~ R-16

RESOLUTION ACCEPTING A GRANT FROM THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION (DVRPC) FOR THE FY20 TRANSIT SUPPORT PROGRAM IN THE AMOUNT OF $20,800.00

WHEREAS, the City of Camden applied for and received a grant from the Delaware Valley Regional Planning Commission in the amount of $20,800.00; and

WHEREAS, the grant proceeds will be used to reimburse any staffing costs in attending DVRPC meetings and related functions; and

WHEREAS, the City has a local in-kind match of $5,867.00; and

WHEREAS, the City desires to accept the grant from the Delaware Valley Regional Planning Commission; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is hereby authorized to accept the grant from the Delaware Valley Regional Planning Commission in the amount of $20,800.00.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute such documentation as is necessary to receive such Grant.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

~~R-16~~ R17

MBS:dh
02-11-20

RESOLUTION AUTHORIZING A TEMPORARY EMERGENCY APPROPRIATION IN THE AMOUNT OF $20,800.00 FROM THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION FOR THE FY20 TRANSIT SUPPORT PROGRAM

WHEREAS, funds have become available through an award approved by the Delaware Valley Regional Planning Commission to the City of Camden and no adequate provision has been made in the 2020 temporary budget for the aforesaid purpose, N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for the above mentioned purpose; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, of not less than two-thirds of all the members of City Council thereof affirmatively concurring, that in accordance with provisions of N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation be and the same is hereby made for the DVRPC to underwrite administrative costs in the amount of $20,800 and in a cash match of $5,867.

2. That said emergency temporary appropriation will be provided for in the temporary budget under the title of

   "FY20 DVRPC – Planning Commission – Transit Support Program"

3. That one certified copy of this resolution be filed with the Director of Local Government Services.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

R-23

PJK/dc
02-11-2020

RESOLUTION AUTHORIZING TEMPORARY EMERGENCY BUDGET APPROPRIATIONS FOR THE FISCAL YEAR 2020

WHEREAS, by the provisions of N.J.S.A 40A:4-20 emergency temporary appropriations may be made by resolution of a two-thirds majority of the full membership of the Governing Body to provide for the period between the beginning of the budget year and the date of the adoption of the budget; now, therefore

BE IT RESOLVED by the City Council of the City of Camden, County of Camden, New Jersey, of a two-thirds majority of the full membership of City Council, pursuant to N.J.S.A 40A:4-20 concerning emergency temporary appropriations, that there is hereby appropriated to supplement the temporary budget of the City of Camden, New Jersey, for the period February 11, 2020 until the regular budget be adopted, the following sums:

DEPARTMENT OF ADMINISTRATION

Division of Personnel

Salaries and Wages	-0-
Other Expenses	-0-

Information Technology

Salaries and Wages	-0-
Other Expenses	-0-

DEPARTMENT OF FIRE

Division of Fire

Salaries and Wages	-0-
Other Expenses	-0-

Fire Prevention

Salaries and Wages	-0-
Other Expenses	-0-

DEPARTMENT OF PUBLIC WORKS

Director's Office

Salaries and Wages	-0-
Other Expenses	-0-

Neighborhood Dist.

Salaries and Wages	-0-
Other Expenses	-0-

Fleet Management

Salaries and Wages	-0-
Other Expenses	-0-

DEPARTMENT OF HUMAN SERVICES

Office of the Director

Salaries and Wages	-0-
Other Expenses	-0-

Office of Aging

Salaries and Wages	-0-
Other Expenses	-0-

Neighborhood Services

Salaries and Wages	-0-
Other Expenses	-0-

Recreation

Salaries and Wages	-0-
Other Expenses	-0-

Division of Youth & Family Services

Salaries and Wages	-0-
Other Expenses	-0-

OTHER EXPENDITURES

Business Personal Property Tax Replacement	-0-
Accumulated Absences	-0-
Group Insurance	-0-
General Liability Insurance	-0-
Interest on Tax Refunds	-0-

Statutory Expenditures

Social Security Program	-0-
Police and Firemen's Retirement System	-0-
Pension Increase	-0-
State Disability Insurance	-0-
Unemployment	-0-
PERS	-0-
Defined Contribution Retirement Program	-0-
Consolidated Police & Firemen's Pension	-0-

Matching Funds for Grants

2017 Recycling Tonnage Grant	32,732.21

Municipal Debt Service:

BANS & Capital Notes	-0-
Loan Repayment Prin & Int	-0-
Interest on Notes	214,812.50
Unsafe Structure Loan Program – Principal	-0-
Bond Principal	930,000.00

WATER UTILITY APPROPRIATIONS

Operating

Other Expenses	500,000.00
Taxes, License & Fees	-0-
Capital Improvement Fund	-0-
Debt Service	
Loan Principal	-0-
Loan Interest	52,820.75
Prior Year Bills	

SEWER UTILITY APPROPRIATIONS

Operating

Other Expenses	600,000.00
Taxes, License & Fees	-0-
Capital Improvement Fund	-0-
Debt Service:	
Loan Principal	-0-
Loan Interest	17,692.00

A copy of this resolution shall be filed forthwith with the Director of the New Jersey Division of Local Government Service.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

R-32

MBS:dh
02-11-20

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT TO REMINGTON & VERNICK ENGINEERS TO PROVIDE A DETERMINATION OF EMERGENT CONDITIONS FOR THE CITY OF CAMDEN'S WATER OR WASTEWATER SYSTEMS (RFP #19-34) IN THE AMOUNT OF $10,000

WHEREAS, the City of Camden has a need to acquire services to provide a determination of emergent conditions for the City of Camden's water or wastewater systems; and

WHEREAS, pursuant to a Request for Proposals, the lowest, responsible and only proposal was submitted by REMINGTON & VERNICK ENGINEERS, for an amount not to exceed TEN THOUSAND DOLLARS ($10,000.00) for period of one (1) year; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the state and federal grant budget of the City of Camden under line item(s) "0-01-661-906", and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that the proper officers of the City of Camden are hereby authorized to execute a contract with REMINGTON & VERNICK ENGINEERS, for an amount not to exceed TEN THOUSAND DOLLARS ($10,000.00) for the determination of emergent conditions for the City of Camden's water or wastewater systems, according to Public Contracts Law, P.L. 1971, Chapter 198, and that the Mayor and the City Clerk shall execute said contract on behalf of the City of Camden.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: FEBRUARY 2020

TO: Jason J. Asuncion, Esq., Business Administration

FROM: L. Chandler, Purchasing Agent

DEPARTMENT MAKING REQUEST: Administration/Purchasing Bureau for Dept. Dev. & Plan.

TITLE OF RESOLUTION: Resolution awarding a contract for one (1) year to Remington & Vernick Engineers, 232 Kings Highway East, Haddonfield, NJ 08033

BRIEF DESCRIPTION OF ACTION: Resolution to award a contract for RFP #19-34 to Remington & Vernick Engineers to provide a determination of "Emergent Conditions" for the City of Camden's Water or Wastewater Systems.

BIDDING PROCESS: RFP #19-34 received one (1) proposal on December 19, 2019
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): 0-01- -661-906

AMOUNT: $10,000.00

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** *(If applicable)*
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:	2-7-20	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:	2/7/2020	
☑ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	2/7/2020	
Approved by Business Administrator:	2-7-20	
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared by 1:	L. CHANDLER	X7475
Contact Person 2:		

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, AS CITY TREASURER, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO:

REMINGTON & VERNICK ENGINEERS

THAT FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION, FROM ONE OF THE FOLLOWING:

TEMPORARY BUDGET APPROPRIATION: 0-01-661-906
AMOUNT: $10,000.00
ADOPTED BUDGET APPROPRIATION:
AMOUNT:
APPROPRIATION RESERVE:
AMOUNT:
DEDICATED BY RIDER:
AMOUNT:
RESERVE FOR STATE AND FEDERAL GRANT:
AMOUNT:
CAPITAL ORDINANCE:
AMOUNT:
TRUST ACCOUNT:
AMOUNT:

CITY OF CAMDEN
PURCHASING BUREAU
2020 FEB -6 PM 4:16

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CITY TREASURER THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

$10,000.00

Description of the Goods or Services to be procured:

Award a Contract for (RFP #19-34) to Remington & Vernick Engineers to provide professional engineering services for a determination of "Emergent Conditions" for the City of Camden's Water or Wastewater Systems for a period of one (1) year.

Doreen P. Chang

DOREEN P. CHANG
TREASURER

DATE: February 6, 2020

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CITY OF CAMDEN

Professional Service or EUS Type	PROFESSIONAL SERVICES
Name of Vendor	REMINGTON & VERNICK ENGINEERS
Purpose or Need for service:	AN ENGINEERING FIRM IS NEEDED TO PROVIDE A DETERMINATION OF THE "EMERGENT CONDITIONS" OF THE CITY'S WATER AND/OR WASTEWATER SYSTEMS
Contract Award Amount	$10,000.00
Term of Contract	12 MONTHS
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	RFP #19-34
Were other proposals received? If so, please attach the names and amounts for each proposal received?	NO

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

Mayor's Signature* Date 2/10/20

Business Administrator/Manager Signature Date 2.7.20

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Financial Officer affirms that there is adequate funding available for this personnel action.

0-01- -661-906 Funding Source for this action

Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

Certifying Officer Date 2/7/2020

For LGS use only:

( ) Approved ( ) Denied

Director or Designee, Date

Division of Local Government Services

Number Assigned

REMINGTON & VERNICK ENGINEERS

RVE HQ:
232 Kings Highway East
Haddonfield, NJ 08033
O: (856) 795-9595
F: (856) 795-1882

December 19, 2019

City of Camden
Office of the City Clerk
520 Market Street
City Hall, Room 105
Camden, NJ 08101

Attn: **Lateefah Chandler, Purchasing Agent**

Subj: **STATEMENT OF QUALIFICATIONS — RFP #19-34: Determination of Emergent Conditions for the City of Camden Water or Wastewater Systems**

Dear Ms. Chandler:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to submit this Statement of Qualifications to provide engineering consulting services for the Determination of Emergent Conditions for the City of Camden Water or Wastewater Systems. This proposal has been prepared in accordance with the specifications set forth in the City of Camden's Request for Proposals (RFP) and Notice issued December 9, 2019.

RVE has developed a thorough understanding of your personnel, policies and preferences through our successful completion of several projects for the City of Camden. Of significant relevance to this RFP is that RVE has been at the forefront of the Water Infrastructure Protection Act (WIPA) Process. Our firm is the only company to have successfully received approval of the State's first WIPA Emergent Condition Assessment approved by Department of Environmental Protection (NJDEP), New Jersey Board of Public Utilities (BPU) and the New Jersey Department of Community Affairs (DCA). This project is currently in the RFP stage for the sale of the Water and Sanitary System without going through referendum. In addition, RVE is currently working on obtaining approval for the State's second WIPA Emergent Condition Assessment for a Sanitary Utility located in Essex County.

Due to our experience in navigating the WIPA process and understanding the complexities of getting an Emergent Conditions Assessment approved by the NJDEP, we are uniquely qualified to assist the City in this project.

RVE is proposing the services of **Stephanie Cuthbert**, PE, CME, as Project Manager. Ms. Cuthbert has more than 25 years of engineering experience in the evaluation of water and sewer infrastructure, and the design and permitting of utility system improvements. In fact, Ms. Cuthbert is the Project Manager on the two projects that are currently being sold via the WIPA process. Her specialized expertise ensures that she can expertly assist the City of Camden in ascertaining the ability of a system sale via the WIPA process.

We look forward to the opportunity to serve the City of Camden on this important project. Should you have any questions or require additional information, please do not hesitate to contact Ms. Cuthbert at 856-795-9595 ex. 1067 or via email at Stephanie.Cuthbert@rve.com.

Sincerely,
REMINGTON & VERNICK ENGINEERS

By Edward Vernick

Edward Vernick, PE, CME
President

Table Of Contents

REMINGTON & VERNICK ENGINEERS

RVE HQ:
232 Kings Highway East
Haddonfield, NJ 08033
O: (856) 795-9595
F: (856) 795-1882

December 19, 2019

City of Camden
Office of the City Clerk
520 Market Street
City Hall, Room 105
Camden, NJ 08101

Attn: Lateefah Chandler, Purchasing Agent

Subj: COST PROPOSAL — RFP #19-34: Determination of Emergent Conditions for the City of Camden Water or Wastewater Systems

Dear Ms. Chandler:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to submit this Cost Proposal to provide engineering consulting services for the Determination of Emergent Conditions for the City of Camden Water or Wastewater Systems. This proposal has been prepared in accordance with the specifications set forth in the City of Camden's Request for Proposals (RFP) and Notice issued December 9, 2019.

RVE has developed a thorough understanding of your personnel, policies and preferences through our successful completion of several projects for the City of Camden. Of significant relevance to this RFP is that RVE has been at the forefront of the Water Infrastructure Protection Act (WIPA) Process. Our firm is the only company to have successfully received approval of the State's first WIPA Emergent Condition Assessment approved by Department of Environmental Protection (NJDEP), New Jersey Board of Public Utilities (BPU) and the New Jersey Department of Community Affairs (DCA). This project is currently in the RFP stage for the sale of the Water and Sanitary System without going through referendum. In addition, RVE is currently working on obtaining approval for the State's second WIPA Emergent Condition Assessment for a Sanitary Utility located in Essex County.

Due to our experience in navigating the WIPA process and understanding the complexities of getting an Emergent Conditions Assessment approved by the NJDEP, we are uniquely qualified to assist the City in this project.

RVE is proposing the services of **Stephanie Cuthbert**, PE, CME, as Project Manager. Ms. Cuthbert has more than 25 years of engineering experience in the evaluation of water and sewer infrastructure, and the design and permitting of utility system improvements. In fact, Ms. Cuthbert is the Project Manager on the two projects that are currently being sold via the WIPA process. Her specialized expertise ensures that she can expertly assist the City of Camden in ascertaining the ability of a system sale via the WIPA process.

We look forward to the opportunity to serve the City of Camden on this important project. Should you have any questions or require additional information, please do not hesitate to contact Ms. Cuthbert at 856-795-9595 ex. 1067 or via email at Stephanie.Cuthbert@rve.com.

Sincerely,
REMINGTON & VERNICK ENGINEERS

By Edward Vernick

Edward Vernick, PE, CME
President

COST PROPOSAL

The information obtained and analyzed for the five Emergent Conditions will be presented in report format for review by the City. This report will be presented to indicate if an Emergent Condition is present that may be presented to the NJDEP. It should be noted that the requirements of WIPA require a thorough review of the condition of the system to be sold or leased. In addition, WIPA requires that a financial analysis be completed as well as a determination of the value of a system. The cost for these reports is extensive and may be money erroneously spent should an Emergent Condition not be present for review for final approval by the NJDEP.

Accordingly, the costs presented herein are to review and provide documentation on if an Emergent Condition may be present as defined in the WIPA and **do not** include the fees associated with the generation of the reports necessary for submission to the DEP, BPU and DCA. Should an Emergent Condition be present, RVE would be happy to provide the fees to complete these documents which will be necessary to present to the public as well as submit to the NJDEP, BPU and the DCA.

The fees associated with evaluation of the five (5) Emergent Conditions including documentation of our evaluation shall be completed for a not to exceed fee of $10,200.00.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	REMINGTON & VERNICK ENGINEERS II, INC.
Trade Name:	
Address:	232 KINGS HIGHWAY EAST HADDONFIELD, NJ 08033
Certificate Number:	2076851
Effective Date:	September 30, 2016
Date of Issuance:	February 07, 2020

For Office Use Only:

20200207092232077

CITY OF CAMDEN
BUREAU OF PURCHASING
CITY HALL – ROOM 213
P.O. BOX 95120
CAMDEN, NEW JERSEY 08010-5120
856-784-3037
856-541-9668 (FAX)

RFP RESULTS

RFP #19-34

RFP NAME: DETERMINATION OF EMERGENT CONDITIONS FOR THE CITY OF CAMDEN'S WATER OR WASTEWATER SYSTEMS

RFP DUE: THURSDAY, DECEMBER 19, 2019 @ 11:00 A.M

VENDOR
REMINGTON & VERNICK ENGINEERS HADDONFIELD,NJ

Results are for information purpose **only**. Proposals are still being reviewed.

rp

Notice attached 12/9/19

CITY OF CAMDEN
PURCHASING BUREAU

VENDORS LIST

RFP#19-34

RFP NAME: DETERMINATION OF EMERGENT CONDITIONS FOR THE CITY OF CAMDEN'S WATER OR WASTEWATER SYSTEMS

RFP DUE: ~~TUESDAY~~ Thursday, ~~DECEMBER 10~~ December 19, 2019 @ 11:00 A.M

DATE	VENDOR'S NAME & ADDRESS	PHONE & FAX #
12/2/19 12/9/19 1	BUCHART HORN, INC 2 EVES DRIVE, SUITE 110 MARLTON NJ 08053	856 797 4350 856 983 8739
12/2/19 2	REMINGTON & VERNICK ENGINEERS 232 KINGS HIGHWAY EAST HADDONFIELD, NJ 08033	856 216 1890 856 216 0919
12/2/19 3	MR VALUATION CONSULTING, LLC 5 PROFESSIONAL CIRCLE STE 208 COLTS NECK NJ 07722	732 780 6000 732 780 6002
12/5/19 4	CME ASSOCIATES 1 MARKET STREET, SUITE 1 F CAMDEN NJ 08102	732-410-2651 856-246-1169
5	RAFTELIS 101 WINSTEAD DRIVE, STE 355 CARY NC 27513 ATTN: DAVID GEORGE	704-884-6042 left message 12/9/19 828-484-2442
6	PFM 1735 MARKET STREET, FL 43 PHILADELPHIA ,PA 19103 ATTN: GEOFF STEWART	215-567-6100 215-567-4180
12/5/19 7	PENNSYLVIA ECONOMY LEAQUE ANALYTICS/ HJA STRATEGIES 88 N. FRANKLIN STREET WILKES-BARRE PA 18701	570-824-3559 570-829-8099 ~~570-5086~~
12/9/19	Notice Attached	

DATE	VENDOR'S NAME & ADDRESS	PHONE & FAX #
12/11/19	PRIME VENDOR, INC 4622 Cedar Ave Bldg 5 Ste #123 Wilmington NC 28403-6916	800-746-9554 8007468307

CITY OF CAMDEN
REQUEST FOR PROPOSAL

The City of Camden, through the Office of the City Attorney, intends to acquire services for the following:

RFP #19-34
DETERMINATION OF EMERGENT CONDITIONS FOR THE CITY OF CAMDEN'S WATER OR WASTEWATER SYSTEMS

The Purchasing Agent is hereby authorized to receive Proposals on Tuesday, December 10, 2019 at 11:00 a.m. in the City Council Chambers, Second Floor, City Hall, Sixth and Market Streets, Camden, New Jersey, at which time and place proposal will be opened and read publicly.

Guidelines for the RFP may be obtained in the Office of the Purchasing Agent, Room 213, City Hall, 520 Market St., Camden, New Jersey during normal working hours.

The submitting person/agency must be qualified and experienced to conduct the services in the Proposal. Those not providing written proof of required qualifications and experience will be disqualified.

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

This proposal is being solicited through a fair and open process in accordance with the N.J.S.A. 19:44a-20.5 et seq.

The City will not accept Proposals received after the time specified for submission. Any Proposals received after the hour appointed, the City will deem invalid and return unopened to the sender.

Any questions concerning this Request for Proposal, please contact the City of Camden Purchasing Bureau at (856) 757-7159 or, preferably, fax questions to (856) 541-9668

Sealed bids intended for the Purchasing Agent prior to the designated time of public opening should be delivered to the Office of the Municipal Clerk, City Hall, Room 105, Camden, New Jersey 08101.

Lateefah Chandler
Purchasing Agent

($41.36)

CITY OF CAMDEN
NOTICE

Please take notice that RFP #19-34, "DETERMINATION OF EMERGENT CONDITIONS FOR THE CITY OF CAMDEN'S WATER OR WASTEWATER SYSTEMS" scheduled for Tuesday, December 10, 2019 @ 11:00 am has been extended to Thursday, December 19, 2019 @ 11:00 am.

Lateefah Chandler
Purchasing Agent
December 9, 2019
($7.48)

R-33

MBS:dh
04-12-16

RESOLUTION AUTHORIZING AND APPROVING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY (CCMUA) FOR MUNICIPAL SEWER IMPROVEMENTS AT 27TH STREET BETWEEN FEDERAL STREET AND MARLTON PIKE

WHEREAS, N.J.S.A. 40A:65-1 et. seq. authorizes local units of government to enter into agreements for the joint provision of services; and

WHEREAS, the CCMUA and the City of Camden seek to enter into such an agreement; and

WHEREAS, there is a need, to establish the rights and responsibilities of both entities as it relates to the improvements to 27TH Street between Federal Street and Marlton Pike (the "Project Site") for the design of municipal sewer improvements beneath the Project Site; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that a Shared Services Agreement is hereby authorized between the City of Camden and the CCMUA.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Michelle Banks-Spearman, City Attorney on behalf of Administration

Department Making Request: Office of the City Attorney

TITLE OF RESOLUTION:
RESOLUTION AUTHORIZING AND APPROVING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY (CCMUA) FOR MUNICIPAL SEWER IMPROVEMENTS AT 27TH STREET BETWEEN FEDERAL STREET AND MARLTON PIKE

BRIEF DESCRIPTION OF ACTION:
The Camden County is planning to reconstruct 27th Street between Marlton Pike and Federal Street and to make certain sidewalk and signal upgrades. The City owns the combined sanitary and storm water collection system under this section of 27th Street. This section of the combined sanitary and storm water collection system ("CSO") is in need or replacement and/or rehabilitation. The CCMUA has the ability and expertise to undertake the design of the replacement/rehabilitation work to the CSO. It has been determined that it is expedient for the CCMUA to design the replacement/rehabilitation work to the CSO. The City will be responsible for reimbursing the CCMUA for the cost of such design work. The City and the CCMUA desire to enter into a shared services agreement outlining the responsibilities of each party. This resolution is necessary to authorize the City to enter in a shared services agreement with the CCMUA respecting the design of the replacement/rehabilitation work to the CSO under 27th Street.

APPROPRIATION ACCOUNT TO BE CHARGED:
AMOUNT OF PROPOSED CONTRACT:

[X] **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	2/11/2020	Michelle B Spearman
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:		

	(Name) Please Print	***(Extension #)***
Prepared By:	Dionne Giles	X7170
Contact Person:	Michelle Banks-Spearman, City Attorney	X7170

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

PROJECT FACT SHEET

BACKGROUND

Camden County, in collaboration with Cooper's Ferry Partnership and AECOM, is undertaking a Concept Development study for transportation improvements to 27th Street (CR 609) between Marlton Pike and Federal Street in the City of Camden, NJ (Figure 1). This effort is intended to serve as the Limited Scope Concept Development Report of NJDOT's Project Delivery Process.

S. 27th Street serves as a feeder road to NJ Route 70 and is in close proximity to several major expressways such as US Route 130, NJ Route 38 and US Route 30. It is in a predominantly residential area with surrounding retail and commercial land uses and community centers.

The project is part of a multi-phase plan to improve and revitalize several corridors in the East Camden neighborhood. S. 27th Street has been identified as a roadway in need of improvements including vehicular, pedestrian, pavement and utility upgrades.

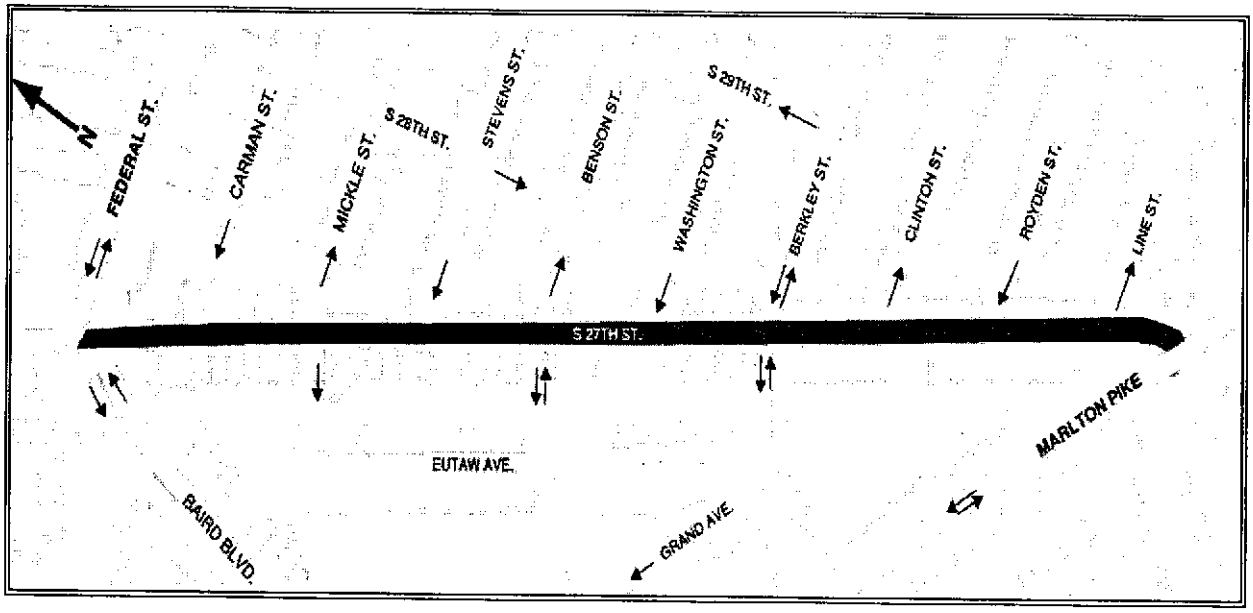


Figure 1 – Project Location Map

PURPOSE

The purpose of the study is to provide feasible design alternatives and ultimately select a Preferred Alternative improvement concept that best addresses the existing roadway deficiencies and key issues, supports the revitalization of the corridor and is community-driven and stakeholder supported.

NEED

Within the project limits, the entire corridor is in poor condition and major key issues have been identified. They are as follows:

- Curb-to-curb width is too narrow to accommodate two travel lanes and one parking lane
- "On-sidewalk" parking and overgrown street trees causing damage to curb and sidewalk
- ADA accessibility issues (substandard curb ramps, parked vehicles, storm drains)
- Deteriorated pavement

- Non-compliant traffic signal at Berkley Street
- Substandard signage and striping along S. 27th
- Obsolete and deficient combined sewer system
- High number of "Struck Parked Vehicle" collision incidents

GOALS AND OBJECTIVES

The ultimate goal for this project is to improve and revitalize the S. 27th Street corridor between Marlton Pike and Federal Street/Baird Blvd in the East Camden neighborhood as quickly as possible due to the current condition of the roadway. This involves the following major goals:

- Improve safety and mobility for vehicles and pedestrians
- Reconstruct the roadway, curbing and sidewalks
- Upgrade all curb ramps and crosswalks for improved ADA accessibility
- Upgrade traffic signal at Berkley Street and improve signing and striping throughout the corridor
- Enhance the corridor with streetscape measures where feasible
- Minimize impacts to existing overhead utilities
- Coordinate the project with upgrade/replacement of existing combined sewer system
- Minimize impacts to the community during construction

EXISTING CONDITIONS

Within the limits of the proposed project, S. 27th Street functions as an Urban Minor Arterial. The posted speed limit for the corridor is 25 mph and the design speed limit used for this project is 30 mph, which is 5 mph over the posted speed limit. It has a two-way traffic operation with an existing 25-foot curb-to-curb width and on-street parking along the southbound side of the corridor. The typical cross section of the corridor consists of one (1) 10-foot travel lane in the NB direction, one (1) 15-foot travel lane in the southbound direction including parking, a 4-inch curb reveal and no shoulders.

Pavement condition is poor within the study area. Curbing and sidewalks are in poor condition as well. Traffic signal equipment at Berkley Street is outdate and not compliant with the Manual on Uniform Traffic Control Devices (MUTCD). Signing and striping need to be upgraded per MUTCD requirements throughout and at all intersections as well. All pedestrian curb ramps do not comply with the Americans with Disability Act (ADA) requirements. The existing combined sewer system is old and obsolete. Localized ponding along the corridor has been observed.

ENVIRONMENTAL SCREENING

An environmental screening was performed to identify regulated resources within the vicinity of the project area. The results are summarized below as follows:

Cultural Resources	Yes, 3 historic districts and 3 potential historic structures	Surface Waters	No. It is anticipated that the proposed widening will be in compliance with Stormwater Management Rules.
Section 4(f)	No	Riparian Zones	No
Noise/Air	Yes	Tidelands	No
Wetlands/Vernal Pools	No	Wild/Scenic Rivers	No

Floodplains	No	Green Acres	No
Sole Source Aquifer	No	Environmental Justice (EJ)	No
Threatened/ Endangered	No		
Hazardous Waste	Yes, soil sampling information provided by the County indicates the presence of soil contamination	Well Head Protection Area	?

A review of various online resources, GIS databases and the environmental screening documentation for an adjacent project indicate that the project corridor and surrounding area within ⅛ mile contain a predominantly minority population, estimated at 96 percent. Additionally, approximately 62 percent of the study area population could be considered low-income, and an estimated 20 percent is identified as linguistically isolated.

No adverse or long-term effects to the local community are anticipated as a result of this project, but a detailed impact analysis will be conducted to evaluate potential EJ issues as the project progresses.

TRAFFIC OPERATIONS

Based on traffic counts performed for this project, the following were found:

1. Traffic volumes are lower than a typical county road in an urban area
2. Motorists may be avoiding S. 27th Street in the southbound direction, possibly due to:
   - Poor pavement condition
   - Southbound travel is more difficult due to conflicts with parked vehicles
   - Baird Boulevard provides a convenient southbound alternate

CRASH HISTORY, 2015-2018

Crash data provided by Cooper's Ferry Partnership (CFP) for the four-year period from 2015 to 2018 was analyzed. Based on this crash data, a collision diagram and a crash analysis were prepared. The results are summarized below:

27TH STREET (BETWEEN MARLTON PIKE AND FEDERAL ST/BAIRD BLVD) ACCIDENT REPORT					
CRASH TYPE	2015	2016	2017	2018	TOTAL
SAME DIRECTION – REAR	2	1	0	0	3
SAME DIRECTION – SIDE	0	0	0	1	1
RIGHT ANGLE	1	1	2	1	5
FIXED OBJECT	3	0	0	3	6
STRUCK PARKED VEHICLE	5	1	2	5	13
PEDESTRIAN	1	1	0	0	2
TOTAL	12	4	4	10	30

TOTAL CRASHES	CALCULATED CRASH RATE	OVERREPRESENTATIONS		
		CRASH TYPE	SEVERITY	SURFACE/LIGHT CONDITIONS
30	4.27	Rear, Side, Parked vehicle, Fixed Object, Right Angle, Pedestrian/ Bicyclist, At intersection	Injury (predominately minor)	Dry/Day and Night

The tables above show that there were a total of 30 reported crash incidents within the project limits for the years analyzed. There were only two (2) reported collisions with pedestrians observed; none which were fatal.

Out of all the crash types identified along the corridor, "Struck Parked Vehicle", "Fixed Object" and "Right Angle" had the highest number of incidents. Six (6) of the thirteen (13) "Struck Parked Vehicle" incidents were on S. 27th Street. These incidents could be attributed to the width of the southbound travel lane which is unable to accommodate the existing permissible parking. The remaining seven (7) incidents occurred on local roads intersecting S. 27th Street, within 100' of the intersection. Although the vehicles involved were not illegally parked, the incidents could be attributed to poor/inaccurate sign designation. The existing R7-2 "No Parking" sign does not indicate where the parking should begin or end at most locations.

The "Fixed Object" incidents could be attributed to existing poor pavement condition and/or driver inattention based on the crash summary reports. It should be noted that several asphalt repair patches have been observed along the corridor which have worsen the riding surface. The majority of the incidents also occurred during or after poor weather conditions.

The "Right Angle" incidents occurred at a single location and could be attributed to a combination of poor intersection sight distance and speeding. Benson Street east of S. 27th Street is geometrically skewed in the southeast direction - a potential sight obstruction to drivers.

Overall, there were no severe injuries or fatal crashes that occurred during the four-year period. Based on the data analyzed it can be concluded that the majority of the crash incidents along the corridor were to a great extent due to the existing inadequate roadway width, vehicles frequently traveling at unsafe speeds and poor condition of the pavement on S. 27th Street.

UTILITIES

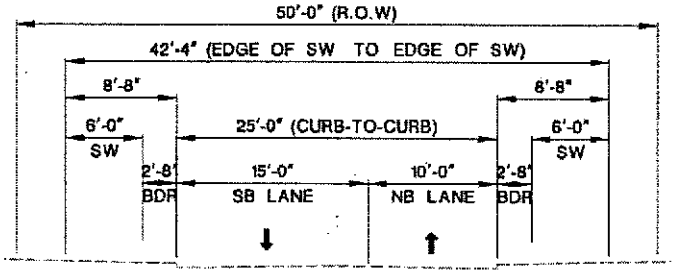
Field site inspections revealed aerial and underground facilities. Below is a list of utility companies that are franchised to operate within the project limits and have confirmed their facilities.

- Electric (aerial only) - Public Service Electric & Gas Company
- Gas - Public Service Electric & Gas Company
- Telephone (aerial only) - Verizon New Jersey, Inc.
- Water - New Jersey American Water
- Combined Sewer Overflow (CSO) System - Camden County Municipal Utilities Authority (CCMUA)

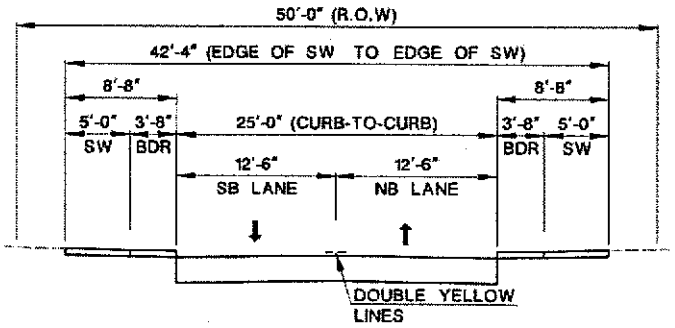
NOTE: Replacement of combined sewer system and water main will be addressed under two (2) separate contracts. Work on the combined sewer system will be performed by an independent contractor appointed by the CCMUA and expected to be completed before construction work on the corridor begins. Replacement of the water main will be performed by New Jersey American Water (NJAW) and also be expected to be completed prior to construction work on the corridor.

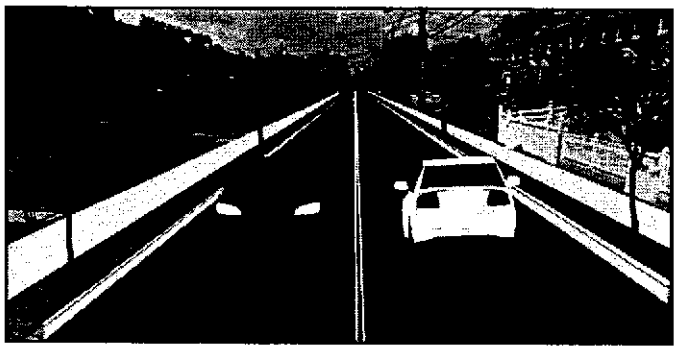
CONCEPT ALTERNATIVES

Based on valuable feedback obtained from local officials, stakeholders and the local community within the project limits during outreach and public meetings, four (4) potential roadway cross section alternatives were developed for the study area. The No Build Alternative (Alternative 1) does not meet the project's goals of improving access, mobility and safety. Under this scenario, the existing key issues within the project area will remain and no improvements will be made (see below).



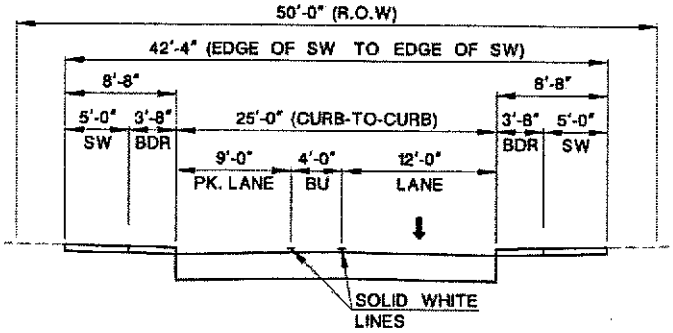
S. 27th Street - Existing Typical Section
Alternative 1 - No Build

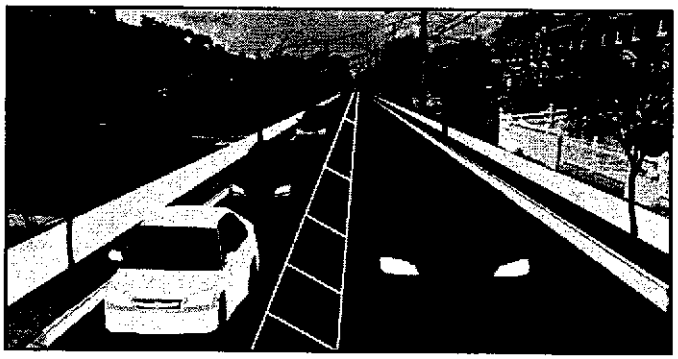




S. 27th Street - Proposed Typical Section
Alternative 2

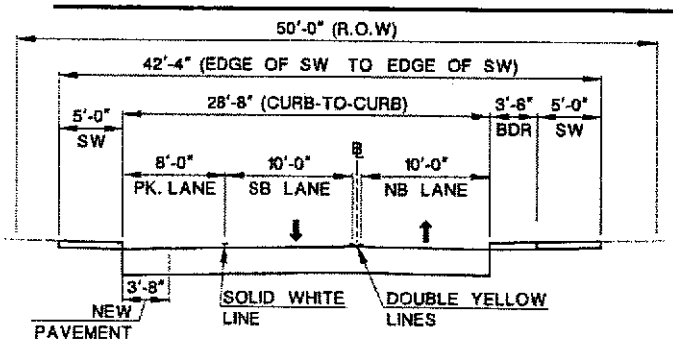
Alternative 2: Rehabilitation. This alternative would involve making limited improvements to the S. 27th Street roadway between Federal Street and Marlton Pike. The existing 25-foot curb-to-curb roadway width and two-way traffic operation would remain. The proposed roadway cross section will consist of a 12.5-foot travel lane in each direction and new curb with a 6-inch reveal to discourage the current "on-sidewalk" parking. Parking would not be permitted under this scenario because the existing roadway width does not support on-street parking.





S. 27th Street - Proposed Typical Section
Alternative 3

Alternative 3: One-Way Southbound. This alternative would reconfigure S. 27th Street into a one-way southbound roadway (from Federal Street to Marlton Pike) within the existing 25-foot curb-to-curb roadway width and maintain parking along the southbound curb edge of the corridor. The proposed roadway cross section will consist of a 9-foot parking lane and a 12-foot travel lane with a 4 -foot striped buffer border between them.



S. 27th Street - Proposed Typical Section
Alternative 4

Alternative 4: Southbound Widening with Parking. This alternative would widen S. 27th Street to provide parking along the southbound curb edge of the street. The existing northbound curb edge would be maintained to avoid relocation of utility poles. The proposed roadway cross section will consist of an 8-foot parking lane and a 10-foot travel lane in each direction. The existing grass strip buffer along the southbound curb edge will be eliminated and street trees will not be planted on that side. If desired by individual property owners, trees may be planted in the front yard of homes on that side of the corridor.

All the proposed concept alternatives, except Alternative 1, described above will include construction of new sidewalk with streetscape improvements, where feasible. Other proposed improvements include sewer system upgrades, curb extensions at certain intersections, signage/striping upgrades along the corridor as well as pedestrian curb ramp upgrades for pedestrian safety and traffic signal modifications at the Berkley Street intersection.

COMMUNITY INPUT

Soliciting valuable input from stakeholders and the local community as well local residents along the corridor was a vital and necessary component in the advancement of the preliminary concept alternatives and the successful completion of the CD study. Two (2) Stakeholders Meetings were held at the beginning of the study as well as where attendees were asked to express their opinion through online surveys and via distributed hard copies of community surveys related to the proposed alternatives. The results are as follows:

Comment/Concern	Top Responses
What is important to you in the project area	90 %- Roadway Condition 60%- Beautification 45%- Parking
How important is the need to maintain parking	40%- Extremely Important 45%- Very Important 10%- Not Important
How important is that S 27th remains a two-way road	40%- Extremely Important 15%- Not Important
What is your relationship within the project are	80%- Property Owner 10%- Business Owner 20%- Commuter
	0%- Alt. 1 (No Build) 5%- Alt. 2 (Rehabilitation) 15%- Alt. 3 (One Way Southbound) 80%- Alt. 4 (Widen)

In addition, a sticker survey was conducted at the Public Information Center (PIC) meeting on September 18, 2019. Of the twenty (20) attendees:

- Alternative 1 (No Build)- received no votes
- Alternative 2 (Rehabilitation)- received no votes
- Alternative 3 (One-Way Southbound)- received 1 vote (5%)
- Alternative 4 received nineteen (19) votes (95%)

PPA Summary: The PPA selected for 27th Street is Alternative 4. This alternative would eliminate the grass strip along S. 27th Street to provide parking along the southbound curb edge of the street. The existing northbound curb edge would be maintained to avoid relocation of utility poles. The proposed roadway cross section will consist of an 8-foot parking lane and a 10-foot travel lane in each direction.

R-34

MBS:dh
02-11-20

RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN INSTALLMENT AGREEMENT WITH SOUTH JERSEY PORT CORPORATION FOR PAST DUE WATER AND SEWER CHARGES

WHEREAS, South Jersey Port Corporation ("SJPC") is a body corporate and politic in the New Jersey Department of Treasury. SJPC owes the City of Camden a substantial sum for unpaid water and sewer charges; and

WHEREAS, SJPC desires to enter into an installment agreement with the City to satisfy its delinquent water and sewer charges; and

WHEREAS, the City desires to enter into an installment agreement with SJPC as authorized by N.J.S.A. 54:5-19; and

WHEREAS, the installment agreement shall require that SJPC pay the City a first installment equal to 25% of the outstanding balance owed for each bill, pay the balance in eleven (11) equal monthly payments, and remain current on all future bills; and

WHEREAS, the City of Camden has agreed to the proposed schedule of payments from SJPC; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the proper officers of the City are hereby authorized to enter into an Installment Agreement with SJPC with respect to the past due water and sewer charges.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: February 11, 2020

TO: Jason J. Asuncion, Esq., Business Administrator

FROM: Michelle Banks-Spearman, City Attorney

Department Making Request: Law Department

TITLE OF RESOLUTION: Resolution Authorizing the City to Enter Into an Installment Agreement with South Jersey Port Corporation

BRIEF DESCRIPTION OF ACTION:
South Jersey Port Corporation ("SJPC") is a body corporate and politic in the New Jersey Department of Treasury. SJPC owes the City of Camden a substantial sum for unpaid water and sewer charges. SJPC desires to enter into an installment agreement with the City to satisfy its delinquent water and sewer charges. The City desires to enter into an installment agreement with SJPC pursuant to N.J.S.A. 54:5-19. Pursuant to the terms of said installment agreement SJPC shall pay the City a first installment equal to 25% of the outstanding balance owed for each bill and pay the balance in eleven (11) equal monthly payments.

APPROPRIATION ACCOUNT TO BE CHARGED:

AMOUNT OF PROPOSED CONTRACT:

[X] **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
*For Example: **Form "A"** - Request for approval of Employees Requiring Advice and Consent of Governing Body, **Form "D"** - Contract Request, **Form "E"** - Creation/Extension of Services, **Form "G"** - Grant Approval, **Form "H"** - Bond Ordinance or Contract Request, **Form "I"**, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	2/4/2020	Michelle Banks-Spearman
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF --Certifications of Availability of Funds		
Approved by Business Administrator:		

	(Name) Please Print	*(Extension #)*
Prepared By:	Dionne Giles	X7170
Contact Person:	Michelle Banks-Spearman, City Attorney	X7170

Please note that the Contact Person is the point person for providing pertinent information regarding request.
If request is a walk-on-the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-35

MBS:dh
02-11-20

RESOLUTION SUPPORTING THE PREFERRED PRELIMINARY ALTERNATIVE FOR ROUTE 70 CAMDEN FEEDER ROAD – 27TH STREET CONCEPT DEVELOPMENT STUDY, MARLTON PIKE TO FEDERAL STREET/BAIRD BLVD, CITY OF CAMDEN

WHEREAS, the County of Camden Department of Public Works (hereinafter referred to "the County") received a Local Aid Infrastructure Funded (LIAF) grant from the New Jersey Department of Transportation, (NJDOT) to complete a Concept Development study of improvements to Route 70 Camden Feeder Road-27th Street (CR 609) from Marlton Pike to Federal Street/Baird Blvd.; and

WHEREAS, the goal of the project is to improve County transportation and infrastructure and improve mobility, improve signals, install streescaping, reconstruct and resurface the roadway, and improve the intersection at 27th Street and Berkley Street; and

WHEREAS, through a public process of two stakeholder meetings, a public information center (PIC meeting and collection of printed and digital surveys in English and Spanish, the Camden City residents and business owners in the project area have participated in a community-driven public process to select a Preferred Preliminary Alternative (PPA); and

WHEREAS, the Preferred Preliminary Alternative (PPA) selected through the community driven process was presented and approved by a panel of Subject Matter Experts at NJDOT; and

WHEREAS, the City of Camden has reviewed and participated in the development of the Preferred Preliminary Alternative that has been selected through the concept development process (Alternative 4); and

WHEREAS, the City of Camden agrees that the Preferred Preliminary Alternative meets the goals of the concept development study; now, therefore

BE IT RESOLVED, the City Council of the City of Camden endorses the selection of Alternative #4 as the Preferred Preliminary Alternative as proposed by Camden County.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction: February 11, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

R-35

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Scheduled

TO: Jason Asuncion, Business Administrator

DATE: **January 21, 2020**

FROM: Orion Joyner

Department Making Request: PLANNING & DEVELOPMENT

TITLE OF RESOLUTION/ORDINANCE: Resolution supporting the Preferred Preliminary Alternative that has been selected and advancement of the Route 70 Feeder Road - 27th Street Improvements (Marlton Pike to Federal Street) Project by the Camden County Department of Public.

BRIEF DESCRIPTION: The purpose of this project is to improve and revitalize the S. 27th Street corridor between Marlton Pike and Federal Street/Baird Blvd in the East Camden neighborhood. This scope of work will include, but not be limited to upgrade to existing traffic signal(s), signal timing coordination, roadway widening and reconstruction, installation of new curbs/sidewalks and ADA compliant curb ramps, signage/striping upgrades coordination of utility infrastructure improvements/replacement.

APPROPRIATION ACCOUNT(S): N/A

AMOUNT: N/A

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	2-4-20	
Received by City Attorney:		

	(Name) Please Print	*(Extension #)*
Prepared By:	Stephanie Walker	7680
Contact Person:	Orion Joyner	7680

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Jason J. Asuncion

From:	Kathy Cullen <kcullen@coopersferry.com>
Sent:	Monday, January 13, 2020 4:34 PM
To:	Orion Joyner; Angela Johnston; Jason J. Asuncion; Tytanya Ray
Cc:	Kevin.Becica@camdencounty.com; Carol Fario; Joe Myers
Subject:	Resolution of Support for Route 70 Feeder Study/27th Street Preferred Preliminary Alternative
Attachments:	01.13.20 Draft Resolution of Support 27 St PPA.docx; 01.13.20 Memo Resolution of Support for 27th Street PPA.docx; 27th Street - SME Fact Sheet.pdf

Good afternoon,

As you know, Camden County is completing the 27th Street Concept Development (CD) Study in East Camden. In December, the County and consultant (AECOM) met with a group of Subject Matter Experts at NJDOT who reviewed and approved of the selected Preferred Preliminary Alternative (PPA).

NJDOT requires a Resolution of Support from Camden City and Camden County to complete the CD study. I have attached a memorandum, a draft resolution and the project fact sheet, which provides an overview of the project, for your review and presentation to Camden City Council.

I respectfully request that you review the materials and let me know if any additional information is required to obtain the Resolution of Support. Once the CD phase is complete, the project can advance to the design phase.

Thank you.

Kathy Cullen
Senior Project Manager
Cooper's Ferry Partnership
2 Riverside Drive, Suite 501
Camden, New Jersey 08103

856.757.9154

RESOLUTION

RESOLUTION OF SUPPORT FOR THE PREFERRED PRELIMINARY ALTERNATIVE FOR ROUTE 70 CAMDEN FEEDER ROAD – 27TH STREET CONCEPT DEVELOPMENT STUDY, MARLTON PIKE TO FEDERAL STREET/BAIRD BLVD, CITY OF CAMDEN

WHEREAS, the County of Camden Department of Public Works (hereinafter referred to "the County") received a Local Aid Infrastructure Funded (LAIF) grant from the New Jersey Department of Transportation (NJDOT) to complete a Concept Development study of improvements to Route 70 Camden Feeder Road – 27th Street (CR 609), from Marlton Pike to Federal Street/Baird Blvd; City of Camden, New Jersey; and

WHEREAS, the goal of the project is to improve County transportation and infrastructure and improve mobility, improve signals, install streetscaping, reconstruct and resurface the roadway, and improve the intersection at 27th Street and Berkley Street; and

WHEREAS, through a public process of two stakeholder meetings, a public information center (PIC) meeting and collection of printed and digital surveys in English and Spanish, the Camden City residents and business owners in the project area have participated in a community-driven public process to select a Preferred Preliminary Alternative (PPA); and

WHEREAS, the Preferred Preliminary Alternative (PPA) selected through the community driven process was presented and approved by a panel of Subject Matter Experts at NJDOT; and

WHEREAS, the City of Camden has reviewed and participated in the development of the Preferred Preliminary Alternative that has been selected through the concept development process (Alternative 4); and

WHEREAS, the City of Camden agrees that the Preferred Preliminary Alternative meets the goals of the concept development study; now, therefore,

BE IT RESOLVED, that the governing body of the City of Camden endorses the selection of Alternative #4 as the Preferred Preliminary Alternative as proposed by Camden County.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affiars, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of introduction:

Cooper's Ferry Partnership
One Port Center, 2 Riverside Drive, Suite 501
Camden, New Jersey 08103
856.757.9154 Phone/856.757.9478 Fax

Memorandum

To: Orion Joyner, PE

CC: Kevin Becica, PE, Camden County Engineer

From: Kathy Cullen, Project Manager

Date: January 13, 2020

Re: **Resolution of Support for Preliminary Preferred Alternative, Route 70 Camden Feeder Road – 27th Street Improvements (Marlton Pike to Federal Street)**

RESOLUTION OF SUPPORT

Under a NJDOT LAIF Grant, Camden County hired AECOM Technical Services Inc. to complete the Concept Development (CD) Study for Route 70 Camden Feeder Road – 27th Street improvement Study from Marlton Pike to Federal Street/Baird Blvd in the City of Camden. 27th Street is under the jurisdiction of Camden County (CR 609). The NJDOT Concept Development grant process requires the Camden City Council to support the final concept called the Preliminary Preferred Alternative (PPA).

PURPOSE OF CONCEPT DEVELOPMENT

The purpose of the Concept Development study is to provide feasible design alternatives and ultimately select a Preferred Alternative improvement concept that best addresses the existing roadway deficiencies and key issues, supports the revitalization of the corridor and is community-driven and stakeholder supported.

NEED FOR CONCEPT DEVELOPMENT

Within the project limits, the entire corridor is in poor condition and major key issues have been identified. They are as follows:

- Curb-to-curb width is too narrow to accommodate two travel lanes and one parking lane
- "On-sidewalk" parking and overgrown street trees causing damage to curb and sidewalk
- ADA accessibility issues (substandard curb ramps, parked vehicles, storm drains)
- Deteriorated pavement

- Non-compliant traffic signal at Berkley Street
- Substandard signage and striping along S. 27th
- Obsolete and deficient combined sewer system
- High number of "Struck Parked Vehicle" collision incidents

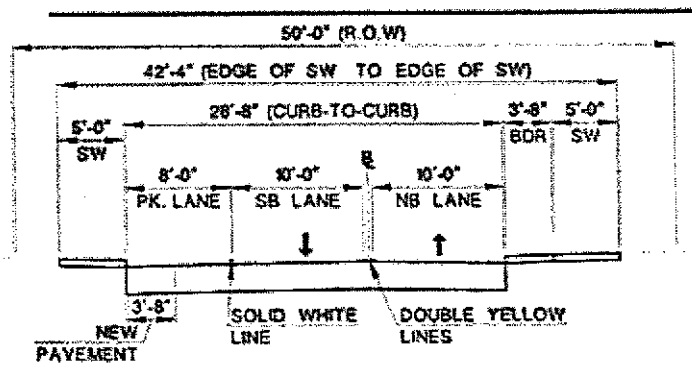
CONCEPT DEVELOPMENT - SCOPE OF WORK

The ultimate goal for this project is to improve and revitalize the S. 27th Street corridor between Marlton Pike and Federal Street/Baird Blvd in the East Camden neighborhood as quickly as possible due to the current condition of the roadway to meet the following goals:

- Improve safety and mobility for vehicles and pedestrians
- Reconstruct the roadway, curbing and sidewalks
- Upgrade all curb ramps and crosswalks for improved ADA accessibility
- Upgrade traffic signal at Berkley Street and improve signing and striping throughout the corridor
- Enhance the corridor with streetscape measures where feasible
- Minimize impacts to existing overhead utilities
- Coordinate the project with upgrade/replacement of existing combined sewer system
- Minimize impacts to the community during construction

PRELIMINARY PREFERRED ALTERNATIVE

The County Consultant, AECOM, completed a public process of two stakeholder meetings, a public information center (PIC) meeting and collected printed and digital surveys in English and Spanish from Camden City residents and business owners in the project area. The community-driven public process resulted in the selection of a Preferred Preliminary Alternative (PPA) that was presented and approved by a panel of Subject Matter Experts from NJDOT.



Alternative 4: Southbound Widening with Parking. This alternative would widen S. 27th Street to provide parking along the southbound curb edge of the street. The existing northbound curb edge would be maintained to avoid relocation of utility poles. The proposed roadway cross section will consist of an 8-foot parking lane and a 10-foot travel lane in each direction. The existing grass strip buffer along the southbound curb edge will be eliminated and street trees will not be planted on that side. If desired by individual

property owners, trees may be planted in the front yard of homes on that side of the corridor.

The PPA (Alternative 4) includes construction of new sidewalk with streetscape improvements, where feasible. Other proposed improvements include sewer system upgrades, curb extensions at certain intersections, signage/striping upgrades along the corridor as well as pedestrian curb ramp upgrades for pedestrian safety and traffic signal modifications at the Berkley Street intersection.

The project Fact Sheet describing all Alternatives along with the Preliminary Preferred Alternative is attached.

PROJECT FACT SHEET

BACKGROUND

Camden County, in collaboration with Cooper's Ferry Partnership and AECOM, is undertaking a Concept Development study for transportation improvements to 27th Street (CR 609) between Marlton Pike and Federal Street in the City of Camden, NJ (Figure 1). This effort is intended to serve as the Limited Scope Concept Development Report of NJDOT's Project Delivery Process.

S. 27th Street serves as a feeder road to NJ Route 70 and is in close proximity to several major expressways such as US Route 130, NJ Route 38 and US Route 30. It is in a predominantly residential area with surrounding retail and commercial land uses and community centers.

The project is part of a multi-phase plan to improve and revitalize several corridors in the East Camden neighborhood. S. 27th Street has been identified as a roadway in need of improvements including vehicular, pedestrian, pavement and utility upgrades.

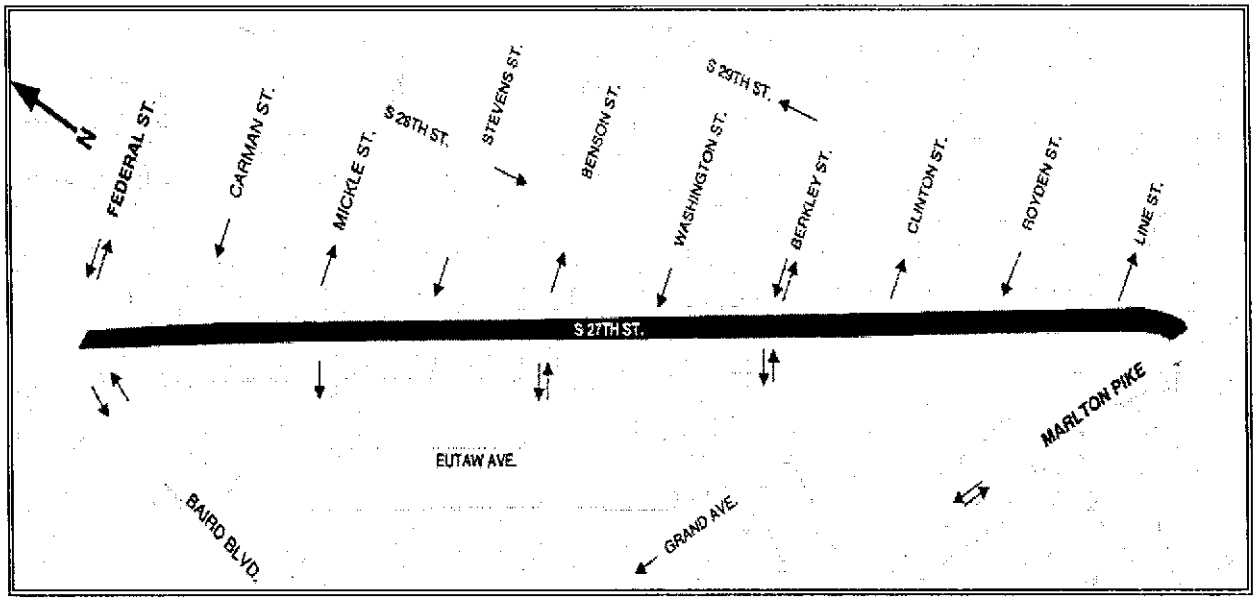


Figure 1 – Project Location Map

PURPOSE

The purpose of the study is to provide feasible design alternatives and ultimately select a Preferred Alternative improvement concept that best addresses the existing roadway deficiencies and key issues, supports the revitalization of the corridor and is community-driven and stakeholder supported.

NEED

Within the project limits, the entire corridor is in poor condition and major key issues have been identified. They are as follows:

- Curb-to-curb width is too narrow to accommodate two travel lanes and one parking lane
- "On-sidewalk" parking and overgrown street trees causing damage to curb and sidewalk
- ADA accessibility issues (substandard curb ramps, parked vehicles, storm drains)
- Deteriorated pavement

- Non-compliant traffic signal at Berkley Street
- Substandard signage and striping along S. 27th
- Obsolete and deficient combined sewer system
- High number of "Struck Parked Vehicle" collision incidents

GOALS AND OBJECTIVES

The ultimate goal for this project is to improve and revitalize the S. 27th Street corridor between Marlton Pike and Federal Street/Baird Blvd in the East Camden neighborhood as quickly as possible due to the current condition of the roadway. This involves the following major goals:

- Improve safety and mobility for vehicles and pedestrians
- Reconstruct the roadway, curbing and sidewalks
- Upgrade all curb ramps and crosswalks for improved ADA accessibility
- Upgrade traffic signal at Berkley Street and improve signing and striping throughout the corridor
- Enhance the corridor with streetscape measures where feasible
- Minimize impacts to existing overhead utilities
- Coordinate the project with upgrade/replacement of existing combined sewer system
- Minimize impacts to the community during construction

EXISTING CONDITIONS

Within the limits of the proposed project, S. 27th Street functions as an Urban Minor Arterial. The posted speed limit for the corridor is 25 mph and the design speed limit used for this project is 30 mph, which is 5 mph over the posted speed limit. It has a two-way traffic operation with an existing 25-foot curb-to-curb width and on-street parking along the southbound side of the corridor. The typical cross section of the corridor consists of one (1) 10-foot travel lane in the NB direction, one (1) 15-foot travel lane in the southbound direction including parking, a 4-inch curb reveal and no shoulders.

Pavement condition is poor within the study area. Curbing and sidewalks are in poor condition as well. Traffic signal equipment at Berkley Street is outdate and not compliant with the Manual on Uniform Traffic Control Devices (MUTCD). Signing and striping need to be upgraded per MUTCD requirements throughout and at all intersections as well. All pedestrian curb ramps do not comply with the Americans with Disability Act (ADA) requirements. The existing combined sewer system is old and obsolete. Localized ponding along the corridor has been observed.

ENVIRONMENTAL SCREENING

An environmental screening was performed to identify regulated resources within the vicinity of the project area. The results are summarized below as follows:

Cultural Resources	Yes, 3 historic districts and 3 potential historic structures	Surface Waters	No. It is anticipated that the proposed widening will be in compliance with Stormwater Management Rules.
Section 4(f)	No	Riparian Zones	No
Noise/Air	Yes	Tidelands	No
Wetlands/Vernal Pools	No	Wild/Scenic Rivers	No

Floodplains	No	Green Acres	No
Sole Source Aquifer	No	Environmental Justice (EJ)	No
Threatened/ Endangered	No	Well Head Protection Area	?
Hazardous Waste	Yes, soil sampling information provided by the County indicates the presence of soil contamination		

A review of various online resources, GIS databases and the environmental screening documentation for an adjacent project indicate that the project corridor and surrounding area within ⅛ mile contain a predominantly minority population, estimated at 96 percent. Additionally, approximately 62 percent of the study area population could be considered low-income, and an estimated 20 percent is identified as linguistically isolated.

No adverse or long-term effects to the local community are anticipated as a result of this project, but a detailed impact analysis will be conducted to evaluate potential EJ issues as the project progresses.

TRAFFIC OPERATIONS

Based on traffic counts performed for this project, the following were found:

1. Traffic volumes are lower than a typical county road in an urban area
2. Motorists may be avoiding S. 27th Street in the southbound direction, possibly due to:
   - Poor pavement condition
   - Southbound travel is more difficult due to conflicts with parked vehicles
   - Baird Boulevard provides a convenient southbound alternate

CRASH HISTORY, 2015-2018

Crash data provided by Cooper's Ferry Partnership (CFP) for the four-year period from 2015 to 2018 was analyzed. Based on this crash data, a collision diagram and a crash analysis were prepared. The results are summarized below:

27TH STREET (BETWEEN MARLTON PIKE AND FEDERAL ST/BAIRD BLVD) ACCIDENT REPORT					
CRASH TYPE	2015	2016	2017	2018	TOTAL
SAME DIRECTION – REAR	2	1	0	0	3
SAME DIRECTION – SIDE	0	0	0	1	1
RIGHT ANGLE	1	1	2	1	5
FIXED OBJECT	3	0	0	3	6
STRUCK PARKED VEHICLE	5	1	2	5	13
PEDESTRIAN	1	1	0	0	2
TOTAL	12	4	4	10	30

TOTAL CRASHES	CALCULATED CRASH RATE	OVERREPRESENTATIONS		
		CRASH TYPE	SEVERITY	SURFACE/LIGHT CONDITIONS
30	4.27	Rear, Side, Parked vehicle, Fixed Object, Right Angle, Pedestrian/ Bicyclist, At intersection	Injury (predominately minor)	Dry/Day and Night

The tables above show that there were a total of 30 reported crash incidents within the project limits for the years analyzed. There were only two (2) reported collisions with pedestrians observed; none which were fatal.

Out of all the crash types identified along the corridor, "Struck Parked Vehicle", "Fixed Object" and "Right Angle" had the highest number of incidents. Six (6) of the thirteen (13) "Struck Parked Vehicle" incidents were on S. 27th Street. These incidents could be attributed to the width of the southbound travel lane which is unable to accommodate the existing permissible parking. The remaining seven (7) incidents occurred on local roads intersecting S. 27th Street, within 100' of the intersection. Although the vehicles involved were not illegally parked, the incidents could be attributed to poor/inaccurate sign designation. The existing R7-2 "No Parking" sign does not indicate where the parking should begin or end at most locations.

The "Fixed Object" incidents could be attributed to existing poor pavement condition and/or driver inattention based on the crash summary reports. It should be noted that several asphalt repair patches have been observed along the corridor which have worsen the riding surface. The majority of the incidents also occurred during or after poor weather conditions.

The "Right Angle" incidents occurred at a single location and could be attributed to a combination of poor intersection sight distance and speeding. Benson Street east of S. 27th Street is geometrically skewed in the southeast direction - a potential sight obstruction to drivers.

Overall, there were no severe injuries or fatal crashes that occurred during the four-year period. Based on the data analyzed it can be concluded that the majority of the crash incidents along the corridor were to a great extent due to the existing inadequate roadway width, vehicles frequently traveling at unsafe speeds and poor condition of the pavement on S. 27th Street.

UTILITIES

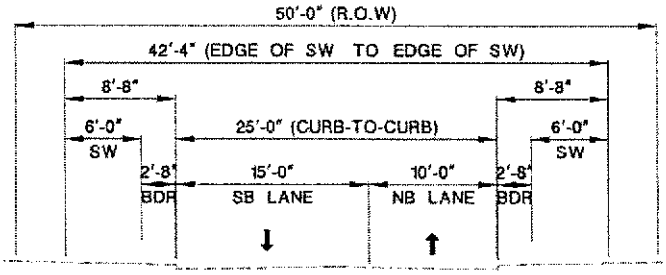
Field site inspections revealed aerial and underground facilities. Below is a list of utility companies that are franchised to operate within the project limits and have confirmed their facilities.

- Electric (aerial only) - Public Service Electric & Gas Company
- Gas - Public Service Electric & Gas Company
- Telephone (aerial only) - Verizon New Jersey, Inc.
- Water - New Jersey American Water
- Combined Sewer Overflow (CSO) System - Camden County Municipal Utilities Authority (CCMUA)

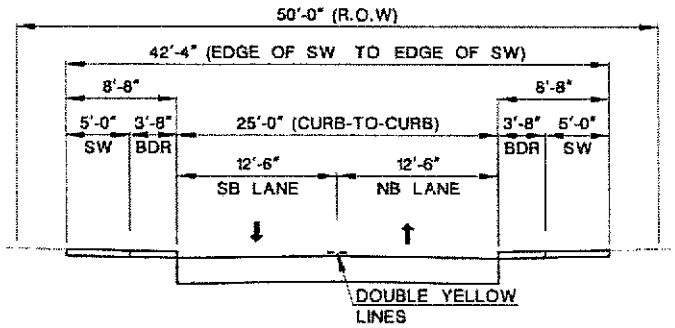
NOTE: Replacement of combined sewer system and water main will be addressed under two (2) separate contracts. Work on the combined sewer system will be performed by an independent contractor appointed by the CCMUA and expected to be completed before construction work on the corridor begins. Replacement of the water main will be performed by New Jersey American Water (NJAW) and also be expected to be completed prior to construction work on the corridor.

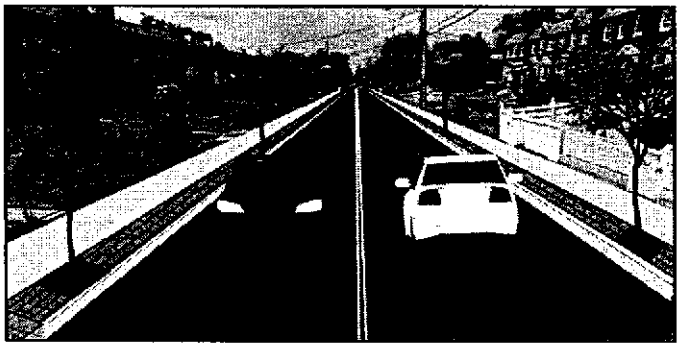
CONCEPT ALTERNATIVES

Based on valuable feedback obtained from local officials, stakeholders and the local community within the project limits during outreach and public meetings, four (4) potential roadway cross section alternatives were developed for the study area. The No Build Alternative (Alternative 1) does not meet the project's goals of improving access, mobility and safety. Under this scenario, the existing key issues within the project area will remain and no improvements will be made (see below).



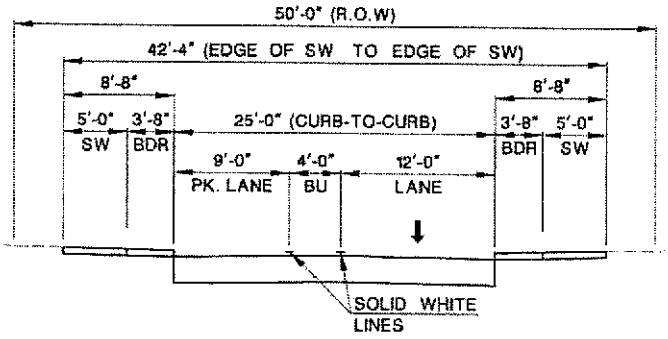
S. 27th Street - Existing Typical Section
Alternative 1 - No Build

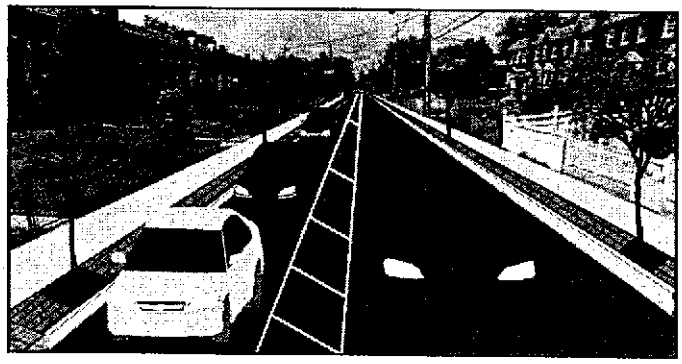




S. 27th Street - Proposed Typical Section
Alternative 2

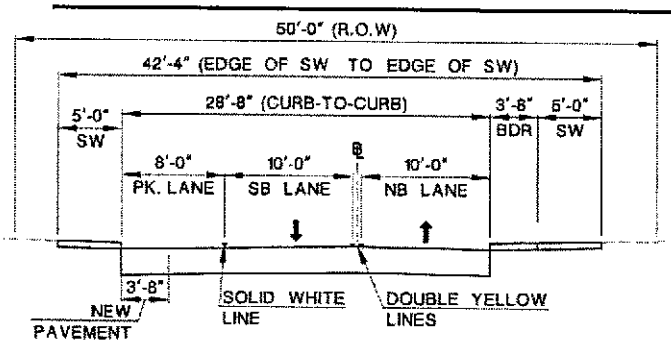
Alternative 2: Rehabilitation. This alternative would involve making limited improvements to the S. 27th Street roadway between Federal Street and Marlton Pike. The existing 25-foot curb-to-curb roadway width and two-way traffic operation would remain. The proposed roadway cross section will consist of a 12.5-foot travel lane in each direction and new curb with a 6-inch reveal to discourage the current "on-sidewalk" parking. Parking would not be permitted under this scenario because the existing roadway width does not support on-street parking.





S. 27th Street - Proposed Typical Section
Alternative 3

Alternative 3: One-Way Southbound. This alternative would reconfigure S. 27th Street into a one-way southbound roadway (from Federal Street to Marlton Pike) within the existing 25-foot curb-to-curb roadway width and maintain parking along the southbound curb edge of the corridor. The proposed roadway cross section will consist of a 9-foot parking lane and a 12-foot travel lane with a 4 -foot striped buffer border between them.



S. 27th Street - Proposed Typical Section
Alternative 4

Alternative 4: Southbound Widening with Parking. This alternative would widen S. 27th Street to provide parking along the southbound curb edge of the street. The existing northbound curb edge would be maintained to avoid relocation of utility poles. The proposed roadway cross section will consist of an 8-foot parking lane and a 10-foot travel lane in each direction. The existing grass strip buffer along the southbound curb edge will be eliminated and street trees will not be planted on that side. If desired by individual property owners, trees may be planted in the front yard of homes on that side of the corridor.

All the proposed concept alternatives, except Alternative 1, described above will include construction of new sidewalk with streetscape improvements, where feasible. Other proposed improvements include sewer system upgrades, curb extensions at certain intersections, signage/striping upgrades along the corridor as well as pedestrian curb ramp upgrades for pedestrian safety and traffic signal modifications at the Berkley Street intersection.

COMMUNITY INPUT

Soliciting valuable input from stakeholders and the local community as well local residents along the corridor was a vital and necessary component in the advancement of the preliminary concept alternatives and the successful completion of the CD study. Two (2) Stakeholders Meetings were held at the beginning of the study as well as where attendees were asked to express their opinion through online surveys and via distributed hard copies of community surveys related to the proposed alternatives. The results are as follows:

Comment/Concern	Top Responses
What is important to you in the project area	90 %- Roadway Condition 60%- Beautification 45%- Parking
How important is the need to maintain parking	40%- Extremely Important 45%- Very Important 10%- Not Important
How important is that S 27th remains a two-way road	40%- Extremely Important 15%- Not Important
What is your relationship within the project are	80%- Property Owner 10%- Business Owner 20%- Commuter
	0%- Alt. 1 (No Build) 5%- Alt. 2 (Rehabilitation) 15%- Alt. 3 (One Way Southbound) 80%- Alt. 4 (Widen)

In addition, a sticker survey was conducted at the Public Information Center (PIC) meeting on September 18, 2019. Of the twenty (20) attendees:

- Alternative 1 (No Build)- received no votes
- Alternative 2 (Rehabilitation)- received no votes
- Alternative 3 (One-Way Southbound)- received 1 vote (5%)
- Alternative 4 received nineteen (19) votes (95%)

PPA Summary: The PPA selected for 27th Street is Alternative 4. This alternative would eliminate the grass strip along S. 27th Street to provide parking along the southbound curb edge of the street. The existing northbound curb edge would be maintained to avoid relocation of utility poles. The proposed roadway cross section will consist of an 8-foot parking lane and a 10-foot travel lane in each direction.