AGENDA

CITY OF CAMDEN

CITY COUNCIL REGULAR MEETING

May 12th, 2020 – 5:00 p.m.

Hònorable 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

Agenda

CITY COUNCIL AGENDA

TUESDAY, MAY 12, 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

1. Check registers of the City of Camden for the period of March 25, 2020 through April 30, 2020

2. Check registers of the City of Camden for the period of March 15, March 29th, April 12th, April 24th, and April 26th, 2020

OLD BUSINESS

Department of Administration
Tabled on second Reading 4/14/20

1. Ordinance authorizing the acquisition of certain parcels of land in the City of Camden by eminent domain for the purpose of constructing low-mod income housing

Department of Planning & Development
Tabled 4/14/20

2. Resolution authorizing the execution of a shared services agreement between the City of Camden and the Camden Redevelopment Agency ("CRA") for the Michael Development Project in conjunction with the Camden Housing Authority

Department of Finance
Tabled 4/14/20

3. Resolution authorizing amendment to contract #11-19-173 between the City of Camden and Camden County Historical Society to increase and extend the term of the contract

Office of the City Attorney
Tabled 4/14/20

4. Resolution waiving the twenty 20 day waiting period for the ordinance authorizing the acquisition of certain parcels of land in the City of Camden by eminent domain for the purpose of constructing low-mod income housing

ORDINANCES – FIRST READING

Department of Public Works

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

2. An Ordinance authorizing the upgrade to personalized signage of a certain location of is handicapped parking privileges

ORDINANCES – SECOND READING & PUBLIC HEARING

Department of Public Works

1. An Ordinance authorizing the upgrade to personalized signage of a certain location of is handicapped parking privileges

2. Ordinance amending Ordinance MC-38 to create a loading and unloading zone at 800 Haddon Avenue

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

4. An Ordinance authorizing the removal of Handicap Parking Privileges in certain locations in the City of Camden

5. An Ordinance designating certain areas in the City of Camden "As Handicap Parking Only"

Office of the City Attorney

6. Ordinance authorizing the exposure to public sale certain City owned properties

Office of City Council

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

RESOLUTIONS

Office of City Council

1. Resolution appointing Martha F. Wilson as an honorary member of Camden City Council of the first ward

2. Resolution appointing members of the Municipal Appointment Committee of City Council for a term of one (1) year

3. Resolution appointing Derek Davis as commissioner to the Camden Redevelopment Agency of the City of Camden for a term of five (5) years, commencing May 12, 2020 and ending May 11, 2025

4. Resolution appointing Steven Lee as a Class IV member on the City of Camden Planning Board for a four (4) year term, commencing May 12, 2020 and ending May 11, 2024

Office of the City Attorney

5. Resolution amending Resolution #R-7 (MC-7236) adopted on December 10, 2019 "Authorizing the amendment #4 to the shared services agreement between the City of Camden and Camden Redevelopment Agency (CRA) for affirmative action officer and compliance services"

6. Resolution authorizing the execution of a shared services agreement between the City of Camden and the Camden Redevelopment Agency ("CRA") for affirmative action officer services & compliance officer services

7. Resolution authorizing amendment #2 to contract #11-19-162 with Brown & Connery, LLP for general legal services

Department of Administration

8. Resolution authorizing a memorandum of understanding with the State of New Jersey, Department of Community Affairs, Division of Local Government Services on receipt of 2020 fiscal year transitional aid to the City of Camden

9. Resolution requiring mandating direct deposit of net pay for all employees pursuant to MOU with the State of New Jersey transitional aid program (Section H-10)

10. Resolution authorizing a contract with Maple Leaf Lawncare, Inc., 153 McKinley Avenue, Turnersville, NJ 08012, pursuant to a competitive bidding process conducted through the Camden County Cooperative Pricing System, ID #57-CCCPS, for grass cutting, trimming and grounds keeping of areas located in Group 9

11. Resolution authorizing a contract with Office Basics, Inc., 22 Creek Circle, Boothwyn, PA 19061, pursuant to a competitive bidding process conducted through the Camden County Cooperative Pricing System, ID #57-CCCPS, for office supplies

Department of Planning & Development

12. Resolution concurring with Cooper's Ferry Partnership for a change order #3 to a construction contract to Lexa Concrete, LLC in connection with the River Road Improvements, Cramer Hill (Construction) project

13. Resolution concurring with Cooper's Ferry Partnership for a change order #4 to a construction contract to Lexa Concrete, LLC in connection with the River Road Improvements, Cramer Hill (Construction) project

14. Resolution authorizing a contract to Buchart Horn, Inc., Suite 110, 2 Eves Drive, Marlton, NJ 08053 for general engineering services for City of Camden's water and sewer system

15. Resolution awarding a professional services contract to Environmental Resolutions, Inc., Mount Laurel, NJ for municipal and consulting engineering services for an amount not to exceed $100,000.00

16. Resolution approving the release of performance guaranty in the amount of $823,198.80 to CP Mt. Ephraim, LLC, 1575 Mt. Ephraim Avenue, Block 443, Lot 3 for the completion of the Virtua Hospital Project

17. Resolution authorizing an amendment #1 to contract #11-19-170 between the City of Camden and Neighborhood Housing Services

18. Resolution amending agreement between the City of Camden and Kathleen Haynicz

19. Resolution amending agreement between the City of Camden and SPS Holdings, LLC

20. Resolution amending agreement between the City of Camden and Lindenwold PH, LP #GAD078

21. Resolution amending agreement between the City of Camden and Lindenwold PH, LP #CHC002

22. Resolution amending agreement between the City of Camden and Fox Ridge Apartments GAD049

23. Resolution amending agreement between the City of Camden and Tamarack Apartments #CHC031

24. Resolution authorizing an agreement between the City of Camden and Springdale Urban Renewal Associates, LLC #CHC004

25. Resolution authorizing an agreement between the City of Camden and WS Affordable Urban Renewal, LLC #CHC027

26. Resolution authorizing an agreement between the City of Camden and Leon Humphrey #CHC061

27. Resolution authorizing and agreement between the City of Camden and Alfred Gibson #GAD090

Department of Finance

28. Resolution authorizing cancellation of stale dated checks in the amount of $714,088.06

29. Resolution requesting authorization to cancel the remaining appropriation account funds under the 2007 American Society for the Prevention of Cruelty to Animals (ASPCA)

30. Resolution authorizing the execution of a shared services agreement between the City of Camden and the Camden Redevelopment Agency ("CRA")

31. Resolution authorizing the City of Camden to apply for the Coronavirus emergency supplemental funding program: FY 2020 formula grant solicitation in an amount of $526,710.00

32. Resolution authorizing a memorandum of understanding (MOU) between the City of Camden and Camden County under the FY 20 Coronavirus Emergency Supplemental Funding (CESF) program formula grant solicitation

33. Resolution authorizing Michelle D. Hill, Tax Collector to be an authorized signer on the City of Camden's 3rd party lien account

34. Resolution authorizing the City of Camden to relinquish municipal responsibility for the Camden Economic Development Corporation

Department of Public Works

35. Resolution authorizing the purchase of updated led lightbulbs for street lights on the 900 Block of Everett Street

36. Resolution authorizing and ratifying emergency procurement and payment of same to the Original Hargrove Demolition Co., for the partial demolition of 818 North 27th Street, Camden, NJ Block 948, Lot 1 and impose a municipal lien against property

37. Resolution authorizing and ratifying emergency procurement and payment of same to the Original Hargrove Demolition Co., for the demolition of 1222 South 4th Street, Camden, NJ, Block 334, Lot 72 and stucco the walls of 1224 South 4th Street and impose a municipal lien against the property

38. Resolution authorizing the acceptance of a $1,500,000.00 Green Acres Program Grant from the NJDEP

39. Resolution inserting $1,500,000.00 as an emergency appropriation from the New Jersey, Department of Environmental Protection Green Acres Program Grant

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.

Communications

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

RECEIVED
2020 MAY -1 A 10:55
MUNICIPAL CLERK OFFICE
CAMDEN, N.J.

MEMORANDUM

To: Honorable Curtis Jenkins, City Council President
Luis Pastoriza, Municipal Clerk

From: Patrick J. Keating, Finance Director

Date: May 1, 2020

Subject: **Check Register-Communications for Forthcoming City Council Meeting-May 12, 2020**

Attached please find the Check Register for the City of Camden for the period of March 25, 2020, through April 30, 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/mr
Attachments

cc: Honorable Francisco "Frank" Moran, Mayor

Range of Checking Accts: First to Last Range of Check Dates: 03/25/20 to 04/30/20
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				
11923	03/26/20	ABE01	ABED S ABED	780.00		15429
11924	03/26/20	CAP25	CAPITAL SYSTEMS PROPERTY MANAG	608.00		15429
11925	04/03/20	CIT09	CITY OF CAMDEN PAYROLL	5,215.34		15443
11926	04/03/20	LEW18	LEWIS INSEPCTIONS	1,008.06		15443
11927	04/17/20	CIT09	CITY OF CAMDEN PAYROLL	3,936.81		15463
11928	04/17/20	KRI04	KRIEGMAN & SMITH	1,860.00		15463
11929	04/17/20	LIN20	LINDENWOLD PH, LP	666.00		15463
11930	04/17/20	SPS01	SPS HOLDINGS, LLC	365.00		15463
11931	04/17/20	TAM02	TAMARACK APARTMENTS, LLC	33.00		15463
11932	04/30/20	ABE01	ABED S ABED	780.00		15491
11933	04/30/20	ABE06	ZAYED S ABED	710.00		15491
11934	04/30/20	BOR21	GRACIE MARIE BORNS	108.00		15491
11935	04/30/20	CAP25	CAPITAL SYSTEMS PROPERTY MANAG	608.00		15491
11936	04/30/20	CED04	CEDAR BROOK NJ, LLC	884.00		15491
11937	04/30/20	DAV60	DAVENPORT VILLAGE	532.00		15491
11938	04/30/20	DIO01	GENE DINA	1,001.00		15491
11939	04/30/20	EPM01	ENGLISH PROPERTY MGMT LLC	1,569.00		15491
11940	04/30/20	FER21	KATHERINE FERGUSON	503.00		15491
11941	04/30/20	FOX04	FOX RIDGE MANAGEMENT OFFICE	889.00		15491
11942	04/30/20	GAR54	VERENICE GARCIA	1,063.00		15491
11943	04/30/20	HAY03	KATHLEEN HAYNICZ	2,776.00		15491
11944	04/30/20	HPA01	HP ALTMAN AUTUMN RIDGE LLC	316.00		15491
11945	04/30/20	KEL27	BARBARA & GEORGE KELLY	752.00		15491
11946	04/30/20	KIY01	MICHAEL KIYAGA	974.00		15491
11947	04/30/20	KRI04	KRIEGMAN & SMITH	930.00		15491
11948	04/30/20	LIN20	LINDENWOLD PH, LP	1,340.00		15491
11949	04/30/20	MAP02	MAPLE SHADE APARTMTS ASSOCIATE	595.00		15491
11950	04/30/20	NOR05	NORTH FORKLANDING ASSOCIATION	630.00		15491
11951	04/30/20	REA12	REAL VALUE PARTNERS 3, LLC	1,000.00		15491
11952	04/30/20	ROB14	ROBERT NICOLEAUL 1052 COLYOR	741.00		15491
11953	04/30/20	RUB08	RUBINSON & SPERLING	336.00		15491
11954	04/30/20	SCO02	MARK SCOTT	62.61		15491
11955	04/30/20	SEC08	SECURED HIGH YIELD, LLC	1,200.00		15491
11956	04/30/20	SPR09	1721 SPRINGDALE URBAN RENEWAL	2,856.00		15491
11957	04/30/20	SPS01	SPS HOLDINGS, LLC	365.00		15491
11958	04/30/20	TAM02	TAMARACK APARTMENTS, LLC	862.00		15491
11959	04/30/20	TUC03	RAYMOND TUCKER	759.00		15491
11960	04/30/20	WAS15	WASHINGTON PARK APTS LLC	684.00		15491

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	38	0	40,297.82	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	38	0	40,297.82	0.00

CASH ESCROW TD		ESCROW ACCT TD 4308903700				
1623	04/30/20	DEM07	DEMBO, BROWN & BURNS LLP	2,576.00		15490
1624	04/30/20	REM02	REMINGTON & VERNICK	0.00	04/30/20 VOID	0
1625	04/30/20	REM02	REMINGTON & VERNICK	0.00	04/30/20 VOID	0
1626	04/30/20	REM02	REMINGTON & VERNICK	0.00	04/30/20 VOID	0
1627	04/30/20	REM02	REMINGTON & VERNICK	158,583.49		15490

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
CASH ESCROW TD	ESCROW ACCT TD 4308903700		Continued				

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	3	161,159.49	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	3	161,159.49	0.00

CASH GEN CAPIT CASH GEN-CAPITAL (TD BANK)

988	04/09/20	BEY07	BEYER OF MORRISTOWN	51,252.06			15452

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	51,252.06	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	51,252.06	0.00

CASH GEN INSU GEN INSURANCE TD 4308903544

20161	03/26/20	HOR13	JOSE L. HORTA	329.53			15434
20162	03/26/20	KER02	JOHN D. KERNAN DMD PA	49,468.50			15434
20163	03/26/20	LUC04	CARLOS LUCIANO	659.06			15434
20164	03/26/20	SAN05	MARK SAUNDERS	435.26			15434
20165	03/26/20	SHA07	BARBARA SHARPER	329.53			15434
20166	04/03/20	ASU02	JASON ASUNCION	400.00			15441
20167	04/03/20	QBE03	QBE SPECIALTY INSURANCE	8,207.41			15441
20168	04/03/20	WEI12	WEIR & PARTNERS LLP	71,186.68			15441
20169	04/09/20			0.00	04/09/20	VOID	0 (Reason: wrong check number)
20170	04/09/20			0.00	04/09/20	VOID	0 (Reason: wrong check number)
20171	04/09/20		Alignment Check			VOID	
20172	04/09/20	RIV73	JACQUELINE RIVERA	677.50			15448
20173	04/17/20	DEN05	DENNIS ROSS AND SIMON & SIMON	20,000.00			15461
20174	04/17/20	HAN09	RICHARD E. HAND	222.40			15461
20175	04/17/20	MAK05	GENEVIEVE MAKOWSKI	90.45			15461
20176	04/17/20	NJD23	TREASURER STATE OF NEW JERSEY	2,500.00			15461
20177	04/24/20	BAR36	AGOSTINO A BARBETTA JR	57.20			15471
20178	04/24/20	HOR13	JOSE L. HORTA	329.53			15471
20179	04/24/20	INT14	INTERNATIONAL ASSOC. OF FIRE-	1,042.00			15471
20180	04/24/20	INT15	INTERNATIONAL ASSOC OF FIRE-	2,834.24			15471
20181	04/24/20	LAT06	RONALD LATTANZIO	153.60			15471
20182	04/24/20	LUC04	CARLOS LUCIANO	659.06			15471
20183	04/24/20	MAL08	JULIO MALAVE	445.85			15471
20184	04/24/20	SAN05	MARK SAUNDERS	435.26			15471
20185	04/24/20	SAV11	NELSON L. SAVIDGE, JR.	158.50			15471
20186	04/24/20	SHA07	BARBARA SHARPER	329.53			15471
20187	04/24/20	TTI01	TTI ENVIRONMENTIAL, INC	1,296.00			15471
20188	04/24/20	WAR25	GARY WARDEN	400.00			15471
20189	04/24/20	WAT03	JEROME WATSON	472.50			15471
20190	04/30/20	KER02	JOHN D. KERNAN DMD PA	24,718.50			15487
20191	04/30/20	KOR01	JOHNNIE KORNEGAY	3,252.00			15487

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	28	3	191,090.09	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	28	3	191,090.09	0.00

CASH GRANT TD FEDERAL/STATE GRANT FD (TD)

104508	03/26/20	REM02	REMINGTON & VERNICK	15,915.23	03/31/20	15430

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
CASH GRANT TD	FEDERAL/STATE GRANT FD (TD) Continued						
104509	04/03/20	TRI14	TRIAD ASSOCIATES SERVICES, INC	300.00		15446	
104510	04/09/20	GRA41	GRAMCO BUSINESS COMMUNICATIONS	17,200.08		15451	
104511	04/09/20	ALL13	SASHA ALLEN	300.00		15458	
104512	04/09/20			0.00	04/09/20 VOID	0	(Reason: update wrong)
104513	04/09/20	SAY01	SAY IT WITH CLAY	3,750.00		15459	
104514	04/17/20	CAM46	CAMDEN REDEVELOPMENT AGENCY	4,350.30		15466	
104515	04/24/20	RIS04	RISING LEADER GLOBAL	800.00		15476	
104516	04/30/20	REM02	REMINGTON & VERNICK	24,562.94		15493	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	8	1	67,178.55	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	8	1	67,178.55	0.00

CASH TRUST TD	TRUST OTHER (TD) 4308903635						
3521	04/03/20	NJD20	NJ DEPT OF HLTH & SR SER.	118.20		15442	
3522	04/03/20	TRI14	TRIAD ASSOCIATES SERVICES, INC	1,750.00		15442	
3523	04/09/20	CIT09	CITY OF CAMDEN PAYROLL	12,943.41		15454	
3524	04/09/20	TAY06	TAYLOR COMMUNICATIONS, INC.	11,680.00		15454	
3525	04/17/20	CIT09	CITY OF CAMDEN PAYROLL	6,310.95		15462	
3526	04/24/20	HJA01	HJA STRATEGIES LLC	55,239.04		15473	
3527	04/30/20	NJD20	NJ DEPT OF HLTH & SR SER.	34.20		15488	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	7	0	88,075.80	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	7	0	88,075.80	0.00

CDBG FUND TD	CASH CDBG FUND (TD) 4308903718						
25188	04/03/20	CIT09	CITY OF CAMDEN PAYROLL	17,277.32		15445	
25189	04/03/20	MAR84	MARTURANO RECREATION CO, INC	23,060.50		15445	
25190	04/03/20	NAT02	NAT ALEXANDER COMPANY,INC.	113,236.05		15445	
25191	04/03/20	ROB21	ROBERTO SANES	5,000.00		15445	
25192	04/09/20	ART11	ART SIGN	1,400.00		15450	
25193	04/09/20	CAM98	CAMDEN CO. HISTORICAL SOCIETY	29,500.00		15450	
25194	04/17/20	ATL15	DAVID R DIMATTIA	290.00		15465	
25195	04/17/20	CIT09	CITY OF CAMDEN PAYROLL	20,828.93		15465	
25196	04/17/20	JHW01	J.H. WILLIAMS ENTERPRISES	132,731.67		15465	
25197	04/17/20	KIN01	TAMU KING	3,080.00		15465	
25198	04/17/20	PUB04	PSE&G	349.44		15465	
25199	04/17/20	WED02	ANDREA LEIGHTON	520.00		15465	
25200	04/24/20	CIR06	CIRCLE 3, LLC	191,286.20		15475	
25201	04/24/20	TRI14	TRIAD ASSOCIATES SERVICES, INC	29,885.57		15475	
25202	04/24/20	WIT05	WITMER PUBLIC SAFETY GROUP	1,500.00		15475	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	15	0	569,945.68	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	15	0	569,945.68	0.00

CURRENT FUND TD	TD BANK 4308903487						
133631	03/26/20	AND01	ANDREW VIOLA, ESQ	250.00		15433	

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CURRENT FUND TD TD BANK 4308903487 Continued						
133632	03/26/20	ASU02	JASON ASUNCION	13.00		15433
133633	03/26/20	BRA25	EUGENE L BRADLEY JR	420.00	03/31/20	15433
133634	03/26/20	BUT04	SHAWN BUTLER	900.00	03/31/20	15433
133635	03/26/20	CAM46	CAMDEN REDEVELOPMENT AGENCY	50,000.00	03/31/20	15433
133636	03/26/20	COM35	COMCAST BUSINESS SERVICES --	603.40		15433
133637	03/26/20	COR36	CORE MECHANICAL, INC.	712.00	03/31/20	15433
133638	03/26/20	COU01	COURIER POST	1,279.89		15433
133639	03/26/20	COU11	COURIER POST,THERESA CASALNOVA	27.00		15433
133640	03/26/20	DEC01	DECOTIIS,FITZPATRICK & COLE	997.75	03/31/20	15433
133641	03/26/20	DEM07	DEMBO, BROWN & BURNS LLP	4,000.00	03/31/20	15433
133642	03/26/20	FIR48	FIRST PRIORITY EMERGENCY	17,203.42	03/31/20	15433
133643	03/26/20	GOL15	GOLDENBERG, MACKLER, SAYEGH	13,888.17	03/31/20	15433
133644	03/26/20	HAR04	THE ORIGINAL W. HARGROVE	43,000.00		15433
133645	03/26/20	HOM01	HOME DEPOT CREDIT SVCS.	257.19		15433
133646	03/26/20	IKO02	RICOH USA, INC	327.53		15433
133647	03/26/20	MAJ02	MAJESTIC OIL CO, INC	4,410.98	03/31/20	15433
133648	03/26/20	MCC27	KRISDEN M MCCRINK	350.00	03/31/20	15433
133649	03/26/20	MCC44	HOWARD MCCOACH,PC	3,764.20	03/31/20	15433
133650	03/26/20	MEL22	M&E LOCKSMITH & CCTV	185.00		15433
133651	03/26/20	NEW49	NEW LIFE COMMUNITY DEV. CORP	3,150.00	03/31/20	15433
133652	03/26/20	OGO01	ANTHONY OGOZALEK, JR. ESQ	2,250.00	03/31/20	15433
133653	03/26/20	SUP19	SUPERMARKETS OF CHERRY HILL NJ	150.75		15433
133654	03/26/20	TCT12	TCTA OF CAMDEN,GLOU,CUMB&SALEM	75.00	03/31/20	15433
133655	03/26/20	TDK01	TDK SYSTEMS GROUP, INC	149.25		15433
133656	03/26/20	TIT03	TITLE BOXING	2,150.85		15433
133657	03/26/20	WES05	THOMSON WEST	2,455.58		15433
133658	03/26/20	XER01	XEROX CORPORATION	785.34		15433
133659	03/26/20	NJD23	TREASURER STATE OF NEW JERSEY	1,750.00		15435
133660	04/03/20	ACC06	ACCURATE LANGUAGE SERVICES	986.24		15447
133661	04/03/20	ALL09	ALL STAR AWARDS TROPHIES	50.00		15447
133662	04/03/20	AME01	AMERICAN ASPHALT	3,709.12		15447
133663	04/03/20	AME08	AMERICAN RED CROSS	38.00		15447
133664	04/03/20	AUT01	AUTOMATIC DATA PROCESSING	9,042.15		15447
133665	04/03/20	BRO81	BROWN & CONNERY LLP	0.00	04/03/20 VOID	0
133666	04/03/20	BRO81	BROWN & CONNERY LLP	160,000.00		15447
133667	04/03/20	CAM17	CAMDEN COUNTY VOLUNTEE FIRE	100.00		15447
133668	04/03/20	CAR01	CARTUN HARDWARE	3,350.04		15447
133669	04/03/20	COM35	COMCAST BUSINESS SERVICES --	627.85		15447
133670	04/03/20	CON02	CONTRACTOR SERVICE	95.29		15447
133671	04/03/20	COO54	COOPER HOSPITAL UNIVERSITY M.C	6,739.20		15447
133672	04/03/20	COR36	CORE MECHANICAL, INC.	267.00		15447
133673	04/03/20	EDM03	EDMUNDS & ASSOCIATES,INC	350.00		15447
133674	04/03/20	FAR04	FARMTEK	266.85		15447
133675	04/03/20	FED14	FEDEX (OMEGA CORP CTR)	149.07		15447
133676	04/03/20	FON04	FRANKIE FONTANEZ, ESQ	5,833.00		15447
133677	04/03/20	GOL15	GOLDENBERG, MACKLER, SAYEGH	2,156.53		15447
133678	04/03/20	GOV13	GOVCONNECTION, INC.	21,999.53		15447
133679	04/03/20	GPA01	GPANJ, INC	100.00		15447
133680	04/03/20	GWP01	GWP ENTERPRISES INC	9,800.00		15447
133681	04/03/20	HAR02	HARRY'S PLUMBING L.L.C.	684.90		15447
133682	04/03/20	HOM01	HOME DEPOT CREDIT SVCS.	4,336.00		15447
133683	04/03/20	IKO02	RICOH USA, INC	4,674.57		15447

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CURRENT FUND TD	TD BANK 4308903487		Continued			
133684	04/03/20	IMP3	4 IMPRINT	167.54		15447
133685	04/03/20	INT48	INTEGRITY INTERPRETING LLC	684.18		15447
133686	04/03/20	LIB02	LIBERTY PARK ESTATES	7,135.00		15447
133687	04/03/20	MAJ02	MAJESTIC OIL CO, INC	9,895.67		15447
133688	04/03/20	MAP03	MAPLE LEAF LAWNCARE, INC	6,025.00		15447
133689	04/03/20	MCA13	MCAA OF NJ C/O MICHELE EDGIN	280.00		15447
133690	04/03/20	MCG16	CONNIE BENTLEY MCGHEE, ESQ	600.00		15447
133691	04/03/20	MER01	MERCHANTVILLE OVERHEAD	721.26		15447
133692	04/03/20	MER04	MERCHANTVILLE-PENN WATER COMM	1,267.50		15447
133693	04/03/20	NAT02	NAT ALEXANDER COMPANY,INC.	5,909.40		15447
133694	04/03/20	NAT73	NATURAL PEST CONTROL INC	0.00	04/03/20 VOID	0
133695	04/03/20	NAT73	NATURAL PEST CONTROL INC	967.50		15447
133696	04/03/20	NJI06	NJ-IAAO	150.00		15447
133697	04/03/20	NJL06	NJS LEAGUE OF MUNICIPALITIES	180.00		15447
133698	04/03/20	NJP02	NEW JERSEY PLANNING OFFICIALS	155.00		15447
133699	04/03/20	PAX01	DILWORTH PAXON	0.00	04/03/20 VOID	0
133700	04/03/20	PAX01	DILWORTH PAXON	15,962.80		15447
133701	04/03/20	PEN07	PENNSAUKEN ANIMAL HOSPITAL	1,474.00		15447
133702	04/03/20	POL01	POLLUTION CONTROL FINANCING	143,448.66		15447
133703	04/03/20	REG02	REGINE A ERVIN, CCR	2,384.42		15447
133704	04/03/20	TDK01	TDK SYSTEMS GROUP, INC	133.49		15447
133705	04/03/20	TRA16	THE TRAINING CENTER	650.00		15447
133706	04/03/20	ULI02	ULINE	669.77		15447
133707	04/03/20	UNI02	A-1 UNIFORM CITY, INC	8,691.00		15447
133708	04/03/20	UNI65	UNI SELECT USA INC.	0.00	04/03/20 VOID	0
133709	04/03/20	UNI65	UNI SELECT USA INC.	2,640.50		15447
133710	04/03/20	WAS01	WASTE MANAGEMENT OF NEW JERESY	161,568.11		15447
133711	04/03/20	WBM01	W B MASON CO, INC	1,553.80		15447
133712	04/09/20	ALP03	ALPER ENTERPRISES	1,620.00		15456
133713	04/09/20	ARH01	ADAMS, REHMAN & HEGGANS ASSOC	1,924.00		15456
133714	04/09/20	BDF01	BDF INDUSTRIAL FASTENERS	900.00		15456
133715	04/09/20	BIF01	BIFF DUNCAN ASSOCIATES, INC.	9,100.00		15456
133716	04/09/20	BRT01	BRT TECHNOLOGIES, LLC	3,918.90		15456
133717	04/09/20	CAM01	CAMDEN BAG & PAPER COMPAY	6,457.90		15456
133718	04/09/20	CAR01	CARTUN HARDWARE	1,639.74		15456
133719	04/09/20	COM35	COMCAST BUSINESS SERVICES --	513.40		15456
133720	04/09/20	CON53	CONNER STRONG & BUCKELEW, INC.	308.00		15456
133721	04/09/20	COR36	CORE MECHANICAL, INC.	4,925.24		15456
133722	04/09/20	EME15	EMERGENCY EQUIPMENT SALES,LLC	13,040.25		15456
133723	04/09/20	FAZ01	JOSEPH FAZZIO, INC.	240.80		15456
133724	04/09/20	FIR37	FIRST STUDENT, INC	4,570.60		15456
133725	04/09/20	FRE04	PATRICK L. FREEMAN	1,200.00		15456
133726	04/09/20	GAN01	GANN LAW BOOKS	653.00		15456
133727	04/09/20	GAR13	GARDEN STATE MAT RENTAL	210.20		15456
133728	04/09/20	GOV13	GOVCONNECTION, INC.	1,624.92		15456
133729	04/09/20	HOM15	HOMEWARD BOUND PET ADOPTION	19,000.00		15456
133730	04/09/20	JAY02	JAY'S TIRE SERVICE LLC	1,740.00		15456
133731	04/09/20	JJM01	JJM PLUMBING COMPANY	1,239.04		15456
133732	04/09/20	MAJ02	MAJESTIC OIL CO, INC	3,711.12		15456
133733	04/09/20	MCC44	HOWARD McCOACH,PC	3,237.85		15456
133734	04/09/20	MER01	MERCHANTVILLE OVERHEAD	265.00		15456
133735	04/09/20	NAT02	NAT ALEXANDER COMPANY,INC.	4,599.83		15456

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CURRENT FUND TD		TD BANK 4308903487	Continued			
133736	04/09/20	NJA06	NEW JERSEY AMERICAN WATER CO	18,032.00		15456
133737	04/09/20	NJD11	N J DEPT OF COMMUNITY AFFAIRS	16,830.00		15456
133738	04/09/20	PHO09	PHOENIX ADVISORS LLC	5,812.50		15456
133739	04/09/20	RAM30	LESLIE RAMOS	474.00		15456
133740	04/09/20	SPE28	SPECIALTY GRAPHICS, LLC	2,175.00		15456
133741	04/09/20	TDK01	TDK SYSTEMS GROUP, INC	3,906.96		15456
133742	04/09/20	THE03	THE TREE HOUSE, INC	1,711.20		15456
133743	04/09/20	TRA02	TRANSPORT PLANNING & SERVICES	5,000.00		15456
133744	04/09/20	ULI02	ULINE	2,536.96		15456
133745	04/09/20	WBM01	W B MASON CO, INC	2,806.02		15456
133746	04/09/20	XER01	XEROX CORPORATION	428.40		15456
133747	04/09/20	PSE01	PSEG	144,630.58		15457
133748	04/17/20	ALL13	SASHA ALLEN	300.00		15467
133749	04/17/20	AME01	AMERICAN ASPHALT	6,004.54		15467
133750	04/17/20	AUT01	AUTOMATIC DATA PROCESSING	112.02		15467
133751	04/17/20	CAM46	CAMDEN REDEVELOPMENT AGENCY	50,000.00		15467
133752	04/17/20	COM35	COMCAST BUSINESS SERVICES --	216.70		15467
133753	04/17/20	CON02	CONTRACTOR SERVICE	8,982.00		15467
133754	04/17/20	DEC01	DECOTIIS,FITZPATRICK & COLE	7,585.50		15467
133755	04/17/20	EAG07	EAGLE EQUIPMENT, INC.	4,878.00		15467
133756	04/17/20	EME15	EMERGENCY EQUIPMENT SALES,LLC	0.00	04/17/20 VOID	0
133757	04/17/20	EME15	EMERGENCY EQUIPMENT SALES,LLC	14,904.83		15467
133758	04/17/20	GEN29	GENERAL CHEMICAL & SUPPLY, INC	15,240.25		15467
133759	04/17/20	GOO12	TIREHUB, LLC	5,260.50		15467
133760	04/17/20	HAI05	HAINESPORT AUTO & TRUCK	8,386.17		15467
133761	04/17/20	JOH08	JOHNSON & TOWERS INC.	133.38		15467
133762	04/17/20	MAJ02	MAJESTIC OIL CO, INC	1,630.37		15467
133763	04/17/20	MCC44	HOWARD McCOACH,PC	3,358.30		15467
133764	04/17/20	NJL06	NJS LEAGUE OF MUNICIPALITIES	4,914.00		15467
133765	04/17/20	NOR41	NORTHSTAR VETS - MAPLE SHADE	305.49		15467
133766	04/17/20	POL01	POLLUTION CONTROL FINANCING	69,701.71		15467
133767	04/17/20	PRO51	PROJECT LITTLE WARRIORS	600.00		15467
133768	04/17/20	SHA32	WAYNE SHAREEF JR	600.00		15467
133769	04/17/20	SJE01	SOUTH JERSEY ENERGY	23,955.33		15467
133770	04/17/20	WAS01	WASTE MANAGEMENT OF NEW JERESY	211,290.26		15467
133771	04/17/20	WBM01	W B MASON CO, INC	2,735.08		15467
133772	04/17/20	WIN01	WINNER FORD	493.01		15467
133773	04/24/20	AME01	AMERICAN ASPHALT	10,148.44		15477
133774	04/24/20	ARC05	USA MOBILITY WIRELESS [SPOK]	11.92		15477
133775	04/24/20	ATT02	LANGUAGE LINE SERVICES	214.20		15477
133776	04/24/20	ATT07	AT&T	29,466.42		15477
133777	04/24/20	ATT08	A T & T MOBILITY	164.96		15477
133778	04/24/20	BEL02	VERIZON	9,311.66		15477
133779	04/24/20	BOW05	BOWMAN & COMPANY LLP	112,000.00		15477
133780	04/24/20	CAM01	CAMDEN BAG & PAPER COMPAY	4,579.70		15477
133781	04/24/20	CAM45	CAMDEN LUTHERAN HOUSING CORP.	5,537.11		15477
133782	04/24/20	CAM46	CAMDEN REDEVELOPMENT AGENCY	4,062.45		15477
133783	04/24/20	CAR01	CARTUN HARDWARE	2,512.41		15477
133784	04/24/20	CON02	CONTRACTOR SERVICE	148.54		15477
133785	04/24/20	COR36	CORE MECHANICAL, INC.	6,745.70		15477
133786	04/24/20	COU01	COURIER POST	1,910.68		15477
133787	04/24/20	DOCUS005	INFOSTORE RECORDS MANAGEMENT	174.82		15477

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
CURRENT FUND TD TD BANK 4308903487 Continued							
133788	04/24/20	FED14	FEDEX (OMEGA CORP CTR)	26.24		15477	
133789	04/24/20	GEN29	GENERAL CHEMICAL & SUPPLY, INC	6,890.52		15477	
133790	04/24/20	HAR02	HARRY'S PLUMBING L.L.C.	656.90		15477	
133791	04/24/20	HOF03	HOFFMAN EQUIPMENT	1,000.01		15477	
133792	04/24/20	LIN18	LINE SYSTEMS, INC. DBA	11,103.73		15477	
133793	04/24/20	MAJ02	MAJESTIC OIL CO, INC	2,196.60		15477	
133794	04/24/20	MIK03	MIKE'S BETTER SHOES	300.00		15477	
133795	04/24/20	NAL04	NALCO WATER-AN ECOLAB COMPANY	485.34		15477	
133796	04/24/20	NEW08	NEW JERSEY LAW JOURNAL	653.88		15477	
133797	04/24/20	NJA06	NEW JERSEY AMERICAN WATER CO	18,032.00		15477	
133798	04/24/20	NJL06	NJS LEAGUE OF MUNICIPALITIES	35.00		15477	
133799	04/24/20	NJS07	NJ ST LEAGUE OF MUNICIPALITIES	75.00		15477	
133800	04/24/20	PEM02	PEMBERTON SUPPLY COMPANY LLC	4,786.67		15477	
133801	04/24/20	PEN07	PENNSAUKEN ANIMAL HOSPITAL	458.50		15477	
133802	04/24/20	REP01	REPUBLIC SERVICES	1,185.55		15477	
133803	04/24/20	RIV39	RIVERFRONT RECYCLING &	628.64		15477	
133804	04/24/20	SOU02	SOUTH CAMDEN IRON WORKS	4,907.05		15477	
133805	04/24/20	STA99	STAPLES ADVANTAGE	164.29		15477	
133806	04/24/20	TDK01	TDK SYSTEMS GROUP, INC	1,422.62		15477	
133807	04/24/20	UNI02	A-1 UNIFORM CITY, INC	6,345.75		15477	
133808	04/24/20	UNI65	UNI SELECT USA INC.	0.00	04/24/20 VOID	0	
133809	04/24/20	UNI65	UNI SELECT USA INC.	0.00	04/24/20 VOID	0	
133810	04/24/20	UNI65	UNI SELECT USA INC.	0.00	04/24/20 VOID	0	
133811	04/24/20	UNI65	UNI SELECT USA INC.	7,436.69		15477	
133812	04/24/20	VER09	VERIZON SELECT SERVICES, INC.	1,222.87		15477	
133813	04/24/20	WES05	THOMSON WEST	2,302.98		15477	
133814	04/24/20	WIN01	WINNER FORD	508.34		15477	
133815	04/24/20	WIR04	WIRELESS COMMUNICATION &	560.00		15477	
133816	04/24/20	DEL25	DELL, INC.	32,475.98	04/24/20 VOID	15478	(Reason: Wrong Amount)
133817	04/24/20	DEL25	DELL, INC.	31,316.02		15479	
133818	04/29/20	TRE25	TREASURER-STATE OF NEW JERSEY	100.00		15484	
133819	04/30/20	ACE03	ACE ELEVTOR, LLC	550.00		15486	
133820	04/30/20	ART11	ART SIGN	993.00		15486	
133821	04/30/20	AUT01	AUTOMATIC DATA PROCESSING	360.00		15486	
133822	04/30/20	BLE03	THE BLEZNAK ORGANIZATION	10,481.95		15486	
133823	04/30/20	BOW05	BOWMAN & COMPANY LLP	31,516.50		15486	
133824	04/30/20	BRO81	BROWN & CONNERY LLP	5,720.39		15486	
133825	04/30/20	CCM01	C C M U A	9,511.04		15486	
133826	04/30/20	CHE03	CHERRY VALLEY TRACTOR	861.99		15486	
133827	04/30/20	CME01	CME ASSOCIATES	1,718.00		15486	
133828	04/30/20	COM35	COMCAST BUSINESS SERVICES --	490.36		15486	
133829	04/30/20	COR36	CORE MECHANICAL, INC.	14,108.33		15486	
133830	04/30/20	DEM07	DEMBO, BROWN & BURNS LLP	4,000.00		15486	
133831	04/30/20	EXE03	EXECUTIVE SECURITY AGENCY LLC	1,833.75		15486	
133832	04/30/20	HAD01	H A DEHART & SON	6,601.77		15486	
133833	04/30/20	HOM15	HOMEWARD BOUND PET ADOPTION	19,000.00		15486	
133834	04/30/20	HUM02	MITCHELL HUMPHREY & CO.	5,695.00		15486	
133835	04/30/20	IND01	INDEPENDENT ANIMAL CARE SRV	32,025.00		15486	
133836	04/30/20	INT47	INTERNATIONAL ASSOCIATION OF	145.00		15486	
133837	04/30/20	MAI05	MAILFINANCE	1,050.00		15486	
133838	04/30/20	MAP03	MAPLE LEAF LAWNCARE, INC	3,418.00		15486	
133839	04/30/20	NJA06	NEW JERSEY AMERICAN WATER CO	1,200.82		15486	

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CURRENT FUND TD	TD BANK 4308903487		Continued			
133840	04/30/20	PEN07	PENNSAUKEN ANIMAL HOSPITAL	527.30		15486
133841	04/30/20	PER54	LICELOT PARRENO	264.00		15486
133842	04/30/20	RIV39	RIVERFRONT RECYCLING &	504.72		15486
133843	04/30/20	UNI65	UNI SELECT USA INC.	0.00	04/30/20 VOID	0
133844	04/30/20	UNI65	UNI SELECT USA INC.	3,038.95		15486
133845	04/30/20	TRE49	TREASURER, STATE OF NEW JERSEY	2,000.00		15494

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	205	10	1,946,153.16	32,475.98
Direct Deposit:	0	0	0.00	0.00
Total:	205	10	1,946,153.16	32,475.98

HOME PROJ TD	HOME PROJ-CASH (TD) 4308903643					
13126	03/26/20	AAA05	AAA REALTY & MANAGEMENT, LLC	627.00		15431
13127	03/26/20	ABE06	ZAYED S ABED	1,520.00		15431
13128	03/26/20	AIO01	AION FOX RIDGE LLC	889.00		15431
13129	03/26/20	ALE02	ALEXAR PROPERTIES, LLC	880.00	03/31/20	15431
13130	03/26/20	ALP05	ALPINE COURT APARTMENTS	1,113.00		15431
13131	03/26/20	AME16	AMERICAN DREAM PROPERTIES	782.00	03/31/20	15431
13132	03/26/20	ANG08	ANGELO ASSOCIATES, LLC	775.00		15431
13133	03/26/20	ANT01	ANTIOCH PHASE II	493.00		15431
13134	03/26/20	BOR21	GRACIE MARIE BORNS	108.00	03/31/20	15431
13135	03/26/20	CED04	CEDAR BROOK NJ, LLC	884.00		15431
13136	03/26/20	CHA50	CHALET GARDENS OWNER, LLC	230.00		15431
13137	03/26/20	COA10	COACHMAN MANOR, LP	653.00		15431
13138	03/26/20	CRO03	CROSSING AT GLASSBORO, LLC	1,034.00	03/31/20	15431
13139	03/26/20	DAV60	DAVENPORT VILLAGE	532.00		15431
13140	03/26/20	DCA01	DC ADVISORS, LLC	1,116.00		15431
13141	03/26/20	DEE01	DEERFIELD ASSOCIATES, LP	719.00		15431
13142	03/26/20	DEL56	DELANCO FAMILY APTS	725.00	03/31/20	15431
13143	03/26/20	DIO01	GENE DINA	1,001.00		15431
13144	03/26/20	EAS21	EAST COAST WILLOWS LLC	1,163.00		15431
13145	03/26/20	EME14	GIBBSBORO LLC	913.00		15431
13146	03/26/20	EPM01	ENGLISH PROPERTY MGMT LLC	1,569.00	03/31/20	15431
13147	03/26/20	FAI17	FAIRVIEW VILLAGE URBAN RENEWAL	253.00		15431
13148	03/26/20	FER21	KATHERINE FERGUSON	503.00		15431
13149	03/26/20	FOX04	FOX RIDGE MANAGEMENT OFFICE	889.00		15431
13150	03/26/20	GAB02	ELI GABAY	1,000.00		15431
13151	03/26/20	GAR54	VERENICE GARCIA	1,063.00		15431
13152	03/26/20	GAT05	GATEHOUSE & COOPERSTOWN APTS	673.00	03/31/20	15431
13153	03/26/20	GIB04	GIBBSBORO REALTY LLC	922.00		15431
13154	03/26/20	GRE02	GREENWOOD CONSULTING, LLC	1,200.00		15431
13155	03/26/20	GRE49	GREEN GARDEN APARTMENT, LLC	720.00	03/31/20	15431
13156	03/26/20	GRE54	GRE PARKVIEW URBAN RENEWAL,LLC	2,331.00		15431
13157	03/26/20	GTM01	GTM VILLAGES, LLC	448.00	03/31/20	15431
13158	03/26/20	HAY03	KATHLEEN HAYNICZ	712.00		15431
13159	03/26/20	HEI06	THE HEIGHTS OF COLLINGSWOOD	1,090.00		15431
13160	03/26/20	HOL49	HOLLYBUSH PRESERVATION	1,021.00		15431
13161	03/26/20	HPA01	HP ALTMAN AUTUMN RIDGE LLC	316.00		15431
13162	03/26/20	HYD05	EAST COAST HYDE PARK	1,382.00		15431
13163	03/26/20	KEL27	BARBARA & GEORGE KELLY	752.00		15431
13164	03/26/20	KIY01	MICHAEL KIYAGA	974.00	03/31/20	15431

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HOME PROJ TD		HOME PROJ-CASH (TD) 4308903643 Continued				
13165	03/26/20	LAK01	LAKEVIEW REALTY INVESTMENT	646.00		15431
13166	03/26/20	LAN25	LANDAUS PROPERTY MGMT LLC	1,259.00		15431
13167	03/26/20	LIN20	LINDENWOLD PH, LP	729.00		15431
13168	03/26/20	LUM03	LUMBERTON CAMPUS LP	494.00	03/31/20	15431
13169	03/26/20	LUN05	WEZI LUNGU	67.00		15431
13170	03/26/20	MAP02	MAPLE SHADE APARTMTS ASSOCIATE	595.00		15431
13171	03/26/20	MAZ03	MAURICE BASEM MAZAHREH	1,460.00	03/31/20	15431
13172	03/26/20	MIN09	1662 MINCON LLC	947.00		15431
13173	03/26/20	NOR05	NORTH FORKLANDING ASSOCIATION	630.00		15431
13174	03/26/20	PAR39	PARKVIEW AT COLLINGSWOOD URBAN	863.00		15431
13175	03/26/20	REA12	REAL VALUE PARTNERS 3, LLC	1,000.00	03/31/20	15431
13176	03/26/20	ROB14	ROBERT NICOLEAUL 1052 COLYOR	741.00		15431
13177	03/26/20	ROB60	ROBIN HILL APARTMENTS	985.00		15431
13178	03/26/20	ROS04	ROSS GROVE, LLC	287.00	03/31/20	15431
13179	03/26/20	RUB08	RUBINSON & SPERLING	336.00	03/31/20	15431
13180	03/26/20	SCO02	MARK SCOTT	62.61	03/31/20	15431
13181	03/26/20	SEC08	SECURED HIGH YIELD, LLC	1,200.00		15431
13182	03/26/20	SGO01	SGOUROUS REALTY LLC	373.00		15431
13183	03/26/20	SLP01	SL PROPERTIES LLC	708.00		15431
13184	03/26/20	STA121	STATEHOUSE GROUP PROPERTY	841.00		15431
13185	03/26/20	TAM02	TAMARACK APARTMENTS, LLC	986.00		15431
13186	03/26/20	THE36	THE HEATHERS REALTY, LLC	458.00	03/31/20	15431
13187	03/26/20	TUC03	RAYMOND TUCKER	759.00	03/31/20	15431
13188	03/26/20	WAS15	WASHINGTON PARK APTS LLC	684.00		15431
13189	03/26/20	WHI08	WHITEGOLD INVESTMENTS LLL	763.00	03/31/20	15431
13190	04/03/20	CIT09	CITY OF CAMDEN PAYROLL	2,925.52		15444
13191	04/17/20	ANT10	ANTIOCH DEV. URBAN RENEWAL, LP	1,897.50		15464
13192	04/17/20	CIT09	CITY OF CAMDEN PAYROLL	1,456.23		15464
13193	04/17/20	CJN01	CJNC WESTFIELD GARDENS	825.00		15464
13194	04/17/20	JEF12	JEFFERSON PLACE, LLC	770.00		15464
13195	04/17/20	KRI04	KRIEGMAN & SMITH	2,035.00		15464
13196	04/17/20	SEA13	JOSHUA SEABORN	1,050.00		15464
13197	04/17/20	SHE23	MICHAEL SHEPHERD	567.50		15464
13198	04/17/20	TAM02	TAMARACK APARTMENTS, LLC	805.00		15464
13199	04/24/20	TRI14	TRIAD ASSOCIATES SERVICES, INC	16,314.43		15474
13200	04/30/20	ABE06	ZAYED S ABED	810.00		15492
13201	04/30/20	AIO01	AION FOX RIDGE LLC	889.00		15492
13202	04/30/20	ALE02	ALEXAR PROPERTIES, LLC	880.00		15492
13203	04/30/20	ALP05	ALPINE COURT APARTMENTS	1,113.00		15492
13204	04/30/20	AME16	AMERICAN DREAM PROPERTIES	782.00		15492
13205	04/30/20	ANT01	ANTIOCH PHASE II	493.00		15492
13206	04/30/20	CHA50	CHALET GARDENS OWNER, LLC	230.00		15492
13207	04/30/20	COA10	COACHMAN MANOR, LP	653.00		15492
13208	04/30/20	CRO03	CROSSING AT GLASSBORO, LLC	1,034.00		15492
13209	04/30/20	DCA01	DC ADVISORS, LLC	1,116.00		15492
13210	04/30/20	DEE01	DEERFIELD ASSOCIATES, LP	719.00		15492
13211	04/30/20	DEF04	DEFINITIVE PROPERTIES LLC	450.00		15492
13212	04/30/20	DEL56	DELANCO FAMILY APTS	725.00		15492
13213	04/30/20	FAI17	FAIRVIEW VILLAGE URBAN RENEWAL	253.00		15492
13214	04/30/20	GAB02	ELI GABAY	1,000.00		15492
13215	04/30/20	GIB04	GIBBSBORO REALTY LLC	922.00		15492
13216	04/30/20	GRE49	GREEN GARDEN APARTMENT, LLC	720.00		15492

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
HOME PROJ TD	HOME PROJ-CASH (TD) 4308903643 Continued						
13217	04/30/20	GRE54	GRE PARKVIEW URBAN RENEWAL,LLC	2,331.00		15492	
13218	04/30/20	GTM01	GTM VILLAGES, LLC	448.00		15492	
13219	04/30/20	HEI06	THE HEIGHTS OF COLLINGSWOOD	1,090.00		15492	
13220	04/30/20	HOL49	HOLLYBUSH PRESERVATION	1,021.00		15492	
13221	04/30/20	HYD05	EAST COAST HYDE PARK	1,382.00		15492	
13222	04/30/20	JEF12	JEFFERSON PLACE, LLC	770.00		15492	
13223	04/30/20	LAK01	LAKEVIEW REALTY INVESTMENT	646.00		15492	
13224	04/30/20	LIN20	LINDENWOLD PH, LP	729.00		15492	
13225	04/30/20	MAZ03	MAURICE BASEM MAZAHREH	1,460.00		15492	
13226	04/30/20	MIN09	1662 MINCON LLC	947.00		15492	
13227	04/30/20	PAR39	PARKVIEW AT COLLINGSWOOD URBAN	863.00		15492	
13228	04/30/20	ROB60	ROBIN HILL APARTMENTS	985.00		15492	
13229	04/30/20	ROS04	ROSS GROVE, LLC	287.00		15492	
13230	04/30/20	SGO01	SGOUROUS REALTY LLC	373.00		15492	
13231	04/30/20	SLP01	SL PROPERTIES LLC	708.00		15492	
13232	04/30/20	STA121	STATEHOUSE GROUP PROPERTY	841.00		15492	
13233	04/30/20	TAM02	TAMARACK APARTMENTS, LLC	543.00		15492	
13234	04/30/20	THE36	THE HEATHERS REALTY, LLC	458.00		15492	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	109	0	109,165.79	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	109	0	109,165.79	0.00

NEW CEMETRY TD	NEW-CEMETRY TRUST (TD BAN						
756	04/09/20			0.00	04/09/20 VOID		0 (Reason: wrong check number)
757	04/09/20		Alignment Check		VOID		
758	04/09/20	MOO06	MOORE S BURIAL SERVICE LLC	500.00		15455	
759	04/30/20	MOO06	MOORE S BURIAL SERVICE LLC	500.00		15489	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	2	1,000.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	2	1,000.00	0.00

SEWER UTILITY	CSH-SEWR UTILITY TD 4308903594					
7691	03/26/20	CEN03	CENTER FOR FAMILY SERVICES	9,750.00	03/31/20	15432

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	9,750.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	9,750.00	0.00

WATER UTILITY	WATER UTILITY (TD) 4308903560					
8753	04/09/20	TOW01	TOWNSHIP OF PENNSAUKEN	76,014.89		15453

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	76,014.89	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	76,014.89	0.00

WIRES	WIRES					
200316	03/30/20	QUA14	QUAL-LYNX	8,060.49		15483

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
WIRES		WIRES	Continued			
20045	04/01/20	CHA17	CHASE MANHATTAN BANK	1,144,812.50		15485
200314	04/13/20	AME80	AMERICAN WATER SERVICES	1,033,218.02		15468
200415	04/13/20	AME80	AMERICAN WATER SERVICES	1,046,923.15		15469
200416	04/13/20	AME80	AMERICAN WATER SERVICES	1,046,923.15		15470
200417	04/14/20	STA42	STATE OF NEW JERSEY	1,273,255.97		15460

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	5,553,193.28	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	6	0	5,553,193.28	0.00

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
WORKERS COMP TD		WORKER'S COMP-CASH 4308903510				
71587	04/09/20	INT38	INTERSTATE MOBILE CARE	1,245.00		15449
71588	04/24/20	INT38	INTERSTATE MOBILE CARE	408.00		15472

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	1,653.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	1,653.00	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	425	19	8,865,929.61	32,475.98
Direct Deposit:	0	0	0.00	0.00
Total:	425	19	8,865,929.61	32,475.98

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	2,968,426.77	0.00	0.00	2,968,426.77
WATER OPERATING	0-60	1,920,982.84	0.00	0.00	1,920,982.84
SEWER OPERATING	0-70	1,291,846.37	0.00	0.00	1,291,846.37
	Year Total:	6,181,255.98	0.00	0.00	6,181,255.98
	9-01	122,538.89	0.00	0.00	122,538.89
	C-15	51,252.06	0.00	0.00	51,252.06
	G-10	300.00	0.00	0.00	300.00
	G-16	17,200.08	0.00	0.00	17,200.08
	G-18	28,288.24	0.00	0.00	28,288.24
	G-19	21,390.23	0.00	0.00	21,390.23
	G-BG	565,486.34	0.00	0.00	565,486.34
	G-ES	4,459.34	0.00	0.00	4,459.34
	G-HM	9,171.75	0.00	0.00	9,171.75
	G-HP	140,291.86	0.00	0.00	140,291.86
	Year Total:	786,587.84	0.00	0.00	786,587.84
	T-31	88,923.40	0.00	0.00	88,923.40
	T-32	152.40	0.00	0.00	152.40
	T-35	1,474,059.55	0.00	0.00	1,474,059.55
	Year Total:	1,563,135.35	0.00	0.00	1,563,135.35
	Total Of All Funds:	8,704,770.12	0.00	0.00	8,704,770.12

Project Description	Project No.	Project Total
Camden County Council OEO, Inc	0408I737	415.27
CP Mt. Ephraim, LLC	0408I817	985.32
Camden Partners Tower Equities	0408I835	1,054.15
Hope Community Outreach Servic	0408I838	390.37
Camden Recovery Holdings, LLC	0408I840	760.25
MSC ERIE STREET, LLC	0408I845	1,151.50
The Cooper Health System	0408I848	258.50
COOPER HEALTH SYSTEM CONF CTR	0408I852	4,539.68
RESIN TECH, INC NE FEDERAL&17	0408I853	50,051.60
RESIN TECH, INC ACTION PAK	0408I854	58,929.56
Branch Twnhmes II Urban Ph III	0408I857	30,258.16
Branch Village Assoc Phase IV	0408I858	4,239.84
Camden Partners Land, LLC	0408I867	1,504.42
Camden Hotel Partners, LLC	0408I869	1,168.00
EMR-Eastern Metal Recycling	0408I872	863.95
Center for Family Services Inc	0408I874	800.75
EMR-Eastern-Kaighn's Point	0408I875	1,212.17
Branch Village Assoc. LLC	13919	80.00
Miller Fabricators, Inc.	14484	2,496.00
Total Of All Projects:		161,159.49

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

RECEIVED
2020 MAY -1 A 10:55
MUNICIPAL CLERK OFFICE
CAMDEN, N.J.

To: Honorable Curtis Jenkins, City Council President
Luis Pastoriza, Municipal Clerk

From: Patrick J. Keating, Finance Director

Date: May 1, 2020

Subject: **Payroll Register Summary-Communications for Forthcoming City Council Meeting- May 12, 2020**

Attached please find the Payroll Register Summary for the City of Camden for the pay period of March 15th, March 29th, April 12th, April 24th, and April 26, 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/mr
Attachments

cc: Honorable Francisco "Frank" Moran, Mayor

COMPANY TOTAL	HOURS	EARNINGS		STATUTORY DEDUCTIONS	VOLUNTARY DEDUCTIONS	NET PAY
COMPANY CODE						
EXE	2,904.51 REG	1,308,007.18 REG	31,880.65 O/T	136,042.40 FIT	1,030,177.51 TOTAL DEDUCTIONS	628 Pays ☐
	.00 O/T	915.48 EARNINGS 3	85,447.75 EARNINGS 4	42,248.99 SS		138,517.29
	.00 HOURS 3	2,219.01 EARNINGS 5	1,428,470.07 GROSS	19,618.04 MED		
	1,485.50 HOURS 4			49,973.83 STATE		
				11,801.33 SUI/DI		
				90.68 LOCAL		

LDR

HOURS ANALYSIS:

1,485.50	15	ST/OT					

EARNINGS ANALYSIS:

485.07	A	ACT.ST	16.67	C	CLOTH	12.17-	D	DOCK T	6,547.02	K	SICK
1,036.10	M	ADJUST	525.00	T	AUTO	6,144.18	V	VAC.	64,142.72	15	ST/OT
252.21	CMP	COMP	1,000.00	OCC	ONCALL	6,310.95	SEV	SEVERN	402.50-	SUS	SUSPN
317.98	VEH	VEHICL	2,219.01	2TL							

MEMO ANALYSIS:

797.06	D	DCRPER	2.20	G	G.T.L.	3,041.93-	I	G.T.L.	1,336,816.40	P	

STATUTORY DED. ANALYSIS:

49,778.01	56	NJ			195.82	59	PA				
11,801.33	56	NJ	SUI/DI								
90.68	0104	PHILADELPHIA									

VOLUNTARY DED. ANALYSIS:

101.93	B	BKDCRP	5,104.22	D	ANUTY.	69.70	E	BKPEN	3,029.35	I	C.INS.
336.23	K	BKPEN	70.25	O		70,486.85	P	PENS.	46,213.12	Q	PENS.
3,426.56	S	DCRP	213,925.52	U		62,372.82	V		21,238.00	W	
23,156.76	1	LOAN	28,660.70	3	LOAN	485.62	5	ARRS.	585.39	8	PENARR
2,317.70	CO	COLTAX	271.92	13	VALIC	613.13	19	AFLAC	2,729.70	25	AFLAC
213.72	29	AF10MO	277,161.12	31		55,288.22	32		57,210.60	33	
1,209.00	34	PARK	66.00	35	WGFEE	2,847.27	42	L.2578	5,606.16	43	LOC.78
1,898.44	44	BUFF	3,362.17	45	CNC.10	2,152.18	51	CR UN	525.00	53	LPFFA.
2,730.00	56	HOUSE	95.00	57	P.A.C.	50.00	62	GARN$	6,190.62	66	
1,984.04	68	BANK	232.40	69	GARSH	252.00	70	BANK	50.00	71	LEVY
50.00	72	LEVY	129.68	73	GARN	445.00	74	GARN	12,938.64	75	CHILD
3,718.33	76	CHILD	674.58	77	CHILD	285.67	78	CHILD	1,712.45	79	WAGE$
1,614.20	ADD	ADD	13,374.85	BN1		2,578.96	BN5		635.00	BN6	
19,277.00	BN9		52.36	COL	COLLIF	10,472.22	CPL	COUPLE	30,300.75	FAM	FAMILY
5.00	LSW	LSTCRD	1,186.10-	MIS	MISC	12,631.65	PCH	PARENT	13,771.66	SIN	SINGLE
692.87	VPL	VOLLIF	627.50	45C	CWASTG	1,055.83	45S	CWAFUL			

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COMPANY TOTAL	HOURS	EARNINGS	STATUTORY DEDUCTIONS	VOLUNTARY DEDUCTIONS	NET PAY
COMPANY CODE					
EXE	3,076.63 REG	1,316,921.36 REG	26,366.53 O/T	131,486.55 FIT	1,021,128.05 TOTAL DEDUCTIONS	583 Pays ☐
	.00 O/T	471.95- EARNINGS 3	53,244.68 EARNINGS 4	41,481.95 SS		124,969.41
	.00 HOURS 3	2,228.98 EARNINGS 5	1,398,289.60 GROSS	19,170.21 MED		
	954.50 HOURS 4			48,998.38 STATE		
				10,964.37 SUI/DI		
				90.68 LOCAL		

LDR

HOURS ANALYSIS

953.00	15 ST/OT	1.50	16 1&1/2		

EARNINGS ANALYSIS

42.28	A ACT.ST	26.70-	D DOCK T	468.40	K SICK	378.64	M ADJUST
486.65	V VAC.	45,442.91	15 ST/OT	129.38	16 1&1/2	12.17	CMP COMP
1,000.00	OCC ONCALL	6,310.95	SEV SEVERN	1,789.93-	SUS SUSPN	317.98	VEH VEHICL
2,228.98	2TL						

MEMO ANALYSIS

797.06	D DCRPER	1.76	G G.T.L	3,030.51-	I G.T.L	1,338,917.16	P

STATUTORY DED. ANALYSIS

48,802.56	56 NJ	195.82	59 PA				
10,964.37	56 NJ SUI/DI						
90.68	0104 PHILADELPHIA						

VOLUNTARY DED. ANALYSIS

74.08	B BKDCRP	5,139.22	D ANUTY.	69.70	E BKPEN	3,028.05	I C.INS.
336.23	K BKPEN	70.25	O	70,837.22	P PENS.	46,160.57	Q PENS.
3,539.05	S DCRP	208,232.99	U	64,941.86	V	21,238.00	W
23,403.13	1 LOAN	28,842.50	3 LOAN	1,067.72	5 ARRS.	19.17	6 INS AR
2,875.64	8 PENARR	2,370.46	CO COLTAX	271.92	13 VALIC	613.13	19 AFLAC
2,755.86	25 AFLAC	215.59	29 AF10MO	278,254.61	31	51,650.44	32
56,480.17	33	1,209.00	34 PARK	65.00	35 WGFEE	2,847.27	42 L.2578
5,606.16	43 LOC 78	3,374.17	45 CNC 10	2,152.18	51 CR UN	2,730.00	56 HOUSE
95.00	57 P.A.C	50.00	62 GARNS	1,988.00	68 BANK	286.62	69 GARSH
252.00	70 BANK	50.00	71 LEVY	16.71	72 LEVY	112.76	73 GARN
445.00	74 GARN	12,896.78	75 CHILD	3,664.68	76 CHILD	620.55	77 CHILD
285.18	78 CHILD	1,711.43	79 WAGES	1,614.20	ADD ADD	13,653.84	BN1
2,714.90	BN5	635.00	BN6	19,277.00	BN9	52.36	COL COLLIF
10,428.12	CPL COUPLE	30,250.15	FAM FAMILY	12,706.69	PCH PARENT	14,486.04	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	3,030.03 REG	1,320,238.18 REG		15,530.09 O/T		127,329.95 FIT	1,031,487.10 TOTAL DEDUCTIONS	571 Pays ☐
	.00 O/T	1,197.18 EARNINGS 3		41,432.21 EARNINGS 4		40,537.53 SS		103,922.13
	.00 HOURS 3	2,219.01 EARNINGS 5		1,380,616.67 GROSS		18,899.27 MED		
	915.00 HOURS 4					47,840.52 STATE		
						10,509.49 SUI/DI		
						90.68 LOCAL		

LDR

HOURS ANALYSIS:

915.00	15	ST/OT									

EARNINGS ANALYSIS:

4.18-	D	DOCK T	983.31	M	ADJUST	525.00	T	AUTO	39,928.08	15	ST/OT
1,000.00	OCC	ONCALL	120.80-	SUS	SUSPN	317.98	VEH	VEHICL	2,219.01	2TL	
797.08	D	DCRPER	3,021.76-	I	G.T.L.	1,337,469.10	P				

MEMO ANALYSIS:

STATUTORY DED. ANALYSIS:

47,644.70	56	NJ	195.82	59	PA						
10,509.49	56	NJ SUI/DI									
90.68	0104	PHILADELPHIA									

VOLUNTARY DED. ANALYSIS:

153.11	B	BKDCRP	5,139.22	D	ANUTY.	69.70	E	BKPEN	3,021.76	I	C.INS.
336.23	K	BKPEN	70.25	O		70,849.81	P	PENS.	46,029.47	Q	PENS.
3,602.51	S	DCRP	206,883.62	U		66,329.10	V		21,238.00	W	
23,397.37	1	LOAN	28,842.50	3	LOAN	485.62	5	ARRS.	585.39	8	PENARR
2,370.46	CO	COLTAX	271.92	13	VALIC	613.13	19	AFLAC	2,755.86	25	AFLAC
215.59	29	AF10MO	278,202.03	31		51,659.91	32		60,345.93	33	
1,209.00	34	PARK	61.00	35	WGFEE	2,847.27	42	L.2578	5,606.16	43	LOC.78
1,898.44	44	BUFF	3,357.17	45	CNC.10	2,152.18	51	CR UN	525.00	53	LPFFA.
2,730.00	56	HOUSE	95.00	57	P.A.C.	6,190.62	66		1,984.05	68	BANK
229.69	69	GARSH	252.00	70	BANK	50.00	71	LEVY	95.61	73	GARN
445.00	74	GARN	12,570.30	75	CHILD	3,452.91	76	CHILD	691.01	77	CHILD
316.09	78	CHILD	1,775.95	79	WAGE$	1,614.20	ADD	ADD	14,495.87	BN1	
3,203.05	BN5		635.00	BN6		19,277.00	BN9		52.36	COL	COLLIF
10,440.55	CPL	COUPLE	30,250.15	FAM	FAMILY	12,661.96	PCH	PARENT	14,490.32	SIN	SINGLE
692.87	VPL	VOLLIF	615.00	45C	CWASTG	1,055.83	45S	CWAFUL			

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COMPANY TOTAL COMPANY CODE	HOURS	EARNINGS		STATUTORY DEDUCTIONS	VOLUNTARY DEDUCTIONS	NET PAY
EXE	.00 REG	.00 REG	.00 O/T	154,125.25 FIT	670,271.78 TOTAL DEDUCTIONS	243 Pays ☐
	.00 O/T	1,296.97- EARNINGS 3	1,072,158.23 EARNINGS 4	66,387.26 SS		108,046.49
	.00 HOURS 3	.00 EARNINGS 5	1,070,861.26 GROSS	15,525.99 MED		
	.00 HOURS 4			49,800.77 STATE		
				8,703.72 SUI/DI		

LDR

EARNINGS ANALYSIS:	7,221.32	A	ACT.ST	1,068,323.62	B	RETRO	2,283.97-	D	DOCK T	619.13-	M ADJUST
	1,780.58-	SUS	SUSPN								
MEMO ANALYSIS:	5,245.42-	I	G.T.L.								
STATUTORY DED. ANALYSIS:	49,800.77	56	NJ								
	8,703.72	56	NJ SUI/DI								
VOLUNTARY DED. ANALYSIS:	800.00	D	ANUTY.	5,245.42	I	C.INS.	78,907.97	Q	PENS.	767.44	S DCRP
	180,284.79	U		45,976.58	V		800.00	W		258,676.41	31
	43,226.89	32		42,771.07	33		9,395.30	BN1		2,309.91	BN5
	635.00	BN6		175.00	BN9		100.00	SIN	SINGLE		

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COMPANY TOTAL COMPANY CODE	HOURS	EARNINGS	STATUTORY DEDUCTIONS	VOLUNTARY DEDUCTIONS	NET PAY
EXE	3,002.72 REG .00 O/T .00 HOURS 3 2,469.50 HOURS 4	1,323,358.03 REG 387.68 EARNINGS 3 2,228.98 EARNINGS 5 13,832.45 O/T 157,609.45 EARNINGS 4 1,497,416.59 GROSS	158,301.08 FIT 40,521.32 SS 20,606.09 MED 56,596.87 STATE 10,594.28 SUI/DI 90.68 LOCAL	1,103,231.28 TOTAL DEDUCTIONS	570 Pays ☐ 107,474.99

HOURS ANALYSIS:

2,442.00	15 ST/OT	27.50	16 1&1/2				

EARNINGS ANALYSIS:

55.56-	C CLOTH	918.35	H HOLIDY	37,766.99	K SICK	265.50	M ADJUST
5,739.66	V VAC.	105,388.27	15 ST/OT	2,201.98	16 1&1/2	1,000.00	OCC ONCALL
5,384.26	SEV SEVERN	930.30-	SUS SUSPN	317.98	VEH VEHICL	2,228.98	2TL

MEMO ANALYSIS:

797.06	D DCRPER	3,062.45-	I G.T.L.	1,350,212.44	P		

STATUTORY DED. ANALYSIS:

56,401.05	56 NJ	195.82	59 PA				
10,594.28	56 NJ SUI/DI						
90.68	0104 PHILADELPHIA						

VOLUNTARY DED. ANALYSIS:

79.03	B BKDCRP	5,329.22	D ANUTY.	69.70	E BKPEN	3,062.45	I C.INS.
232.24	K BKPEN	70.25	O	71,538.93	P PENS.	46,639.33	Q PENS.
3,573.25	S DCRP	225,419.08	U	74,253.94	V	21,413.00	W
23,772.23	1 LOAN	29,904.90	3 LOAN	1,067.72	5 ARRS.	13.87	6 INS AR
2,875.64	8 PENARR	2,370.46	CO COLTAX	271.92	13 VALIC	613.13	19 AFLAC
2,755.86	25 AFLAC	215.59	29 AF10MO	314,988.31	31	58,715.39	32
64,415.77	33	1,209.00	34 PARK	63.00	35 WGFEE	2,847.27	42 L.2578
5,606.16	43 LOC.78	3,408.17	45 CNC.10	2,152.18	51 CR UN	2,730.00	56 HOUSE
95.00	57 P.A.C.	1,984.04	68 BANK	252.00	70 BANK	50.00	71 LEVY
95.61	73 GARN	445.00	74 GARN	12,649.49	75 CHILD	3,519.38	76 CHILD
629.77	77 CHILD	289.23	78 CHILD	1,719.87	79 WAGE$	1,614.20	ADD ADD
14,746.82	BN1	3,154.01	BN5	635.00	BN6	19,277.00	BN9
52.36	COL COLLIF	10,437.00	CPL COUPLE	30,250.15	FAM FAMILY	12,710.15	PCH PARENT
14,577.01	SIN SINGLE	692.87	VPL VOLLIF	622.50	45C CWASTG	1,055.83	45S CWAFUL

NET PAYROLL:	107,474.99	CHECKS:	106	FLAGGED:	
TOTAL DEPOSITS:	775,605.32	VOUCHERS:	490	NET CASH PAYS 1,000.00 OR MORE	
NET VOIDS:	27,590.93	ADJUSTMENTS:	1		
NET CASH:	855,489.38				

165	STARTING CHECK NUMBER:	1199454	
398	ENDING CHECK NUMBER:	1199559	
	eVOUCHERS:	33	
	PAPER VOUCHERS PRINTED:	457	

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Old Business

06-1

MBS:dh
03-17-20

ORDINANCE AUTHORIZING THE ACQUISITION OF CERTAIN PARCELS OF LAND IN THE CITY OF CAMDEN BY EMINENT DOMAIN FOR THE PURPOSE OF CONSTRUCTING LOW-MOD INCOME HOUSING

WHEREAS, there is located within the City of Camden certain real property located and described as set below:

Block/Lot	Block/Lot
868/14.01	856/60.01
856/40	856/60.02
856/40.01	856/60.03
856/51	856/61
856/54	856/61.01
856/60	

; and

WHEREAS, the Housing Authority of the City of Camden is embarking on a plan to redevelop the Ablett Village Homes which will involve the demolition of certain units and the construction of replacement units off-site; and

WHEREAS, the Housing Authority desires to construct such replacement units on the above described properties; and

WHEREAS, The New Jersey Fair Housing Act, N.J.S.A 52:27D-325 authorizes a municipality to acquire real property via eminent domain which the governing body determines necessary or useful for the construction or rehabilitation of low and moderate income housing or conversion to low and moderate income housing; and

WHEREAS, this Council finds that the above listed properties are necessary for the construction of low and moderate income housing; and

WHEREAS, the City of Camden desires to acquire the properties described above through the use of eminent domain; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden, as follows:

SECTION I. The acquisition by the City of Camden of properties listed above is determined to be necessary for the construction of low and moderate income housing in accordance with N.J.S.A. 52:27D-325.

SECTION II. The Mayor of the City of Camden or his designees are hereby authorized and instructed to negotiate in good faith with the owner of the aforementioned properties to seek the voluntary acquisition of these properties for their market value.

SECTION III. In the event that such negotiations are not successful, the Mayor of the City of Camden or his designees are hereby authorized and instructed to take such actions as may be necessary to acquire the aforementioned properties through the exercise of eminent domain as permitted by law.

SECTION IV.The Mayor of the City of Camden or his designees and the City Clerk are hereby authorized and directed to execute such documents and take such actions as may be necessary in order to carry out the purpose and intent of this Ordinance.

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

SECTION VI. 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: March 17, 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

DB-2

MBS:dh
04-14-20

RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY ("CRA") FOR THE MICHAEL DEVELOPMENT PROJECT IN CONJUNCTION WITH THE CAMDEN HOUSING AUTHORITY

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 Camden Redevelopment Agency ("CRA") to act as the City's agent relative to administrative costs associated with a project with Michael's Development Company and Camden Housing Authority targeting 10 properties in the Cramer Hill neighborhood; and

WHEREAS, the CRA is charged with the duty of redevelopment throughout the City of Camden; and

WHEREAS, the goal is to construct replacement housing on parcels near the Veterans Memorial School; and

WHEREAS, it is now necessary to enter into a Shared Services Agreement with the CRA establishing the responsibilities of the parties for a period of 1 year; 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 CRA to act as the City's agent relative to administrative costs associated with a project with Michael's Development Company and Camden Housing Authority targeting 10 properties in the Cramer Hill neighborhood.

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: April 14, 2020

The above has been reviewed
and approved as to form.

Sharon D. Eggleston, Asst. City Atty-Cr
MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

OB-3

MBS:dh
04-14-20

RESOLUTION AUTHORIZING AMENDMENT TO CONTRACT #11-19-173 BETWEEN THE CITY OF CAMDEN AND CAMDEN COUNTY HISTORICAL SOCIETY TO INCREASE AND EXTEND THE TERM OF THE CONTRACT

WHEREAS, the Council of the City of Camden by Resolution R-43 dated November 12, 2019 authorized a subrecipient agreement between the City of Camden and Camden County Historical Society for the purpose of supporting construction management and construction cost in conjunction with Castle on the Hill Sculpture Park and Rain Garden Project in the amount of $75,000.00; and

WHEREAS, it is necessary to further amend the contract in the amount of FORTY-EIGHT THOUSAND NINE HUNDRED DOLLARS ($48,900.00) and extend the term until September 30, 2020 to allow additional funding to complete the Camden High Tower Spire & Rain Garden project and to include benching, fencing and completion of the left side of the Spire location; 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(s) "G-BG-F19-003" 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 contract #11-19-173 with Camden County Historical Society is hereby amended by extending the term until September 30, 2020 and to amend the amount not to exceed FORTY-EIGHT THOUSAND NINE HUNDRED DOLLARS ($48,900.00) for a total contract amount of ONE HUNDRED TWENTY-THREE THOUSAND NINE HUNDRED DOLLARS ($123,900.00).

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: April 14, 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:

CAMDEN COUNTY HISTORICAL SOCIETY

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-BG-F19-003
AMOUNT: $48,000.00
CAPITAL ORDINANCE:
AMOUNT:
TRUST ACCOUNT:
AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

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

$123,000.00

Description of the Goods or Services to be procured:
Amendment #1 to shared services agreement between the City of Camden and Camden County Historical Society to support the Castle on the Hill Sculpture, Park and Rain Garden through the 2019-2020 CDBG Entitlement Grant Funding.

DOREEN P. CHANG
TREASURER

DATE: March 16, 2020

MBS:dh
04-14-20

03-4

RESOLUTION WAIVING THE TWENTY 20 DAY WAITING PERIOD FOR THE ORDINANCE FOR THE ORDINANCE AUTHORIZING THE ACQUISITION OF CERTAIN PARCELS OF LAND IN THE CITY OF CAMDEN BY EMINENT DOMAIN FOR THE PURPOSE OF CONSTRUCTING LOW-MOD INCOME HOUSING

WHEREAS, pursuant to N.J.S.A. 40:69A-181(b), no ordinance other than the local budget ordinance shall take effect less than twenty days after its final passage by council and approval by the mayor where such approval is required, unless the council shall adopt a resolution declaring an emergency and at least two-thirds of all the members of the council vote in favor of such resolutions; and

WHEREAS, the Council of the City of Camden by 2nd reading Ordinance #O-11 dated April 14, 2020 will approve the Ordinance Authorizing the acquisition of certain parcels of land in the City of Camden by Eminent Domain; and

WHEREAS, said ordinance provides that it will take effect twenty days after its final passage and publication; and

WHEREAS, the urgency of this request is necessary to waive the 20 day waiting period in order to meet the funding application deadline; and

WHEREAS, it has been determined by the Council of the City of Camden to be in the best interest of the City to waive the twenty (20) day waiting period for Ordinance O-11 upon passage of adoption on 2nd reading April 14, 2020; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the twenty (20) day waiting period for Ordinance O-11 dated April 14, 2020 be and hereby is waived.

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: April 14, 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

Ordinances
1st Reading

MBS:dh
05-12-20

O-1

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

WHEREAS, Darnail Thomas 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 2911 Clinton Street; and

WHEREAS, Temaca D Boles 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 2712 Lincoln Avenue; and

WHEREAS, Jose L Sanchez 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 566 Raritan Street; and

WHEREAS, Evelyn A Fuller 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 542 S 6th Street; and

WHEREAS, Lisa A Ford 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 929 Atlantic Avenue; and

WHEREAS, Dolores Diaz 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 3104 Sumter Road; and

WHEREAS, Diana R Johnson 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 579 N 36th Street; and

WHEREAS, Tina M Burgos 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 914 Lois Avenue; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the area near 2911 Clinton Street shall be designated as a "Handicapped Parking" area during the period of time that the said premise is occupied by Darnail Thomas, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 2712 Lincoln Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Temaca D Boles, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 566 Raritan Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Jose L Sanchez, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 542 S 6th Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Evelyn A Fuller, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 929 Atlantic Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Lisa A Ford, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 3104 Sumter Road be designated as a "Handicapped Parking" area during the

period of time that the said premises is occupied by Dolores Diaz, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 579 N 36th Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Diana R Johnson, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 914 Lois Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Tina M Burgos, 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: May 12, 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

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: MAY 12, 2020

TO: Jason Asuncion, Business Administrator

FROM: Keith L Walker, Director – Public Works

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE:

ORDINANCE AUTHORIZING THE APPROVAL OF CERTAIN LOCATIONS FOR HANDICAP PARKING PRIVILEGES

BRIEF DESCRIPTION:

HANDICAPEE	ADDRESS	PLACARD #	FEE PAID	TYPE II
DARNAIL THOMAS	2911 CLINTON STREET	P2200353	$145.00	DESIGNATED
TEMACA D BOLES	2712 LINCOLN AVENUE	P1954679	$145.00	DESIGNATED
JOSE L SANCHEZ	566 RARITAN STREET	P2247009	$145.00	DESIGNATED
EVELYN A FULLER	542 SO 6TH STREET	P2247008	$145.00	DESIGNATED
LISA A FORD	929 ATLANTIC AVENUE	P1734948	$145.00	DESIGNATED
DOLORES DIAZ	3104 SUMTER ROAD	P1914359	$145.00	DESIGNATED
DIANA R JOHNSON	579 NO 36TH STREET	P2171177	$145.00	DESIGNATED
TINA M BURGOS	914 LOIS AVENUE	P2200301	$145.00	DESIGNATED

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

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

AMOUNT: *(If applicable)*

	Date	Signature
Approved by Relevant Director:	3/9/2020	
Approved by Grants Management:	4-1-20	(If applicable)

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******

Approved by Finance Director: _____ _____
☐ CAF –Certifications of Availability of Funds

Approved by Purchasing Agent: _____ _____

Approved by Business Administrator: _____ _____

Received by City Attorney: 4/20/2020 _____

	(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******

HANDICAP PARKING APPROVALS

CITY COUNCIL MEETING OF MAY 12, 2020

HANDICAPEE	ADDRESS	FEE PAID	PLACARD #	TYPE II
DARNAIL THOMAS	2911 CLINTON STREET	$145.00	P2200353	DESIGNATED
TEMACA D BOLES	2712 LINCOLN AVENUE	$145.00	P1954679	DESIGNATED
JOSE L SANCHEZ	566 RARITAN STREET	$145.00	P2247009	DESIGNATED
EVELYN A FULLER	542 SO 6TH STREET	$145.00	P2247008	DESIGNATED
LISA A FORD	929 ATLANTIC AVENUE	$145.00	P1734948	DESIGNATED
DOLORES DIAZ	3104 SUMTER ROAD	$145.00	P1914359	DESIGNATED
DIANA R JOHNSON	579 NO 36TH STREET	$145.00	P2171177	DESIGNATED
TINA M BURGOS	914 LOIS AVENUE	$145.00	P2200301	DESIGNATED

O-2

MBS:dh
05-12-20

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

WHEREAS, Barbara Curtis, 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 1112 Carl Miller Blvd.; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the area near 1112 Carl Miller Blvd., shall be upgraded to personalized signage during the period of time that the said premises is occupied by Barbara Curtis, 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: May 12, 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

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: MAY 12, 2020

TO: Jason Asuncion, Business Administrator

FROM: Keith L. Walker, Director – Public Works

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE:

ORDINANCE AUTHORIZING TO UPGRADE TO PERSONALIZED SIGNAGE OF CERTAIN LOCATIONS OF THEIR HANDICAP PARKING PRIVILEGES

BRIEF DESCRIPTION:

THE FOLLOWING SITE(S) REQUIRE THAT THEIR HANDICAP PARKING SIGNNAGE IS UPGRADED TO THE PERSONALIZED SIGNNAGE AS PER THE PARKING AUTHORITY

LOCATION	HANDICAPEE	UPGRADE TO	PLACARD #
1112 CARL MILLER BLVD	*BARBARA CURTIS*	*PERSONALIZED SIGNNAGE – TYPE #2*	*P1933732*

BIDDING PROCESS:

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

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

AMOUNT: *(If applicable)*

	Date	Signature
Approved by Relevant Director:	3/30/2020	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	4.1.20	

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******

Received by City Attorney: 4/20/2020 Michelle B. Espinoza

	(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******

HANDICAP PARKING APPROVED UPGRADES

MAY 12, 2020

ADDRESS	HANDICAPEE	FEE PAID	PLACARD #	TYPE II	DATE RECEIVED
1112 CARL MILLER BLVD	BARBARA CURTIS	$45.00	P1933732	DEDICATED	3/3/2020

Ordinances
2nd Reading

O-1

MBS:dh
04-14-20

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

WHEREAS, Walter Bullock, upon providing the appropriate proof that he is the holder of the required specifications, seeks to upgrade to personalized signage Type #2 near his home at 1955 Mt. Ephraim Avenue; and

WHEREAS, Marquerit D. Washington, 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 1406 Mt. Ephraim Avenue; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the area near 1955 Park Blvd, shall be upgraded to personalized signage during the period of time that the said premises is occupied by Walter Bullock, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1406 Mt. Ephraim Avenue shall be upgraded to personalized signage during the period of time that the said premises is occupied by Marguerit D. Washington, 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: April 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

O-2

MBS:dh
04-14-20

ORDINANCE AMENDING ORDINANCE MC-38 TO CREATE A LOADING AND UNLOADING ZONE AT 800 HADDON AVENUE

WHEREAS, there is a need for short term parking in the vicinity of 800 Haddon Avenue; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that a zone be created in the vicinity of 800 Haddon Avenue for not more than 2 two vehicles, to provide for parking for the loading and unloading of deliveries and supplies.

BE IT FURTHER ORDAINED that the boundaries of the zone are established as: Haddon Avenue, East side, beginning at a point 21 feet south of the southeasterly curb line of Pine Street and extending 37 feet southerly therefrom.

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: April 14, 2020

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and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

O-3

MBS:dh
04-14-20

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

WHEREAS, Letittia Hill 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 at the new location set forth near her home at 315 Line Street; and

WHEREAS, the existing handicap sign located at 1153 Princess Avenue will be moved to the new location 315 Line Street; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the new location area near 315 Line Street shall be designated as a "Handicapped Parking" area during the period of time that the said premise is occupied by Letittia Hill, 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: April 14, 2020

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and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

O-4

MBS:dh
04-14-20

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 property:

903 S. 5th Street

WHEREAS, it has been advised that the individual(s), no longer need handicap parking at the above location(s) due to the report by family that the individual is deceased as per correspondence from 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: April 14, 2020

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and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

FRANCISCO MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

O-5

MBS:dh
04-14-20

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

WHEREAS, Roama Kerr 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 1451 Greenwood Avenue; and

WHEREAS, Lora Butler 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 1154 Princess Avenue; and

WHEREAS, Julia A. Wright 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 1454 Kaighn Avenue; and

WHEREAS, Delores Brown c/o Dominique Brown 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 1558 Greenwood Avenue; and

WHEREAS, Frances Wyche 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 1913 Park Blvd.; and

WHEREAS, Justin Polo 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 591 Raritan Street; and

WHEREAS, Daisy Santos 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 3142 Waldorf Avenue; and

WHEREAS, Bernardo Martinez 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 552 S. 6th Street; and

WHEREAS, Aida L. Perez 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 1237 Jackson Street; and

WHEREAS, Patricia M. Jones 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 414 B. Pfeiffer Street; and

WHEREAS, Miriam Quinones 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 2819 Harrison Avenue; and

WHEREAS, Noelia Segarra 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 410 N. 34th Street; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, the area near 1451 Greenwood Avenue shall be designated as a "Handicapped Parking" area during the period of time that the said premise is occupied by Roama Kerr, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1154 Princess Avenue be designated as a "Handicapped Parking" area during

the period of time that the said premises is occupied by Lora Butler, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1454 Kaighn Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Julia A. Wright, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1558 Greenwood Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Delores Brown c/o Dominique Brown, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1913 Park Blvd. be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Frances Wyche, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 591 Raritan Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Justin Polo, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 3142 Waldorf Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Daisy Santos, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 552 S. 6th Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Bernardo Martinez, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 1237 Jackson Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Aida L. Perez, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 414 B. Pfeiffer Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Patricia M. Jones, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 2819 Harrison Avenue be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Miriam Quinones, a handicapped individual.

BE IT FURTHER ORDAINED, by the City Council of the City of Camden that, the area near 410 N. 34th Street be designated as a "Handicapped Parking" area during the period of time that the said premises is occupied by Noelia Segarra, 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: April 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:yrh
04-14-20

ORDINANCE AUTHORIZING THE EXPOSURE TO PUBLIC SALE CERTAIN CITY OWNED PROPERTIES

WHEREAS, the properties listed below are City-owned properties which are not needed for public use; and

WHEREAS, the City of Camden desires to sell said properties at a public sale to the highest bidders after public advertisement pursuant to N.J.S.A. 40A:12-13 et seq.; now therefore,

BE IT ORDAINED, by the Council of the City of Camden as follows;

SECTION 1. The following tracts and parcels of land and premises in the City and County of Camden and State of New Jersey, are hereby determined not needed for public use, and are hereby authorized to be sold at public sale in the Council Chambers, 2nd Floor, City Hall, Camden, New Jersey, to the highest bidders after public advertisement as required by law;

	ADDRESS	BLOCK	LOT
1.	927 North 3rd Street **MINIMUM BID $5,000.00**	17	29
2.	916 North 3rd Street **MINIMUM BID $2,500.00**	23	69
3.	435 Washington Street **MINIMUM BID $20,000.00**	186	41
4.	809 South 9th Street **MINIMUM BID $7,500.00**	359	26
5.	1734 Fillmore Street **MINIMUM BID $1,500.00**	476	120
6.	633 North 6th Street **MINIMUM BID $7,500.00**	775	34
7.	631 North 6th Street **MINIMUM BID $7,500.00**	775	35
8.	822 Elm Street **MINIMUM BID $1,500.00**	801	37
9.	3181 Merriel Avenue **MINIMUM BID $20,000.00**	1022	50
10.	1521 Federal Street **MINIMUM BID $5,000.00**	1182	6
11.	402 Morse Street **MINIMUM BID $15,000.00**	1256	11
12.	1187 Sycamore Street **MINIMUM BID $15,000.00**	1309	116
13.	1142 Sycamore Street **MINIMUM BID $20,000.00**	1311	13
14.	645 Royden Street **MINIMUM BID $10,000.00**	1418	64
15.	647 Royden Street **MINIMUM BID $10,000.00**	1418	65
16.	220 Byron Street **MINIMUM BID $2,500.00**	9	34
17.	313 Cedar Street **MINIMUM BID $2,000.00**	28	41
18.	26, 26 ½, 28, 30, 32, 34, 36, 38 York St **MINIMUM BID $15,000.00**	31	19, 20, 21, 22, 23, 24, 25, 33
19.	13 & 15 Wood Street **MINIMUM BID $4,500.00**	31.01	14 & 15

20. 933 Penn Street	106	19
MINIMUM BID $1,500.00		
21. 333 Clinton Street	159	40
MINIMUM BID $1,500.00		
22. 332 Evans Street	163	35
MINIMUM BID $1,500.00		
23. 338 & 340 Evans Street	163	31 & 32
MINIMUM BID $2,500.00		
24. 328 & 330 Evans Street	163	37 & 36
MINIMUM BID $2,500.00		
25. 326 Evans Street	163	38
MINIMUM BID $1,500.00		
26. 606, 604 & 602 Avon Street	202	57, 58 & 59
MINIMUM BID $3,500.00		
27. 281 & 283 Chestnut Street	252	35 & 34
MINIMUM BID $3,500.00		
28. 342 & 344 Liberty Street	276	15 & 16
MINIMUM BID $3,500.00		
29. 841 Newton Avenue	295	56
MINIMUM BID $2,000.00		
30. 821 – 835 South 5th Street	302	19 – 26(8 parcels)
MINIMUM BID $7,500.00		
31. 504 Cherry Street	314	64
MINIMUM BID $2,000.00		
32. 1025 Broadway 1016 Newton Street 1018-1026 Newton Avenue	320	4, 5 & 6
MINIMUM BID $15,000.00		
33. 427 Liberty Street	334	56
MINIMUM BID $3,500.00		
34. 432 Liberty Street	335	90
MINIMUM BID $2,000.00		
35. 417, 421 & 423 Mechanic Street	335	136, 137, & 138
MINIMUM BID $5,000.00		
36. 505 Liberty Street	337	42
MINIMUM BID $1,500.00		
37. 1218, 1220 & 1222 Broadway	337	105, 106 & 101
MINIMUM BID $10,000.00		
38. 414 Mechanic Street	341	50
MINIMUM BID $1,500.00		
39. 704 Walnut Street	381	39
MINIMUM BID $2,000.00		
40. 1001,1003-1005,1007-11, 1013 1015, 1017, 1019, 1021 Kaighn Ave (sold as 1 parcel)	400	78,79,81,84,85,86,87 & 88
MINIMUM BID $30,000.00		
41. 1600 South 6th Street	470	1
MINIMUM BID $2,000.00		
42. 1738 Fillmore Street	476	68
MINIMUM BID $1,500.00		
43. SS Emerald 90.75 W. of4th St.	481	45
MINIMUM BID $2,000.00		
44. 1914 South 4th Street	485	7
MINIMUM BID $2,000.00		
45. SW Sylvan & 7th St. & 2383 So 7th	600	31 & 57
MINIMUM BID $20,000.00		

46. NS Sylvan 105 E. 8th Street NS Sylvan 125 E. 8th Street NS Sylvan 145 E. 8th Street NS Sylvan 165 E. 8th Street (Sold as 1 parcel) **MINIMUM BID $20,000.00**	606	28,29,30 & 31
47. 511 Byron Street 1095 No. 6th Street 541 Byron Street WS No. 6th St. 465' N. Benson St. (Sold as 1 parcel) **MINIMUM BID $85,000.00**	746	18, 24, 26 & 33
48. 523 Bailey Street **MINIMUM BID $1,500.00**	751	11
49. 919 North 7th Street **MINIMUM BID $1,500.00**	756	63
50. 639 & 641 Bailey Street **MINIMUM BID $2,500.00**	756	68 & 67
51. 408 Cedar Street **MINIMUM BID $2,000.00**	788	54
52. 416, 418 & 420 Cedar Street **MINIMUM BID 4,500.00**	788	58, 59 & 60
53. 915 Cedar Street **MINIMUM BID $1,500.00**	799	45
54. 538 North 8th Street **MINIMUM BID $1,500.00**	801	6
55. 534 North 9th Street **MINIMUM BID $1,500.00**	803	6
56. 1142 Cambridge Street **MINIMUM BID $6,000.00**	842	23
57. 932 & 934 No. 26th Street ES No. 26th St. 115' of River Ave. **MINIMUM BID $4,000.00**	865	4,3 & 42
58. 1218 Bergen Avenue **MINIMUM BID $5,000.00**	895	28
59. 2700 Concord Avenue **MINIMUM BID $3,000.00**	946	54
60. WS No. 28th 65' No. Thompson WS No. 28th 55' No. Thompson **MINIMUM BID $5,000.00**	977	32 & 41
61. NS. Rowe 148' E. 32nd Street **MINIMUM BID $4,500.00**	997	88
62. 141 & 143 North 33rd Street **MINIMUM BID $6,000.00**	1025	6 & 5
63. ES No. 33rd St. 30' No. Rosedale NS Rosedale 106 W. 34th Street NE 33rd & Rosedale Avenue **MINIMUM BID $20,000.00**	1026	28, 29 & 66
64. ES Garden 260' South Waldorf **MINIMUM BID $2,500.00**	1078	29
65. ES South 34th St. 109' So. Fremont **MINIMUM BID $2,000.00**	1087	59
66. 39 North 21st Street **MINIMUM BID $2,500.00**	1145	11
67. 1046 Princess Avenue **MINIMUM BID $2,000.00**	1285	111
68. 1258 Park Boulevard **MINIMUM BID $2,000.00**	1289	5
69. ES Kenwood 220' Lansdown Ave. **MINIMUM BID $2,000.00**	1295	114

70. 1323 Atlantic Avenue **MINIMUM BID $2,500.00**	1334	36
71. NS Decatur 80' E. Norris Street **MINIMUM BID $3,500.00**	1367	15

BE IT ORDAINED, by the Council of the City of Camden as follows;

SECTION 1. The following tracts and parcels of land and premises in the City and County of Camden and State of New Jersey, are hereby determined not needed for public use, and are hereby authorized to be sold at public sale in the Council Chambers, 2nd Floor, City Hall, Camden, New Jersey, to the highest bidders after public advertisement as required by law;

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 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: April 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

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 majority or controlling interest in 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 majority or controlling interest in a business operating from the City of Camden, the agency commissioner shall be a resident of the City of Camden or a person who owns a majority or controlling interest in a business operating 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

COURIER-POST
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Classified Ad Receipt
(For Info Only - NOT A BILL)

Customer: *CAMDEN CITY CLERKS OFFICE
Address: 520 MARKET ST RM 213
CAMDEN NJ 08102
USA

Ad No.: 0004163010
Pymt Method Invoice
Net Amt: $111.84

Run Times: 1
Run Dates: 04/24/20

No. of Affidavits: 1

Text of Ad:

NOTICE

The following ordinance was introduced and passed at first reading by the City Council of the City of Camden at a Regular meeting held on Tuesday, 4-14-2020 and is before the City Council of the City of Camden for further consideration for final passage at a Regular meeting to be held on, 5-12-2020 at 5:00 p.m. at City Council Chambers, City Hall, Camden NJ 08101

The purpose of the following ordinance is set forth in the whereas and/or ordained clauses contained within said ordinance, which are incorporated in this statement by reference thereto as if fully set forth herein. A copy of the ordinance can be obtained by the public without cost from the Municipal Clerk's Office, 520 Market Street City Hall, Room 105, Camden, NJ, during the City's regular business hours of 8:30 a.m. to 4:30 p.m., Monday thru Friday, except on City holidays.

Luis Pastoriza
Municipal Clerk
City of Camden

POC#12178
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 ti-

tled, "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:

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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 majority or controlling interest in 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 majority or controlling interest in a business operating from the City of Camden, the agency commissioner shall be a resident of the City of Camden or a person who owns a majority or controlling interest in a business operating 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

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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
($81.84)

0004163010-01

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Luis Pastoriza
Municipal Clerk
City of Camden

POC#12178
2-11-2020

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

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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
($81.84)

0004163010-01

Resolutions

BOUCHER
05-12-2020

A-1

RESOLUTION APPOINTING MARTHA F. WILSON AS AN HONORARY MEMBER OF CAMDEN CITY COUNCIL OF THE FIRST WARD

WHEREAS, MARTHA F. WILSON, President of the Camden School Advisory Board, passed suddenly on April 17, 2020; and

WHEREAS, MARTHA F. WILSON was a dedicated advocate for the City of Camden; and

WHEREAS, MARTHA F. WILSON worked tirelessly to ensure that Camden's school children were able to receive the best education available to them; and

WHEREAS, MARTHA F. WILSON also pursued any and all means to guarantee that Camden's school children received the same educational opportunities as any other student in the State of New Jersey; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that it hereby appoints **MARTHA F. WILSON** as an Honorary member of Camden City Council of the First Ward.

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: May 12, 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: April 24, 2020

Council Meeting Date: May 12, 2020

FROM: Councilperson

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

Action Requested:

RESOLUTION APPOINTING MARTHA F. WILSON AS AN HONORARY MEMBER OF CAMDEN CITY COUNCIL OF THE FIRST WARD

*****Please attach any supporting documents*

Shaneka Boucher/mr

Signature of Councilperson

04/24/2020

Date

JENKINS
05-12-2020

R-2

RESOLUTION APPOINTING MEMBERS OF THE MUNICIPAL APPOINTMENT COMMITTEE OF CITY COUNCIL FOR A TERM OF ONE (1) YEAR

WHEREAS, Chapter 23, § 23-3 of the Camden Code provides for the appointment of three (3) Councilpersons to serve on the 3-member Municipal Appointment Committee of City Council; and

WHEREAS, this City Council wishes to appoint the Council members to serve on the Municipal Appointment Committee of City Council' now, therefore

BE IT RESOLVED, that the City Council of the City of Camden does hereby appoint the following City Councilpersons to serve on the Municipal Appointment Committee of City Council for a term of one (1) year commencing as of May 12, 2020 and ending May 11, 2021:

City Councilwoman Felisha Reyes-Morton
City Councilman Victor Carstarphen
City Councilman Angel Fuentes

BE IT FURTHER RESOLVED that this City Council supports the election of City Councilman Angel Fuentes to serve as Chairperson of the Municipal Appointment Committee during the term set forth above.

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: May 12, 2020

_____
MICHELLE BANKS-SPEARMAN
City Attorney

_____
CURTIS JENKINS
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: April 24, 2020

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- [X] Curtis Jenkins, President
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- [ ] Shaneka Boucher, 1st Ward
- [ ] Victor Carstarphen, 2nd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

RESOLUTION APPOINTING MEMBERS OF THE MUNICIPAL APPOINTMENT COMMITTEE OF CITY COUNCIL FOR A TERM OF ONE (1) YEAR

****Please attach any supporting documents*

Curtis Jenkins/nr

Signature of Councilperson

04/24/2020

Date

JENKINS
3/10//2020

R-3

RESOLUTION APPOINTING DEREK DAVIS AS COMMISSIONER TO THE CAMDEN REDEVELOPMENT AGENCY OF THE CITY OF CAMDEN FOR A TERM OF FIVE (5) YEARS, COMMENDING MAY 12, 2020 AND ENDING MAY 11, 2025

WHEREAS, N.J.S.A. 40A:12A-11 provides for the appointment of seven (7) Commissioners to the Camden Redevelopment Agency by the City Council of the City of Camden; and

WHEREAS, **DEREK DAVIS**, has been submitted by a member of this Council, which has reviewed the qualifications of said nominee is satisfied as to his fitness for appointment; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that it hereby appoints **DEREK DAVIS** as Commissioner of the Camden Redevelopment Agency to a (5) five-year term, commencing May 12, 2020 and ending May 11, 2025, 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: May 12, 2020

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: April 24, 2020

Council Meeting Date: May 12, 2020

FROM: Councilperson

- [X] Curtis Jenkins, President
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- [ ] Marilyn Torres, Vice President, 3rd Ward
- [ ] Shaneka Boucher, 1st Ward
- [ ] Victor Carstarphen, 2nd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

RESOLUTION APPOINTING DEREK DAVIS AS COMMISSIONER TO THE CAMDEN REDEVELOPMENT AGENCY OF THE CITY OF CAMDEN FOR A TERM OF FIVE (5) YEARS, COMMENDING MAY 12, 2020 AND ENDING MAY 11, 2025

*****Please attach any supporting documents*

Curtis Jenkins/mr

Signature of Councilperson

04/24/2020

Date

Derek Davis

EDUCATION:
University of Pennsylvania, Philadelphia, PA – May, 1988 Cumulative GPA: 3.24/4.00
Wharton School, Bachelor of Science in Economics; Finance, I year of Wharton MBA Graduate School courses in Real Estate and obtained real estate incense in PA: transfer from Univ. Of Maryland, Civil Engineering

WORK EXPERIENCE:

TD Bank Mt. Laurel, New Jersey
VP Underwriter II -Money out Division. April 2010-Present

- analyzing corporate and personal tax returns (1040/1120s/1120/1065).
- Preparing Excel worksheets to determine the stability and continuity of Borrower's income to minimum risk assessment standards.
- The IR group reviews financial documents from the previous 2 years prior to the date of application (up to 1.5 million dollars) submission and to determine that the income will continue for three years with an acceptable DTI (debt to income ratio).

Dole, Pryor Securities Inc. **2001- 2010**

Analyze and interpret monthly variances and trends between budgets, actual and prior results, developing projections and forecast .Track and review gross and net sales including gross margins in producing forecasts and trend analysis on an on-going basis. Provide financial support and analysis to Operations and Marketing areas of strategic business decisions and cost savings initiatives. 1.5 billion In senior and co-senior bond issues

- Financial Stmt & Ratio Analysis
- Complex Financial, Operational, & Quantitative Modeling
- Measurement of Productivity & Process
- Creation of Templates & Procedures
- MS Office (Excel Expert)
- Debt & Equity Financing ,Economic, Financial, & Technical Indicators

Key Accomplishments:

- Consistently maintained 100 percent or better of established production goals; achieved 127 percent of 2004-2010 business development goal

Internal

Summit Bank **2000-2001**

- Retail Branch Sales Manager for in store location. Opened new accounts, number one salesman in South Jersey for the first quarter of 2001
- Handled customer complaints, resolve customer inquiries and researched specific loan and retirement account issues

Grisby Brandford & Co. **1996-2000**

Formally established the west coast firms presence in the State of New Jersey, MD and Pennsylvania by opening the firm's office in Trenton, NJ

- The firm participated in over 20 deals during my tenure, 2.5 billion if senior and co-senior bond issues
- Prepared numerous pitch books
- Prepared presentations and conducted meetings with financial advisors on financing alternatives
- Conceptual, developed and spearheaded the firms marketing strategy on the east coast. To brokerage and intuitional clients.

Conducted studies to improve the operational and financial effectiveness of the unit; extracting financial data from various accounting and information systems; performing moderately complex statistical, cost and financial analysis of financial reports and data, and preparing subsequent narrative analysis for management.

Key Accomplishments:

- Grisby senior managed deals in Pittsburg, New Jersey and Baltimore, Maryland for the first time under my tenure

Pryor, McClendon, Counts & Co., Inc. **1990-1996**
Vice President
3 Penn Center Philadelphia, PA & 129 State Street Trenton, New Jersey

- Formally established the firm's presence in the State of New Jersey by opening the firm's office in Trenton. Collect and study data to determine costs of business 4.5 billion if senior and co-senior bond issues
- Activities.
- Recommend budget adjustments, and other cost improvement measures.

- Analyze financial data and extract and define relevant information; interpret data for the purpose of determining past financial performance and to project a financial probability.
- Review costs and perform cost benefit analysis related to projects and programs.
- Perform moderately complex statistical, cost, and financial analysis of data reported in the various financial systems.
- Develop financial reports for forecasting, trending, and results analysis.
- Pryor senior managed deals in the city of Orange, Plainfield, Trenton, Camden, Atlantic City and numerous other municipalities as well as senior managed New Jersey State government bond issues
- Prepared all preliminary offering statements Conducted analyses and economic analyses of prior bond deals
- Managed all marketing and branding of the firms brokearage-equites and tax-exempt securities - and intuitional clients. Served as the liaison to the firm's business partners (Merrill Lynch, Goldman Saks, First Boston etc... In developing client strategies.

Key Accomplishments:

- The firm participated in over 60 deals totaling 800 million dollars on Aggregate Bond Issuance during my tenure as sole senior manger, co senior manager and co-manager, resulting in over $700,000 take home revenue each year

Atlantic County Improvement Authority **1988-1990**

MBE/AA officer and provided financial analysis on the authorities Bond issuance of Tax-exempt Securities

- Analyzed bond issues via investment banking firm Paine Weber and the authority's financial adviser PFM Appointed by Gov Tom Kean to the governors business council in 1988

SKILLS:

- Proficient in wide range of financial tools
- Understanding of financial markets
- Strategic and tactical assessment skills
- Extensive cross-discipline data analysis skills
- Team building and leadership experience
- Strong rhetorical, argumentation, and logic skills

INTERESTS:

Camden County Historical Society Board of Directors
University of Pennsylvania Black Alumni Society

R-4

JENKINS
05-12-2020

RESOLUTION APPOINTING STEVEN LEE AS A CLASS IV MEMBER ON THE CITY OF CAMDEN PLANNING BOARD FOR A FOUR (4) YEAR TERM, COMENCING MAY 12, 2020 AND ENDING MAY 11, 2024

WHEREAS, N.J.S.A. 40:55D-23 provides for the Mayor of the City of Camden to appoint Class IV Members to the City of Camden Planning Board; and

WHEREAS, there is a current vacancy for a Class IV Member on the City of Camden Planning Board; and

WHEREAS, **STEVEN LEE**, has been recommended by the Mayor to be appointed as a Class IV Member on the City of Camden Planning Board and the City Council of the City of Camden consents thereto; now therefore

BE IT RESOLVED, by the City Council of the City of Camden that **STEVEN LEE** is hereby appointed as a Class IV Member of the City of Camden Planning Board for a term of four (4) years, ending May 11, 2024.

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: May 12, 2020

_____
MICHELLE BANKS-SPEARMAN
City Attorney

_____
CURTIS JENKINS
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: April 24, 2020

Council Meeting Date: May 12, 2020

FROM: Councilperson

- [X] Curtis Jenkins, President
- [ ] Sheila Davis, At-Large
- [ ] 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:

RESOLUTION APPOINTING STEVEN LEE AS A CLASS IV MEMBER ON THE CITY OF CAMDEN PLANNING BOARD FOR A FOUR (4) YEAR TERM, COMENCING MAY 12, 2020 AND ENDING MAY 11, 2024

*****Please attach any supporting documents*

Curtis Jenkins/mr

Signature of Councilperson

04/24/2020

Date

Steven Lee

Objective

To apply my years of effective management skills as can be demonstrated in an effort to be assist the organization to realize continued growth and development

Education

- Southern New Hampshire University
- Community Economic Development

Experience

2012-2020

Real Estate Investor. Managing of renovations and rehabilitation of multiple residential and commercial properties

3/2008 - 6/2012
Director of Collection, Revenue and Maintenance, Camden City Parking Authority, Camden, NJ

Management of the maintenance affairs, property, garages, to assure all engineering duties were performed and city codes met standards, and assured grounds were kept. Assuring funds collected from parking meters were accounted for and deposited into safe deposit box and safely transferred to bank. In charge of funds collected from parking garages to assure all funds were accounted with the utmost accuracy. Assured department was run more efficiently and assured conservatism was maintained and that the budget was met and maintained in order to save the department money.

5/1998 - 3/2006
Manager of Central Supply, Camden City Housing Authority, Camden, NJ

Supplied various departments within the Authority with necessary materials to fulfill various tasks as necessary. Assisted in organizing the department in a way that enabled the department to perform in a more efficient and proficient manner, while assisting in expediting the distribution of supplies to various department with the Authority, which aided in tremendous streamlining of these process.

Public Service

- Camden City Zoning Board of Adjustment
- Camden County Advisory Board, Camden County, NJ
- Camden City Rooming and Boarding Home Site Licensing Board

N.J.S.A. 40:55D-23

a. The governing body may, by ordinance, create a planning board of seven or nine members. All members of the planning board, except for the Class II members set forth below, shall be municipal residents. The membership shall consist of, for convenience in designating the manner of appointment, the four following classes:

Class I--the mayor or the mayor's designee in the absence of the mayor or, in the case of the council-manager form of government pursuant to the Optional Municipal Charter Law, P.L.1950, c. 210 (C.40:69A-1 et seq.) or "the municipal manager form of government law" (R.S.40:79-1 et seq.), the manager, if so provided by the aforesaid ordinance.

Class II--one of the officials of the municipality other than a member of the governing body, to be appointed by the mayor; provided that if there be an environmental commission, the member of the environmental commission who is also a member of the planning board as required by section 1 of P.L.1968, c. 245 (C.40:56A-1), shall be deemed to be the Class II planning board member for purposes of this act in the event that there be among the Class IV or alternate members of the planning board both a member of the zoning board of adjustment and a member of the board of education.

Class III--a member of the governing body to be appointed by it.

Class IV--other citizens of the municipality, to be appointed by the mayor or, in the case of the council-manager form of government pursuant to the Optional Municipal Charter Law, P.L.1950, c. 210 (C.40:69A-1 et seq.) or "the municipal manager form of government law" (R.S.40:79-1 et seq.), by the council, if so provided by the aforesaid ordinance.

The members of Class IV shall hold no other municipal office, position or employment, except that in the case of nine-member boards, one such member may be a member of the zoning board of adjustment or historic preservation commission. No member of the board of education may be a Class IV member of the planning board, except that in the case of a nine-member board, one Class IV member may be a member of the board of education. If there be a municipal environmental commission, the member of the environmental commission who is also a member of the planning board, as required by section 1 of P.L.1968, c. 245 (C.40:56A-1), shall be a Class IV planning board member, unless there be among the Class IV or alternate members of the planning board both a member of the zoning board of adjustment or historic preservation commission and a member of the board of education, in which case the member common to the planning board and municipal environmental commission shall be deemed a Class II member of the planning board. For the purpose of this section, membership on a municipal board or commission whose function is advisory in nature, and the establishment of which is discretionary and not required by statute, shall not be considered the holding of municipal office.

b. The term of the member composing Class I shall correspond to the mayor's or manager's official tenure or if the member is the mayor's designee in the absence of the mayor, the designee shall serve at the pleasure of the mayor during the mayor's official tenure. The terms of the members composing Class II and Class III shall be for one year or terminate at the completion of their respective terms of office, whichever occurs first, except for a Class II member who is also a member of the environmental commission. The term of a Class II or Class IV member who is also a member of the environmental commission shall be for three years or terminate at the completion of his term of office as a member of the environmental commission, whichever occurs first. The term of a Class IV member who is also a member of the board of adjustment or board of education shall terminate whenever he is no longer a member of such other body or at the completion of his Class IV term, whichever occurs first. The terms of all Class IV members first appointed under this act shall be so determined that to the greatest practicable extent the expiration of such terms shall be distributed evenly over the first four years after their appointments; provided that the initial Class IV term of

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no member shall exceed four years. Thereafter, the Class IV term of each such member shall be four years. If a vacancy in any class shall occur otherwise than by expiration of the planning board term, it shall be filled by appointment, as above provided, for the unexpired term. No member of the planning board shall be permitted to act on any matter in which he has, either directly or indirectly, any personal or financial interest. Any member other than a Class I member, after a public hearing if he requests one, may be removed by the governing body for cause.

c. In any municipality in which the term of the municipal governing body commences on January 1, the governing body may, by ordinance, provide that the term of appointment of any class of member of the planning board appointed pursuant to this section shall commence on January 1. In any municipality in which the term of the municipal governing body commences on July 1, the governing body may, by ordinance, provide that the term of appointment of any class of member appointed pursuant to this section commence on July 1.

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R-5

MBS:dh
05-12-20

RESOLUTION AMENDING RESOLUTION #R-7 (MC-7236) ADOPTED ON DECEMBER 10, 2019 "AUTHORIZING THE AMENDMENT #4 TO THE SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND CAMDEN REDEVELOPMENT AGENCY (CRA) FOR AFFIRMATIVE ACTION OFFICER AND COMPLIANCE SERVICES"

WHEREAS, the Council of the City of Camden by Resolution #R-7 (MC-7236) dated December 10, 2019 authorizing the amendment #4 to the Shared Services Agreement between the City of Camden and Camden Redevelopment Agency (CRA) for Affirmative Action Officer and Compliance Services; and

WHEREAS, it is necessary to amend Resolution #R-7 (MC-7236) to correct the resolution to read as "Amendment #3" instead of amendment #4; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the proper City Officers are hereby authorized to correct the resolution to read as "Amendment #3".

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: May 12, 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: May 12, 2020

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 AMENDING RESOLUTION (MC 19-7236) ADOPTED ON 12/10/19 AUTHORIZING THE AMENDMENT #4 TO THE SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND CAMDEN REDEVELOPMENT AGENCY ("CRA") FOR AFFIRMATIVE ACTION OFFICER AND COMPLIANCE SERVICES

BRIEF DESCRIPTION OF ACTION:
The resolution needs to be corrected to reflect the correct amendment which is #3 instead of #4.

APPROPRIATION ACCOUNT TO BE CHARGED:
AMOUNT OF PROPOSED CONTRACT:

☐ **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:	4/27/20	
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-7

MBS:dh
12-10-19

RESOLUTION AUTHORIZING AN AMENDMENT #4 TO THE SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY ("CRA") FOR AFFIRMATIVE ACTION OFFICER & COMPLIANCE OFFICER SERVICES FOR A PERIOD OF SIX (6) MONTHS

WHEREAS, the City of Camden entered into a Shared Services Agreement ("Agreement") with the CRA for Affirmative Action & Compliance Officer Services for an initial period of six (6) months, which commenced on July 1, 2018; and

WHEREAS, per the Agreement, the City may exercise the option to extend the Agreement for an additional six (6) months; and

WHEREAS, the City Council of the City of Camden by Resolution #4 (MC-19:6711) adopted on January 8, 2019 authorized the extension for an additional six (6) months; and

WHEREAS, the City Council of the City of Camden by Resolution #31 (MC-19:7025) adopted on July 9, 2019 authorized the amendment to extend the term for an additional six (6) months for an amount not to exceed TWENTY-FIVE THOUSAND DOLLARS ($25,000.00); and

WHEREAS, it is necessary to amend said Shared Services Agreement between the City of Camden and the Camden Redevelopment Agency to extend the term of the Agreement for an additional six (6) months until June 30, 2020; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Shared Services Agreement between the City of Camden and the Camden Redevelopment Agency is hereby amended by amendment #4 to extend the term of the Agreement for an additional six (6) months until June 30, 2020.

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 BANK-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 AN AMENDMENT #4 TO THE SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY ("CRA") FOR AFFIRMATIVE ACTION OFFICER & COMPLIANCE OFFICER SERVICES FOR A PERIOD OF SIX (6) MONTHS

BRIEF DESCRIPTION OF ACTION: The amendment is necessary to extend the term for an additional six (6) months ending June 31, 2020 to continue services.

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:	11/25/19	Michelle B. Spear
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:	11.21.19	Jason J. Asuncion

	(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	Camden Redevelopment Agency (CRA)
Purpose or Need for service:	Amendment #4 to the Shared Services Agreement with the ("CRA") for Affirmative Action Officer & Compliance Officer Services for an additional six (6) months
Contract Award Amount	
Term of Contract	6 Months (6-31-20)
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	No
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_____

FRANCISCO "FRANK" MORAN
MAYOR

OFFICE OF THE CITY ATTORNEY
CITY OF CAMDEN
NEW JERSEY

MICHELLE BANKS-SPEARMAN
CITY ATTORNEY
TEL: 856-757-7170
FAX: 856-342-7728
EMAIL: LAW@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US
mispearm@ci.camden.nj.us

January 4, 2019

Ms. Olivette Simpson
Interim Executive Director
City of Camden Redevelopment Agency
520 Market Street, Suite 1300
Camden, NJ 08101-5120

Re: Shared Services Agreement between the City of Camden and the Camden Redevelopment Agency respecting for Affirmative Action Officer and Compliance Officer Services

Dear Ms. Simpson:

Please accept this letter as notice that the City of Camden desires to exercise its option to extend the term of that certain Shared Services Agreement between the City of Camden and the Camden City Redevelopment Agency dated August 8, 2018 subject to the approval of Council of the City of Camden at its regularly scheduled City Council Meeting of January 8, 2019.

Please acknowledge your receipt and agreement with the above by signing below.

Yours truly,

Michelle Banks-Spearman
City Attorney

Revised R-31

RESOLUTION MC-19:7025
On Motion Of: Angel Fuentes
APPROVED: July 9th, 2019

MBS:dh
07-09-19

RESOLUTION AUTHORIZING AN AMENDMENT TO THE SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY ("CRA") FOR AFFIRMATIVE ACTION OFFICER & COMPLIANCE OFFICER SERVICES FOR A PERIOD OF SIX (6) MONTHS

WHEREAS, the City of Camden entered into a Shared Services Agreement ("Agreement") with the CRA for Affirmative Action & Compliance Officer Services for an initial period of six (6) months, which commenced on July 1, 2018; and

WHEREAS, per the Agreement, the City may exercise the option to extend the Agreement for an additional six (6) months; and

WHEREAS, the City Council of the City of Camden by Resolution #4 (MC-19:6711) adopted on January 8, 2019 authorized the extension for an additional six (6) months; and

WHEREAS, it is necessary to amend said Shared Services Agreement between the City of Camden and the Camden Redevelopment Agency to extend the term of the Agreement for an additional six (6) months for an amount not to exceed TWENTY-FIVE THOUSAND DOLLARS ($25,000.00) and to provide for an option to extend the term of the Agreement for an additional six (6) months for an amount not to exceed TWENTY-FIVE THOUSAND DOLLARS ($25,000); 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 "9-01-200-907" 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 Shared Services Agreement between the City of Camden and the Camden Redevelopment Agency is hereby amended to extend the term of the Agreement for an additional six (6) months for an amount not to exceed TWENTY-FIVE THOUSAND DOLLARS ($25,000.00) and to provide for an option to extend the term of the Agreement for an additional six (6) months for an amount not to exceed TWENTY-FIVE THOUSAND DOLLARS ($25,000).

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: July 9, 2019

The above has been reviewed
and approved as to form.

MICHELLE BANK-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:
LUIS PASTORIZA,
Municipal Clerk

R-6

MBS:dh
05-12-19

RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY ("CRA") FOR AFFIRMATIVE ACTION OFFICER SERVICES & COMPLAINCE OFFICER SERVICES

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 Camden Redevelopment Agency ("CRA"), subject to the CRA Board's authorization, to provide certain Affirmative Action Officer Services and Compliance Officer Services under Chapter 348 of the City Code; and

WHEREAS, it is now necessary to enter into a Shared Services Agreement with the CRA establishing the responsibilities of the parties, terms and conditions, for one (1) year; 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 CRA to provide Affirmative Action Officer and Compliance Officer Services under Chapter 348 of the City Code.

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: May 12, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANK-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: May 12, 2020

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 THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND CAMDEN REDEVELOPMENT AGENCY ("CRA") FOR AFFIRMATIVE ACTION OFFICER AND COMPLIANCE SERVICES

BRIEF DESCRIPTION OF ACTION:
The "CRA" will provide Affirmative Action Officer and Compliance Officer Services for the City of Camden.

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

AMOUNT OF PROPOSED CONTRACT: $50,000.00

[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:	4/23/20	
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******

SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY

THIS SHARED SERVICES AGREEMENT ("Agreement") made and entered into as of the _____ day of _____, 2020, constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1, et seq. entered between the City of Camden, a municipal corporation of the State of New Jersey with its principal offices located at 520 Market Street, 4th Floor, Camden, NJ 08102 ("City"), and the Camden Redevelopment Agency ("CRA"), with its principal offices located at 520 Market Street, 13th Floor, Camden, NJ 08102.

WITNESSETH:

IN CONSIDERATION of the mutual promises of the parties hereto and as set forth and authorized in Resolution No. _____, adopted by the CRA Board on _____, 2020, and Resolution No.MC-_____, adopted by Camden City Council on _____, 2020 it is hereby agreed as follows:

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

WHEREAS, the City and CRA desire to enter into a Shared Services Agreement for the CRA to provide certain Affirmative Action Officer Services and Compliance Officer Services to the City under the applicable provisions of the City Code; and

WHEREAS, it is now necessary to enter into a Shared Services Agreement with the CRA establishing the responsibilities of the parties, terms and conditions; now, therefore;

AGREEMENT

1. TERM

This Agreement shall be for a period of one (1) year, commencing on July 1, 2020 which Agreement may be extended on the same terms for additional periods of one (1) year upon the mutual consent of the parties.

SCOPE OF SERVICES

The CRA shall designate one (1) current employee of the CRA to provide certain Affirmative Action Officer Services and Compliance Officer Services (collectively, "Services") under the City Code and Affirmative Action Job

DRAFT

Description (see attached Exhibit "A"). The employee designated by the CRA to serve as the Affirmative Action Officer is set forth in Exhibit B.

2. MUTUAL RESPONSIBILITIES

A. The Affirmative Action Officer shall have access to office space within the City's offices, for the purpose of performing work related to the services defined under the Agreement.

B. The City will make available to the Affirmative Action Officer a vehicle to be used for the performance of his/her duties and responsibilities as defined by the Agreement.

C. The CRA shall have the ability to designate a different employee to serve in the capacity of Affirmative Action Officer pursuant to this Agreement who is mutually agreed to by the CRA and the Mayor of the City of Camden.

D. The City agrees that the City will have no control over nor interfere with the work that the designated CRA employee performs for the CRA.

E. The CRA agrees that the CRA will have no control over nor interfere with the work that the designated CRA employee performs for the City.

F. The Affirmative Action Officer will be assigned to work for the City for such days as are mutually agreed upon by the City Attorney and the Interim Executive Director of the Camden Redevelopment Agency (I.E.D).

G. The AAO shall be entitled to Compensatory Time for the time that the AAO attends meetings of the Affirmative Action Review Council which take place outside of the AAO's normal seven (7) hour day.

H. The AAO shall be entitled to receive compensation for all CRA recognized holidays.

3. COST/ PAYMENT

A. **Cost.** The City shall reimburse the CRA for cost of the designated CRA employee's Affirmative Action Officer and Compliance Officer Services under this Agreement, provided however that such amount shall not exceed FIFTY THOUSAND DOLLARS ($50,000.00) per year. Such amount shall be invoiced by the CRA to the City on a monthly basis; and paid by the City thirty (30) days after receipt of CRA's invoice.

DRAFT

B. **CRA's Responsibilities to Its Employee.** At its sole discretion, the CRA shall apply each of the City's payments towards the compensation of the CRA employee designated to perform the Services under this Agreement, including his/her salary and benefits received from the CRA. CRA shall be responsible for all employment and other taxes that CRA is legally responsible to pay with respect to its employee.

C. **No Personal Contract for City Employment**. The individual designated by the CRA to perform the Services under this Agreement shall remain an employee of the CRA. Nothing contained in this Agreement shall be construed as a contract of employment by the City or deemed to give said CRA employee the right to be employed by the City.

4. AUDIT; TIMESHEETS

A. Both parties agree to permit either party 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 related to this Agreement.

B. The individual designated by the CRA to perform the Services under this Agreement shall maintain accurate daily timesheets containing detail of the Services he/she provides to the City and the time spent on same, which shall be subject to audit pursuant to this section.

C. The Affirmative Action Officer will be assigned to work for City for such days as are mutually agreed upon by the City Attorney and the Executive Director of the Camden Redevelopment Agency (E.D).

D. The AAO shall be entitled to Compensatory Time for the time that the AAO attends meetings of the Affirmative Action Review Council which take place outside of the AAO's normal seven (7) hour day.

E. The AAO shall be entitled to receive compensation for all CRA recognized holidays.

5. RIGHT TO INSPECT

Both parties to this agreement shall permit either party or its authorized representatives to make visits to the site or sites where the Services are being provided for the purpose of assuring each party's compliance with the terms of this Agreement.

DRAFT

6. MUTUAL INDEMNIFICATION

Each party agrees to indemnify and hold harmless the other party, its officers, directors, and employees, against all damages, liabilities and costs, including reasonable attorneys' fees; but, only to the extent caused by each party's negligent acts in connection with the Services under this Agreement and the acts of anyone for whom each party is legally liable.

7. TERMINATION OF AGREEMENT

This Agreement may be terminated in whole or in part by either party for any reason upon thirty (30) days prior written notice from one party to the other.

8. 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 the State of New Jersey.

9. AMENDMENTS

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

10. ENTIRE AGREEMENT

This written Agreement represents the entire understanding of the parties.

IN WITNESS WHEREOF, and intending to be bound hereby, the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

Attest: CITY OF CAMDEN

_____ By: _____

LUIS PASTORIZA
Municipal Clerk

FRANCISCO "FRANK" MORAN
Mayor

DRAFT

Approved as to form:

CAMDEN REDEVELOPMENT AGENCY

_____
MICHELLE BANKS-SPEARMAN
City Attorney

By: _____
OLIVETTE SIMPSON
Interim Executive Director

DRAFT

EXHIBIT “A”

[See attached]

DRAFT

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	Shared Services Agreement
Name of Vendor	Camden Redevelopment Agency
Purpose or Need for service:	Affirmative Action Officer and Compliance Services to the City of Camden.
Contract Award Amount	$50,000.00
Term of Contract	I year
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	No
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?	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_____

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_____

DRAFT

SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY

THIS SHARED SERVICES AGREEMENT ("Agreement") made and entered into as of the ____ day of ____, constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1, et seq. entered between the City of Camden, a municipal corporation of the State of New Jersey with its principal offices located at 520 Market Street, 4th Floor, Camden, NJ 08102 ("City"), and the Camden Redevelopment Agency ("CRA"), with its principal offices located at 520 Market Street, 13th Floor, Camden, NJ 08102.

WITNESSETH:

IN CONSIDERATION of the mutual promises of the parties hereto and as set forth and authorized in Resolution No. 06-13-18E, adopted by the CRA Board on June 6th, 2018, and Resolution No.MC-18: 6331, adopted by Camden City Council on May 14, 2018, it is hereby agreed as follows:

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

WHEREAS, the City and CRA desire to enter into a Shared Services Agreement for the CRA to provide certain Affirmative Action Officer Services and Compliance Officer Services to the City under the applicable provisions of the City Code; and

WHEREAS, it is now necessary to enter into a Shared Services Agreement with the CRA establishing the responsibilities of the parties, terms and conditions; now, therefore;

1. TERM

This Agreement shall be for a period of , commencing on , ~~with a City option for six (6) additional months thereafter~~. The City shall notify CRA in writing of the exercise of said option one (1) month prior to the end of the initial six-month period of this Agreement. This Agreement shall not exceed one (1) year.

2. SCOPE OF SERVICES

The CRA shall designate one (1) current employee of the CRA to provide certain Affirmative Action Officer Services and Compliance Officer Services (collectively, "Services") under the City Code and Affirmative Action Job Description (see attached Exhibit "A").

DRAFT

DRAFT

3. COST; PAYMENT

A. **Cost.** The City shall cause to be paid to CRA a total amount not to exceed FIFTY THOUSAND DOLLARS ($50,000.00) for the Services to be provided under this Agreement. Such amount shall be invoiced by the CRA to the City on a monthly basis; and paid by the City thirty (30) days after receipt of CRA's invoice.

B. **CRA's Responsibilities to Its Employee.** At its sole discretion, the CRA shall apply each of the City's payments towards the compensation of the CRA employee designated to perform the Services under this Agreement, including his/her salary and benefits received from the CRA. CRA shall be responsible for all employment and other taxes that CRA is legally responsible to pay with respect to its employee.

C. **No Personal Contract for City Employment.** The individual designated by the CRA to perform the Services under this Agreement shall remain an employee of the CRA. Nothing contained in this Agreement shall be construed as a contract of employment by the City or deemed to give said CRA employee the right to be employed by the City.

4. AUDIT; TIMESHEETS

A. Both parties agree to permit either party 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 related to this Agreement.

B. The individual designated by the CRA to perform the Services under this Agreement shall maintain accurate daily timesheets containing detail of the Services he/she provides to the City and the time spent on same, which shall be subject to audit pursuant to this section.

5. RIGHT TO INSPECT

Both parties to this agreement shall permit either party or its authorized representatives to make visits to the site or sites where the Services are being provided for the purpose of assuring each party's compliance with the terms of this Agreement.

6. MUTUAL INDEMNIFICATION.

Each party each agrees to indemnify and hold harmless the other party, its officers, directors, and employees, against all damages, liabilities and costs, including reasonable attorneys' fees; but, only to the extent caused by each party's negligent acts in connection with the Services under this Agreement and the acts of anyone for whom each party is legally liable.

DRAFT

DRAFT

7. TERMINATION OF AGREEMENT

This Agreement may be terminated in whole or in part by either party for any reason upon thirty (30) days prior written notice from one party to the other.

8. 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 the State of New Jersey.

9. AMENDMENTS

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

10. ENTIRE AGREEMENT

This written Agreement represents the entire understanding of the parties.

***

IN WITNESS WHEREOF, and intending to be bound hereby, the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

FRANCISCO MORAN
Mayor

ATTEST:

Witness
CARLO RHODES
EXEC ASST TO EXEC DIR

CAMDEN REDEVELOPMENT AGENCY

OLIVETTE SIMPSON
Interim Executive Director

DRAFT

EXHIBIT "A"

[See attached]

AFFIRMATIVE ACTION OFFICER
SHARED SERVICES AGREEMENT
EXHIBIT A

JOB DESCRIPTION
AFFIRMATIVE ACTION OFFICER

1. Coordinates and administers a comprehensive Affirmative Action Plan for the City of Camden.

2. Facilitates the work and functions of the Affirmative Action Review Council and consults with the City and Council's legal representative.

3. Attend all Affirmative Action Review Council meetings.

4. Act as the Liaison between the Affirmative Action Review Council and the City Administration.

5. Establishes and maintains contact with the City Administration and Directors.

6. Gathers and present information necessary to the Affirmative Action Review Council for the purpose of making determinations on a bidder's plan to attain goals established in Chapters 12 and 348.

7. Examine Affirmative Action reports and other documents used in monitoring affirmative action performance of Contractors and Subcontractors subject to the provision of Chapters 12 and 348, as well as, federal and state laws.

8. Verify submitted reports through field visits.

9. Report to the Affirmative Action Review Council on a contractor or developer's performance with respect to the provisions of Chapters 12 and 348 and recommend to the Council action that may be proper to correct any noted non-compliance.

10. As needed, issue appropriate notices for a contractor's failure to comply with Chapters 12 and 348.

11. Prepares clear, technically sound, accurate, and detailed reports containing findings, conclusions and recommendations for the Administration and the Affirmative Action Review Council.

12. Provide information to the Purchasing Unit regarding DBEs/MBEs/WBEs.

13. Assist with coordination of job opportunities for City residents. Assist and/or coordinate job training programs.

14. Review contractor programs for the recruitment and selection of minorities, women, and residents.

15. Oversee Economic Opportunities Corporations and Community Investment Agreements.

16. Act as liaison to federal and state authorities engaged in the enforcement of AA/EEO and/or Section 3 Laws and Regulations.

17. Maintain and analyze data on the availability of residents, minorities and women in the labor market.

18. Assist Directors and others in understanding their Affirmative Action and/or Section 3 responsibilities through training.

19. Keeps abreast of developments in Affirmative Action and Section 3 laws and enforcement generally. Reimbursement for costs of approved training must be approved, in advance, by the Business Administrator.

20. Implement policies and procedures outlined in "Section 3 Plan for the City of Camden".

21. Coordinate list of interested and qualified Section 3 Residents/Businesses.

22. Coordinate and oversee compliance by Developers, Contractors and Subcontractors with HUD Section 3 requirements.

23. Assist appropriate departments and/or personnel with HUD required Section 3 reporting and certification.

24. Review bid submissions of Contractors to ensure compliance with NJDOT goals for DBEs and/or good faith efforts made to obtain goals and coordinate and oversee continued compliance by Contractors and Subcontractors with goals established in bid specifications.

25. Review and file of Equal Employment Opportunity Survey [EEO-4 Survey] on behalf of the City bi-annually [odd-numbered years].

26. Coordinate response to related Open Public Records Act requests with the appropriate City Personnel.

R-7

MBS:dh
05-12-20

RESOLUTION AUTHORIZING AMENDMENT #2 TO CONTRACT #11-19-162 WITH BROWN & CONNERY, LLP FOR GENERAL LEGAL SERVICES

WHEREAS, the Council of the City of Camden by Resolution R-6 (MC-7163) adopted November 12, 2019 awarded a contract to Brown & Connery, LLP to provide legal services to the City of Camden for General Legal Matters; and

WHEREAS, the contract price set forth in Resolution R-6 as aforesaid was One Hundred Thousand Dollars ($100,000.00); and

WHEREAS, the Council of the City of Camden by Resolution #34 adopted April 14, 2020 by Amendment #1 to contract #11-19-162 with Brown & Connery LLP by in the amount of Seventy-Five Thousand Dollars ($75,000.00) for continuing legal services and additional costs; and

WHEREAS, it is necessary to further amend contract #11-19-162 with Brown & Connery LLP by Amendment #2 in the amount of Eighty-Five Thousand Dollars ($85,000.00) for continuing legal services and additional costs; 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 #11-19-162 with Brown & Connery, LLC is hereby amended by amendment #2 in the amount not to exceed EIGHTY-FIVE THOUSAND DOLLARS ($85,000.00), making the total amount of the contract an amount not to exceed TWO HUNDRED SIXTY THOUSAND DOLLARS ($260,000.00).

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: May 12, 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:

BROWN & CONNERY, LLP

THAT FUND ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- TEMPORARY BUDGET APPROPRIATION:
  AMOUNT:
- ADOPTED BUDGET APPROPRIATION: **0-01-200-906**
  AMOUNT: **$85,000.00**
- 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 FOR THE CITY OF CAMDEN, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

- **$260,000.00**

Description of the Goods or Services to be procured:

Amendment #2 to Contract #11-19-162 to Brown & Connery, LLP to provide general legal services for ongoing litigation

Doreen Chang

DOREEN P. CHANG
TREASURER

Date: April 22, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: May 12, 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 AUTHORIZING AMENDMENT #2 TO CONTRACT #11-19-162 WITH BROWN AND CONNERY FOR GENERAL LEGAL SERVICES

BRIEF DESCRIPTION OF ACTION:
It is necessary to amend contract #11-19-162 with Brown and Connery for general legal services for ongoing litigation in the amount of $85,000.00. This is the second amendment to this contract.

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

APPROPRIATION ACCOUNT(S): (*If applicable*) 0-01- -200-906

AMOUNT: *(If applicable) $85,000.00*

[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 Relevant Director:	4/22/20	Michelle B. Spearman
Approved by Grants Management:		(If applicable)
Approved by Finance Director:	4/22/2020	
☑ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	4/22/2020	
Approved by Business Administrator:		
Received by City Attorney:		

RECEIVED 4/22/2020

	(Name) Please Print	(Extension #)
Prepared By:	Sachina Evans	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******

CITY OF CAMDEN - DEPARTMENT OF FINANCE

Rm. 213, City Hall, P.O. Box 95120, Camden, NJ 08101-5120
856-757-7060

PURCHASE ORDER
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

No. 20-02359

SHIP TO
OFFICE OF THE FINANCE DIRECTOR
DEPARTMENT OF FINANCE
ROOM 213, CITY HALL
CAMDEN, NJ 08101-5120

ORDER DATE: 04/22/20
REQUISITION NO: 20-01782
DELIVERY DATE: 04/21/21
STATE CONTRACT:
F.O.B. TERMS:

VENDOR
VENDOR #: DEC01
DECOTIIS, FITZPATRICK & COLE
61 SOUTH PARAMUS ROAD
SUITE 250
PARAMUS, NJ 07652-1236

PAYMENT RECORD: _____ CHECK NO. _____ DATE

RETURN VOUCHER TO:
Finance Dept. - Acct's Payable
Room 213, City Hall, Camden, NJ 08101

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION, UNLESS NOTED.

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	BOND COUNSEL SERVICES FOR THE CITY OF CAMDEN (RFP #19-22) TO REFLECT A FEE OF $3,500 PLUS $1.00 PER $1,000.00 OF BONDS ISSUED FOR THE FIRST $15,000,000.00 NTE:$75,0000 CONTRACT 11-19-165 RES #14 RES DATE 11/12/19	0-01- -450-906	75,000.0000	75,000.00
			TOTAL	75,000.00

PURCHASE ORDER

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under penalty of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount is a reasonable one. I understand no payments will be made for additional work not included on this purchase order.

X _____ CLAIMANT

_____ POSITION _____ DATE

_____ VENDOR'S TAX I.D. NO. AND/OR SOCIAL SECURITY NO.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

_____ CHIEF FINANCIAL OFFICER

VENDOR: SEE CONDITIONS ON REVERSE SIDE

APPROVED:
THIS PURCHASE COMPLIES WITH THE NJ LOCAL PUBLIC CONTRACT LAW N.J.S.A.40A:11-1 ET SEQ.

_____ PURCHASING AGENT

NOTICE: THE CITY OF CAMDEN UNDER N.J. SALES USE TAX ACT, CHAPTER 30, P.L. 1966 (N.J.S.A. 54-32B) IS EXEMPT FROM ALL TAXATION, FED. I.D #21 -6000418.

NOTICE TO VENDORS: NO ADDITIONS ARE TO BE MADE TO THIS PURCHASE ORDER. Finance Dept. will honor invoices which conform to purchase order as prepared by Purchasing Agent only. Invoices must be rendered and sent promptly to the Finance Dept., Accts. Payable, City Hall-Room 213, Camden, New Jersey 08101, giving order number. All packages must contain packing list. All packages, delivery slips, etc. must contain this order number. All goods or services must be billed at the agreed price, which shall include delivery charges unless otherwise specified.

VENDOR - SIGN AT X AND RETURN TO FINANCE DEPT. - ACCT'S PAYABLE WITH INVOICE

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 (11-19-162)**
Name of Vendor	**Brown & Connery, LLP**
Purpose or Need for service:	**There is a need to AMEND the current contract (#11-19-162) by increasing the amount of the contract to cover costs associated with pending litigation matters that will go to trial**
Contract Award Amount	**Original amount--$100,000** **Amendment #2 Request—$85,000**
Term of Contract	**Original term—1 year (Expires February, 2021)**
Temporary or Seasonal	**N/A**
Grant Funded (attach appropriate documentation allowing for service through grant funds)	**N/A**
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	**RFP**
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 Chief Financial Officer affirms that there is adequate funding available for this personnel action.

0-01-20C-904 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_____

Code #11-19-162
RFP

THIS CONTRACT AND AGREEMENT made and entered into this 19th day of February, in the year of Two Thousand Twenty (2020).

THE CITY OF CAMDEN, a Municipal Corporation of the State of New Jersey of the first part, hereinafter referred to as the party of the first part or the "City" and **Brown & Connery, LLP, 360 Haddon Avenue, P.O. Box 539, Westmont, New Jersey 08108** of the second part, hereinafter referred to as the party of the second part or the "Contractor".

WITNESSETH:

In Consideration of an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for direct expenses of legal services at a rate of $160.00 per hour for all attorneys, $100.00 for paralegals and law clerks and $125.00 for Technology Assistants, as set forth in Resolution R-6 adopted by the Camden City Council on November 12, 2019, and the mutual promises and covenants of the parties hereto, it is agreed that:

The party of the second part shall provide Special Counsel—General Legal Services for the City of Camden (hereinafter the "Project").

The party of the second part does hereby agree and covenant that it, he or she will, comply with the Labor Laws of the State of New Jersey and of the United States of America as it may pertain to the manufacture, assembly or performance of the goods or services to be supplied hereunder and to further pay to its employees a sum no less than the prevailing daily rate for wages in the locality where the work is to be performed or services rendered pursuant to law.

ARTICLE ONE
CONTRACTOR'S SERVICES

1.1 The Contractor shall provide the goods and services as set forth in the attached RFP and in accordance with the terms and conditions of this Agreement; and services shall consist of the tasks set forth and attached hereto in the RFP and response to RFP as follows:

1.1.1 Counsel shall represent the City and its officials, as directed by the City Attorney, in state and/or federal general litigation cases and appeals that arise from those matters assigned to them; and

1.1.2 Provide guidance, periodic updates and make recommendations to the City Attorney and City, as directed by the City Attorney regarding general litigation cases; and

1.1.3 Appear in the Office of Administrative Law (OAL); and

1.1.4 Attend meetings as requested and other such actions related to general litigation involving, among other practice areas, the New Jersey Tort Claims Act, Office of Administrative Law (OAL) matters and section 1983 matters.

1.2 In the event there are changes to the Contractor's services including any change in the amount of the Contractor's compensation, a supplement or amendment to this Agreement may be negotiated at the request of either party and incorporated in written amendments to this Agreement. To the extent that any terms of this contract and the attached Proposal are inconsistent or expressly conflict with any of the terms of the contract, the terms of the contract shall prevail.

ARTICLE TWO
SCHEDULE OF SERVICES

2.1 The Contractor shall commence work on the Project as described in the attached RFP and response to RFP once the authorization to proceed is given by the City Attorney.

ARTICLE THREE
COMPENSATION

3.1. The City agrees to pay or cause to be paid to Contractor for services rendered pursuant to this contract an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for direct expenses of legal services at a rate of $160.00 per hour for all attorneys, $100.00 for paralegals and law clerks and $125.00 for Technology Assistants for a period of one (1) year. The parties acknowledge that the City is subject to the Local Public Contracts Law, N.J.S.A. 40A:11-15, which states that this contract shall be subject to the availability and appropriation annually of sufficient funds.

3.2. Payment shall be based upon the schedule of fees and costs set forth in the attached RFP and response to RFP and specifically as follows:

3.3. The terms and conditions of payment shall be as follows:

3.3.1 Upon submission by Contractor to the City of Camden Department of Law with a copy to the Finance Department, a monthly invoice setting forth with specificity the actual hours of work performed on specific assignments in accordance with this Agreement and a detailed breakdown of costs and charges; then upon certification by the Law Department that the work was done or articles furnished in a satisfactory manner; then upon presentation by the Contractor to the Law Department with the said Invoice and Certification in Lieu of Affidavit that the work done or articles

RESOLUTION MC-19:7163
On Motion Of: Angel Fuentes
APPROVED: November 12th, 2019

R-6

MBS:dh
11-12-19

RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES TO BROWN & CONNERY, LLP FOR GENERAL LEGAL SERVICES IN THE AMOUNT OF $100,000.00

WHEREAS, there exists a need to provide professional legal services to the City of Camden for general legal services; and

WHEREAS, pursuant to a Request for Proposal, a proposal was submitted by Brown & Connery, LLP, 360 Haddon Avenue, Westmont, NJ 08108 at the rate of $160/hour for an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for a period of (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 temporary budget of the City of Camden under line item(s) "0-01-200-906", 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 Brown & Connery, LLP, 360 Haddon Avenue, Westmont, NJ 08108 for an amount of ONE HUNDRED THOUSAND DOLLARS ($100,000.00) to provide general legal services, 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: 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

IN WITNESS WHEREOF, the party of the second part has caused these presents to be signed and sealed and the said CITY OF CAMDEN has caused these presents to be signed by its proper officers and sealed with its common or corporate seal, the date and year first aforesaid.

CITY OF CAMDEN

Signed, Sealed :
and Delivered in :
the presence of :

BY: _____
FRANCISCO "FRANK" MORAN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Approved as to form:

_____
MICHELLE BANKS-SPEARMAN
City Attorney

BROWN & CONNERY, LLP

BY: _____
(Sign) Authorized Authority

Louis R Lesniq
Print name

R-8

MBS:dh
05-12-20

RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE STATE OF NEW JERSEY, DEPARTMENT OF COMMUNITY AFFAIRS, DIVISION OF LOCAL GOVERNMENT SERVICES ON RECEIPT OF 2020 FISCAL YEAR TRANSITIONAL AID TO THE CITY OF CAMDEN

WHEREAS, after reviewing an application submitted by the City of Camden (the Municipality) the Director of the Division of Local Government Services (the Director) has determined that the Municipality is in serious fiscal distress and an award of Transitional Aid to Localities (Transition Aid) for fiscal year 2020, all in accordance with the criteria set forth in P.L. 2019, c.150 (the State Budget); and

WHEREAS, the State Budget and P.L. 2011, c.144 condition Transition Aid on conditions, requirements, orders and oversight that the Director deems necessary including, but not limited to, requiring approval by the Director of personnel actions, professional services and related contracts, payment in lieu of tax agreements, acceptance of grants from State, federal or other organizations, and the creation of new or expanded public services; and

WHEREAS, it is necessary for the City of Camden to enter into a Memorandum of Understanding with the State of New Jersey, Department of Community Affairs to receive the Transitional Aid; and

WHEREAS, the Mayor of the City of Camden and the Council of the City of Camden supports and deems it in the best interest of the City of Camden to enter into a Memorandum of Understanding with State of New Jersey, Department of Community Affairs; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that, for all the reasons stated herein, the proper officers of the City of Camden be and are hereby authorized to enter into a Memorandum of Understanding with State of New Jersey, Department of Community Affairs to receive State Aid in the form of Transitional Aid to meet both its current year budget needs by providing essential services related to the safety and public health of its residents and to work towards regaining its financial stability.

BE IT FURTHER RESOLVED, that this Memorandum of Understanding sets forth the minimum conditions, requirements, orders, and oversight required as a condition of receiving Transition Aid.

BE IT FURTHER RESOLVED, the City of Camden shall comply with the conditions set forth below in addition to all laws, regulations, Local Finance Notices, and any government, administrative and operational efficiency, and oversight measures necessary for the fiscal recovery of the Municipality as the Director may order from time to time pursuant to the State Budget or any other 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: May 12, 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: May 12, 2020

TO: City Council

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

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF CAMDEN AND THE DIVISION OF LOCAL GOVERNMENT SERVICES (DLGS), OUTLINING THE CONDITIONS FOR THE CITY'S RECEIPT OF FY 2020 TRANSITIONAL AID, WITH ATTACHMENTS AND ADDENDUM

BRIEF DESCRIPTION OF ACTION: This action will authorize the execution of a Memorandum of Understanding (MOU),with Attachments and Addendum, between the City and the Division of Local Government Services (DLGS), outlining the conditions for the receipt of FY 2020 Transitional Aid. This action is requested by the DLGS Director.

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

APPROPRIATION ACCOUNT(S): (*If applicable*) Not 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:	4/16/20	
Received by City Attorney:	4/23/20	

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:	_____	_____
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******

Jason J. Asuncion

From: Brennen, Eileen <Eileen.Brennen@dca.nj.gov>
Sent: Wednesday, April 15, 2020 9:44 AM
To: Mayor Frank Moran
Cc: Angela Johnston; Jason J. Asuncion; Yenise Valdez; Luis "Lou" Pastoriza, City Clerk; Vignali, Tina M.; Walter, Melanie
Subject: FY2020 Memorandum of Understanding
Attachments: FY2020 MOU.Camden.1.pdf; MOU Attachments (1).docx

Dear Mayor Moran:

Attached for your review and governing body approval is the Memorandum of Understanding (MOU) between the City and the Division of Local Government Services (DLGS), outlining the conditions for the receipt of FY 2020 Transitional Aid. The Attachments referenced in the MOU are also affixed.

Under certain circumstances an Addendum to an MOU is necessary in order for DLGS to address and support the needs of a municipality under Transitional Aid. The Addendum for the City is attached and made a part of the MOU.

Please arrange for the MOU to be approved at the next governing body meeting and memorialized by resolution. Following approval, please have a copy of the MOU executed and returned to me via email for the Director's signature together with a copy of the resolution approving same. Please also arrange for 3 hard copies of the executed MOU mailed to me. A fully executed copy of the MOU will be returned to the City.

If you have any questions, please feel free to call me.

Regards,

Eileen Brennen
Municipal Technical Advisor
Department of Community Affairs/Division of Local Government Services
PO Box 803/Trenton, NJ/08625-0803
Tel: 609 984-5081/Fax: 609-633-6243/email: eileen.brennen@dca.nj.gov

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MEMORANDUM OF UNDERSTANDING

Setting forth minimum conditions on the receipt of 2020 Fiscal Year Transitional Aid to Localities

City of Camden, County of Camden, New Jersey

TRANSITIONAL AID PROGRAM MISSION STATEMENT

The Division allocates its limited discretionary funds to ameliorate structural municipal budget shortfalls, ensuring that recipient municipalities can adopt a balanced budget during periods of distress. In addition to providing supplemental state aid to municipalities with documented need, the Division establishes a partnership with each recipient municipality, providing technical assistance and fiscal oversight that empowers the recipient municipality to achieve fiscal stability through operational reform, adoption of best practices, and sound financial planning.

To this end, each recipient municipality shall be assigned Technical Advisors who will work in collaboration with each Transitional Aid Municipality to identify cost drivers, implement operational and budgetary reforms, and identify and attract revenue generation and development opportunities. Through this intervention, the Division will assist each recipient municipality in achieving lasting structural reform sufficient to conclude the municipality's reliance on transitional aid.

RECITALS

WHEREAS, after reviewing an application submitted by the City of Camden, County of Camden, New Jersey (the "Municipality"), the Director of the Division of Local Government Services (the "Director") has determined that the Municipality continues in serious fiscal distress, has applied for FY2020 Transitional Aid, and is substantially compliant with its Transitional Aid Program obligations, and is therefore anticipated to be awarded Transitional Aid to Localities ("Transitional Aid") for fiscal year 2020 all in accordance with the criteria set forth in P.L. 2019, c.150 (the "State Budget"); and

WHEREAS, the State Budget and P.L. 2011, c.144 condition Transitional Aid on requirements, orders, and oversight that the Director deems necessary including, but not limited to, requiring approval by the Director of personnel actions, professional services and related contracts, payments in lieu of tax agreements, acceptance of grants from State, Federal or other organizations, and the creation of new or expanded public services; and

WHEREAS, provided the Legislature has appropriated, and the Governor has approved; sufficient Transitional Aid funding, an amount not to exceed 75% of the applicant's total Transitional Aid

award shall be disbursed following Award, contingent upon execution of the Memorandum. The balance of Transitional Aid shall be disbursed on a timetable consistent with approval by the Director, provided the Municipality is in substantial compliance with this Memorandum and all laws, regulations, Local Finance Notices, and any government, administrative and operational efficiency and oversight measures necessary for the fiscal recovery of the Municipality as the Director may order from time to time pursuant to the State Budget or any other law. Other than purposeful withholding of funds due to non-compliance with this Memorandum, all moneys will be transferred by year end. The Municipality may be deemed not to be in substantial compliance if it has hired personnel without appropriate approvals or otherwise knowingly violates any provision of the Memorandum. Additionally, the Municipality may be deemed not to be in substantial compliance if the Municipality or its officials have failed to attend meetings or produce documents as directed by DLGS.

DLGS may, at its sole discretion, withhold funds from the final payment where the Municipality is in substantial compliance, but has otherwise violated certain terms of the Memorandum. For example, in addition to any other sanctions, DLGS may withhold aid in an amount equal to no less than the amount of funds expended in support of hires or activities not approved in strict compliance with the terms and timeframes set forth in this Memorandum.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

(1) This Memorandum of Understanding (the "Memorandum") sets forth the minimum conditions, requirements, orders, and oversight required as a condition of receiving Transitional Aid; and

(2) The Municipality shall comply with the conditions set forth below in addition to all laws, regulations, Local Finance Notices, and any government, administrative and oversight measure necessary for the fiscal recovery of the Municipality as the Director may order from time to time pursuant to the State Budget or any other law.

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A. Definitions

As used herein the following words are defined as follows, unless the context otherwise indicates:

1. "Municipality" means: City of Camden, in the County of Camden, New Jersey.
2. "Director" means: Director of the Division of Local Government Services.
3. "DLGS" means: Division of Local Government Services.
4. "Transitional Aid" means: Transitional Aid to Localities.
5. "State Budget" means: P.L. 2019, c.150.
6. "Memorandum" means: Memorandum of Understanding.
7. "State Fiscal Oversight Officer" means: Technical Advisor, and/or the Director's designee.
8. "CMPTRA" means: Consolidated Municipal Property Tax Relief Aid.
9. "PILOT" means: Payment in Lieu of Taxes.
10. "Self-Liquidating" means: The entity generates sufficient annual revenue to cover 100% of its annual expenses which includes debt service.

B. List of Attachments

Attachment A Request for Approval for Employees Requiring Advice and Consent of Governing Body
Attachment B Request for Approval for Senior Level Employees or Confidential Employees
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Attachment D Contract Request Form
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Attachment G Grant Approval Form
Attachment H Bond Ordinance or Contract Request Form
Attachment I "Best Price Insurance Contracting" Model Ordinance
Attachment J Model Letter to Collective Bargaining Units and Arbitrators for Municipalities that Use the State Health Benefits Plan
Attachment K Model Letter to Collective Bargaining Units and Arbitrators for Municipalities that Do Not Use the State Health Benefits Plan
Attachment L Tax Exemption and Abatement Report
Attachment M Termination or Suspension without Pay Form
Attachment N Waiver Approvals List
Attachment O Five-Year Municipal Debt Plan

C. Implementing Provisions and Flexibility

The Director shall be represented by an assigned DLGS State Fiscal Oversight Officer (i.e. Technical Advisor) and/or any other person or persons designated by the Director who shall be authorized from time to time to act on the Director's behalf as State Fiscal Oversight Officer. This individual will act as a technical advisor, partnering with the municipality to implement sound fiscal practices, and ensuring compliance with the terms of this Memorandum.

All requests, questions, issues and submission of any attachment referenced above shall be first addressed to the State Fiscal Oversight Officer by contacting such person(s) at the DLGS.

The Municipality shall provide reasonable office space, as needed, so that the State Fiscal Oversight Officer may conduct business within the municipality. Additionally, the Municipality shall provide the State Fiscal Oversight Officer with requested documents and records and shall allow him or her to meet with the Business Administrator, Chief Financial Officer, Registered Municipal Clerk, Tax Collector and any other department heads or supervisors. Additionally, the State Fiscal Oversight Officer shall be provided immediate access to view information on the Municipality's accounting system upon request.

D. Meeting Requirements

The Municipality's representatives shall meet with the Director or her staff at a time scheduled by the Director, to discuss budgetary, fiscal, operations and any other matters.

The State Fiscal Oversight Officer, as designated by the Director, may contact the Municipality to schedule meetings with the Auditor, Chief Financial Officer and the Mayor and/or designee to discuss the latest audit findings.

E. Authorities, Boards, Commissions, and Utilities

1. The Municipality shall enter into a Memorandum with all Boards, Agencies, Authorities or Commissions including, but not limited to, Historic Preservation Commission, Parking Authority, Housing Authority, Planning Boards, Zoning Boards, Alcohol Beverage Control Board, and the Redevelopment Agencies (collectively "entities"). This Memorandum shall ensure the "entities" conduct ethics training, meet financial disclosure requirements and adhere to governance and procurement best practices. Additionally, all entities must comply with the Local Public Contracts Law, state and local affirmative action regulations and laws, and statutory "pay to play" requirements to the extent applicable to each entity. Furthermore, all such entities of the Municipality shall collaboratively work together to advance the vision and mission of the Municipality. The term of the Memorandum shall cover each year that the Municipality receives Transitional Aid.

2. Unless otherwise specified by MOU addenda, Division oversight of self-liquidating utilities shall be limited to annual budgetary review if the municipal budget does not rely upon transfers of surplus or utility assets, and the utility issues no debt that relies upon a municipal guarantee.

3. The Municipality shall obtain and review annually the independent audit reports for each utility and authority.

F. Restrictions on Hiring and Assignment of Individuals in Acting Capacities

1. **Hiring Employees Requiring Governing Body Advice and Consent.** A "Request to Hire Employees Requiring Governing Body Advice and Consent Waiver Form" (Attachment A) shall be completed and submitted to the Director through the State Fiscal Oversight Officer prior to the Municipality advancing any candidate to the governing body for advice and consent. Senior level and confidential employees typically requiring Governing Body advice and consent may include, but are not necessarily limited to, city manager, business administrator, chief of staff, department directors (including the chief financial officer who is also the director of finance), municipal judges, the police chief, the fire chief, the tax assessor and the tax collector. The Municipality should establish a hiring committee that shall include the Mayor or his/her designee, a governing body representative, the department head, a personnel/human resources staff member, and the State Technical Advisor to interview/screen candidates for the position in a collaborative manner. The Municipality will then submit the candidate to the governing body for advice and consent. This methodology will ensure key positions are filled with qualified individuals who will achieve State and governing body approval. Thereafter, the governing body may hold a meeting to consider its advice and consent. The Municipal Clerk shall return the waiver form indicating the results of said meeting. Upon its receipt of the waiver form, DLGS will make a final determination concerning approval or disapproval of the candidate. The Municipality shall not hire the candidate until it receives DLGS final written approval. Resumes must be submitted for each candidate being considered for employment under this section.

2. **Hiring Senior Level and Confidential Employees Not Requiring Governing Body Advice and Consent.** A "Request to Hire Senior Level and Confidential Employees Not Requiring Governing Body Advice and Consent Waiver Form" (Attachment B) shall be completed and submitted to the Director through the State Fiscal Oversight Officer prior to the Municipality hiring any such candidate for employment. (Senior Level and Confidential Employees shall include, but not be limited to: City Manager, Business Administrator, Chief of Staff, Chief Financial Officer, Tax Collector, Chief of Police, Chief of Fire, Department Head, Division Director, and any aides to the Mayor or governing body, regardless of job title.) Any such senior level and confidential employees requiring advice and consent shall be subject to the approval process in #1, above. Nothing herein shall alter any State or municipal laws governing the necessity to obtain advice and consent. The Municipality shall not hire the candidate until it receives final written approval from DLGS. Resumes must be submitted for each candidate being considered for employment under this section.

3. **Hiring All Employees Other Than Employees Requiring Governing Body Advice and Consent or Senior Level and Confidential Employees.** A "Request to Hire Employee Waiver Form" (Attachment C) shall be completed and submitted to the Director prior to the Municipality filling any position not covered by either of the two processes described in the preceding paragraphs, unless the Municipality has submitted to the Division, and received Director approval of, a Table of Organization and salary ranges for all municipal positions within this employee category contained therein. A Municipality that has received Director

approval of a Table of Organization and salary ranges may hire candidates for the approved positions and ranges without individual waivers, except those positions described in provisions one and two above. Tables of Organization and ranges may be submitted for individual departments. The Municipality must certify that the appropriate background checks were completed for any hires within this category and that the municipality remains in compliance with State and federal labor laws. Waivers are required for any hiring or salary adjustments outside approved Tables of Organization and ranges.

4. **Assignment of Individuals to Acting Positions.** The Municipality shall not assign any person to work in an "acting capacity" in regard to positions permanently vacated through death, retirement, termination or resignation without Division approval if the vacant position is covered by the process for either a "Request to Hire Employees Requiring Governing Body Advice and Consent Waiver Form" or a "Request to Hire Senior and Confidential Employees Not Requiring Governing Body Advice and Consent Waiver Form." In such cases, the process for assigning a person to work in an "acting capacity" shall follow the process for permanently filling the vacancy.

5. **Hiring Part Time, Hourly and Seasonal Employees.** The hiring of part time, hourly and seasonal employees receiving no health benefits will be addressed by title in its entirety. The Municipality shall submit a Table of Organization and or request for the maximum number of employees in the title along with the budgetary impact for the title. DLGS will review the request and approve a total number of positions for that title for the purpose of hiring and replacing employees, as needed. Additionally, DLGS will review and approve the appropriate budgetary appropriation for said title. The Municipality must certify that the appropriate background checks were completed and remain in compliance with State and federal labor laws.

6. **Anti-Nepotism Policy.** The Municipality shall adopt and maintain an anti-nepotism policy. The policy shall be reflected in the municipal personnel manual. Family members/relatives of municipal officials and employees may be eligible for employment with the Municipality only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives. Current employees who marry will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest. Barring conflicts of interest, the Municipality may "grandfather" employees from this policy that were hired prior to the date of the original Memorandum, with the understanding that if an employee is separated and re-hired, they must adhere to the new policy.

G. Restriction on Terminations and Suspensions without Pay

The Municipality shall be required to notify the State Fiscal Oversight Officer of a decision to terminate or suspend without pay any officer or employee, as previously defined in Sections 1 and 2 of "Restrictions on Hiring" or, request that an employee resign. No employee referenced above may be terminated by the Municipality or asked to resign without the Municipality first submitting a "Termination Form" (Attachment M) for approval to DLGS. The State Fiscal Oversight Officer in his or her sole discretion, shall be permitted to, but shall not be required to, prohibit or postpone such a termination for any the following reasons: retaining a qualified and conscientious employee; ensuring an appropriate transition to a qualified replacement; concerns that termination is not consistent with law. Prior approval to terminate an officer or employee is not needed upon an officer or employee being criminally convicted or indicted.

H. Restrictions on Longevity Pay, Overtime, Salary Increases, Promotions and Transfers

1. **Elimination of Ordinances Allowing for Future Increases in Longevity Pay or other Forms of Increases for Elected Officials and Non-Contractual Employees:** The Municipality shall immediately freeze supplemental pay provided to elected officials and non-contractual employees, including but not limited to "longevity pay," at the rates that existed prior to the effective date of this Memorandum (or in the case of a Municipality that received Transitional Aid or a State Loan from DLGS in FY 2017, prior to the effective date of the 2017 Memorandum). Stated differently, supplemental pay for elected officials and non-contractual employees shall not be increased on or after the effective date of this Memorandum (or the 2017 Memorandum if applicable). Any applicable ordinances and policies shall be amended accordingly.

2. **Employee Primary Functions:** The Municipality shall prescribe all municipal employees service functions that directly relate to the service responsibilities of the department and division to which they are assigned. No municipal employee may have as their primary function the performance of union functions.

3. **Salary Restraints for Elected Officials and Non-Contractual Employees:** On and after the effective date of this Memorandum, the Municipality shall not increase the salaries or compensation of elected officials, non-contractual employees, and contractual employees who are not otherwise entitled to increases under the terms of a negotiated contract. However, annual increases of no greater than 2% under the PERC cost-out may be authorized if the Municipality has submitted to the Division, and received Director approval of, a Table of Organization and salary ranges for all municipal positions contained therein, and the salary increases fall within the approved salary ranges for each position for which a raise is approved. Waivers are required for any salary adjustments outside approved Tables of Organization and

salary ranges. Elected officials shall not be entitled to accrue sick or vacation time and shall not be entitled to receive payouts for said time.

4. **Overtime Compensation:** The Municipality shall not authorize any employee, including but not limited to any management employee, to earn or be paid for overtime unless Federal or State law expressly requires overtime to be earned or paid. Any applicable ordinances and policies shall be amended accordingly. Elected officials are not eligible for overtime.

5. **Renewal, Extensions, and Changes to Individual Employment Contracts:** No new or renewed individual employment contracts, extension of terms of an individual employment contract, or any other change to an individual employment contract shall be executed without the prior written approval of the Director.

6. **Promotions, Transfers, and Title Changes:** Absent approval by DLGS, the Municipality shall not approve any promotions, transfers, and/or title changes including but not limited to "backfilling" unless contractually obligated to do so.

7. **Elected Officials:** The Municipality acknowledges it is inappropriate for an elected official to receive payment for vacation, sick, compensatory, or overtime relating to his or her elected position. To the extent any ordinance contains provisions expressly allowing for such forms of compensation to elected officials, the provisions shall be considered inoperative. Any such inoperative provisions remaining on the books shall be deleted by the governing body within 60 days of being notified by DLGS.

8. **Sick Time Policies:** The Municipality shall adopt an ordinance disallowing compensation for unused sick time in amounts not to exceed $15,000 to the extent such an ordinance would not violate a contractual entitlement existing prior to enactment.

9. **Compensatory Time:** The Municipality acknowledges that compensatory time can be an appropriate means by which to manage human resources within flexible time schedules that may require work at unusual times but should not be a form of compensation for employees whose positions require unusual work hours and who are not entitled by law or contract to receive pay for compensatory time. Therefore, while the Municipality may establish

compensatory time policies for such employees, the policies shall contain a requirement to "use it or lose it" at minimum, quarterly.

10. **Direct Deposit of Net Pay:** The Municipality shall adopt a resolution or ordinance requiring mandatory direct deposit of net pay for all employees. Exemptions may be granted for seasonal and temporary employees. Additional information regarding direct deposit can be found in LFN 2015-14 on the DLGS website at http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-14.pdf

I. Restrictions on Public Contracting

1. **Professional and Consultant Services**: A "Contract Request Form" (Attachment D) shall be submitted to and approved by the Division prior to the Municipality authorizing the services of any consultant or professional, regardless of contract value, or any amendments with respect thereto. This condition applies to legal services, insurance brokerage services, risk management, grant writing, public relations, government affairs, engineering and public works, accounting and financial services, public safety and health services, management services, and without any exceptions, services of any type or description, regardless of contract value, that are procured as professional services and/or extraordinary unspecifiable services under the Local Public Contracts Law.

   The Municipality shall include in each contract for professional services the requirement that each vendor provide monthly billing statements that include a brief statement showing the original amount of the Contract, any increases established by amendment to the Contract, the amount previously billed under the Contract, and the total amount of unbilled funds remaining available under the Contract after deduction of the most recent amount billed. A copy of each billing statement shall be made available to the State Fiscal Oversight Officer upon request.

   The Municipality may retain consultants and professionals without the Division's pre-approval in cases of emergency, provided however, that the engagement is promptly reported to the State Fiscal Oversight Officer, a Contract Request Form is submitted and the scope of the engagement is limited to meeting the requirements created by the emergency.

2. **Public Bidding**: A Contract Request Form" (Attachment D) shall be submitted to and approved by the Director prior to the Municipality authorizing services of any kind that exceed the bid limits of Qualified Purchasing Agent (currently $40,000) or, if applicable, non-Qualified Purchasing Agent (currently $17,500) municipalities. All contracts exempt from public bidding shall be procured pursuant to the "fair and open" process described in N.J.S.A. 19:44A-20.4 et seq., unless the Director approves an alternative procurement

process that is necessary under the circumstances or that provides greater transparency and competition than the minimum requirements of the "fair and open" process.

The Contract Request Form shall be accompanied by the Request for Proposal, the list of all bidders and their bid amounts, and the evaluation memorandum or worksheet.

The Municipality shall include a disclosure form in its bid package for bidders to disclose any prior or pending ethics complaints against them or their company.

3. **Pre-Approval of Returning Vendors**: Unless ordered to the contrary, the Division's pre-approval is not required in cases where the Municipality intends to award a contract to a vendor that was approved by DLGS during the previous budget year and if all of the following conditions are present: (i.) the Municipality has complied with this Memorandum and laws relating to the procurement process, and (ii.) the scope of services, rates (or total contract value), caps on payment, and other terms are the same or better than the previous budget year, and (iii.) any conditions imposed by DLGS in the previous year's approval are retained .

J. Restrictions on Hiring Firms or Individuals to Perform Audit and Non-Audit Accounting Services

The Municipality's contracting agent shall use the Division's approved Request for Proposal package when procuring audit services (preparing the municipal audit) and when procuring non-audit accounting services (assisting with the development of the annual financial statement and/or municipal budget). The Municipality shall also establish an evaluation committee to review proposals received for these services, one of which members shall be the State Fiscal Oversight Officer or his/her designee. The qualified person or firm that is engaged to perform audit services shall be ineligible to perform non-audit accounting services.

K. Restrictions on Tax Exemptions and Abatements and the Collection of Related Payments in Lieu of Taxes

1. **Payment Schedules**: In no case shall the governing body approve a redeveloper agreement or PILOT payment schedule that requires an up-front, one-time, or short-term payment that leaves the Municipality with a structural revenue loss in the ensuing year or later years without prior approval.

2. **DLGS Approval prior to Authorization of any Agreement**: A "Contract Request Form" (Attachment D) shall be submitted to and approved by the Director or Designee prior to the Municipality authorizing any proposed PILOT Redevelopment Plan, or Redeveloper

Agreement (or amendments thereto), or any ordinance authorizing same. The State Fiscal Oversight Officer shall meet with the Municipality and determine whether the development plan has been established through a reasonable process and that tax exemptions and PILOTs have been reviewed in the context of gap financing to ensure they are not being awarded without good cause. Such notification shall not be required when: (1) any proposed PILOT contained in the Redevelopment Plan or Redeveloper Agreement is allocated to the county, school district(s), and other applicable local government jurisdictions in the same proportion as ordinary taxes are allocated to those taxing district; (2) any amendment to a Redevelopment Plan or Redeveloper Agreement maintains or increases a PILOT previously set forth in a Redevelopment Plan or Redeveloper Agreement; or (3) any Redeveloper Agreement that is required or approved by the New Jersey Housing and Mortgage Finance Agency. To request approval of tax exemptions and PILOTs pursuant to this section, the Municipality shall submit Attachment D and provide information containing: a cost benefit discussion of the project; assurances that the project would not move forward but for the existence of a PILOT; the taxes that would be collected if the project were subject to ordinary taxation; and the proposed PILOT.

L. Regular Meetings with DLGS on Economic Development Efforts and Reporting Requirements Pertaining to Tax Exemptions and Abatements

In recognition that special tax exemptions or abatements should be granted only where essential to ensure economic development, the Municipality shall complete and return to DLGS a completed "Tax Exemption and Abatement Report" (Attachment L) along with its Transitional Aid Application in each year aid is sought. The report is an electronic fillable spreadsheet which is located on the Division's website under the Municipal State Aid section. The following documents must accompany the report and be delivered in PDF format: a map of all areas within municipality classified as Redevelopment Areas; a map of all areas within municipality classified as Areas in Need of Rehabilitation; and any current ordinance(s) allowing taxpayers to obtain tax exemptions or abatements as a matter of right. This report does not replace any similar filing requirements that may be required pursuant to State statute. It will be necessary for the Tax Collector, Chief Financial Officer, and Tax Assessor to collaborate in preparing the form and certifying to the accuracy of the data submitted.

M. Restrictions on the Creation or Expansion of Services

A "Creation/Extension of Services Form" (Attachment E) shall be submitted to and approved by the Director before the Municipality creates or expands municipal services for which no fully offsetting revenue is generated. This condition extends to the creation of new programs and increases in funding or expansion of eligibility of existing programs. By way of example only, the following actions would need pre-approval from the Director: creating a new recreational program; expanding the total number of enrollees in a particular service; establishing a new regulatory program in the area of code enforcement; establishing or increasing funding for a grant or loan program. This requirement exists to avoid expansion of a structural deficit.

N. Restrictions of Miscellaneous Nature

1. **Travel Approval**: A "Travel Approval Form" (Attachment F) shall be submitted to and approved by the Director before the Municipality expends funds for out-of-state travel and overnight stays within New Jersey, which shall include attendance at the annual convention of the New Jersey League of Municipalities. The Municipality shall explain good cause for the expenditure, which may include, but is not limited to, a need to: maintain licensure or certification of statutory employees; essential training for elected officers in areas concerning finance, budget, procurement and ethics; and essential training for public safety employees. Travel for executive protection will generally not be approved absent a compelling reason. The Director may, at his or her discretion, consider requests for executive protection upon request of the Municipality. These requests must follow the same procedure as all other travel requests and must be accompanied by a completed "Travel Approval Form" (Attachment F) along with a significant justification for the need for executive protection. Requests must be submitted in advance of the requested travel dates. Failure to obtain prior written approval may result in a reduction in Transitional Aid.

2. **Attendance at the NJ League of Municipalities Conference**:

   A. Travel and Conference Policy regarding League of Municipalities Annual Conference who may attend, subject to self-payment.

      1. Any employee who the chief administrative officer considers appropriate may take time off from work to attend the League Conference at his/her own expense (registration, lodging, mileage, meals, etc.).

         Any employee who the chief administrative officer considers appropriate may take time off from work to attend training sessions and organizational conferences for purposes of obtaining continuing education units to maintain a license or certification may do so at their own expense (registration, lodging, mileage, meals, etc.).

   B. When the Municipality will pay the cost or reimburse the employee for the cost of attendance:
      1. With the approval of the chief administrative officer, and subject to an appropriate rationale and explanation (as set forth above) approved by the Director (DLGS), appropriate employees, including department heads and members of the governing body, may attend the conference with the cost of registration and lodging for one (1) night reimbursed or paid for by the Municipality.
      2. The Mayor may attend with the cost of registration and lodging for up to two (2) nights reimbursed or paid for by the Municipality.
      3. Whenever possible, when the costs are being paid directly or indirectly by the Municipality, employees should share a room (lodging for one night) so as to reduce the cost of attendance for taxpayers.

3. **Mileage Reimbursement**: Expenditures and reimbursements for travel mileage to and from meetings for the purpose of day to day municipal business shall be restricted to the State reimbursement rate (currently .35 cents per mile.)

4. **Food/Entertainment Prohibited:** Expenditures and reimbursements from any municipal funds for food/meals (other than food/meals required by contracts in effect on the date of this Memorandum), entertainment, and receptions are prohibited.

5. **Grant Applications**: A "Grant Pre-Approval Form" (Attachment G) shall be submitted to and approved by the Director prior to the application of any grant requiring current or long-term matching funds or a commitment of municipal resources or staffing to ensure sustainability. If the Municipality is awarded a grant requiring any commitment of resources or funds, a copy of the award letter shall be submitted to the Director or the State Fiscal Monitor within 15 days of receipt of the award letter.

6. **Expenditure of Funds to Non-Profit/Charitable Organizations**: No public funds shall be paid or distributed in any manner to non-profit organizations, including but not limited to, charitable organizations, unless the expenditure of funds is expressly authorized by statute. No public funds shall be expended for non-statutory charitable contributions, bereavement, or celebratory purposes, for individuals or organizations. Funds allocated to third party grantees, including CDBG and HOME funds, distributed to non-profits though a competitive process for performance of municipal social service work are exceptions to this limitation.

7. **Fee Waivers**: No fees established by ordinance adopted by the governing body shall be waived, reduced or otherwise revised without prior approval of the Director.

8. **Municipal Court Security**: The Municipality shall not assign active duty police officers as security for the Municipal Court but shall hire retired police officers or special law enforcement officers at an hourly rate not to exceed $25 per hour.

O. Requirement for Copy of Agenda Prior to Governing Body Meetings

Immediately upon publication, prior to any regular or special meeting by the governing body, the municipal clerk, or his or her designee, shall provide a copy of each agenda to the State Fiscal Oversight Officer.

P. Requirements for Approval of Bond Ordinances and Contract Request Forms

1. **DLGS Approval Prior to Authorization**: Bond Ordinance or Contract Request Form (Attachment H) shall be submitted to and approved by the Director or designee before the governing body introduces any proposed bond ordinance exceeding $1 million or authorizes any proposed contract exceeding $500,000.

2. **Offering Statements**: The Municipality shall file with the Director, prior to closing, a copy of any Offering Statement prepared in relation to any financing.

Q. Requirement to Have a Pay to Play Ordinance

The Municipality shall have a "pay to play" ordinance pursuant to P.L. 2005, c.271 limiting the awarding of public contracts by the Municipality or its agencies to business entities that have made a contribution pursuant to N.J.S.A. 19:44A-I, et seq. and limiting the contributions that any business entity can make during the term of their contract with the Municipality. The ordinance shall not be repealed or amended for so long as this Memorandum is in effect. The ordinance shall be substantively identical to the provisions of the "pay to play" model ordinance which can be found at http://www.state.nj.us/dca/lgs/muniaid/pay to play ordinance-contractor.doc.

R. Requirement to Consider a Model Insurance Brokerage Ordinance

Insurance costs, especially health care and prescription benefits are very costly for municipalities. To obtain the lowest possible price for insurance, whenever the Municipality desires to retain the services of an insurance consulting service (e.g. broker), the Municipality shall first have considered, discussed and adopted the "Best Price Insurance Contracting" model ordinance at a public hearing of the governing body in substantially the form as shown in Attachment. I

S. Individual and Collective Negotiation Agreements

1. **Limitations on Annual Increases**: The Municipality acknowledges that the State will not provide Transitional Aid in cases where the Municipality allows or approves compensation increases that are not sustainable. The Municipality understands that if it approves any individual employment contract or any collective negotiation agreement that increases annual compensation for the employee or group of employees by more than 2% annually, on average during the term of the agreement, the Municipality may become ineligible for future aid.

   For purposes of calculating the 2% annual increase referenced above, the Municipality shall provide an analysis guided by decisions of the New Jersey Public Employment Relations Commissions (see Borough of New Milford, PERC No. 2012-53 and City of Atlantic City, PERC No. 2013-82).

   Prior to final approval of the Collective Negotiations Agreement (CNA) or of any Memorandum of Understanding/Agreement (MOU/A) setting forth the negotiated terms of settlement, the Municipality shall provide to the State, for its review, the following:

   A. Establishment of base salary costs upon which the total annual and aggregate costs shall be calculated:
      1. A list of all bargaining unit members, their base salary step in the last year of the expired agreement and their anniversary date of hire;
      2. Cost of increments and the specific date on which they are paid;
      3. Cost of longevity and the calculation by which it was derived;
      4. The total cost of all base salary items for the last year of the expired agreement. For unit members retiring in the last year of the expired agreement, base salary shall be prorated to that actually paid to the unit member; and
      5. The sum total of all costs identified above.

   B. Establishment of the total contract cost over the proposed contract period, to include a scatter gram of each employee listed in the base year (last year of the expiring agreement – see above) moving each employee through the salary guide proposed for the proposed term of the agreement (the potential future retirement of unit members shall not be considered as part of this analysis). The scattergram shall include the annual dollar and percentage increases for each year of the contract along with the total aggregate dollar and percentage increase compared to the base year. A hard copy and an electronic copy (in MS Excel format) are required.

   C. Analysis of the cost of any proposed changes to health benefits including the methodology by which the costs were calculated including any assumptions.

   D. Requirement for an analysis of the cost of any other non-salary financial impacts proposed including the methodology and assumptions used in the calculation.

E. Maintain no less than current chapter 78 employee health benefits premium contributions.

2. **DLGS Presence During Negotiations Sessions**: The Municipality agrees to include the State Fiscal Oversight Officer or designee in collective bargaining negotiations/mediation/arbitration, to include providing copies of draft agreements and authorizing them to participate as an observer who may offer comments or recommendations to the negotiation team in closed session.

3. **DLGS Prior Approval of all Agreements**: The Municipality shall provide a copy of any proposed employment contract, collective bargaining agreement, or settlement agreement to the Division for review at least ten days prior to ratification. A "Contract Request Form" (Attachment D) shall be submitted to and approved by the Director prior to the Municipality authorizing execution of the Collective Negotiations Agreement.

4. **State Health Benefits Plan**: The Municipality acknowledges that the State does not provide Transitional Aid for subsidizing health and prescription benefits that are more expensive than the health and prescription benefits available through the State Health Benefits Program. The Municipality shall provide a plan to take all steps necessary to enroll in the State Health Benefits Plan should their health care insurance costs exceed that of the State Health Benefits Plan.

5. **Requirement to Provide Notification of Transitional Aid Impact**: The Municipality will provide the Director or Designee with copies of letters substantially similar to the model letters set forth on Attachment (J) (for municipalities participating in the State Health Benefits Program) or Attachment (K) (for municipalities not participating in the State Health Benefits Program) that it has delivered to each of the collective bargaining units representing the Municipality's employees. Furthermore, in the event any collective negotiation is submitted to binding arbitration in the case of police and fire employees or fact-finding in the case of all other bargaining unit employees, the Municipality will deliver to the arbitrator or fact-finder, with a copy to the Director, a letter that is substantially similar to the model letter set forth on Attachment J or Attachment K, whichever is applicable).

6. **No Benefits for Part-Time Officials and/or Employees**: The Municipality acknowledges that the State does not provide Transitional Aid to support health and prescription benefits

to part-time elected officials, part-time appointed officials and part-time employees and agrees that it shall eliminate such benefits unless said benefits are contractually required.

T. Miscellaneous Reporting Requirements

1. **Municipal Organizational Inventory**: The Municipality shall promptly submit to the Director, upon the Director's request, a list of all employees containing their name, salary, title, department or organizational unit, and date of hire, together with information identifying which employees were direct appointments of the Mayor.

2. **Findings by State or Federal Agencies**: The Municipality shall promptly notify the Director of all future findings, decisions, penalties, orders and requirements resulting from complaints, investigations, and reports issued by State and Federal regulatory agencies including, but not limited to, the Department of Labor, Civil Service Commission, and the Public Employment Relations Commission.

3. **Municipal Judgments and Settlements**: The Municipality shall promptly submit to the Director a copy of all judgments or settlements in excess of $100,000 rendered or executed on and after the date of this Memorandum. The Director may, at the Director's discretion, request copies of any other judgments or settlements involving the Municipality or its employees regardless of the date of same.

4. **Government Records**: The Municipality shall immediately provide the Director with a copy of any complaint filed with the Superior Court or the Government Records Council against the Municipality or its officers with respect to a request for government records.

5. **Municipal Records**: The Municipality shall make available to the Director, upon the Director's request, any of the Municipality's records, including but not limited to: bill lists, vouchers, active litigation files, etc.

6. **Waiver Approvals:** The Municipality shall maintain a list of all waiver approvals and make it available to the Director, upon the Director's request. It shall contain the information provided in Attachment (N).

7. **Budget Reports:** The Municipality shall provide quarterly budget reports by no later than two weeks after the close of the reporting month. The report shall include, but not necessarily be limited to, the following:

    a. For each budgeted item of Revenue
        i. Approved budgeted amount
        ii. Amount collected year to date
        iii. Percentage of budgeted revenue collected year to date
        iv. Previous year collected year to date

    b. For each budgeted Appropriation line item
        i. Approved budgeted amount
        ii. Amount expended year to date
        iii. Percentage of approved budgeted amount expended year to date.
        iv. Previous year expended year to date

8. **Pay Classification Plan:** The Municipality shall have established a pay classification plan with salary ranges for all municipal job titles by February 1, 2020.

9. **Debt Plan:** The Municipality shall develop, in consultation with its professionals, CFO, and assigned Technical Advisor, a five-year debt plan that shall contain the information provided in Attachment O. The debt plan shall be submitted to the Division within 90 days of execution of this Memorandum.

10. **Revenue Adjustments:** The Municipality shall annually review and adjust revenues in line with current cost of services for the following:

    a. All shared services agreements
    b. All agreements with outside agencies such as Housing and Parking Authorities.
    c. All fees charged by the various municipal departments.

U. Good Faith Exceptions

The Municipality may apply in writing to the Director for a good cause exception of any condition or requirement contained in this Memorandum. The Director may also issue *sua sponte* exceptions from any condition or requirement contained in this Memorandum for good cause shown, as determined within her exclusive discretion.

V. Duration of Memorandum

The provisions of the Memorandum shall remain in force and effect until a successor MOU is executed. Provided, however, if the Municipality adopts a budget for FY2021 that leaves a structural imbalance heading into 2022 that is greater than 5% of its levy as determined by the Director, the Memorandum shall remain in force and effect until a budget is adopted for 2021 or a subsequent year that is free of such a structural imbalance in the sole discretion of the Director. The Director's determination to extend the provisions of the MOU can be appealed to the Local Finance Board, but the Director's decision shall remain final unless and until a majority of appointed members vote to overturn the Director's decision. If the Municipality adopts a budget for Calendar Year 2021 that does not rely on Transitional Aid, the State may offer early termination.

FY2020 MEMORANDUM OF UNDERSTANDING
CITY OF CAMDEN
ADDENDUM

The following additional terms and conditions supplement the City of Camden's FY2020 Memorandum of Understanding ("MOU") for the receipt of Transitional Aid.

As with all other terms, failure to comply with the MOU to the satisfaction of the State Oversight Officer can result in the Division withholding, either temporarily or permanently – Transitional Aid payments to the City.

1. **Fire Inspection Duties**: The Fire Chief and Fire Official (FO)/Local Enforcing Agency (LEA) shall assign staff to implement a city-wide door-to-door, street-by-street review of all buildings for the purpose of proper identification of use-group and registration of the premises as life hazard use or non-life hazard use occupancy. The FO/LEA shall be responsible for fire prevention and code enforcement pursuant to the State Uniform Fire Code (UFC) and shall be subject to provide the City Business Administrator or designee with the following:
   a. Monthly reports tracking progress of door-to-door, street-by-street occupancy registration program; and
   b. Monthly reports itemizing all inspections (life hazard and non-life hazard use occupancies) performed.

   The Fire Department shall develop a plan to require all fire companies to perform appropriate fire inspection duties under the supervision of the Fire Chief and FO/LEA in cooperation with tour commanders.

2. **Demolition**: All new contract awards for demolition shall have associated liens placed upon subject properties at the time of award. Lien authorizations should also authorize City action under N.J.S.A. 40:48-1.1. Emergency demolition awards made under the general residential emergency demolition contract shall have liens and N.J.S.A. 40:48-1.1 authorization placed upon subject properties no later than the next scheduled regular Council meeting.

   The City shall report to the monitor on a monthly/quarterly basis action undertaken via N.J.S.A. 40:48-1.1.

3. **Budget Preparation:** The City shall not introduce a budget in which revenues exceed those realized in the prior SFY unless it conforms to requirements contained in the DLGS "CHECKLIST FOR INCLUSION OF SPECIAL ITEMS OF REVENUE". The Division of Local Government Services further requires that the municipal auditor certify that he or she has reviewed the proposed introduced budget and that the requirement for special items of revenue as explained in the checklist have been met. This certification shall be filed with the DLGS along with the introduced budget.

Governing Body Acknowledgement

The Municipal Governing Body shall review this Memorandum and approve a resolution stating its awareness and acknowledging its contents.

_____ Date: _____

Mayor

_____ Date: _____

Chief Administrative Officer

_____ Date: _____

Governing Body President

_____ Date: _____

Certification of Municipal Clerk

_____ Date: _____

Director, DLGS

INSTRUCTIONS FOR ATTACHMENT A

1. All attachments will be provided in Word. Please do not send the Division handwritten forms as illegible writing will slow the process of review.
2. Enter name of municipality in 1st paragraph
3. Enter the name of the employee or candidate
4. Enter the job title and job specification number, if applicable
5. Enter the name of the department and/or division
6. Enter the salary associated with item 4. Please attach documentation indicating the salary range for the position.
7. Enter title and salary last held by employee or candidate
8. Enter name, salary and separation date of employee being replaced. If vacant, please indicate the date in which the position was last held. Temporary/Seasonal/Acting – Please indicate if this is a temporary, seasonal or acting. Justification must be provided in writing with the appointment term, if applicable.
9. Grant Funded – Please provide grant information, if position is grant funded. Please provide grant award letter and information allowing for the use of grant funds for personnel. Additionally, please provide information if the position is a requirement of the grant terms.
10. Attach written justification for the position (i.e. statutory obligation, replacement, etc.). Resume must be included as well as job duties and job application, if applicable. Additionally please review and respond to the items on the employment checklist for the candidate. Resumes of other candidates considered and method of solicitation for the position should be included.
11. After DLGS has preliminarily approved and it has been reviewed by the governing body, the Municipal Clerk shall indicate the vote tally and submit, in writing, any objections to the appointment made by the governing body along with Attachment A for DLGS review.
12. Mayor's signature is required.
13. If applicable, signature of Business Administrator or Manager is required.
14. CFO signature and funding source is required.
15. The Director will conduct a preliminary review of complete attachments and if appropriate DLGS staff will notify the municipality that they can move the nomination to the governing body for review. DLGS will verify the governing body has provided its advice and consent and will conduct a final review and notify the municipality of the final decision and return Attachment A with the Director's signature and waiver number.

A Division representative will review Attachment A and back up documentation and contact the appropriate municipal personnel if any questions or concerns should arise. Please note that if all information is not provided, the attachment will be returned to the municipality and no action will be taken.

ATTACHMENT A

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
REQUEST FOR APPROVAL FOR EMPLOYEES REQUIRING ADVICE AND CONSENT OF GOVERNING BODY

Municipality Name	

This form must be filled out in its entirety. Its purpose is to provide the Division with appropriate information so it can perform due diligence with respect to oversight required as a condition of receiving Transition Aid. Please provide any additional information you believe will help the Division fully understand what is being requested by the Municipality.

Be advised that the candidate for employment may only be hired after a two-step review process conducted by DLGS. First, DLGS will review the information and give notice to the Municipality that it may formally advance the appointment to the governing body for advice and consent. It is incumbent on the Municipality to report the results of their governing body's actions and to provide the actual vote on the nomination and related minutes of the nomination if there were votes in the negative. After it has been verified that the Governing body has given its consent, DLGS will conduct a final review and will notify the Municipality of its final decision.

Name of Nominated Employee	
NJCSC Title and Job Specification Number, if applicable	
Department	
Salary	
If applicable, Salary and Title that the nominated employee last held	
If applicable, Name and Salary of employee being replaced	

( ) Temporary/Seasonal/Acting ( ) Grant Funded (Must provide back up documentation.)

	Check if completed:
Criminal History Check was Conducted / Reviewed (Required for all candidates, but need not be submitted to DLGS)	
Criminal Expungement Check Conducted/Reviewed	
Driver's License Check was Conducted / Reviewed (Only applicable if employee will drive a city car or be expected to drive as part of his/her responsibilities.)	
A Credit Check was Conducted / Reviewed.	
A resume of the candidate has been reviewed and has been provided to DLGS.	

The resume of all other individuals who submitted resumes for consideration of the position have been provided to the Division.	
Indicate if the Municipality had a review committee and the names of candidates considered and interviewed by the committee.	
Written justification for the position: For example, does the candidate have exceptional work experience or reputation.	

_____ Date_____

Mayor's Signature[1]

_____ Date _____

Business Administrator/Manager Signature

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 that this form is complete and accurate.

_____ Date _____

Municipality Representative

For LGS use only:

DLGS Authorization to Advance to Governing Body (Not an approval to hire.)

( ) Yes ( ) No Signed: _____ Date: _____

_____

[1] 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.

DLGS will verify with the City Clerk that advice and consent has been achieved and received a copy of the vote and relevant minutes or other information regarding issues raised by opponents of the nomination.

DLGS Final Consideration after Governing Body Approval:
( ) Approval to Hire ( ) Denied
Signed: _____ Date: _____ Number Assigned

INSTRUCTIONS FOR ATTACHMENT B

1. All attachments will be provided in Word format to allow the forms to be typed. Please do not send the Division handwritten forms.
2. Enter name of municipality in 1st paragraph
3. Enter the name of the employee or candidate
4. Enter the job title and job specification number, if applicable
5. Enter the name of the department and/or division
6. Enter the salary associated with item 4. Please attach documentation indicating the salary range for the position.
7. Enter title and salary last held by employee or candidate
8. Enter name, salary and separation date of employee being replaced. If vacant, please indicate the last date the position was held.
9. Temporary/Seasonal/Acting – Please indicate if this is a temporary, seasonal or acting. Justification must be provided in writing with the appointment term, if applicable.
10. Grant Funded – Please provide grant information, if position is grant funded. Please provide grant award letter and information allowing for the use of grant funds for personnel. Additionally, please provide information if the position is a requirement of the grant terms.
11. Attach written justification for the position (i.e. statutory obligation, replacement, etc.). Resume must be included as well as job duties and job application, if applicable. Additionally please review and respond to the items on the employment checklist for the candidate. Resumes of other candidates considered and method of solicitation for the position should be included.
12. Mayor's signature is required.
13. If applicable, signature of Business Administrator or Manager is required.
14. CFO signature and funding source is required.
15. The Director will review if completed waiver is submitted. DLGS staff will notify the municipality of the final decision and return Attachment B with the Director's signature and waiver number.

A Division representative will review Attachment B and back up documentation and contact the appropriate municipal personnel if any questions or concerns should arise. Please note that if all information is not provided, the attachment will be returned to the municipality and no action will be taken.

ATTACHMENT B

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
REQUEST FOR APPROVAL FOR SENIOR LEVEL EMPLOYEES OR CONFIDENTIAL EMPLOYEES

This form must be filled out in its entirety. Its purpose is to provide the Division with appropriate information so it can perform due diligence with respect to oversight required as a condition of receiving Transition Aid. Please provide any additional information you believe will help the Division fully understand what is being requested by the Municipality.

Municipality Name	

Name of Employee	
NJCSC Title and Job Specification Number, if applicable	
Department	
Salary	
If applicable, Salary and Title employee last held	
If applicable, Name and Salary of employee being replaced	

( ) Temporary/Seasonal/Acting ( ) Grant Funded (Must provide back up documentation.)

	Check if completed:
Criminal History Check was Conducted / Reviewed (Required for all candidates, but need not be submitted to DLGS)	
Criminal Expungement Check Conducted/Reviewed	
Driver's License Check was Conducted / Reviewed (Only applicable if employee will drive a city car or be expected to drive as part of his/her responsibilities.)	
A Credit Check was Conducted / Reviewed.	
A Resume of the candidate has been reviewed and has been provided to DLGS.	
The resume of all other individuals who submitted resumes for consideration of the position have been provided to the Division.	
Indicate if the Municipality had a review committee and the names of candidates considered and interviewed by the committee.	

Written justification for the position: For example, does the candidate have exceptional work experience or reputation.

Date_____

_____

Mayor's Signature[2]

Date _____

_____

Business Administrator/Manager Signature

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 that this form is complete and accurate.

_____ Date _____

Municipality Representative

For LGS use only:

DLGS Approval:

( ) Approval to Hire ( ) Denied

Signed:_____ Date: _____

Number Assigned _____

[2] 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.

INSTRUCTIONS FOR ATTACHMENT C

1. All attachments will be provided in Word format to allow the forms to be typed. Please do not send the Division handwritten forms.
2. Enter name of municipality in 1st paragraph
3. Enter the name of the employee or candidate
4. Enter the job title and job specification number, if applicable
5. Enter the name of the department and/or division
6. Enter the salary associated with item 4. Please attach documentation indicating the salary range for the position.
7. Enter title and salary last held by employee or candidate
8. Enter name, salary and separation date of employee being replaced. If vacant, please indicate the last date the position was held.
9. Temporary/Seasonal/Acting – Please indicate if this is a temporary, seasonal or acting. Justification must be provided in writing with the appointment term, if applicable.
10. Grant Funded – Please provide grant information, if position is grant funded. Please provide grant award letter and information allowing for the use of grant funds for personnel. Additionally, please provide information if the position is a requirement of the grant terms.
11. Attach written justification for the position (i.e. statutory obligation, replacement, etc.). Please include resume and/or job application, if applicable. Additionally please review and respond to the items on the employment checklist for the candidate.
12. Mayor's signature is required.
13. If applicable, signature of Business Administrator or Manager is required.
14. CFO signature and funding source is required.
15. The Director will review if completed waiver is submitted. DLGS staff will notify the municipality of the final decision and return Attachment C with the Director's signature and waiver number.

A Division representative will review Attachment C and back up documentation and contact the appropriate municipal personnel if any questions or concerns should arise. Please note that if all information is not provided, the attachment will be returned to the municipality and no action will be taken.

ATTACHMENT C

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
REQUEST FOR EMPLOYMENT APPROVAL

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 Name	

Name of Employee	
NJCSC Title and Job Specification Number, if applicable	
Department	
Salary	
If applicable, Salary and Title employee last held	
If applicable, Name and Salary of employee being replaced	

( ) Temporary/Seasonal/Acting ( ) Grant Funded (Must provide back up documentation.)

	Check if completed:
Criminal History Check was Conducted / Reviewed (Required for all candidates, but need not be submitted to DLGS)	
Criminal Expungement Check Conducted/Reviewed	
Driver's License Check was Conducted / Reviewed (Only applicable if employee will drive a city car or be expected to drive as part of his/her responsibilities.)	
A Credit Check was Conducted / Reviewed.	
A Resume of the candidate has been reviewed and has been provided to DLGS.	
The resume of all other individuals who submitted resumes for consideration of the position have been provided to the Division.	
Indicate if the Municipality had a review committee and the names of candidates considered and interviewed by the committee.	

Written justification for the position: For example, does the candidate have exceptional work experience or reputation.

_____ Date_____

Mayor's Signature[3]

_____ Date _____

Business Administrator/Manager Signature

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 that this form is complete and accurate.

_____ Date _____

Municipality Representative

For LGS use only:

DLGS Approval:

( ) Approval to Hire ( ) Denied

Signed: _____ Date: _____

Number Assigned _____

[3] 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.

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	
Professional Service or EUS Type	
Name of Vendor	
Purpose or Need for service:	
Contract Award 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[4]

_____ Date_____

Business Administrator/Manager Signature

[4] 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 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 _____

ATTACHMENT E

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CREATION/EXTENSION OF SERVICES 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:	

Explanation of new or extended service, what essential unmet need the new or extended service fills, and the estimated costs and sources of funding for the new or extended service.

What category of people will be eligible to receive, or benefit from, the new or extended service?

How will the municipality determine who will receive the new or extended service?

Summarize any application or enrollment process, criteria or guidelines.

What Department or Division will oversee the new or extended service?

What user fees or other provisions will be in place to minimize the cost to taxpayers of this new or extended service?

What person or persons are primarily responsible for the new or extended service and how can they be reached?

Name	
Title	
Telephone Number	
Email	

Name	
Title	
Telephone Number	
Email	

List any and all ordinances, resolutions, policies, rules, regulations, applications, or criteria that will govern the new or extended service and provide a copy of each.

Ordinance:	
Resolution:	
Policies	
Rules and regulations:	
Applications:	
Criteria:	

_____ Date_____

Mayor's Signature

_____ Date_____

Business Administrator/Manager Signature

For LGS use only:

( ) Approved ( ) Denied

_____ Date _____

Director or Designee,
Division of Local Government Services

Number Assigned _____

ATTACHMENT F

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
OUT OF STATE & OVERNIGHT TRAVEL 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.

Employee Name _____

Sponsor & Event Name _____

HOTEL	***NAME:***	***DATES:***	***# OF NIGHTS :***	***RATE: $/night***	*TOTAL COST*
INFO:	***ADDRESS:***	☐ ***CONF SITE?***	***HOTEL TAX:***	***PARKING: $/day***	*$*
MEALS	***PER DIEM RATE USED***	***# BREAKFAST:***	***# LUNCH***	***# DINNER***	*TOTAL COST*
INFO:	***$/DAY: $***				*$*
ADD COSTS:	***OVERTIME COSTS***	***# OF SHIFTS MISSED***	***O.T. FOR COVERAGE***	***TOTAL HRS MISSED FROM DUTY***	
MISC.	***REGISTRATION: $***	***MILEAGE $***	***TOLLS: $***	***AIRPORT SHUTTLE:***	***AIRPORT PARKING: $***
INFO:	***METRO TICKETS: $***	***INCIDENTALS $***	***OTHER (explain) : $***	*TOTAL MISC COSTS*	*$*
				TOTAL TRIP COSTS	

PLEASE EXPLAIN THE JUSTIFICATION FOR THE TRAVEL REQUEST. PLEASE EXPLAIN GOOD CAUSE FOR THE EXPENDITURE, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, A NEED TO ENSURE LICENSURE OR CERTIFICATION OF STATUTORY EMPLOYEES OR ESSENTIAL TRAINING FOR PUBLIC SAFETY EMPLOYEES.

_____ Date_____

Mayor's Signature

_____ Date_____

Business Administrator/Manager Signature

For LGS use only:

( ) Approved ( ) Denied

_____ Date _____

Director or Designee, Division of Local Government Services

Number Assigned _____

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 COSTS 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 FOR THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

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

Name	
Title	
Telephone Number	
Email	

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?

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

_____ Date_____

Mayor's Signature

_____ Date_____

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 _____

ATTACHMENT H

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
BOND ORDINANCE OR 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.

Professional Service or EUS Type	
Name of Company	
Bond/Contract Award Amount (EXCEEDING $1 MILLION)	
Term of Bond/Contract	

Purpose or Need for service: **ATTACH WRITTEN JUSTIFICATION AND SPECIFY BUDGET IMPACT REGARDING THIS REQUEST AS AN ATTACHMENT. PROVIDE BOND ORDINANCE OR VENDOR RFP, IF APPLICABLE.**

( ) If grant funded – use separate sheet to describe grant and duration of grant and copy of grant language specific to the allocation of funds for employees.

_____ Date_____
Mayor's Signature

_____ Date_____
Business Administrator/Manager Signature

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

_____
Chief Financial Officer Signature

For LGS use only:
( ) Approved ( ) Denied
_____Date_____
Director or Designee,
Division of Local Government Services

Number Assigned _____

THE CITIZENS CAMPAIGN

ATTACHMENT I

"Best Price Insurance Contracting"
***A Model Ordinance for Municipal and County* Governments**

WHEREAS, the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.* provides that the purchase of insurance including health, property and casualty, and workers compensation insurance, and insurance consulting services, are not subject to the bidding requirements of that law, *N.J.S.A. 40A:11-5(m);* and

WHEREAS, the governing body of (MUNICIPALITY) finds that open competition for its insurance and insurance consulting business will assure that the lowest available pricing for its insurance needs can be obtained; and

WHEREAS, the Local Public Contracts Law authorizes local contracting units to require the use of competitive contracting practices to procure specified goods and services otherwise exempt from bidding by virtue of *N.J.S.A. 40A:11-5*; and

WHEREAS, the governing body of (MUNICIPALITY) finds that requiring its insurance consultants be compensated solely by (MUNICIPALITY) and not by commissions or fees, direct or indirect, paid by insurance carriers or other organizations providing insurance alternatives, and prohibiting any third party from paying any commission or fee to such consultants for securing business with (MUNICIPALITY), will ensure the fidelity and loyalty of such consultants to (MUNICIPALITY), and eliminate or reduce conflicting loyalties such consultants might otherwise have to any third parties;

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of (MUNICIPALITY): that the Municipal Code is amended to provide:

1. For purposes of this Ordinance, the term "insurance" shall include the purchase of insurance coverages, alternatives to insurance such as self-insurance programs, as well as participation in a joint self-insurance fund, risk management program or related services provided by a contracting unit insurance group, or participation in an insurance fund established by a local unit pursuant to N.J.S.A. 40A:10-6, or a joint insurance fund established pursuant to N.J.S.A. 40A:10-36 et seq. The term "insurance consulting services" shall include all services associated with procuring, evaluating and administering insurance, including but not limited to brokerage, risk management or administrative services, and claims processing or administration services, including such services provided by a contracting unit insurance group, or an insurance fund established by a local unit pursuant to N.J.S.A. 40A:10-6, or a joint insurance fund established pursuant to N.J.S.A. 40A:10-36 et seq.

2. Prior to entering into any contract to obtain insurance or insurance consulting services, the (Municipal form) shall secure full and open competition among insurers, and insurance consulting

service providers, for the (Municipal form)'s business. The (Municipal form) is hereby authorized, and directed, to use the competitive contracting process set forth in N.J.S.A. 40A:11-4.3, -4.4 and -4.5, to secure such competition, except to the extent this Ordinance requires additional measures to better ensure maximum competition and fairness to all interested parties.

3. This open competition shall provide that at least 60, but not more than 120 days prior to the contract commencement date, the (Municipal form) shall advertise in the newspapers authorized to print legal notices for the Municipality, and in a newspaper circulated in at least 5 counties in the State, and on the (Municipal form)'s website, a "Request for Proposals" to provide insurance and insurance consulting services. The notice shall advise the reader that details of the (Municipal form)'s insurance requirement are available from the Municipal Clerk on request and shall include the phone number of the Clerk.

4. The request for proposals shall be designed and drafted by the Administrator or Manager, or his designee, and shall set forth such detailed information as may be required for all proposers to understand and possess equal information concerning the (Municipal form)'s insurance or insurance consulting services needs, including the current terms of, and fees or premiums paid for, such coverages or services, current coverages, loss experience and anticipated or desirable needs with respect to the relevant coverages or services sought. All request for proposal information, including claims, expense and loss data, shall be made available to all proposers in both written and electronic format.

5. Responses to the request for proposal shall be submitted to the (Municipal form) at least 30 days prior to the anticipated commencement of the contract.

6. At no time during the proposal solicitation process shall any official or employee of the (Municipal form), or any officer, employee or representative of any provider of insurance consulting services to the (Municipal form), convey information, including price, to any potential proposer which could confer an unfair advantage upon that proposer over any other potential proposer.

7. A provider of insurance consulting services to the (Municipal form) shall be compensated for its services to or on behalf of the (Municipal form) solely by the (Municipal form). Compensation shall be set on a fixed fee or hourly basis, or on such other common and readily comparable basis applicable to all proposers and set forth in the request for proposal documents, provided that compensation shall not be determined as a percentage of premium costs.

8. No provider of insurance or of insurance consulting services to the (Municipal form) shall pay to any insurance consulting service provider to the (Municipal form), or to any other third party, any form of compensation including but not limited to commissions, fees, incentives, bonuses, rebates or any other thing of value, in consideration of obtaining the (Municipal form)'s insurance or insurance consulting business.

9. No provider of insurance consulting services to the (Municipal form) shall accept any form of compensation including but not limited to commissions, fees, incentives, bonuses, rebates or any other thing of value, from any provider of insurance, other insurance service provider, or any other third party, in consideration of obtaining or servicing the (Municipal form)'s insurance or insurance consulting business.

10. Any person or entity proposing to provide insurance or insurance consulting services to the (Municipal form) shall certify in its proposal that it shall neither pay nor accept any form of

compensation including but not limited to commissions, fees, incentives, bonuses, rebates or any other thing of value, in consideration of obtaining or servicing the (Municipal form)'s insurance or insurance consulting business from any party other than the (Municipal form).

11. Any person or entity selected to provide insurance or insurance consulting services to the (Municipal form) shall certify at least annually and prior to any renewal of its contract, that it has not paid nor accepted any form of compensation including but not limited to commissions, fees, incentives, bonuses, rebates or any other thing of value, in consideration of obtaining or servicing the (Municipal form)'s insurance or insurance consulting business from any party other than the (Municipal form).

12. Any provider of insurance consulting service that assists the (Municipal form) in soliciting, evaluating, or selecting any provider of insurance or other insurance consulting services to the (Municipal form) shall disclose to the (Municipal form) the aggregate compensation, including but not limited to commissions, fees, incentives, bonuses, rebates or any other thing of value, it has received in each of the prior three years from each provider of insurance or insurance consulting services solicited or evaluated by the (Municipal form). Such disclosure shall be made as soon as practicable, but in no event later than the date of the evaluation report recommending an award by the governing body.

13. The request for proposals for any insurance or insurance consulting services for the (Municipal form) shall clearly establish the compensation restrictions and the certification and disclosure requirements established by this Ordinance as mandatory, non-waivable terms, the violation of which shall be grounds for (i) terminating any contract resulting therefrom, and (ii) requiring the insurer or insurance service provider to disgorge to the public entity any compensation including but not limited to commissions, fees, incentives, bonuses, rebates or any other thing of value, paid or received in violation of this Ordinance, and a commensurate reduction in premiums to be paid by the public entity for the affected coverage(s) in the future.

14. Whenever soliciting quotations for insurance coverage, the Administrator or Manager or his designee shall obtain at least three quotations and shall submit the request for proposals to at least one joint insurance fund, and with respect to health insurance, to the State Health Benefits Plan, at the same time it is published, and shall determine if the SHBP and/or joint insurance fund can provide the same or similar coverages. The evaluation report shall include an analysis and discussion of the availability, terms and price of comparable coverage from such joint insurance fund and the SHBP as part of its award recommendation.

ATTACHMENT J

LETTER TO COLLECTIVE BARGAINING UNITS AND ARBITRATORS FOR MUNICIPALITIES THAT USE STATE HEALTH BENEFITS PLAN

[DATE]

(Name of Collective Bargaining Unit)
Collective Bargaining Unit Representative

_____
_____, NJ ____

Re: State Conditions Impacting on Transitional Aid Impacting Collective Negotiations

Dear (Representative of Collective Negotiating Unit):

As you are aware, State financial challenges have required New Jersey to limit spending to meet its constitutional obligation to have a balanced budget. One of the items of State spending that is experiencing spending restraint is Transitional Aid which is temporary aid provided to fewer than 10 municipalities, including _____, to address financial stress. The State has notified _____ that Transitional Aid has decreased from $_____ provided in support of last year's budget to $_____ in support of the current budget.

The State conditions Transitional Aid on each municipality abiding by certain spending constraints (set forth in a Memorandum of Understanding) designed to prepare for the temporary nature of Transitional Aid and to ensure the Municipality becomes more self-sufficient in the future. For example, the State prohibits the Municipality from: spending funds on certain travel, food, and lodging; giving raises or promotions to officials and employees not represented by collective bargaining units; providing health care to part time officials and employees. The Municipality is required to plan for personnel savings through actions that may include layoffs, furloughs, attrition, or restructurings.

In particular, you should be aware of the following provisions in the Memorandum of Understanding under a section entitled "**Individual and Collective Negotiation Agreements.**"

- The Municipality acknowledges that the State does not provide Transition Aid for the purpose of subsidizing health benefits or prescription plans that are more expensive than the health benefits or prescription plans received by public employees in the State Health Benefits Program. The Municipality understands that if it approves an individual or collective negotiating agreement that contains a new or continued health benefits plan or prescription plan more expensive than the State Health Benefits Plan, future aid allocations will reduced accordingly.
- The Municipality acknowledges that the State does not provide Transitional Aid for the purpose of allowing compensation increases that are not fiscally sustainable. The municipality understands that if it approves any individual employee agreement or collective negotiation settlement, or is otherwise compelled to enforce a compulsory

arbitration award that results in a total increase in annual compensation for any employee or group of employees by more than 2% annually in any given year or set of years, the municipality's eligibility as an applicant for subsequent Transitional Aid will be highly susceptible to rejection.

- The Municipality shall provide a copy of any proposed employment contract or settlement agreement for the Division's review at least ten days prior to execution.

You should be aware that agreeing to future contracts that violate the cost restraints on health care will need State approval under the pending rules and will jeopardize our ability to continue receiving Transitional Aid in the future. If we lose this Transitional Aid, we will have less funding to maintain staffing levels and provide basic services.

I look forward to working with you during these difficult financial times to continue providing essential services to our municipality in a way that respects the State's own difficult finances and our shared goal of maintaining aid so we can provide the residents of (municipality) with services in the most efficient and cost effective manner. In the final analysis, I think you will agree that holding the line on insurance costs can save our taxpayers and union members money that we all can appreciate in these difficult times.

Sincerely,

(Mayor)

ATTACHMENT K

LETTER TO COLLECTIVE BARGAINING UNITS AND ARBITRATORS FOR MUNICIPALITIES THAT DO NOT USE THE STATE HEALTH BENEFITS PLAN

[DATE]

Xxxxxxxxxxxxxxx
(Name of Collective Bargaining Unit)
Collective Bargaining Unit Representative

_____
_____, NJ ____

Re: State Conditions Impacting on Transitional Aid Impacting Collective Negotiations

Request Authorization to Enroll Employees in State Health Benefit Plan if Deemed Less Expensive for Taxpayers and Employees

Dear (Representative of Collective Negotiating Unit):

I am writing to you to provide you with important information that impacts collective bargaining and to request your authorization to place employees in the State Health Benefits Plan if that Plan is deemed less expensive for taxpayers and employees.

As you are aware, State financial challenges have required New Jersey to limit spending to meet its constitutional obligation to have a balanced budget. One of the items of State spending that is experiencing spending restraint is Transitional Aid which is temporary aid provided to fewer than 10 municipalities, including _____, to address financial stress. The State has notified _____ that Transitional Aid has decreased from $_____ provided in support of last year's budget to $_____ in support of the current budget.

The State conditions Transitional Aid on each municipality abiding by certain spending constraints (set forth in a Memorandum of Understanding) designed to prepare for the temporary nature of Transitional Aid and to ensure the Municipality becomes more self-sufficient in the future. For example, the State prohibits the Municipality from: spending funds on certain travel, food, and lodging; giving raises or promotions to officials and employees not represented by collective bargaining units; providing health care to part time officials and employees. The Municipality is required to plan for personnel savings through actions that may include layoffs, furloughs, attrition, or restructurings.

In particular, you should be aware of the following provisions in the Memorandum of Understanding under a section entitled "**Individual and Collective Negotiation Agreements.**"

- The Municipality acknowledges that the State does not provide Transition Aid for the purpose of subsidizing health and prescription benefits that are more expensive than the health and prescription benefits available through the State Health Benefits Program. The Municipality understands that pending rules prohibit the execution of new collective

negotiation agreements that provide health insurance more expensive than the State Health Benefits Plan.

- The Municipality acknowledges that the State will not provide Transition Aid in cases where the Municipality allows or approves compensation increases that are not sustainable. The Municipality understands that if it approves any individual employment contract or any collective negotiation agreement that increases annual compensation for the employee or group of employees by more than 2% annually, on average during the term of the agreement, the Municipality may become ineligible for future aid
- The Municipality shall provide a copy of any proposed employment contract, collective bargaining agreement, or settlement agreement to the Division for review at least ten days prior to ratification.

You should be aware, that our municipality currently provides health insurance through a plan other than the State Health Benefits Plan. One savings that may or may not be possible for taxpayers and our employees alike is if an analysis at any point shows that our current plan is more expensive than the State Health Benefits Plan. Should that situation exist or arise in the future, we will need to transfer employees into the State Health Benefits Plan or modify our own plan such that it is not more expensive than the State Health Benefits Plan. This would reduce the costs to taxpayers, but it would also reduce the amount your union members pay towards insurance, because they are statutorily required to pay a percentage of the insurance premium (the higher the premium, the more they pay.) In fact, the City of Camden recently transferred its employees from a more costly plan to the State Health Benefits plan and union members will save hundreds of dollars, and in some cases thousands of dollars. Furthermore, the State Health Benefits Plan is a strong plan used by hundreds of thousands of government employees.

I respectfully request that you provide a written response as to whether your union would object if the Municipality was to transfer members to the State Health Benefits Plan where such a transfer would save the Municipality and employees scarce resources. The Division of Local Government Services has required that we demonstrate a good faith effort to secure such authorization and document any opposition.

You should be aware that agreeing to future contracts that violate the cost restraints on health care will need State approval under the pending rules and will jeopardize our ability to continue receiving Transitional Aid in the future. If we lose this Transitional Aid, we will have less funding to maintain staffing levels and provide basic services.

I look forward to working with you during these difficult financial times to continue providing essential services to our municipality in a way that respects the State's own difficult finances and our shared goal of maintaining aid so we can provide the residents of (municipality) with services in the most efficient and cost effective manner. In the final analysis, I think you will agree that holding the line on insurance costs can save our taxpayers and union members money that we all can appreciate in these difficult times.

Sincerely,

(Mayor)

ATTACHMENT L

TAX EXEMPTION AND ABATEMENT REPORT

AVAILABLE THROUGH THE FOLLOWING LINK:

http://www.nj.gov/dca/divisions/dlgs/resources/muni_stateaid.html

ATTACHMENT M

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES

TERMINATION OR SUSPENSION WITHOUT PAY FORM

This form is to be used prior to the suspension without pay or termination of an officer or employee. The Mayor, Business Administrator or Labor Counsel must first contact the Fiscal Monitor to discuss the matter prior to sending this form. Please send the signed and completed form via email to the Fiscal Monitor.

Name of the Officer/Employee proposed for termination or suspension without pay:

_____

Proposed date of termination or suspension without pay:

_____

Position held:

_____

Provide reason for the proposed termination or suspension without pay:

Proposed process for termination (must be consistent with statutory, regulatory and contractual obligations):

Signed: _____
(Mayor, Business Administrator or Labor Counsel, if initiated by Mayor; or most senior member of governing body if initiated by governing body)

ATTACHMENT N

WAIVER LIST

AVAILABLE THROUGH THE FOLLOWING LINK:

http://www.state.nj.us/dca/divisions/dlgs/resources/muni_stateaid.html

R-9

MBS:dh
05-12-20

RESOLUTION REQUIRING MANDATING DIRECT DEPOSIT OF NET PAY FOR ALL EMPLOYEES PURSUANT TO MOU WITH THE STATE OF NEW JERSEY TRANSITIONAL AID PROGRAM (SECTION H-10)

WHEREAS, the City of Camden desires to mandate Direct Deposit of net pay for all employees pursuant to a MOU with the State of New Jersey Transitional Aid Program; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that it hereby mandates the direct deposit of net pay for all City employees.

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: May 12, 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:

TO: Jason J. Asuncion, Business Administrator

DATE: April 16, 2020

FROM: Lisa Y. Picon

Department Making Request: **Administration**

TITLE OF RESOLUTION/ORDINANCE:

Resolution requiring mandating direct deposit of net pay for all employees pursuant to MOU with the State of New Jersey Transitional Aid Program. (Section H-10)

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

Resolution requiring mandating direct deposit of net pay for all employees.

APPROPRIATION ACCOUNT(S):

AMOUNT:

	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:	4.16.20	J. Asuncion
Received by City Attorney:	4/23/20	

	(Name) Please Print	***(Extension #)***
Prepared By:	Lisa Y. Picón	7676
Contact Person:	Lisa Y. Picón	7676

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******

State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 803
TRENTON, NJ 08625-0803

PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

NOTICE OF EXTENSION

MEMORANDUM OF UNDERSTANDING

CITY OF CAMDEN

WHEREAS, on May 8, 2018, the City Council of City of Camden, County of Camden, New Jersey (the "Municipality") executed a Memorandum of Understanding for the receipt of 2018 fiscal year Transitional Aid to Localities ("Transitional Aid") (the "2018 MOU"); and

WHEREAS, the 2018 MOU remains in force and effect until a successor Memorandum is executed. Provided, however, if the Municipality adopts a budget for fiscal year 2019 that continues a structural imbalance greater than 5% of its levy. as determined by the Director of the Division of Local Government Services (the "Director"), the Memorandum may remain in force and effect until adoption of a fiscal year 2020 budget or subsequent budget that is free of such a structural imbalance, in the Director's sole discretion; and

WHEREAS, after reviewing the Municipality's fiscal year 2019 Transitional Aid Application, the Director has determined that the Municipality is in serious fiscal distress and an award of $22,300,000 of Transitional Aid to Localities for fiscal year 2019 ("Transitional Aid") is appropriate, in accordance with the criteria set forth in P.L. 2018. c.53 (the "State Budget").

NOW, THEREFORE, BE IT RESOLVED, the Director has determined to extend the conditions and requirements of the 2018 MOU and addendum through the end of 2019 and into 2020 until a successor document is executed.

_____ Date: 5/29/19
Mayor

_____ Date: 5/29/2019
Municipal Clerk

_____ Date: 6/4/2019
Director, Division of Local Government Services

State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 803
TRENTON, NJ 08625-0803

PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

May 21, 2018

Jason J. Asuncion, Esq.
Interim Business Administrator
Department of Administration – Suite 409
City of Camden
PO Box 95120
Camden, NJ 08101-5120

Re: FY2018 Executed MOU

Dear Mr. Asuncion:

Enclosed for City Records is a fully executed copy of the FY2018 Memorandum of Understanding.

If you have any questions, please feel free to give me a call at 609-984-5081.

Sincerely,

Eileen Brennen
State Fiscal Monitor
For Timothy J. Cunningham, Director
Division of Local Government Services

EB:TJC
Enclosure
Cc: John Salvatore, State Fiscal Monitor (via email only)

RECEIVED
MAY 29 2018
CITY OF CAMDEN
ADMINISTRATION

MEMORANDUM OF UNDERSTANDING

Setting forth minimum conditions on the receipt of 2018 Fiscal Year Transitional Aid to Localities

City of Camden, County of Camden, New Jersey

WHEREAS, after reviewing an application submitted by the City of Camden, County of Camden, New Jersey (the "Municipality"), the Director of the Division of Local Government Services (the "Director") has determined that the Municipality is in serious fiscal distress and an award of $17,000,000 of Transitional Aid to Localities ("Transitional Aid") is appropriate plus an additional amount of $1,200,000 to fund a shortfall from appropriations related to the FY2017 Police Services Agreement with the County of Camden, all in accordance with the criteria set forth in P.L. 2017, c.99 (the "State Budget"); and

WHEREAS, the State Budget and P.L. 2011, c.144 condition Transitional Aid on requirements, orders, and oversight that the Director deems necessary including, but not limited to, requiring approval by the Director of personnel actions, professional services and related contracts, payments in lieu of tax agreements, acceptance of grants from State, Federal or other organizations, and the creation of new or expanded public services; and

WHEREAS, provided the Legislature has appropriated, and the Governor has approved; sufficient Transitional Aid funding, an amount not to exceed 75% of the applicant's total Transitional Aid award shall be disbursed upon execution of the Memorandum. The balance of Transitional Aid shall be disbursed on a timetable consistent with approval by the Director provided the Municipality is in substantial compliance with this Memorandum and all laws, regulations, Local Finance Notices, and any government, administrative and operational efficiency, and oversight measures necessary for the fiscal recovery of the Municipality as the Director may order from time to time pursuant to the State Budget or any other law. Other than purposeful withholding of funds due to non-compliance with this Memorandum, all moneys will be transferred by year end. The Municipality may be deemed not to be in substantial compliance if it has hired personnel without appropriate approvals or otherwise knowingly violates any provision of the Memorandum. Additionally, the Municipality may be deemed not to be in substantial compliance if the Municipality or its officials have failed to attend meetings or produce documents as directed by DLGS.

DLGS may, at its sole discretion, withhold funds from the final payment, where the Municipality is in substantial compliance, but has otherwise violated certain terms of the Memorandum. For example, in addition to any other sanctions, DLGS may withhold aid in an amount equal to no less than the amount of funds expended in support of hires or activities not approved in strict compliance with the terms and timeframes set forth in this Memorandum.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

(1) This Memorandum of Understanding (the "Memorandum") sets forth the minimum conditions, requirements, orders, and oversight required as a condition of receiving Transitional Aid; and

(2) The Municipality shall comply with the conditions set forth below in addition to all laws, regulations, Local Finance Notices, and any government, administrative and oversight measure necessary for the fiscal recovery of the Municipality as the Director may order from time to time pursuant to the State Budget or any other law.

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A. Definitions

As used herein the following words have the following definitions, unless the context otherwise indicates:

1. "Municipality" means: City of Camden, in the County of Camden, New Jersey.
2. "Director" means: Director of the Division of Local Government Services.
3. "DLGS" means: Division of Local Government Services.
4. "Transitional Aid" means: Transitional Aid to Localities.
5. "State Budget" means: P.L. 2017, c. 99.
6. "Memorandum" means: Memorandum of Understanding.

7. "State Fiscal Oversight Officer" means: Fiscal Monitor and/or the Director's designee.
8. "CMPTRA" means: Consolidated Municipal Property Tax Relief Aid.
9. "PILOT" means: Payment in Lieu of Taxes.

B. List of Attachments

Attachment A Request for Approval for Employees Requiring Advice and Consent of Governing Body
Attachment B Request for Approval for Senior Level Employees or Confidential Employees
Attachment C Request for Employment Approval
Attachment D Contract Request Form
Attachment E Creation/Extension of Services Form
Attachment F Out of State & Overnight Travel Request Form
Attachment G Grant Approval Form
Attachment H Bond Ordinance or Contract Request Form
Attachment I "Best Price Insurance Contracting" Model Ordinance
Attachment J Model Letter to Collective Bargaining Units and Arbitrators for Municipalities that Use the State Health Benefits Plan
Attachment K Model Letter to Collective Bargaining Units and Arbitrators for Municipalities that Do Not Use the State Health Benefits Plan
Attachment L Tax Exemption and Abatement Report
Attachment M Termination or Suspension without Pay Form
Attachment N Waiver Approvals List

C. Implementing Provisions and Flexibility

The Director shall be represented by an assigned DLGS State Fiscal Oversight Officer and/or any other person or persons designated by the Director who shall be authorized from time to time to act on the Director's behalf as State Fiscal Oversight Officer.

All requests, questions, issues and submission of any attachment referenced above, shall be first addressed to the State Fiscal Oversight Officer by contacting such person(s) at the DLGS. The Municipality shall provide reasonable office space, as needed, so that the State Fiscal Oversight Officer may conduct business within the municipality. Additionally, the Municipality shall provide the State Fiscal Oversight Officer with requested documents and records and shall allow him or her to meet with the Business Administrator, Chief Financial Officer, Registered Municipal Clerk, Tax Collector and any other department heads or supervisors. Additionally, the State Fiscal Oversight Officer shall be provided immediate access to view information on the Municipality's accounting system upon request.

D. Meeting Requirements

The Municipality's representatives shall meet with the Director or his staff at a time scheduled by the Director, to discuss budgetary, fiscal, operations and any other matters.

The State Fiscal Oversight Officer, as designated by the Director, may contact the Municipality to schedule meetings with the Auditor, Chief Financial Officer and the Mayor and/or designee to discuss the latest audit findings.

E. Authorities, Boards and Commissions

The Municipality shall enter into a Memorandum with all Boards, Agencies, Authorities or Commissions including, but not limited to, Historic Preservation Commission, Parking Authority, Housing Authority, Planning Boards, Zoning Boards, Alcohol Beverage Control Board, and the Redevelopment Agencies (collectively "entities"). The purpose of the Memorandum will be to have the "entities" agree to conduct ethics training, meet financial disclosure requirements and adhere to best practices, as to governance and procurement. Additionally, all entities must comply with the Local Public Contracts Law, state and local affirmative action regulations and laws, and statutory "pay to play" requirements to the extent applicable to each entity. Furthermore, all such entities of the Municipality shall collaboratively work together to advance the vision and mission of the Municipality. The term of the Memorandum shall cover each year that the Municipality receives Transitional Aid.

F. Restrictions on Hiring and Assignment of Individuals in Acting Capacities

1. Hiring Employees Requiring Governing Body Advice and Consent. A "Request to Hire Employees Requiring Governing Body Advice and Consent Waiver Form" (Attachment A) shall be completed and submitted to the Director through the State Fiscal Oversight Officer prior to the Municipality advancing any candidate to the governing body for advice and consent. Senior level and confidential employees typically requiring Governing Body advice and consent may include but are not necessarily limited to city manager, business administrator, chief of staff, department directors (including the chief financial officer who is also the director of finance), municipal judges, the police chief, the fire chief, the tax assessor and the tax collector. The Municipality shall not submit the candidate to the governing body for advice and consent until DLGS has indicated it has completed a preliminary review of the candidate. Thereafter, the governing body may hold a meeting to consider its advice and consent. The Municipal Clerk shall return the waiver form indicating the results of said meeting. Upon its receipt of the waiver form, DLGS will make a final determination concerning approval or disapproval of the candidate. The Municipality shall not hire the candidate until it receives DLGS final written approval. Resumes must be submitted for each candidate being considered for employment under this section.

2. Hiring Senior Level and Confidential Employees Not Requiring Governing Body Advice and Consent. A "Request to Hire Senior Level and Confidential Employees Not Requiring Governing Body Advice and Consent Waiver Form" (Attachment B) shall be completed and submitted to the Director through the State Fiscal Oversight Officer prior to the Municipality hiring any such candidate for employment. (Senior Level and Confidential Employees shall include, but not be limited to: City Manager, Business Administrator, Chief of Staff, Chief Financial Officer, Tax Collector, Chief of Police, Chief of Fire, Department Head, Division Director, and any aides to the Mayor or governing body, regardless of job title.) Any such senior level and confidential employees requiring advice and consent shall be subject to the approval process in #1, above. Nothing herein shall alter any State or municipal laws governing the necessity to obtain advice and consent. The Municipality shall not hire the candidate until it receives final written approval from DLGS. Resumes must be submitted for each candidate being considered for employment under this section.

3. Hiring All Employees Other Than Employees Requiring Governing Body Advice and Consent or Senior Level and Confidential Employees. A "Request to Hire Employee Waiver Form" (Attachment C) shall be completed and submitted to the Director prior to the Municipality filling any position not covered by either of the two processes described in the preceding paragraphs. If the municipality is a civil service jurisdiction.

4. Assignment of Individuals to Acting Positions: The Municipality shall not assign any person to work in an "acting capacity" in regard to positions permanently vacated through death, retirement, termination or resignation if the vacant position is covered by the process for either a "Request to Hire Employees Requiring Governing Body Advice and Consent Waiver Form" or a "Request to Hire Senior and Confidential Employees Not Requiring Governing Body Advice and Consent Waiver Form." In such cases, the process for assigning a person to work in an "acting capacity" shall follow the process for permanently filling the vacancy.

5. Hiring part time, hourly and seasonal employees. The hiring of part time, hourly and seasonal employees receiving no health benefits will be addressed by title in its entirety. The Municipality shall submit a Table of Organization and or request for the maximum number of employees in the title along with the budgetary impact for the title. DLGS will review the request and approve a total number of positions for that title for the purpose of hiring and replacing employees, as needed. Additionally, DLGS will review and approve the appropriate budgetary appropriation for said title. The Municipality must certify that the appropriate background checks were completed and remain in compliance with State and federal labor laws.

6. Anti-Nepotism Policy. The Municipality shall adopt and maintain an anti-nepotism policy. The policy shall be reflected in the municipal personnel manual. Family members/relatives of municipal officials and employees may be eligible for employment with the Municipality only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives. Current employees who marry will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest. Barring no conflicts of interest, the Municipality may "grandfather" employees from this policy that were hired prior to the date of the original Memorandum, with the understanding that if an employee is separated and re-hired, they must adhere to the new policy.

G. Restriction on Terminations and Suspensions without Pay

The Municipality shall be required to notify the State Fiscal Oversight Officer of a decision to terminate or suspend without pay any officer or employee, as previously defined in Sections 1 and 2 of "Restrictions on Hiring" or, request that an employee resign. No employee referenced above may be terminated by the Municipality or asked to resign without the Municipality first submitting a "Termination Form" (Attachment M) for approval to DLGS. The State Fiscal Oversight Officer in his or her sole discretion, shall be permitted to, but shall not be required to, prohibit or postpone such a termination for any the following reasons: retaining a qualified and conscientious employee; ensuring an appropriate transition to a qualified replacement; concerns that termination is not consistent with law. Prior approval to terminate an officer or employee is not needed upon an officer or employee being criminally convicted or indicted.

H. Restrictions on Longevity Pay, Overtime, Salary Increases, Promotions and Transfers

1. **Elimination of Ordinances:** Allowing for Future Increases in Longevity Pay or other Forms of Increases for Elected Officials and Non-Contractual Employees: The Municipality shall immediately freeze supplemental pay provided to elected officials and non-contractual employees, including but not limited to "longevity pay" at the rates that existed prior to the effective date of this Memorandum (or in the case of a Municipality that received Transitional Aid or a State Loan from DLGS in FY 2017, prior to the effective date of the 2017 Memorandum). Stated differently, supplemental pay for elected officials and non-contractual employees shall not be increased on or after the effective date of this Memorandum (or the 2017 Memorandum if applicable). Any applicable ordinances and policies shall be amended accordingly.

2. **Employee Primary Functions:** The Municipality shall prescribe all municipal employees service functions that directly relate to the service responsibilities of the department and

division to which they are assigned. No municipal employee may have as their primary function the performance of union functions.

3. **Salary Restraints for Elected Officials and Non-Contractual Employees:** On and after the effective date of this Memorandum, the Municipality shall not increase the salaries or compensation of elected officials, non-contractual employees, and contractual employees who are not otherwise entitled to increases under the terms of a negotiated contract. Elected officials shall not be entitled to accrue sick or vacation time and shall not be entitled to receive payouts for said time.

4. **Overtime Compensation:** The Municipality shall not authorize any employee, including but not limited to any management employee, to earn or be paid for overtime unless Federal or State law expressly requires overtime to be earned or paid. Any applicable ordinances and policies shall be amended accordingly. Elected officials are not eligible for overtime.

5. **Renewal, Extensions, and Changes to Individual Employment Contracts:** No new or renewed individual employment contracts, extension of terms of an individual employment contract, or any other change to an individual employment contract shall be executed without the prior written approval of the Director.

6. **Promotions, Transfers, and Title Changes:** Absent approval by DLGS, the Municipality shall not approve any promotions, transfers, and/or title changes resulting in a salary increase or other subsequent personnel actions including but not limited to "backfilling" unless required to do so by contractual obligations.

7. **Elected Officials:** The Municipality acknowledges it is inappropriate for an elected official to receive payment for vacation, sick, compensatory, or overtime relating to his or her elected position. To the extent any ordinance contains provisions expressly allowing for such forms of compensation to elected officials, the provisions shall be considered inoperative. Any such inoperative provisions remaining on the books shall be deleted by the governing body within 60 days of being notified by DLGS.

8. **Sick Time Policies:** The Municipality acknowledges it is inappropriate for employees to be rewarded for not being sick and shall adopt an ordinance disallowing compensation for

unused sick time to the extent such an ordinance would not violate a contractual entitlement existing prior to enactment.

9. **Compensatory Time:** The Municipality acknowledges that compensatory time can be an appropriate means by which to manage human resources within flexible time schedules that may require work at unusual times, but should not be a form of compensation for employees whose positions require unusual work hours and who are not entitled by law or contract to receive pay for compensatory time. Therefore, while the Municipality may establish compensatory time policies for such employees, the policies shall contain a requirement to "use it or lose it" at minimum, quarterly.

10. **Direct Deposit of Net Pay:** The Municipality shall adopt a resolution or ordinance requiring mandatory direct deposit of net pay for all employees. Exemptions may be granted for seasonal and temporary employees. Additional information regarding direct deposit can be found in LFN 2015-14 on the DLGS website at http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-14.pdf

I. Restrictions on Public Contracting

1. **Professional and Consultant Services**: A "Contract Request Form" (Attachment D) shall be submitted to and approved by the Division prior to the Municipality authorizing the services of any consultant or professional, regardless of contract value, or any amendments with respect thereto. This condition applies to legal services, insurance brokerage services, risk management, grant writing, public relations, government affairs, engineering and public works, accounting and financial services, public safety and health services, management services, and without any exceptions, services of any type or description, regardless of contract value, that are procured as professional services and/or extraordinary unspecifiable services under the Local Public Contracts Law.

   The Municipality shall include in each contract for professional services the requirement that each vendor provide monthly billing statements that include a brief statement showing the original amount of the Contract, any increases established by amendment to the Contract, the amount previously billed under the Contract, and the total amount of unbilled funds remaining available under the Contract after deduction of the most recent amount billed. A copy of each billing statement shall be made available to the State Fiscal Oversight Officer upon request.

The Municipality may retain consultants and professionals without the Division's pre-approval in cases of emergency, provided however, that the engagement is promptly reported to the State Fiscal Oversight Officer, a Contract Request Form is submitted and the scope of the engagement is limited to meeting the requirements created by the emergency.

2. **Public Bidding:** A Contract Request Form" (Attachment D) shall be submitted to and approved by the Director prior to the Municipality authorizing services of any kind that exceeds the bid limits of Qualified Purchasing Agent (currently $40,000) and non-Qualified Purchasing Agent (currently $17,500) municipalities. All contracts exempt from public bidding shall be procured pursuant to the "fair and open" process described in N.J.S.A. 19:44A-20.4 et seq., unless the Director approves an alternative procurement process that is necessary under the circumstances or that provides greater transparency and competition than the minimum requirements of the "fair and open" process.

   The Contract Request Form shall be accompanied by the Request for Proposal, the list of all bidders and their bid amounts, and the evaluation memorandum or worksheet.

   The Municipality shall include a disclosure form in their bid package for bidders to disclose any prior or pending ethics complaints against them or their company.

3. **Pre-Approval of Returning Vendors:** Unless ordered to the contrary, the Division's pre-approval is not required in cases where the Municipality intends to award a contract to a vendor that was approved by DLGS during the previous budget year and if all of the following conditions are present: (i.) the Municipality has complied with this Memorandum and laws relating to the procurement process, and (ii.) the scope of services, rates (or total contract value), caps on payment, and other terms are the same or better than the previous budget year, and (iii.) any conditions imposed by DLGS in the previous year's approval are retained .

J. Restrictions on Hiring Firms or Individuals to Perform Audit and Non-Audit Accounting Services

The Municipality's contracting agent shall use the Division's approved Request for Proposal package when procuring audit services (preparing the municipal audit) and when procuring non-audit accounting services (assisting with the development of the annual financial statement and/or municipal budget). The Municipality shall also establish an evaluation committee to review proposals received for these services, one of which members shall be the State Fiscal Oversight Officer or his/her designee. The qualified person or firm that is engaged to perform audit services shall be ineligible to perform non-audit accounting services..

K. Restrictions on Tax Exemptions and Abatements and the Collection of Related Payments in Lieu of Taxes

1. **Payment Schedules**: In no case shall a redeveloper agreement or PILOT payment schedule be approved by the governing body that requires an up-front, one-time, or short term payment that leaves the Municipality with a structural revenue loss in the ensuing year or later years without prior approval.

2. **DLGS Approval prior to Authorization of any Agreement**: A "Contract Request Form" (Attachment D) shall be submitted to and approved by the Director or Designee prior to the Municipality authorizing any proposed PILOT Redevelopment Plan, or Redeveloper Agreement (or amendments thereto), or any ordinance authorizing same. The State Fiscal Oversight Officer shall meet with the Municipality and determine whether the development plan has been established through a reasonable process and that tax exemptions and PILOTs have been reviewed in the context of gap financing to ensure they are not being awarded without good cause. Such notification shall not be required when: (1) any proposed PILOT contained in the Redevelopment Plan or Redeveloper Agreement is allocated to the county, school district(s), and other applicable local government jurisdictions in the same proportion as ordinary taxes are allocated to those taxing district; (2) any amendment to a Redevelopment Plan or Redeveloper Agreement maintains or increases a PILOT previously set forth in a Redevelopment Plan or Redeveloper Agreement; or (3) any Redeveloper Agreement that is required or approved by the New Jersey Housing and Mortgage Finance Agency. To request approval of tax exemptions and PILOTs pursuant to this section, the Municipality shall submit Attachment D and provide information containing: a cost benefit discussion of the project; assurances that the project would not move forward but for the existence of a PILOT; the taxes that would be collected if the project were subject to ordinary taxation; and the proposed PILOT.

L. Regular Meetings with DLGS on Economic Development Efforts and Reporting Requirements Pertaining to Tax Exemptions and Abatements

In recognition that special tax exemptions or abatements should be granted only where essential to ensure economic development, the Municipality shall complete and return to DLGS a completed "Tax Exemption and Abatement Report" (Attachment L) along with its 2018 application estimated due date in November 2018). The report is an electronic fillable spreadsheet which is located on the Division's website under the Municipal State Aid section. The following documents must accompany the report and be delivered in PDF format: a map of all areas within municipality classified as Redevelopment Areas; a map of all areas within municipality classified as Areas in Need of Rehabilitation; and any current ordinance(s) allowing taxpayers to obtain tax exemptions or abatements as a matter of right. This report does not replace any similar filing requirements that may be required pursuant to State statute. It will be necessary for the Tax Collector, Chief Financial Officer, and Tax Assessor to collaborate in preparing the form and certifying to the accuracy of the data submitted.

M. Restrictions on the Creation or Expansion of Services

A "Creation/Extension of Services Form" (Attachment E) shall be submitted to and approved by the Director before the Municipality creates or expands municipal services. This condition extends to the creation of new programs and increases in funding or expansion of eligibility of existing programs. By way of example only, the following actions would need pre-approval from the Director: creating a new recreational program; expanding the total number of enrollees in a particular service; establishing a new regulatory program in the area of code enforcement; establishing or increasing funding for a grant or loan program.

N. Restrictions of Miscellaneous Nature

1. **Travel Approval:** A "Travel Approval Form" (Attachment F) shall be submitted to and approved by the Director before the Municipality expends funds for out-of-state travel and overnight stays within New Jersey, which shall include attendance at the annual convention of the New Jersey League of Municipalities. The Municipality shall explain good cause for the expenditure, which may include, but is not limited to, a need to: maintain licensure or certification of statutory employees; essential training for elected officers in areas concerning finance, budget, procurement and ethics; and essential training for public safety employees. Travel for executive protection will generally not be approved absent a compelling reason. The Director may, at his or her discretion, consider requests for executive protection upon request of the Municipality. These requests must follow the same procedure as all other travel requests and must be accompanied by a completed "Travel Approval Form" (Attachment F) along with a significant justification for the need for executive protection. Requests must be submitted in advance of the requested travel dates. Failure to obtain prior written approval may result in a reduction in Transitional Aid.

2. **Attendance at the NJ League of Municipalities Conference:**

   A. Travel and Conference Policy regarding League of Municipalities Annual Conference

      1. Any employee who the chief administrative officer considers appropriate may take time off from work to attend the League Conference at his/her own expense (registration, lodging, mileage, meals, etc.).

         Any employee who the chief administrative officer considers appropriate may take time off from work to attend training sessions and organizational conferences for purposes of obtaining continuing education units to maintain a license or certification may do so at their own expense (registration, lodging, mileage, meals, etc).

   B. When the Municipality will pay the cost or reimburse the employee for the cost of attendance:
      1. With the approval of the chief administrative officer, and subject to an appropriate rationale and explanation (as set forth above) approved by the Director (DLGS),

appropriate employees, including department heads and members of the governing body, may take time off from work to attend the conference with the cost of registration and lodging for one (1) night reimbursed or paid for by the Municipality.

2. The Mayor may attend with the cost of registration and lodging for up to two (2) nights reimbursed or paid for by the Municipality.
3. Whenever possible, when the costs are being paid directly or indirectly by the Municipality, employees should share a room (lodging for one night) so as to reduce the cost of attendance for taxpayers.

3. **Mileage Reimbursement**: Expenditures and reimbursements for travel mileage to and from meetings for the purpose of day to day municipal business shall be restricted to the State reimbursement rate (currently A .31 cents per mile.

4. **Food/Entertainment Expenditures** and reimbursements from any municipal funds for food/meals (other than food/meals required by contracts in effect on the date of this Memorandum), entertainment, and receptions are prohibited.

5. **Grant Applications**: A "Grant Pre-Approval Form" (Attachment G) shall be submitted to and approved by the Director prior to the application of any grant requiring current or long-term matching funds or a commitment of any resources or staffing levels of the Municipality to ensure sustainability. If the Municipality is awarded a grant requiring any commitment of resources or funds, a copy of the award letter shall be submitted to the Director or the State Fiscal Monitor within 15 days of receipt of the award letter.

6. **Expenditure of Funds to Non-Profit/Charitable Organizations**: No public funds shall be paid or distributed in any manner to non-profit organizations, including but not limited to, charitable organizations, unless the expenditure of funds is expressly authorized by statute. No public funds shall be expended for non-statutory charitable contributions, bereavement, or celebratory purposes, for individuals or organizations.

7. **Fee Waivers**: No fees established by ordinance adopted by the governing body shall be waived, reduced or otherwise revised without prior approval of the Director.

8. **Municipal Court Security:** The Municipality shall not assign active duty police officers as security for the Municipal Court but shall hire retired police officers or special law enforcement officers at an hourly rate not to exceed $25 per hour.

O. Requirement for Copy of Agenda Prior to Governing Body Meetings

Immediately upon publication, prior to any regular or special meeting by the governing body, the municipal clerk, or his or her designee, shall provide a copy of each agenda to the State Fiscal Oversight Officer.

P. Requirements for Approval of Bond Ordinances and Contract Request Forms

1. **DLGS Approval Prior to Authorization:** Bond Ordinance or Contract Request Form (Attachment H) shall be submitted to and approved by the Director or designee before the governing body introduces any proposed bond ordinance exceeding $1 million or authorizes any proposed contract exceeding $500,000.

2. **Offering Statements:** The Municipality shall file with the Director prior to closing, a copy of any Offering Statement prepared in relation to any financing.

Q. Requirement to Have a Pay to Play Ordinance

The Municipality shall have a "pay to play" ordinance pursuant to P.L. 2005, c.271 limiting the awarding of public contracts by the Municipality or its agencies to business entities that have made a contribution pursuant to N.J.S.A. 19:44A-I, et seq. and limiting the contributions that any business entity can make during the term of their contract with the Municipality. The ordinance shall not be repealed or amended for so long as this Memorandum is in effect. The ordinance shall be substantively identical to the provisions of the "pay to play" model ordinance which can be found at http://www.state.nj.us/dca/lgs/muniaid/pay to play ordinance-contractor.doc.

R. Requirement to Consider a Model Insurance Brokerage Ordinance

Insurance costs, especially health care and prescription benefits are very costly for municipalities. To obtain the lowest possible price for insurance, whenever the Municipality desires to retain the services of an insurance consulting service (e.g. broker), the Municipality shall first have considered, discussed and adopted the "Best Price Insurance Contracting" model ordinance at a public hearing of the governing body in substantially the form as shown in Attachment. I

S. Individual and Collective Negotiation Agreements

1. **Limitations on Annual Increases**: The Municipality acknowledges that the State will not provide Transitional Aid in cases where the Municipality allows or approves compensation increases that are not sustainable. The Municipality understands that if it approves any individual employment contract or any collective negotiation agreement that increases annual compensation for the employee or group of employees by more than 2% annually, on average during the term of the agreement, the Municipality may become ineligible for future aid.

   For purposes of calculating the 2% annual increase referenced above, the Municipality shall provide an analysis guided by decisions of the New Jersey Public Employment Relations Commissions (see Borough of New Milford, PERC No. 2012-53 and City of Atlantic City, PERC No. 2013-82).

   Prior to final approval of the Collective Negotiations Agreement (CNA) or of any Memorandum of Understanding/Agreement (MOU/A) setting forth the negotiated terms of settlement, the Municipality shall provide to the State, for its review, the following:

   A. Establishment of base salary costs upon which the total annual and aggregate costs shall be calculated:
      1. A list of all bargaining unit members, their base salary step in the last year of the expired agreement and their anniversary date of hire;
      2. Cost of increments and the specific date on which they are paid;
      3. Cost of longevity and the calculation by which it was derived;
      4. The total cost of all base salary items for the last year of the expired agreement. For unit members retiring in the last year of the expired agreement, base salary shall be prorated to that actually paid to the unit member; and
      5. The sum total of all costs identified above.

   B. Establishment of the total contract cost over the proposed contract period:
   1. A scattergram of each employee listed in the base year (last year of the expiring agreement – see above) moving each employee through the salary guide proposed for the proposed term of the agreement (the potential future retirement of unit members shall not be considered as part of this analysis). The scattergram shall include the annual dollar and percentage increases for each year of the contract along with the total aggregate dollar and percentage increase compared to the base year.
   2. The Municipality shall provide the State a hard copy and an electronic copy (in MS Excel format) of the required scattergram.

   C. Analysis of the cost of any proposed changes to health benefits including the methodology by which the costs were calculated including any assumptions.

D. Requirement for an analysis of the cost of any other non-salary financial issues proposed including the methodology by which they were calculated including any assumptions.

2. **DLGS Presence During Negotiations Sessions**: The Municipality acknowledges that the State Fiscal Oversight Officer or designee has the right to be present during collective bargaining negotiations/mediation/arbitration as an observer who may offer comments or recommendations to the negotiation team in closed session.

3. **DLGS Prior Approval of all Agreements**: The Municipality shall provide a copy of any proposed employment contract, collective bargaining agreement, or settlement agreement to the Division for review at least ten days prior to ratification. A "Contract Request Form" (Attachment D) shall be submitted to and approved by the Director prior the Municipality authorizing execution of the Collective Negotiations Agreement.

4. **State Health Benefits Plan**: The Municipality acknowledges that the State does not provide Transitional Aid for subsidizing health and prescription benefits that are more expensive than the health and prescription benefits available through the State Health Benefits Program. The Municipality understands that pending rules prohibit the execution of new collective negotiation agreements that provide health insurance more expensive than the State Health Benefits Plan. The Municipality shall provide a plan to take all steps necessary to enroll in the State Health Benefits Plan should their health care insurance costs exceed that of the State Health Benefits Plan.

5. **Requirement to Provide Notification of Transitional Aid Impact**: The Municipality will provide the Director or Designee with copies of letters substantially similar to the model letters set forth on Attachment (J) (for municipalities participating in the State Health Benefits Program) or Attachment (K) (for municipalities not participating in the State Health Benefits Program) that it has delivered to each of the collective bargaining units representing the Municipality's employees. Furthermore, in the event any collective negotiation is submitted to binding arbitration in the case of police and fire employees or fact-finding in the case of all other bargaining unit employees, the Municipality will deliver to the arbitrator or fact-finder, with a copy to the Director, a letter that is substantially similar to the model letter set forth on Attachment J or Attachment K, whichever is applicable).

6. **No Benefits for Part-Time Officials and/or Employees**: The Municipality acknowledges that the State does not provide Transitional Aid for the purpose of providing health and prescription benefits to part-time elected officials, part-time appointed officials and part-time employees and agrees that it shall eliminate such benefits unless said benefits are contractually required.

T. Miscellaneous Reporting Requirements

1. **Municipal Organizational Inventory**: The Municipality shall promptly submit to the Director, upon the Director's request, a list of all employees containing their name, salary, title, department or organizational unit, and date of hire, together with information identifying which employees were direct appointments of the Mayor.

2. **Findings by State or Federal Agencies**: The Municipality shall promptly notify the Director of all future findings, decisions, penalties, orders and requirements resulting from complaints, investigations, and reports issued by State and Federal regulatory agencies including, but not limited to, the Department of Labor, Civil Service Commission, and the Public Employment Relations Commission.

3. **Municipal Judgments and Settlements**: The Municipality shall promptly submit to the Director a copy of all judgments or settlements in excess of $100,000 rendered or executed on and after the date of this Memorandum. The Director may, at the Director's discretion, request copies of any other judgments or settlements involving the Municipality or its employees regardless of the date of same.

4. **Government Records**: The Municipality shall immediately provide the Director with a copy of any complaint filed with the Superior Court or the Government Records Council against the Municipality or its officers with respect to a request for government records.

5. **Municipal Records**: The Municipality shall make available to the Director, upon the Director's request, any of the Municipality's records, including but not limited to: bill lists, vouchers, active litigation files, etc.

6. **Waiver Approvals:** The Municipality shall maintain a list of all waiver approvals and make it available to the Director, upon the Director's request and shall contain the information provided in Attachment (N).

U. Good Faith Exceptions

The Municipality may apply in writing to the Director for a good cause exception of any condition or requirement contained in this Memorandum.

V. Duration of Memorandum

The provisions of the Memorandum shall remain in force and effect until a successor MOU is executed. Provided, however, if the Municipality adopts a budget for FY 2019 that leaves a structural imbalance heading into 2020 that is greater than 5% of their levy as determined by the Director, the Memorandum shall remain in force and effect until a budget is adopted for 2020 or a subsequent year that is free of such a structural imbalance in the sole discretion of the Director. The Director's determination to extend the provisions of the MOU can be appealed to the Local Finance Board, but the Director's decision shall remain final unless and until a majority of appointed members vote to overturn the Director's decision. If the Municipality adopts a budget for Fiscal Year 2019 that does not rely on Transitional Aid, the State may offer early termination.

FY2018 MEMORANDUM OF UNDERSTANDING
CITY OF CAMDEN

ADDENDUM

The following additional terms and conditions supplement the City of Camden's FY2018 Memorandum of Understanding ("MOU") for the receipt of Transitional Aid.

As with all other terms, failure to comply with the MOU to the satisfaction of the State Oversight Monitor can result in the Division withholding, either temporarily or permanently – Transitional Aid payments from the City.

Fire Inspection Duties

The Fire Chief and Fire Official (FO)/Local Enforcing Agency (LEA) shall assign staff to implement a city-wide door-to-door, street-by-street review of all buildings for the purpose of proper identification of use-group and registration of the premises as life hazard use or non-life hazard use occupancy. The FO/LEA shall be responsible for fire prevention and code enforcement pursuant to the State Uniform Fire Code (UFC) and shall be subject to provide the City Business Administrator or designee with the following:

1. Monthly reports tracking progress of door-to-door, street-by-street occupancy registration program;

2. Monthly reports itemizing all inspections (life hazard and non-life hazard use occupancies) performed;

The Fire Department shall develop a plan to require all fire companies to perform appropriate fire inspection duties under the supervision of the Fire Chief and FO/LEA in cooperation with tour commanders.

Demolition

All new contract awards for demolition shall have associated liens placed upon subject properties at the time of award. Lien authorizations should also authorize City action under N.J.S.A. 40:48-1.1. Emergency demolition awards made under the general residential emergency demolition contract shall have liens and N.J.S.A. 40:48-1.1 authorization placed upon subject properties no later than the next scheduled regular Council meeting.

The City shall report to the monitor on a monthly/quarterly basis action undertaken via N.J.S.A. 40:48-1.1.

Budget Preparation

The City shall not introduce a budget in which revenues are in excess of those realized in the prior SFY unless it conforms to requirements contained in the DLGS "CHECKLIST FOR INCLUSION OF SPECIAL ITEMS OF REVENUE". The Division of Local Government Services further requires that the municipal auditor as noted on the introduced Budget Document provides a certification that he has reviewed the proposed introduced budget and that the requirement for special items of revenue as explained in the checklist have been met. This certification shall be filed with the DLGS along with the introduced budget.

Governing Body Acknowledgement

The Municipal Governing Body shall review this Memorandum and approve a resolution stating its awareness and acknowledging its contents.

Mayor Date: 5/17/18

Chief Administrative Officer Date: 5-17-18

Governing Body President Date: 5-17-18

Certification of Municipal Clerk Date: 5/17/2018

Director, DLGS Date: 5/21/18

new jersey department of community affairs
people places progress
division of local government services

LFN 2015-14

August 14, 2015

Local Finance Notice

Chris Christie, Governor | Kim Guadagno, Lt. Governor | Charles A. Richman, Commissioner | Timothy J. Cunningham, Director

Local Units May Require Employees to Use Direct Deposit

This Notice discusses the ability of municipalities and counties to mandate direct deposit of employee pay, as well as recently enacted legislation extending this power to local authorities and fire districts. Through these laws, local units have an additional tool with which to control personnel-related costs.

Section 3 of P.L. 2013, c.28, effective as of July 1, 2014, authorized municipalities and counties to adopt an ordinance or resolution, as appropriate, to provide for the mandatory direct deposit of net pay for all employees. The ordinance or resolution requiring mandatory direct deposit can also apply to any "board, commission, bureau, department, or public agency" of the municipality or county (e.g. library board of trustees, county board of health). Section 46 of P.L. 2015, c. 95, the "Division of Local Government Services Modernization and Local Mandate Relief Act of 2015" enacted on August 10, 2015, clarified that local authorities and fire districts have similar authority. This Notice is the first in a series of guidance to be issued by the Division discussing changes made by the new law.

If a direct deposit ordinance or resolution is enacted after the above-referenced laws became effective, employee participation is mandatory unless the governing body grants an exemption. Exemptions may be granted for seasonal and temporary employees. If a local unit has previously enacted a direct deposit ordinance pursuant to subsection (a) of N.J.S.A. 52:14-15f, which only authorized permissive and not mandatory employee participation, a new ordinance or resolution may be enacted to require mandatory direct deposit.

Contact Information

Director's Office
V. 609.292.6613
F. 609.292.9073

Local Government Research
V. 609.292.6110
F. 609.292.9073

Financial Regulation and Assistance
V. 609.292.4806
F. 609.984.7388

Local Finance Board
V. 609.292.0479
F. 609.633.6243

Local Management Services
V. 609.292.7842
F. 609.633.6243

Authority Regulation
V. 609.984.0132
F. 609.984.7388

Mail and Delivery
101 South Broad St.
PO Box 803
Trenton, New Jersey
08625-0803

Web:
www.nj.gov/dca/divisions/dlgs

E-mail: dlgs@dca.nj.gov

Distribution

Municipal & Freeholder Bd. Clerks
Municipal & County CFOs
Authority Officials
Fire District Officials

Local units are required to make available (solely via the Internet) W-2 forms, information concerning net pay, and other information approved for distribution with these documents. Access shall be restricted, with policies and procedures in place to protect the integrity and confidentiality of the information. Your payroll provider should have an online system that complies with this provision.

Approved: Timothy J. Cunningham, Director

Document	Internet Address
P.L. 2013, c.28	http://www.njleg.state.nj.us/2012/Bills/AL13/28_.PDF
P.L. 2015, c.95	http://www.njleg.state.nj.us/2014/Bills/S2500/2454_R3.PDF

Revised
R-10

MBS:dh
05-12-20

RESOLUTION AUTHORIZING A CONTRACT WITH MAPLE LEAF LAWNCARE, INC., 153 MCKINLEY AVENUE, TURNERSVILLE, NJ 08012, PURSUANT TO A COMPETITIVE BIDDING PROCESS CONDUCTED THROUGH THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM, ID #57-CCCPS, FOR GRASS CUTTING, TRIMMING AND GROUNDS KEEPING OF AREAS LOCATED IN GROUP 12

WHEREAS, there exists a need to purchase services for grass cutting, trimming and grounds keeping of areas located in Group 12 for an estimated 23 weeks, on an as-needed basis, labor, materials, supplies, parts, equipment & services for grass cutting, trimming and grounds keeping for areas indicated in Group 12 for one year with a 2nd year option; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4,1, et seq., the County of Camden has conducted a publicly advertised Competitive Contracting Request For Proposals #A-11/2020 for grass cutting, trimming and grounds keeping for Camden County and participating County Municipalities under the Camden County Cooperative Pricing System, ID #57-CCCPS; and

WHEREAS, the Evaluation Committee reviewed the proposals and recommended the award to **Maple Leaf Lawncare**, for grass cutting, trimming and grounds keeping under the Camden County Cooperative Pricing System; and

WHEREAS, each participating member of the Camden County Cooperative as, specified in Competitive Contracting Request For Proposal #A-11/2020, as may be required and at their option, are hereby authorized to enter into a contract directly with **Maple Leaf Lawncare**, in the amount not to exceed ONE HUNDRED SIXTY-TWO THOUSAND SIX HUNDRED TEN DOLLARS ($162,610.00) pursuant to the terms and conditions of Competitive Contracting Request For Proposal #A-11/2020, after award by its governing body in accordance with applicable law; 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 adopted budget of the City of Camden under line item "0-01-702-908" 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 contract be awarded to **Maple Leaf Lawncare** under the Camden County Cooperative Pricing System, ID #57-CCCPS for grass cutting, trimming and grounds keeping, in the amount of ONE HUNDRED SIXTY-TWO THOUSAND SIX HUNDRED TEN DOLLARS ($162,610.00), 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: May 12, 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 to the Availability of Funds

I certify, as Chief Financial Officer of the City of Camden, that with respect to the award of a contract or expenditure of Funds to:

Maple leaf Lawncare Inc.

That funds are available as of the date of this resolution / Certification from one of the following:

- Temporary Budget Appropriations:
  Amount:
  Subject to appropriation in next fiscal year
  Amount:
- Adopted Budget Appropriations:
  Department of public Works, Neighborhood Districts
  0 – 01 – 702 – 908
  Amount: $ 162,610.00
- Appropriation Reserves:
  Amount:
  Dedicated by Rider:
  Amount:
- Reserve for State & Federal Grants
  Amount:
- General Capital:
  Amount:
- Trust Account:
  Amount

I do certify as the CMFO for the City of Camden, the anticipated value of the contract over the full life –

Description of the goods and/or services to be procured:

Provision of landscaping services through a Cooperative Bid process for a period of one year

Patrick J. Keating, CFO 4/08/2020

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: APRIL 2020

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

FROM: L. Chandler, Assistant Purchasing Agent

Department Making Request: Administration/Purchasing Bureau for Department of Public Works

TITLE OF RESOLUTION/ORDINANCE: Resolution to award a contract to Maple Leaf Lawncare, Inc, 153 McKinley Avenue, Turnersville, NJ 08012 for Grass Cutting, Trimming and Grounds Keeping of areas located in Group 9.

BRIEF DESCRIPTION: Under the Camden County Cooperative Pricing System ID #57-CCCPS, the City of Camden's Department of Public Works, will enter directly in a contract with Maple Leaf Lawncare, Inc, 153 McKinley Avenue, Turnersville, NJ 08012. This vendor will provide for an estimated 23 weeks, on an as-needed basis, labor, materials, supplies, parts, equipment & services for grass cutting, trimming and grounds keeping for areas indicated in Group 9 Bid A-11/2020 for one year with a 2nd year option.

BIDDING PROCESS: NJSA 40A:11-11(6)

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

APPROPRIATION ACCOUNT(S): 0-01- -702-908

AMOUNT: $162,610.00

☐ **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:	4-8-20	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	4/8/2020	
Approved by Business Administrator:	4.8.20	
Received by City Attorney:	4/13/20	

	(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	MAPLE LEAF LAWNCARE, INC
Purpose or Need for service:	GRASS CUTTING, TRIMMING AND GROUNDS KEEPING FOR GROUP 9 OF CCCPS BID A-11/2020
Contract Award Amount	$162,610.00
Term of Contract	12 MONTHS
Temporary or Seasonal	SEASONAL
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	NJSA 11-11(6)
Were other proposals received? If so, please attach the names and amounts for each proposal received?	YES

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_____

Business Administrator/Manager Signature

Date 4.8.20

*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- -702-908 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.

N/A Corp Date 4/8/2020

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

RESOLUTION

RESOLUTION AUTHORIZING AWARD OF CONTRACT (BID A-11/2020), BY AND BETWEEN THE COUNTY OF CAMDEN (DEPARTMENT OF BUILDINGS AND OPERATIONS) AND VARIOUS VENDORS, FOR GRASS CUTTING, TRIMMING AND GROUNDS KEEPING FOR CAMDEN COUNTY, ITS AGENCIES AND AUTHORITIES, UNDER THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM ID#57- CCCPS, ON AN "AS-NEEDED" BASIS

WHEREAS, the County of Camden, through the Division of Purchasing, received and opened bids on March 12, 2020 at 11:00 A.M., Prevailing Time, for Bid A-11/2020, Grass cutting, Trimming and Grounds Maintenance for Camden County and Various Outside Agencies, under the Camden County Cooperative Pricing System – ID # 57-CCCPS, the receipt of which bids were duly advertised in accordance with the law in such case made and provided; and

WHEREAS, bids were received from the following:

Highland Landscaping;
TLC Landscape Co.;
Marksmen Landscaping, LLC;
Langes Property Services a/k/a Orsini Landscaping and Design;
Maple Leaf Lawncare, Inc.;

WHEREAS, the bids of Marksmen Landscaping, LLC and Langes Property Services a/k/a Orsini Landscaping and Design did not comply with the bid specifications; and

WHEREAS, no bids were received for Group 2 and 10; and

WHEREAS, the County anticipates the need, in the event of an emergency, for additional services as described herein for Group 2 and 10, in the event of a lack of sufficient coverage, emergency contractors shall be utilized in the order of the lowest proposed operating rates and assigned by the Director of the Department of Buildings and Operations for Group 1, and the Camden County Municipal Utilities for Group 10, as per N.J.S.A. 40A:11-6; and

WHEREAS, it is the desire of the Board of Chosen Freeholders to award

RESOLUTION

contracts to the lowest responsible bidders for the term commencing on or about April 10, 2020 and terminating on or about October 31, 2020; and

WHEREAS, Bid A-11/2020 contained a second-year option, which shall be exercised at the sole discretion of the County; and

WHEREAS, funding for this purpose is contingent upon the availability and appropriation of sufficient funds for this purpose in the County's temporary and/or permanent 2020 budgets; and

WHEREAS, each participating member of the Camden County Cooperative as specified in Bid A-11/2020, and as may be required and at their option, are hereby authorized to enter into a contract directly with the vendors, pursuant to the terms and conditions of Bid A-11/2020, and the within resolution, after award by its governing body in accordance with applicable law;

WHEREAS, the County of Camden reserves the right to award Group 12 to the lowest responsible bidder, Maple Leaf Lawncare, Inc., at a later date; now therefore

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Camden that, contingent upon the funding as described herein, the bid and corresponding contract of **Maple Leaf Lawncare, Inc., 153 McKinley Avenue, Turnersville, NJ 08012** for: **Group 1** in the amount of $72,035.00; **Group 3** in the amount of $36,700.00; **Group 5** in the amount of $54,650.00; **Group 11** in the amount of ($1,725.00), is hereby approved and awarded for the term stated herein; and

BE IT FURTHER RESOLVED by the Board of Chosen Freeholders of the County of Camden that, contingent upon the funding described herein, the bid and corresponding contract of **TLC Landscape Co., 701 Clayton Road, Williamstown, NJ 08094** for: **Group 4** in the amount of $64,075.00; **Group 7** in the

RESOLUTION

amount of $17,980.00; **Group 8** in the amount of $67,740.00, is hereby approved and awarded for the term stated herein; and

BE IT FURTHER RESOLVED by the Board of Chosen Freeholders of the County of Camden that, contingent upon the funding described herein, the bid and corresponding contract of **Highland Landscaping, LLC**, 94 East 6th Avenue, Pine Hill, NJ 08021 for: **Group 6** in the amount of $ 10,925.00; **Group 9** in the amount of $81,000.00, is hereby approved and awarded for the term states herein; and

BE IT FURTHER RESOLVED that the proper officers of the County of Camden are hereby authorized and instructed to sign and execute all necessary contracts, purchase orders, or other legal instruments in connection therewith and to sign checks or vouchers for the payment thereof, when such materials and services have been delivered and accepted by the County of Camden; and

BE IT FURTHER RESOLVED that the participating members of the Camden County Cooperative as specified in Bid A-11/2020 are hereby authorized to enter into a contract directly with the vendors, pursuant to the terms and conditions of Bid A-11/2020, and the within resolution, after award by its governing body in accordance with funding and applicable law; and

BE IT RESOLVED the County of Camden reserves the right to award Group 12 at a later date;

BE IT FURTHER RESOLVED that the second-year option of Bid A-11/2020, shall be exercised at the sole discretion of the County; and

BE IT FURTHER RESOLVED that the bids of Marksmen Landscaping, LLC and Langes Property Services a/k/a Orsini Landscaping and Design are hereby rejected as the bidders did not comply with the bid specifications; and

RESOLUTION

BE IT FURTHER RESOLVED that the County anticipates the need, in the event of a lack of sufficient coverage for Group 2 and 10, emergency contractors shall be utilized in the order of the lowest proposed operating rates and assigned by the Director of the Department of Buildings and Operations for Group 2 and the Camden County Municipal Utilities Authority for Group 10, as per N.J.S.A. 40A:11-6.

LJP:ml
BC-8670

Z: Files-Bids\2020 Meetings\March \Resol. Auth. Bid A-11/2020 Grass Cutting, trimming & Grounds Maint. Under Co-Op Ver. Vendors-Auth. 3/19/2020

Introduced on: March 19, 2020
Adopted on:
Official Resolution#:

PROPOSAL FORM
FOR
GRASS CUTTING, TRIMMING AND GROUNDS KEEPING
FOR THE
CAMDEN COUNTY DEPARTMENT OF PARKS
CAMDEN COUNTY DEPARTMENT OF BUILDINGS AND OPERATIONS
CAMDEN COUNTY DEPARTMENT OF PUBLIC WORKS
CAMDEN COUNTY LIBRARIES, CAMDEN COUNTY TECHNICAL SCHOOLS
CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY, CAMDEN COUNTY COLLEGE
CITY OF CAMDEN
UNDER THE
CAMDEN COUNTY COOPERATIVE PRICING SYSTEM
ID NUMBER: 57-CCCPS

TO THE BOARD OF CHOSEN FREEHOLDERS OF CAMDEN COUNTY, NEW JERSEY:

The Undersigned Maple Leaf Lawncare, Inc 8566165020
(Name of Bidder & Telephone No.)

hereby proposes to furnish all labor, materials, supplies, parts, equipment and services to perform grass mowing and trimming at various Camden County properties as hereinafter specified.

		Base Bid 2020			Option 2021
		Cost per Cut	Est. Quan.	Total Cost	Cost per Cut
1	**CAMDEN COUNTY PARKS / CAMDEN COUNTY COLLEGE**				
1.1	Camden Area – Group I				
	City Hall	$ 30.00	23	$ 690.00	$ 35.00
	Administration Building	$ 30.00	23	$ 690.00	$ 35.00
	Hall of Justice	$ 35.00	23	$ 805.00	$ 40.00
	Metro Police Administration Building	$ 40.00	23	$ 920.00	$ 45.00
	Old F.O.P. Building	$ 35.00	23	$ 805.00	$ 40.00
	Pyne Poynt	$ 325.00	30	$ 9,750.00	$ 350.00
	Farnham	$ 400.00	30	$ 12,000.00	$ 425.00
	New Camden	$ 250.00	30	$ 7,500.00	$ 265.00
	Von Nieda	$ 350.00	30	$ 10,500.00	$ 365.00
	Kaighn Avenue	$ 40.00	30	$ 1,200.00	$ 40.00
	Congress Avenue	$ 40.00	30	$ 1,200.00	$ 40.00
	Gateway Park	$ 450.00	30	$ 13,500.00	$ 465.00
	10th & Linden	$ 40.00	30	$ 1,200.00	$ 40.00
	7th & Linden	$ 150.00	30	$ 4500.00	$ 165.00
	Camden Co. College - Camden Campus (Including weed control)	$ 175.00	13	$ 2,275.00	$ 195.00
	Florio Center-Special Req. (see 3.16.1)			$ 4500.00	$ 4950.00
	Total Contract – Group I			$ 72,036	

9585-15

Maple Leaf Lawncare, Inc.
P.O. Box 1302
Merchantville, NJ 08109

		Base Bid 2020			Option 2021
		Cost per Cut	Est. Quan.	Total Cost	Cost per Cut
1.2	Cherry Hill-Pennsauken – Group II				
	Maria Greenwald Park, Challenge Grove, Wallworth, Pennypacker Park	$_____	30	$_____	$_____
	Cooper River Park-Incl. Boathouse and Golf Driving Range	$_____	30	$_____	$_____
	Rte. 70 & Rte. 38 Median	$_____	30	$_____	$_____
	Hopkins Pond Dam	$_____	6	$_____	$_____
	Various Islands (see 3.6.3)	$_____	13	$_____	$_____

Parks Landscaped Areas and Other Special Req. (see 3.6)

	Cost per Visit	Quan.	Total Cost	Cost per Visit
Cooper River Park, N Park Dr. & Cuthbert	$_____	13	$_____	$_____
Hopkins Pond, Grove Street	$_____	13	$_____	$_____
Hopkins Pond, Dam	$_____	13	$_____	$_____
Challenge Grove	$_____	13	$_____	$_____
Maria B Greenwald- Grove & Park Blvd.	$_____	13	$_____	$_____
Cuthbert Road median, Cooper River	$_____	13	$_____	$_____
South Park Drive, Cooper River	$_____	13	$_____	$_____
Columbus Monument, Cooper River	$_____	13	$_____	$_____
Monument Row, Cooper River	$_____	13	$_____	$_____
Challenge Grove – Jakes Place flower beds	$_____	13	$_____	$_____
Parks Department building	$_____	13	$_____	$_____

Total Contract – Group II $_____

		Cost per Cut	Quan.	Total Cost	Cost per Cut
1.3	Collingswood – Haddon Heights-Audubon Area – Group III				
	Newton Lake Park	$875.00	30	$26,250.00	$900.00
	Haddon Lake Park	$900.00	30	$27,000.00	$925.00

Parks Landscaped Areas-Special Req. (see 3.6)

	Cost per Visit	Quan.	Total Cost	Cost per Visit
Newton Lake Park, Cuthbert & Lakeshore	$300.00	13	$3900.00	$320.00
Newton Lake Park, WHP & Lake	$100.00	13	$1300.00	$110.00
Haddon Heights Dell, S. Park Ave.	$200.00	13	$2600.00	$210.00
Haddon Lake Park, 3 Beds	$180.00	13	$2340.00	$185.00

Total Contract – Group III $43,390.00

Maple Leaf Lawncare, Inc.
P.O. Box 1302
Merchantville, NJ 08109

		Base Bid 2020 Cost per Cut	Est. Quan.	Total Cost	Option 2021 Cost per Cut
1.4	Berlin-Sicklerville Area – Group IV				
	Berlin Park	$ 550.00	30	$ 16,500.00	$ 575.00
	New Brooklyn Park	$ 950.00	30	$ 28,500.00	$ 995.00
	Timber Creek Park	$ 450.00	30	$ 13,500.00	$ 475.00
	Silver Lake	$ 40.00	30	$ 1,200.00	$ 45.00
	Rutgers's Ext. Building Lawn	$ 75.00	23	$ 1725.00	$ 40.00
	Dept. of Public Works Complex	$ 325.00	23	$ 7,475.00	$ 350.00

Parks Landscaped Areas-Special Req. (see 3.6)

	Cost per Visit	Quan.	Total Cost	Cost per Visit
Berlin Park, Cross-Keys and South Park	$ 150.00	13	$ 1950.00	$ 155.00
Berlin Park, Cross-Keys and North Park	$ 150.00	13	$ 1950.00	$ 155.00
Berlin Park, White Horse Pike	$ 150.00	13	$ 1950.00	$ 150.00
New Brooklyn flower beds	$ 550.00	13	$ 7150.00	$ 575.00
Timber Creek flower beds	$ 200.00	13	$ 21,600.00	$ 210.00

Total Contract – Group IV $ 84,500.00

2. BUILDINGS AND OPERATIONS / CAMDEN COUNTY COLLEGE

		Cost per Cut	Quan.	Total Cost	Cost per Cut
2.1	Lakeland – Group V				
	Lakeland	$ 1400.00	25	$ 35,1000.00	$ 1470.00
	R.E.T.C. (Camden County College)	$ 350.00	25	$ 8,750.00	$ 375.00
	Weeding and Other Special Req. (see 3.16)			$ 10,900.00	$ 11,600.00
	Total Contract – Group V			$ 54,650.00	

3. CAMDEN COUNTY DEPARTMENT OF PUBLIC WORKS

3.1	Public Works – Group VI				
	Robert Kelly Bridge area	$	23	$	$
	Total Contract – Group VI			$	

4. CAMDEN COUNTY LIBRARIES

4.1	Libraries – Group VI				
	Voorhees Branch	$	23	$	$
	Haddon Township Branch	$	23	$	$
	Ferry Avenue Branch	$	23	$	$
	Turf Maintenance and Special Req. (see 3.7)			$	$
	Total Contract – Group VII			$	

Maple Leaf Lawncare, Inc.
P.O. Box 1302
Merchantville, NJ 08109

		Base Bid 2020			Option 2021
		Cost per Cut	Est. Quan.	Total Cost	Cost per Cut
5.	**CAMDEN COUNTY TECHNICAL SCHOOLS**				
5.1	Camden County Technical Schools – Group VIII				
	Sicklerville Campus	$_____	22	$_____	$_____
	Pennsauken Campus	$_____	22	$_____	$_____
	Mulching, Leaf Clean Up, and Other Special Req. (see 3.14)			$_____	$_____
	Total Contract – Group VIII			$_____	
6.	**CAMDEN COUNTY COLLEGE**				
6.1	Camden County College – Group IX				
	Blackwood Campus	$_____	22	$_____	$_____
	Blackwood Campus Athletic Fields	$_____	26	$_____	$_____
	Rohrer Campus, Cherry Hill	$_____	22	$_____	$_____
	Mulching, Trimming, Pruning, Weeding, Leaf Clean Up, Fertilization, and Other Special Req. (see 3.15)			$_____	
	Total Contract – Group IX			$_____	
7.	**CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**				
7.1	CCMUA – Group X				
	Sub-Group A	$_____	26	$_____	$_____
	Sub-Group B	$_____	13	$_____	$_____
	Sub-Group C	$_____	9	$_____	$_____
	Sub-Group D	$_____	9	$_____	$_____
	Sub-Group E	$_____	14	$_____	$_____
	Total Contract – Group X			$_____	
8.	**HARLEIGH CEMETERY**				
8.1	Harleigh Veteran's Cemetery – Group XI	$ 75.00	23	$ 1725.00	$ 80

Maple Leaf Lawncare, Inc.
P.O. Box 1302
Merchantville, NJ 08109

		Base Bid 2020			Option 2021
		Cost per Cut	Est. Quan.	Total Cost	Cost per Cut
9.	**ALTERNATE BID – CAMDEN CITY PARKS**				
9.1	Camden City Parks – Group XII				
	Whitman Park	$ 300.00	23	$ 6900.00	$ 315.00
	Reverend Evers Park	$ 525.00	23	$ 12,075.00	$ 550.00
	Alberta Woods Park	$ 75.00	23	$ 1,725.00	$ 80.00
	4th & Berkley Street Park	$ 75.00	23	$ 1725.00	$ 80.00
	22nd and Harrison Ave. Park	$ 200.00	23	$ 4600.00	$ 210.00
	4th and Washington Park	$ 95.00	23	$ 2,185.00	$ 100.00
	Cooper Poynt Waterfront	$ 800.00	23	$ 18,400.00	$ 840.00
	Cornelius Martin Park	$ 200.00	23	$ 4,600.00	$ 210.00
	Dudley Grange Park	$ 395.00	23	$ 9,085.00	$ 410.00
	Elijah Perry Park	$ 200.00	23	$ 4,600.00	$ 210.00
	Judge Robert B. Johnson Park	$ 475.00	23	$ 10,925.00	$ 500.00
	Liney Ditch Park	$ 225.00	23	$ 5,175.00	$ 240.00
	New Stockton Park	$ 600.00	23	$ 13,800.00	$ 625.00
	Northgate Park	$ 95.00	23	$ 2,185.00	$ 100.00
	Ralph Williams Jr. Park	$ 90.00	23	$ 2,070.00	$ 95.00
	Staley Park	$ 200.00	23	$ 4600.00	$ 210.00
	Union Field Park	$ 375.00	23	$ 8,625.00	$ 395.00
	Veterans Park	$ 110.00	23	$ 2530.00	$ 120.00
	Whitman Square	$ 110.00	23	$ 2530.00	$ 120.00
	Butler Dempsey Cemetery	$ 75.00	23	$ 1725.00	$ 80.00
	Johnson Cemetery	$ 175.00	23	$ 4025.00	$ 190.00
	New Camden Cemetery	$ 1350.00	23	$ 31,050.00	$ 1400.00
	Old Camden Cemetery	$ 325.00	23	$ 7475.00	$ 350.00
		= $ 7070		= $ 162,610	

Maple Leaf Lawncare, Inc.
P.O. Box 1302
Marchantville, NJ 08109

Bidders shall provide the following information, per Paragraph 2.6:

1. Number and size of mowers to be dedicated to this contract: (30) 60" | 48" | 36" | 21"

2. Number of employees to be dedicated to each Group:

Group I: 6-8
Group II: N/A
Group III: 8
Group IV: 10-12
Group V: 10-12
Group VI: N/A
Group VII: N/A
Group VIII: N/A
Group IX: N/A
Group X: N/A
Group XI: 4
Group XII: 8

The Base Bid for Basic Services for each group shall be calculated based on the sum of the unit costs per cut for all areas within the group, multiplied by the approximate number of cuts, plus the other services included in Section 3 of the specifications.

Bids for each Group will be evaluated and awarded separately. Multiple contracts may be awarded. The County reserves the right to not award a contract for any Group.

The County reserves the right to increase or decrease the number of cuttings, to eliminate portions of the scope of work or add work of similar nature, to add additional locations of similar nature or delete locations, to direct the commencement and order the execution of various portions of the work.

The County reserves the sole option to award a second year contract to vendors upon formal resolution based on the total of the cost proposals listed above as listed under Option 2021.

The County reserves the right to award the Alternate Bid for the Camden City Parks, if deemed in the County's interest to do so.

Maple Leaf Lawncare, Inc.
P.O. Box 1302
Marchantville, NJ 08109

R-11

MBS:dh
05-12-20

RESOLUTION AUTHORIZING A CONTRACT WITH OFFICE BASICS, INC., 22 CREEK CIRCLE, BOOTHWYN, PA 19061, PURSUANT TO A COMPETITIVE BIDDING PROCESS CONDUCTED THROUGH THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM, ID #57-CCCPS, FOR OFFICE SUPPLIES

WHEREAS, there exists a need to purchase office supplies on an as needed basis for a term of one (1) year commencing March 1, 2020 through February 28, 2021 with a one year option to renew; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4,1, et seq., the County of Camden has conducted a publicly advertised Competitive Contracting Request For Proposals #A-2/2020 for office supplies for Camden County and participating County Municipalities under the Camden County Cooperative Pricing System, ID #57-CCCPS; and

WHEREAS, the Evaluation Committee reviewed the proposals and recommended the award to **Office Basic, Inc.**, for office supplies under the Camden County Cooperative Pricing System; and

WHEREAS, each participating member of the Camden County Cooperative as, specified in Competitive Contracting Request For Proposal #A-2/2020, as may be required and at their option, are hereby authorized to enter into a contract directly with **Office Basic, Inc.**, in the amount not to exceed TWENTY THOUSAND DOLLARS ($20,000.00) pursuant to the terms and conditions of Competitive Contracting Request For Proposal #A-2/2020, after award by its governing body in accordance with applicable law; 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 adopted budget of the City of Camden under line item "0-01-430-918" 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 contract be awarded to **Office Basic, Inc**. under the Camden County Cooperative Pricing System, ID #57-CCCPS for office supplies, in the amount of TWENTY THOUSAND DOLLARS ($20,000.00), 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: May 12, 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:

OFFICE BASICS INC.

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

TEMPORARY BUDGET APPROPRIATION:
AMOUNT:
ADOPTED BUDGET APPROPRIATION: 0-01-430-918
AMOUNT: $1,000.00
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 CITY TREASURER, THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE:

$1,000.00 (FY 2020)
$19,000 (FY 2021)

Description of the Goods or Services to be procured:

An Agreement between the City of Camden and Office Basics Inc., to purchase office supplies on an as needed basis under (Bid #A-2/2020) with the Camden County Cooperative Pricing System #57-CCCPS for a term of (1) one year commencing about March 01, 2020.

Doreen Chang

DOREEN P CHANG
TREASURER

DATE: April 14, 2020

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM MAY

Council Meeting Date: ~~APRIL~~ 2020

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

FROM: L. Chandler, Assistant Purchasing Agent

Department Making Request: Administration/Purchasing Bureau

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing an agreement with Office Basics, Inc., 22 Creek Circle, Boothwyn, PA 19061 via the Camden County Cooperative Pricing System #57-CCCPS Bid #A-2/2020.

BRIEF DESCRIPTION: This agreement with Office Basics, Inc., 22 Creek Circle, Boothwyn, PA 19061 will allow the City to purchase office supplies on an as needed basis under Bid #A-2/2020 with the Camden County Cooperative Pricing System #57-CCCPS for a term of one (1) commencing on or about March 1, 2020 through February 28, 2021 with a one-year option to renew.

BIDDING PROCESS: NJSA 40A:11-11(6)
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): VARIOUS DEPARTMENTS

AMOUNT: $ 1,000.00 FY20
$19,000.00 FY21

☐ **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:	4/13/2020	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	4/13/2020	
Approved by Business Administrator:	4-15-20	
Received by City Attorney:	4/20/2020	

	(Name) Please Print	***(Extension #)***
Prepared by 1:	L. CHANDLER	X7475
Contact Person 2:		

RECEIVED 4/14/2020

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	OFFICE BASICS, INC
Purpose or Need for service:	AS NEEDED OFFICE SUPPLICES WITH #57-CCCPS BID #A-2/2020
Contract Award Amount	$20,000.00
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.)	NJSA 11-11(6)
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 4.15.20

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.
VARIOUS DEPARTMENTS 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.

CD-UP Date 4/14/2020

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

RESOLUTION

RESOLUTION AUTHORIZING AN AWARD OF CONTRACT (BID A-2/2020), BY AND BETWEEN THE COUNTY OF CAMDEN (DEPARTMENT OF BUILDINGS AND OPERATIONS) AND OFFICE BASICS, INC., FOR OFFICE SUPPLIES FOR VARIOUS CAMDEN COUNTY DEPARTMENTS, AGENCIES AND AUTHORITIES, UNDER THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM ID #57-CCCPS, ON AN "AS-NEEDED" BASIS

WHEREAS, the County of Camden, as the Lead Agency for the Camden County Cooperative Pricing System, System Identifier # 57-CCCPS (Cooperative), received and opened bids at its Division of Purchasing on February 14, 2020 at 11:30 A.M., Prevailing Time, for Bid A-2/2020, Purchase Of Office Supplies for Various Camden County Departments, Agencies and Authorities, Under The Camden County Cooperative Pricing System, System Identifier # 57-CCCPS, on an "as-needed" basis, the receipt of which bids were duly advertised in accordance with law; and

WHEREAS, bids were received from the following:

Office Basics, Inc.;
W.B. Mason Co., Inc.;
Staples Contract & Commercial, LLC;

and

WHEREAS, Office Basics, Inc., the lowest responsible bidder, submitted unit pricing for each category, for both the County and participating members in the Cooperative; and

WHEREAS, it is the desire of the Board of Chosen Freeholders to award a contract to the lowest responsible bidder on behalf of the County of Camden and participating members in the Cooperative for a term of one (1) year commencing on or about March 1, 2020 through February 28, 2021,

RESOLUTION

with a one-year option to renew, said option to be exercised at the sole discretion of the County; and

WHEREAS, funding for this purpose shall not exceed the maximum line items for office supplies in each department line item budget in the County's 2020 and 2021 temporary and/or permanent budgets and shall be encumbered prior to incurring the obligation in accordance with N.J.A.C. 5:30-5.5(b)(2); and

WHEREAS, each participating member in the Cooperative is hereby authorized to enter into a contract directly with Office Basics, Inc., pursuant to the terms and conditions of this bid, Bid A-2/2020, after award by its governing body in accordance with applicable law; now, therefore,

BE IT RESOLVED by the Board of Chosen Freeholders of the County of Camden that, contingent upon the funding as described herein, the aforementioned Bid A-2/2020 be and is hereby awarded to Office Basics, Inc., 22 Creek Circle, Boothwyn, Pennsylvania 19061, at the unit pricing listed in its proposal dated February 13, 2020, for a term of one (1) year, commencing on or about March 1, 2020 through February 28, 2021; and

BE IT FURTHER RESOLVED that each participating member in the Cooperative is hereby authorized to enter into a contract directly with Office Basics, Inc., pursuant to the terms and conditions of Bid A-2/2020 after award by its governing body in accordance with applicable law; and

BE IT FURTHER RESOLVED that the proper officers of the County of

RESOLUTION

BE IT FURTHER RESOLVED that the proper officers of the County of Camden are hereby authorized and instructed to sign and execute any necessary contracts, purchase orders, or other legal instruments in connection therewith and to sign checks or vouchers for the payment thereof, when such materials and/or services have been delivered and accepted by the County of Camden.

LJP:amf

BC-8651

Z:\Files-Bids\2020 Meetings\Feb\Resol. Auth. Bid A-2/2020, Office Supplies for Cooperative Pricing Bid Award-Office Basics - Auth. 2-20-20

Introduced on: February 20, 2020
Adopted on:
Official Resolution#:

R-12

MBS:dh
05-12-20

RESOLUTION CONCURRING WITH COOPER'S FERRY PARTNERSHIP FOR A CHANGE ORDER #3 TO A CONSTRUCTION CONTRACT TO LEXA CONCRETE, LLC IN CONNECTION WITH THE RIVER ROAD IMPROVEMENTS, CRAMER HILL (CONSTRUCTION) PROJECT

WHEREAS, Coopers Ferry Partnership ("CFP") was designated as the City's Project Coordinator for the River Road (CR 543) Improvements, Cramer Hill project; and

WHEREAS, the CFP has authorized a Change Order #1 (MC-6857) with Lexa Concrete, LLC in the amount of $19,549.14 due to additional work consisting of inlet reconstruction; and

WHEREAS, the CFP has authorized a Change Order #2 with Lexa Concrete, LLC in the amount of $6,793.00 due to additional work needed (PSE&G Utility Pole); and

WHEREAS, the CFP has further authorized a Change Order #3 with Lexa Concrete, LLC to extend the term through 9/1/2019 due to utility conflicts and water main installation; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City hereby concurs with the CFP Change Order #3 with Lexa Concrete, LLC to extend the term through 9/1/2019.

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: May 12, 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

MAY

Council Meeting Date: Next ~~Scheduled~~

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

DATE: April 22, 2020

FROM: Orion Joyner

Department Making Request: PLANNING & DEVELOPMENT

TITLE OF ~~RESOLUTION/ORDINANCE~~: Resolution concurring with Cooper's Ferry Partnership on Change Order #3 to a construction contract with Lexa Concrete, in connection with the River Road Improvements, Cramer Hill (Construction) project.

BRIEF DESCRIPTION OF ACTION: The City of Camden concurs with CFP on Change Order #3 for Lexa Concrete for construction services in connection with the project. Due to utility conflicts and water main installation working days were lost. A contract amendment is needed to extend time through 9/1/19. This action authorizes formal concurrence with CFP.

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:	4/22/20	
Approved by Grants Management:	4/22/20	(If applicable)
Approved by Finance Director:	4/22/20	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	4.22.20	
Received by City Attorney:	4/23/20	

(Name) Please Print	***(Extension #)***
Prepared By: Tytanya Ray	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******

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	Concurrence with Cooper's Ferry Partnership
Name of Vendor	Cooper's Ferry Partnership
Purpose or Need for service:	Concurrence with CFP on construction change order #3 for Lexa Concrete. Due to utility conflicts and water main installation working days were lost. Contract amendment is needed to extend time through 9/1/19.
Contract Award Amount	*** City not encumbering any funds. Concurring with CFP on time extension only.
Term of Contract	
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.)	Concurrence Change Order #3 (Originally RFP #18-21)
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 9.22.20

Business Administrator/Manager Signature

N/A

*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.
River Road Improvements, Cramer Hill (Construction) 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_____

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: Development & Planning – Capital Improvements

Grant Administrator: Tytanya Ray Grant Administrator #: 757-7628

Project Name:		River Road Improvements, Cramer Hill (Construction)			
Grant/Funding Agency Program:		USDOT – Federal Highway Administration (FHWA)- Federal Project #5808387			
Grant Federal CFDA or State GIMS Number:		CFDA 20.205; Agreement #17-DT-BLA-755; Fed Proj No. HPP-0543 (300) (CON)			
City Contract Date:		pending	City Contract #:		
Application Resolution #:			Appropriation Code :	G-18-665-999	
Funding Source:		Federal Highway Administration			
Pass Through: ***circle one***	Y or (N)	Source:	NJDOT		
Amount of Grant:		$3,682,382.50 +$393,784.58 (Amendment #1)			
Local Match: ***circle one***	Y or (N)	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:		
Term of Grant:			Location of Activity:	River Rd – Cramer Hill	
Date of Analysis:	4.22.2020		Reviewed By:	Kelly Mobley	

Summary:

22-Apr-20: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership for a no cost time extension through 9/1/19 with Lexa Concrete. (Change Order #3) This action is required in connection with the close out of the River Road Project.

Also seeking council authorization to concur with Cooper's Ferry Partnership for a no cost time extension through 12/30/19 and for a net reduction in the contract amount $387,371.09 with Lexa Concrete. (Change Order #4) This action is required in connection with the close out of the River Road Project.

24-Jan-20: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership to authorize change order #2 for Lexa Concrete in the amount of $6,793.00. Additional work needed (utility pole). New contract amount: $3,864,577.59

31-Oct-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to amend Resolution MC-19:6880 dated 4/9/19. The resolution needs to be amended to read Amendment #3 of a subrecipient agreement between the City of Camden and Cooper's Ferry Partnership in connection with the River Road (CR 543) Improvements, Cramer Hill Project. Federal Project No. HPP-4273 (300) Construction. This is a no cost extension extending the term through April 18, 2021.

31-Oct-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to accept an additional $68,822.21 through the USDOT Federal Highway Administration for construction of the River Road/Cramer Hill Project. Further, they are

seeking authorization to make a temporary emergency appropriation into the city budget in the amount of the award and authorizing the Mayor to execute a contract modification (#3) to accept the additional funds to federal aid agreement (No. 17-DT-BLA-755); an agreement between the NJ Department of Transportation and the City of Camden for Federal Project No. HPP-0543 (300) Construction also known as River Road Improvements, Cramer Hill (Construction) project. **Note: Resolutions are slated for December; therefore, the temporary appropriation may be changed pending the adoption of the budget in November.**

23-Oct-19: The Department of Planning and Development– Division of Capital Improvements is processing invoice #1942 for construction in the amount of $494,046.22 (Application #9). New balance after payment: $967,487.66

9-Oct-19: The Department of Planning and Development– Division of Capital Improvements is processing invoice #1912 for engineering services by T&M Associates in the amount of $12,714.69 (professional services through June 2019) and Invoice #1913 for engineering services by T&M Associates in the amount of $18,348.84 (professional services through May 2019).

17-Jul-19: The Department of Planning and Development– Division of Capital Improvements is processing construction Invoice #1881 in the amount of $297,107.03 (payment/application #7 Lexa Concrete) Also, processing Invoice #1871 (#LAB365700 – T&M Associates) in the amount of $5,111.11.

8-Apr-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to amend contract #12-170-186 to extend the term of the contract to complete the construction phase of this project. New term: April 1, 2018 – April 18, 2021.

2-Apr-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $81,372.92 (Invoice #1839 – Application #6 Lexa Concrete – services completed through 2/15/19.

8-Mar-19: The Department of Planning and Development– Division of Capital Improvements is processing a council resolution to concur with Cooper's Ferry Partnership for a change order for Lexa Concrete in connection with the River Road Improvements, Cramer Hill (construction) project. Change order is due to additional work consisting of inlet reconstruction.

7-Mar-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $38,652.37 (Invoice #1810 – Request #9 for professional services through October 26, 2018 T and M); $27,359.79 (Invoice #1801 – Request #10 for professional services through December 28, 2018 T and M); $30,575.16 (Invoice #1766 – LAB work #LAB356991 T and M). Total request for 3 billings: **$96,587.32**

12-Feb-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $263,490.74 (Invoice #1798 – Application/Certificate #5.)

19-Dec-18: : The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $368,832.55 (Invoice #1745 – Application/Certificate #4.

28-Nov-18: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 in for the following three payments utilizing appropriation code G-18-665-999:

- Invoice #1723: for construction management services (T&M Associates LAB352019) amount: $18,659.85 (request #3)
- Invoice #1734: for application and certificate for payment number 3 from Lexa Concrete for the period of September 1 – October amount: $295,195.50 (request #3)
- Invoice #1735: for construction management services (T&M Associates LAB354234) amount $52,891.34 (request #4)

10-Sep-18: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 in the amount of $3,574.29 (1st payment) for construction services provided in connection with the River Road – Cramer Hill Project. HPP-0543 (CON) Invoice #1675 (T & M Associates. Utilizing appropriation code: G-18-665-999.

15-May-18: The Department of Planning and Development– Division of Capital Improvements is

processing purchase requisition #18-00872 in the amount of $3,682,382.50 for project management services in connection with the River Road (CR-543) Improvements. Subrecipient agreement was processed in November of 2017.

7-Mar-18: The Department of Planning and Development– Division of Capital Improvements is seeking council to authorize an agreement with T & M Associates for construction management in connection with the River Road Improvements Cramer Hill project.

The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership in awarding a construction contract to Lexa Concrete LLC for construction in connection with the River Road Improvements Cramer Hill project.

2-Nov-17: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to enter into a subrecipient agreement in the amount of $3,682,382.50 with Cooper's Ferry Development Association for professional services (project management) in connection with the River Road Improvement Cramer Hill Project. **A budget was not available for review. Additionally, the state has not approved this agreement - see attached forms which have not been fully executed. This is a walk-on. This writer will not be authorizing the agreement with signature until it is approved by the state. (WALK-ON)**

13-Sep-17: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to accept a $3,682,382.50 federal award through the USDOT Federal Highway Administration for construction of the River Road/Cramer Hill Project. Further, they are seeking authorization to make a temporary emergency appropriation into the city budget in the amount of the award.

The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to authorize the Mayor of the City of Camden to execute the Federal Aide Agreement between the Department of Transportation and the City of Camden.

Project Limits:

Time Lines: Based on the letter of authorization – reimbursements should be requested quarterly.

Problematic Areas/Recommendations: The application was not available for review; however, one will be provided for the file.

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

Department: Planning & Development — Revised: 4/22/2020
Capital Improvements/Project Management

Grant Administrator: Tytanya C. Ray — Grant Administrator #: 757-7628

Grant/Project Name:	River Road Improvements, Cramer Hill (Construction) project						
Grant #:	*Pending*						
City Contract Date:	*pending*		City Contract #:	*Pending*			
Application Resolution #:	R-11 R-28		Appropriation Code #:	*G-18-665-999* *G-18-665-998*			
Funding Source:	*Federal Project No. HPP-0543 (300) Construction*						
Pass Through:	Y	N	Source:	FHWA (NJDOT)			
Amount of Grant:	*$3,682,382.50 Original Agreement Amt.* *393,784.58 Mod #1 (per NJDOT)* *30,004.83 Mod #2 (per NJDOT)* *Time ext. Amend #3 (per City Law Dept)* *68,822.21 Mod #3 (per NJDOT)* *$4,174,994.12 Revised Agreement Amt.*						
Local Match:	Y	N	Cash:		In-Kind		
Budget Insertion Resolution # & Date:	*Pending*		Accepting Grant Resolution # MC:	*Pending*			
Term of Grant:	*Pending*		Location of Activity:	Pending			
Date of Analysis:	4/22/20		Reviewed By:	Tytanya C. Ray			

Summary: **4/22/20:** In connection with closeout of the River Road Improvements, Cramer Hill (Construction) project, the following are being submitted for Council approval:

- Change Order #3- concurring with Cooper's Ferry Partnership on time extension through 9/1/19. City not encumbering any funds.
- Change Order #4 and Final- concurring with Cooper's Ferry Partnership for a net decrease in final contract amount and time extension through 12/30/19 (construction completion date). City not encumbering any funds.

01/28/20: Forwarding the following invoices from Cooper's Ferry Partnership, in connection with the River Road Improvements, Cramer Hill (Construction) project:

- Construction payment #10, invoice #2010 in the amount of $424,636.86
- CM payment #14, invoice #2011 in the amount of $67,512.24

TOTAL $492,149.10

01/21/20: Council approval is requested to concur with CFP on change order #2 for Lexa Concrete in the amount of $6,793.60 for construction work in connection with the River Road Improvements, Cramer Hill (Construction) project. Change Order #2 is due to Utility Pole work, consisting of removal and replacement of conduit to PSE&G Utility Pole.

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

11/19/19: Resolution of Support is requested at the Next Scheduled Council meeting for Preferred Preliminary Alternative (PPA). The County of Camden received a Local Aid Infrastructure Funded (LAIF) grant from the New Jersey Department of Transportation (NJDOT), to complete a concept development study of River Road Improvements (CR 543) Cramer Hill project.
The City of Camden agrees that the Preferred Preliminary Alternatives (PPA) meets the goals of the concept development study. The City further concurs with the selection of Alternative 4 as the Preferred Preliminary Alternative (PPA), as proposed by The County of Camden.

10/30/19: Resolution Amending Resolution MC-19:6880, 4/9/19. Resolution needs amending to read "Amendment #3", as opposed to #2. Said correction is needed for amendments to coincide with the City's Law Department files.

10/30/19: In connection with Federal Aid Agreement No. 17-DT-BLA-755, also known as River Road Improvements, Cramer Hill (Construction) project, the following Council Action Requests are being submitted for the December 10, 2109 Council meeting:

1. Resolution authorizing the Mayor to Execute Agreement Modification #3 in the amount of $68,822.21.
2. Resolution authorizing the City to Accept additional award in amount of $68,822.21.
3. Resolution authorizing Temporary Emergency Authorization to insert funds in amount of $68,822.21.

10/22/19: Forwarding invoice #1942 in the amount of $494,046.22 to Cooper's Ferry Partnership for construction work performed by Lexa Concrete, in connection with the project.

8/13/19: Transmitting invoice #1915 in the amount of $308,503.28 to CFP for construction work performed by Lexa Concrete, in connection with the River Road (CR-543) Improvements, Cramer Hill project.

7/16/19: Please pay the following invoices from Cooper's Ferry Partnership, in connection with the project:

- Construction payment #7, invoice 1881 in amount of $297,107.03
- CM payment #11, invoice 1871 in amount of $5,111.11

TOTAL $302,218.14

5/15/19: Transmitting the following payments to CFP for CM services completed by T&M Associates in connection with the River Road (CR-543) Improvements, Cramer Hill project:

- Invoice #1851 in amount of $628.54
- Invoice #1843 in amount of $2,825.83

TOTAL $3,454.37

5/10/19: In connection with Federal Aid Agreement No. 17-DT-BLA-755, also known as River Road Improvements, Cramer Hill (Construction) project, the following Council Action Requests are being submitted for the Next Scheduled meeting:

- Council approval for Mayor to execute agreement modification #2 in amount of $30,004.83
- Council approval to accept additional award in amount of $30,004.83

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

- Council approval of temporary emergency authorization to insert funds in amount of $30,004.83 into City budget

4/9/19: Please pay CFP's invoice #1821 in amount of $42,758.04 for CM services completed by T&M Associates in connection with the River Road (CR-543) Improvements, Cramer Hill project.

4/8/19: Council approval is requested on Amendment #2 to a Subrecipient Agreement between the City and Cooper's Ferry Partnership, (MC-17:6061). Construction is ongoing on the project, and CFP's current agreement will expire on 4/18/19. An amendment is needed to extend term through April 18, 2021.

4/1/19: Transmitting invoice #1839 in the amount of $81,372.92 to CFP for construction work by Lexa Concrete, in connection with the project.

3/8/19: Seeking Council authorization to concur with CFP on change order #1 with Lexa Concrete in the amount of $19,549.14 for construction services in connection with the River Road Improvements, Cramer Hill (Construction) project. Change Order is due to additional work consisting of inlet reconstruction.

3/6/19: Forwarding the following three (3) payments to CFP in connection with the project:

- CM payment #5 (CFP invoice #1766) in amount of $30,575.16
- CM payment #6 (CFP invoice #1810) in amount of $38,652.37
- CM payment #7 (CFP invoice #1801) in amount of $27,359.79

TOTAL PAY $96,587.32

2/12/19: Please pay invoice #1798 to CFP in the amount of $263,490.74 for construction work by Lexa Concrete, in connection with the River Road (CR-543) Improvements, Cramer Hill (Constr.) project.

12/19/18: Forwarding invoice #1745 to CFP in the amount of $368,832.55 for construction services rendered by Lexa Concrete.

11/27/18: Transmitting the following 3 payments to CFP in connection with the River Road (CR-543) Improvements, Cramer Hill (Constr.) project:

- Construction payment #3 (CFP invoice 1734) in the amount of $295,195.50
- CM payment #3 (CFP invoice 1723) in the amount of $18,659.85
- CM payment #4 (CFP invoice 1735) in the amount of $52,891.34

TOTAL PAY $366,746.69

10/11/18: In connection with the project the following payments are being made to CFP for construction by Lexa concrete:

- Construction payment #1 (CFP invoice 1705) in amount of $242,020.80
- Construction payment #2 (CFP invoice 1715) in amount of $106,672.49

TOTAL $348,693.29

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

9/19/18: Please pay #2 (invoice #1706) in the amount of $3,553.46 to CFP for Project Management of the River Road (CR-543) Improvements, Cramer Hill (Constr.) project.

9/6/18: Forwarding payment #1 (invoice #1675) in amount of $3,574.29 to CFP for Project Management Services in connection with the River Road (CR-543) Improvements, Cramer Hill (Constr.) project.

5/10/18: Resolution authorizing Amendment #1 to Subrecipient Agreement between the City of Camden and CFP for Professional Services in connection with the project.

Original Agreement Amount	$3,682,382.50
Amendment #1	393,784.58
New Agreement Amount	$4,076,167.08

10/27/17: Council authorization is requested to enter into a Subrecipient Agreement between the City of Camden and Cooper's Ferry Partnership (CFP) for Professional Services for Project Management of the River Road (CR-543) Improvements, Cramer Hill project. Federal Project No. HPP-0543 (300) Constr.

9/13/17: Seeking Council approval to (1) Authorize Mayor to execute Federal Agreement No. 17-DT-BLA-755 (2) Accept funds and (3) Set up a spending account for the River Road Improvements, Cramer Hill (Construction) project.

	Project Limits	
Street	**From**	**To**
Pending		

Timelines: pending

Problem Areas/Recommendations: Pending

Cabinet #	Drawer #
Capital Impr (1)	Capital Impr (1)

Form DC-173 A (LA) 1/02
Construction Order

NEW JERSEY DEPARTMENT OF TRANSPORTATION
LOCAL AID
FEDERAL AID CHANGE ORDER

Sheet 1 of 2
Order No. 3
Order Letter 3
Date 7/22/19

Project: Road Improvements Associated with River Road Initiative
Federal Project No. 5808387 Doc. No.
Contractor: Lexa Concrete, LLC

You are hereby directed to implement the following changes in accordance with the provisions of the specifications for this contract.

Location of proposed order: River Rd

Nature and reason of order:
The contractor experienced multiple delays over the course of the project due to existing utility conflicts and other projects on River Rd conflicting with their schedule. The contractor was delayed due to existing utility conflicts at the 27th St and 36th St intersections of River Rd. The contractor was also delayed by a water main installation project at the intersection of E State St and River Rd. It was determined the contractor lost a total of 49 working days as a result of these delays which equates to 68 calendar days over that time.

☒ Extension ☐ Reduction of time recommended this order: 68 Calendar Days

CONTRACT AMOUNT	ROAD	BRIDGE	TOTAL
Amount of original contract	$ 3,845,028.35	$ 0	$ 3,845,028.35
Adjusted amount based on order Nos.1-3	$ 3,871,371.09	$ 0	$ 3,871,371.09

CONTRACT TIME	
Original Completion Date	6/24/19
Adjustment This Order (+ or -)	+68 Days
Previous Adjustments (+ or -)	0
Adjusted Completion Date	9/1/19

ORDER NO. 3 ☐ Road ☐ Bridge ☒ Other

	Road	Bridge	Total
Extra Work	$ 0	$ 0	$ 0
Increases	$ 0	$ 0	$ 0
Decreases	$ 0	$ 0	$ 0
Total	$ 0	$ 0	$ 0

RESERVED FOR FHWA OR F.T.A.

Recommended:

Gerald K. Newell Jr. — County / Municipal / Sponsor's Engineer — 7/22/19 Date

Approved: — Presiding Officer — 7/22/20 Date

Approved for Funding Participation Purposes:

Manager, Local Aid, District # — Date

ALTERNATE PROCEDURES PROJECTS

This order is approved for Federal participation.

_____ _____

Director, Local Aid & Economic Development — Date

Accepted:

_____ _____

Contractor's Authorized Signature — Date

Name _____

Title _____

☐ Unprotested

☐ Protested by letter dated _____ attached.

CONTRACTS PAYABLE SECTION

Reviewed by _____ _____ Date

Input Submitted by _____ _____ Date

Certification of Funds

_____ _____

Director of Accounting & Auditing — Date

Form DC-173 A (LA) 8/02

Construction Order

NEW JERSEY DEPARTMENT OF TRANSPORTATION
LOCAL AID
FEDERAL AID CHANGE ORDER

Sheet 2 of 2

Order No 3

Order Letter 3

Date 7/22/19

Project Road Improvements Associated with River Road Initiative

Federal Project No. 5808387 Doc. No.

Contractor Lexa Concrete, LLC

ITEM NO.	DESCRIPTION	QUANTITY (+/-)	UNIT PRICE	AMOUNT
			$0	$0

Amount of Original Amount	$	3,845,028.35
Adjusted Amount Based on Change Order Nos. 1, 2 & 3_____	$	3,871,371.09
Total Change (+ or -)	$	26,342.74
% Change in Contract [(+) Increase or (-) Decrease]		+0.685%

Contractor Name
Request for Information (RFI)

+Date:	7/18/19	**Project Name:**	River Road Initiative
Bid No :		**Federal Project No (if applicable):**	**HPP 0543(300) CON**
RFI No :	22	**Contractor's RFI No:**	22
To:		**Re:**	Extension of Time
Drawing Sheet No :		**Detail Reference:**	
Spec Reference Section No :		**Additional Info.:**	

Information Required with Proposed Solution:

Lexa Concrete is seeking an extension of Contract Completion Time from 6/24/19 to 9/1/19. This extension request is based on the following delays:

1. 27th & River - Control Box & Junction box conflicts. RFI was submitted to reconfigure electric. Down time – 6/19-7/17: 20 Working Days (28 Calendar Days)
2. 36th & River – Removal of existing electrical poles. Requested on 4/3, Removed on 5/8: 24 Working Days (35 Calendar Days)
3. Pioneer Pipe at River & State in our contracted work area: 5 Work Days (5 Calendar Days)

Attachments: [ ] Yes [X] No Potential Impact to: [ ] Schedule: ____ Days: [ ] Cost: ____ Approx.

Firm: Lexa Concrete (Firm Name) — **Alex O. Gherardi** (Signed)

7/18/19 (Date) — ASAP (Date Required) — Alex O. Gherardi, Mg Member (Printed)

Response:

We are in agreement that the delays mentioned above prevented the contractor from performing work at those locations for a total of 49 working days (68 calendar days). Therefore, a Change Order will be processed to request the contractor be granted an extension of time.

Firm: T&M Associates (Firm Name) — Donald R. Newell Jr. (Signed)

7/22/19 (Date) — Donald R. Newell Jr. (Printed)

***Additional Explanation

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: Kris Kolluri, Esq., President & CEO

From: Kathy Cullen, Senior Project Manager

Date: December 6, 2019

Re: **River Road Improvement Project – Time Extension Change Order**

In partnership with the City of Camden and the Cramer Hill CDC, Cooper's Ferry Partnership (CFP) is managing the River Road (CR 543) Improvement Project. With Federal Highway Administration (FHWA) funding administered through the NJ Department Of Transportation (NJDOT), the project seeks to mitigate truck traffic and promote investment along River Road, Cramer Hill's primary commercial corridor. The FHWA authorized $4,076,167.08 for construction of the project.

The project will construct improvements to River Road between East State Street and Sherman Avenue in Pennsauken that will reduce truck traffic, improve the streetscape and provide a better environment for retail commercial activities in a high-impact and cost-effective manner. Improvements will consist of new traffic and pedestrian signals, ADA curb ramp and sidewalk installation, gateway enhancements at E. State Street and N. 36th Street, brick paver crosswalks, stormwater drainage upgrades, signage and striping.

Lexa Concrete was awarded a contract for construction as the lowest responsible bidder. A Notice to Proceed for Construction was issued July 23, 2018 with a contract duration of 221 days. Lexa shut down construction operations December 17, 2018 and resumed work the week of April 22, with an expected contract completion date of June 24, 2019. Due to traffic signal delays associated with PSE&G and concurrent water main replacement work being constructed by NJ American Water, work was delayed by 49 working days (68 calendar days).

I am requesting that the CFP Executive Committee approve a contract time extension to Lexa Concrete, LLC for a completion date of September 1, 2019.

COOPER'S FERRY
PARTNERSHIP
LIVE | WORK | INVEST | CAMDEN

RESOLUTION AUTHORIZING A TIME EXTENTION TO THE CONTRACT WITH LEXA CONCRETE, LLC FOR THE RIVER ROAD (CR 543) IMPROVEMENT PROJECT, CRAMER HILL FEDERAL PROJECT NO. HPP-0543(300)

WHEREAS, Cooper's Ferry Partnership has partnered with the City of Camden to complete improvements to River Road (CR 543) between E. State Street in Camden and Sherman Avenue in Pennsauken that will mitigate traffic, improve the streetscape and provide a better environment for retail activities, and

WHEREAS, the City of Camden has approved an agreement for Cooper's Ferry Partnership to manage the River Road Improvement Project, and

WHEREAS, the City of Camden has received Federal Highway Administration (FHWA) funding administered by the New Jersey Department of Transportation to complete this project, and

WHEREAS, with authorization from CFP's Board of Directors in February 2018, CFP entered into a contract with Lexa Concrete, LLC for $3,845,028.35 to complete the construction of improvements associated with the project with a contract duration of 221 days; and

WHEREAS, additional delays beyond the contractor's control have caused the need to extend the contract to September 1, 2019.

THEREFORE, BE IT RESOLVED by the Executive Committee of Cooper's Ferry Partnership that the Chief Executive Officer is hereby authorized to approve a time extension to the contract with Lexa Concrete, LLC.

I, Phoebe A. Haddon, Secretary of Cooper's Ferry Partnership, do hereby verify that the foregoing is a correct and true copy of a resolution adopted by the Board at a meeting duly held on the 17th day of December 2019.

Phoebe A. Haddon, Secretary

One Port Center • 2 Riverside Drive Suite 501 • Camden, New Jersey 08103
Voice 856.757.9154 • Fax 856.757.9478. • www.coopersferry.com

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: Kris Kolluri, Esq., President & CEO

From: Kathy Cullen, Senior Project Manager

Date: December 6, 2019

Re: **River Road Improvement Project – Professional Services Change Order Request**

In partnership with the City of Camden and the Cramer Hill CDC, Cooper's Ferry Partnership (CFP) is managing the River Road (CR 543) Improvement Project. With Federal Highway Administration (FHWA) funding administered through the NJ Department Of Transportation (NJDOT), the project seeks to mitigate truck traffic and promote investment along River Road, Cramer Hill's primary commercial corridor. The FHWA authorized $4,076,167.08 for construction of the project.

The project is constructing improvements to River Road between East State Street and Sherman Avenue in Pennsauken that will reduce truck traffic, improve the streetscape and provide a better environment for retail commercial activities in a high-impact and cost-effective manner. Improvements will consist of new traffic and pedestrian signals, ADA curb ramp and sidewalk installation, gateway enhancements at E. State Street and N. 36th Street, brick paver crosswalks, stormwater drainage upgrades, signage and striping.

T & M Associates was awarded a professional services contract for construction management and inspection services. A Notice to Proceed for Construction was issued July 23, 2018 with a contract duration of 221 days. The contractor, Lexa Concrete, shut down construction operations December 17, 2018 and resumed work the week of April 22, with an expected completion date of June 24, 2019. Due to delays beyond Lexa's control related to PSE&G utility coordination, an Extension of Time to September 1 was granted to Lexa Concrete. Since the contract has exceeded the original duration, T & M has requested an increase in their contract in the amount of $64,822.21. NJDOT has approved a Modification to the Federal Agreement in the amount of $64,822.21 pending approval by CFP's Executive Committee. Approval of this change order request will increase the value of T & M's contract to $325,965.77.

I am requesting that the CFP Executive Committee approve a change order for T & M Associates in the amount of $64,822.21 for additional construction management and inspection services associated with the River Road Improvement Project.

COOPER'S FERRY PARTNERSHIP
LIVE | WORK | INVEST | CAMDEN

RESOLUTION APPROVING A CHANGE ORDER TO THE CONTRACT WITH T & M ASSOCIATES FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE RIVER ROAD IMPROVEMENT PROJECT IN THE AMOUNT OF $64,822.21

WHEREAS, Cooper's Ferry Partnership (CFP) is a partner with the City of Camden and the Cramer Hill Community Development Corporation in implementing improvements to River Road, Cramer Hill's commercial corridor, and

WHEREAS, Cooper's Ferry Partnership secured funding from the Federal Highway Administration (FHWA) to design and construct improvements to River Road (CR 543) between East State Street in Camden and Sherman Avenue in Pennsauken, and

WHEREAS, the professional services of a construction management and inspection firm are needed to complete the construction of the roadway improvements, and

WHEREAS, as approved by CFP's Board of Directors, T & M Associates was selected as the most qualified bidder based on a competitive bid solicitation issued by the City of Camden and CFP, and

WHEREAS, additional services have been required for professional services that were not included in the original project schedule requiring a change order request in the amount of $64,822.21, and

WHEREAS, NJDOT has approved a modification to the Agreement for the additional $64,822.21 pending approval by CFP Executive Committee, and

WHEREAS, approval of this change order request will increase the total value of T & M's contract to $325,965.77.

THEREFORE, BE IT RESOLVED by the Executive Committee of Cooper's Ferry Partnership that the Chief Executive Officer is hereby authorized to approve a change order to T & M Associates contract in the amount of $64,822.21 to complete the River Road Improvement Project.

I, Phoebe A. Haddon, Secretary of Cooper's Ferry Partnership, do hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Board of Directors at a meeting duly held on the 17th day of December 2019.

Phoebe A. Haddon

Phoebe A. Haddon, Secretary

One Port Center • 2 Riverside Drive Suite 501 • Camden, New Jersey 08103
Voice 856.757.9154 • Fax 856.757.9478. • www.coopersferry.com

R-13

MBS:dh
05-12-20

RESOLUTION CONCURRING WITH COOPER'S FERRY PARTNERSHIP FOR A CHANGE ORDER #4 TO A CONSTRUCTION CONTRACT TO LEXA CONCRETE, LLC IN CONNECTION WITH THE RIVER ROAD IMPROVEMENTS, CRAMER HILL (CONSTRUCTION) PROJECT

WHEREAS, Coopers Ferry Partnership ("CFP") was designated as the City's Project Coordinator for the River Road (CR 543) Improvements, Cramer Hill project; and

WHEREAS, the CFP has authorized a Change Order #1 (MC-6857) with Lexa Concrete, LLC in the amount of $19,549.14 due to additional work consisting of inlet reconstruction; and

WHEREAS, the CFP has authorized a Change Order #2 with Lexa Concrete, LLC in the amount of $6,793.00 due to additional work needed (PSE&G Utility Pole); and

WHEREAS, the CFP has authorized a Change Order #3 with Lexa Concrete, LLC to extend the term through 9/1/2019 due to utility conflicts and water main installation; and

WHEREAS, the CFP has further authorized a Change Order #4 with Lexa Concrete, LLC due to water main replacement and PSE&G work and to extend the term through 12/30/2019; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City hereby concurs with the CFP Change Order #4 with Lexa Concrete, LLC to extend the term through 12/30/2019.

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: May 12, 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

MAY

Council Meeting Date: ~~Next Scheduled~~

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

DATE: April 22, 2020

FROM: Orion Joyner

Department Making Request: PLANNING & DEVELOPMENT

TITLE OF RESOLUTION/ORDINANCE: Resolution concurring with Cooper's Ferry Partnership on Change Order #4 and Final to a construction contract with Lexa Concrete, in connection with the River Road Improvements, Cramer Hill (Construction) project.

BRIEF DESCRIPTION OF ACTION: The City of Camden concurs with CFP on Change Order #4 and Final for Lexa Concrete for construction services in connection with the project. Due to water main replacement and PSE&G work, a contract amendment is needed for a net decrease in final contract amount and a time extension through 12/30/19.
This action authorizes formal concurrence with CFP.

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:	4/24/20	
Approved by Grants Management:	4/22/20	
Approved by Finance Director:	4/22/2020	(If applicable)
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	4-22-20	
Received by City Attorney:	4/23/20	

	(Name) Please Print	***(Extension #)***
Prepared By:	Tytanya Ray	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******

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	Concurrence with Cooper's Ferry Partnership
Name of Vendor	Cooper's Ferry Partnership
Purpose or Need for service:	Concurrence with CFP on construction change order #4 and Final with Lexa Concrete. Final change order covers net decrease to contract amount, and time extension through 12/31/19 (construction completion date).
Contract Award Amount	Net decrease to final contract amount. * Concur with CFP, City not encumbering funds.
Term of Contract	
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.)	Concurrence Change Order #4 and Final (Originally RFP #18-21)
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*

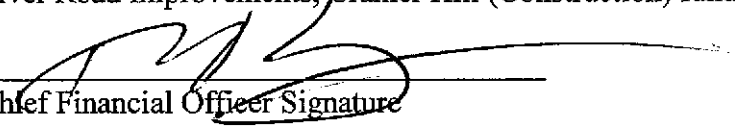
Date 4.22.20

Business Administrator/Manager Signature

N/A

*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.
River Road Improvements; Cramer Hill (Construction) 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_____

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: Development & Planning – Capital Improvements

Grant Administrator: Tytanya Ray Grant Administrator #: 757-7628

Project Name:		River Road Improvements, Cramer Hill (Construction)			
Grant/Funding Agency Program:		USDOT – Federal Highway Administration (FHWA)- Federal Project #5808387			
Grant Federal CFDA or State GIMS Number:		CFDA 20.205; Agreement #17-DT-BLA-755; Fed Proj No. HPP-0543 (300) (CON)			
City Contract Date:		pending	City Contract #:		
Application Resolution #:			Appropriation Code :	G-18-665-999	
Funding Source:		Federal Highway Administration			
Pass Through: ***circle one***	Y or (N)	Source:	NJDOT		
Amount of Grant:		$3,682,382.50 +$393,784.58 (Amendment #1)			
Local Match: ***circle one***	Y or (N)	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:		
Term of Grant:			Location of Activity:	River Rd – Cramer Hill	
Date of Analysis:	4.22.2020		Reviewed By:	Kelly Mobley	

Summary:
22-Apr-20: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership for a no cost time extension through 9/1/19 with Lexa Concrete. (Change Order #3) This action is required in connection with the close out of the River Road Project.

Also seeking council authorization to concur with Cooper's Ferry Partnership for a no cost time extension through 12/30/19 and for a net reduction in the contract amount $387,371.09 with Lexa Concrete. (Change Order #4) This action is required in connection with the close out of the River Road Project.

24-Jan-20: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership to authorize change order #2 for Lexa Concrete in the amount of $6,793.00. Additional work needed (utility pole). New contract amount: $3,864,577.59
31-Oct-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to amend Resolution MC-19:6880 dated 4/9/19. The resolution needs to be amended to read Amendment #3 of a subrecipient agreement between the City of Camden and Cooper's Ferry Partnership in connection with the River Road (CR 543) Improvements, Cramer Hill Project. Federal Project No. HPP-4273 (300) Construction. This is a no cost extension extending the term through April 18, 2021.
31-Oct-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to accept an additional $68,822.21 through the USDOT Federal Highway Administration for construction of the River Road/Cramer Hill Project. Further, they are

seeking authorization to make a temporary emergency appropriation into the city budget in the amount of the award and authorizing the Mayor to execute a contract modification (#3) to accept the additional funds to federal aid agreement (No. 17-DT-BLA-755); an agreement between the NJ Department of Transportation and the City of Camden for Federal Project No. HPP-0543 (300) Construction also known as River Road Improvements, Cramer Hill (Construction) project. **Note: Resolutions are slated for December; therefore, the temporary appropriation may be changed pending the adoption of the budget in November.**

23-Oct-19: The Department of Planning and Development– Division of Capital Improvements is processing invoice #1942 for construction in the amount of $494,046.22 (Application #9). New balance after payment: $967,487.66

9-Oct-19: The Department of Planning and Development– Division of Capital Improvements is processing invoice #1912 for engineering services by T&M Associates in the amount of $12,714.69 (professional services through June 2019) and Invoice #1913 for engineering services by T&M Associates in the amount of $18,348.84 (professional services through May 2019).

17-Jul-19: The Department of Planning and Development– Division of Capital Improvements is processing construction Invoice #1881 in the amount of $297,107.03 (payment/application #7 Lexa Concrete) Also, processing Invoice #1871 (#LAB365700 – T&M Associates) in the amount of $5,111.11.

8-Apr-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to amend contract #12-170-186 to extend the term of the contract to complete the construction phase of this project. New term: April 1, 2018 – April 18, 2021.

2-Apr-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $81,372.92 (Invoice #1839 – Application #6 Lexa Concrete – services completed through 2/15/19.

8-Mar-19: The Department of Planning and Development– Division of Capital Improvements is processing a council resolution to concur with Cooper's Ferry Partnership for a change order for Lexa Concrete in connection with the River Road Improvements, Cramer Hill (construction) project. Change order is due to additional work consisting of inlet reconstruction.

7-Mar-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $38,652.37 (Invoice #1810 – Request #9 for professional services through October 26, 2018 T and M); $27,359.79 (Invoice #1801 – Request #10 for professional services through December 28, 2018 T and M); $30,575.16 (Invoice #1766 – LAB work #LAB356991 T and M). Total request for 3 billings: **$96,587.32**

12-Feb-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $263,490.74 (Invoice #1798 – Application/Certificate #5.)

19-Dec-18: : The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $368,832.55 (Invoice #1745 – Application/Certificate #4.

28-Nov-18: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 in for the following three payments utilizing appropriation code G-18-665-999:

- Invoice #1723: for construction management services (T&M Associates LAB352019) amount: $18,659.85 (request #3)
- Invoice #1734: for application and certificate for payment number 3 from Lexa Concrete for the period of September 1 – October amount: $295,195.50 (request #3)
- Invoice #1735: for construction management services (T&M Associates LAB354234) amount $52,891.34 (request #4)

10-Sep-18: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 in the amount of $3,574.29 (1st payment) for construction services provided in connection with the River Road – Cramer Hill Project. HPP-0543 (CON) Invoice #1675 (T & M Associates. Utilizing appropriation code: G-18-665-999.

15-May-18: The Department of Planning and Development– Division of Capital Improvements is

processing purchase requisition #18-00872 in the amount of $3,682,382.50 for project management services in connection with the River Road (CR-543) Improvements. Subrecipient agreement was processed in November of 2017.

7-Mar-18: The Department of Planning and Development– Division of Capital Improvements is seeking council to authorize an agreement with T & M Associates for construction management in connection with the River Road Improvements Cramer Hill project.

The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership in awarding a construction contract to Lexa Concrete LLC for construction in connection with the River Road Improvements Cramer Hill project.

2-Nov-17: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to enter into a subrecipient agreement in the amount of $3,682,382.50 with Cooper's Ferry Development Association for professional services (project management) in connection with the River Road Improvement Cramer Hill Project. **A budget was not available for review. Additionally, the state has not approved this agreement - see attached forms which have not been fully executed. This is a walk-on. This writer will not be authorizing the agreement with signature until it is approved by the state. (WALK-ON)**

13-Sep-17: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to accept a $3,682,382.50 federal award through the USDOT Federal Highway Administration for construction of the River Road/Cramer Hill Project. Further, they are seeking authorization to make a temporary emergency appropriation into the city budget in the amount of the award.

The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to authorize the Mayor of the City of Camden to execute the Federal Aide Agreement between the Department of Transportation and the City of Camden.

Project Limits:

Time Lines: Based on the letter of authorization – reimbursements should be requested quarterly.

Problematic Areas/Recommendations: The application was not available for review; however, one will be provided for the file.

USDOT FHWA River Road Construction

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

Department: Planning & Development — Revised: 4/22/2020
Capital Improvements/Project Management

Grant Administrator: Tytanya C. Ray — Grant Administrator #: 757-7628

Grant/Project Name:	River Road Improvements, Cramer Hill (Construction) project					
Grant #:	*Pending*					
City Contract Date:	*pending*		City Contract #:	*Pending*		
Application Resolution #:	R-11 R-28		Appropriation Code #:	*G-18-665-999* *G-18-665-998*		
Funding Source:	*Federal Project No. HPP-0543 (300) Construction*					
Pass Through:	Y	N	Source:	FHWA (NJDOT)		
Amount of Grant:	*$3,682,382.50 Original Agreement Amt.* *393,784.58 Mod #1 (per NJDOT)* *30,004.83 Mod #2 (per NJDOT)* *Time ext. Amend #3 (per City Law Dept)* *68,822.21 Mod #3 (per NJDOT)* *$4,174,994.12 Revised Agreement Amt.*					
Local Match:	Y	N	Cash:		In-Kind	
Budget Insertion Resolution # & Date:	*Pending*		Accepting Grant Resolution # MC:	*Pending*		
Term of Grant:	*Pending*		Location of Activity:	Pending		
Date of Analysis:	4/22/20		Reviewed By:	Tytanya C. Ray		

Summary: **4/22/20:** In connection with closeout of the River Road Improvements, Cramer Hill (Construction) project, the following are being submitted for Council approval:

- Change Order #3- concurring with Cooper's Ferry Partnership on time extension through 9/1/19. City not encumbering any funds.
- Change Order #4 and Final- concurring with Cooper's Ferry Partnership for a net decrease in final contract amount and time extension through 12/30/19 (construction completion date). City not encumbering any funds.

01/28/20: Forwarding the following invoices from Cooper's Ferry Partnership, in connection with the River Road Improvements, Cramer Hill (Construction) project:

- Construction payment #10, invoice #2010 in the amount of $424,636.86
- CM payment #14, invoice #2011 in the amount of $67,512.24

TOTAL $492,149.10

01/21/20: Council approval is requested to concur with CFP on change order #2 for Lexa Concrete in the amount of $6,793.60 for construction work in connection with the River Road Improvements, Cramer Hill (Construction) project. Change Order #2 is due to Utility Pole work, consisting of removal and replacement of conduit to PSE&G Utility Pole.

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

11/19/19: Resolution of Support is requested at the Next Scheduled Council meeting for Preferred Preliminary Alternative (PPA). The County of Camden received a Local Aid Infrastructure Funded (LAIF) grant from the New Jersey Department of Transportation (NJDOT), to complete a concept development study of River Road Improvements (CR 543) Cramer Hill project.
The City of Camden agrees that the Preferred Preliminary Alternatives (PPA) meets the goals of the concept development study. The City further concurs with the selection of Alternative 4 as the Preferred Preliminary Alternative (PPA), as proposed by The County of Camden.

10/30/19: Resolution Amending Resolution MC-19:6880, 4/9/19. Resolution needs amending to read "Amendment #3", as opposed to #2. Said correction is needed for amendments to coincide with the City's Law Department files.

10/30/19: In connection with Federal Aid Agreement No. 17-DT-BLA-755, also known as River Road Improvements, Cramer Hill (Construction) project, the following Council Action Requests are being submitted for the December 10, 2109 Council meeting:

1. Resolution authorizing the Mayor to Execute Agreement Modification #3 in the amount of $68,822.21.
2. Resolution authorizing the City to Accept additional award in amount of $68,822.21.
3. Resolution authorizing Temporary Emergency Authorization to insert funds in amount of $68,822.21.

10/22/19: Forwarding invoice #1942 in the amount of $494,046.22 to Cooper's Ferry Partnership for construction work performed by Lexa Concrete, in connection with the project.

8/13/19: Transmitting invoice #1915 in the amount of $308,503.28 to CFP for construction work performed by Lexa Concrete, in connection with the River Road (CR-543) Improvements, Cramer Hill project.

7/16/19: Please pay the following invoices from Cooper's Ferry Partnership, in connection with the project:

- Construction payment #7, invoice 1881 in amount of $297,107.03
- CM payment #11, invoice 1871 in amount of $5,111.11

TOTAL $302,218.14

5/15/19: Transmitting the following payments to CFP for CM services completed by T&M Associates in connection with the River Road (CR-543) Improvements, Cramer Hill project:

- Invoice #1851 in amount of $628.54
- Invoice #1843 in amount of $2,825.83

TOTAL $3,454.37

5/10/19: In connection with Federal Aid Agreement No. 17-DT-BLA-755, also known as River Road Improvements, Cramer Hill (Construction) project, the following Council Action Requests are being submitted for the Next Scheduled meeting:

- Council approval for Mayor to execute agreement modification #2 in amount of $30,004.83
- Council approval to accept additional award in amount of $30,004.83

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

- Council approval of temporary emergency authorization to insert funds in amount of $30,004.83 into City budget

4/9/19: Please pay CFP's invoice #1821 in amount of $42,758.04 for CM services completed by T&M Associates in connection with the River Road (CR-543) Improvements, Cramer Hill project.

4/8/19: Council approval is requested on Amendment #2 to a Subrecipient Agreement between the City and Cooper's Ferry Partnership, (MC-17:6061). Construction is ongoing on the project, and CFP's current agreement will expire on 4/18/19. An amendment is needed to extend term through April 18, 2021.

4/1/19: Transmitting invoice #1839 in the amount of $81,372.92 to CFP for construction work by Lexa Concrete, in connection with the project.

3/8/19: Seeking Council authorization to concur with CFP on change order #1 with Lexa Concrete in the amount of $19,549.14 for construction services in connection with the River Road Improvements, Cramer Hill (Construction) project. Change Order is due to additional work consisting of inlet reconstruction.

3/6/19: Forwarding the following three (3) payments to CFP in connection with the project:

- CM payment #5 (CFP invoice #1766) in amount of $30,575.16
- CM payment #6 (CFP invoice #1810) in amount of $38,652.37
- CM payment #7 (CFP invoice #1801) in amount of $27,359.79

TOTAL PAY $96,587.32

2/12/19: Please pay invoice #1798 to CFP in the amount of $263,490.74 for construction work by Lexa Concrete, in connection with the River Road (CR-543) Improvements, Cramer Hill (Constr.) project.

12/19/18: Forwarding invoice #1745 to CFP in the amount of $368,832.55 for construction services rendered by Lexa Concrete.

11/27/18: Transmitting the following 3 payments to CFP in connection with the River Road (CR-543) Improvements, Cramer Hill (Constr.) project:

- Construction payment #3 (CFP invoice 1734) in the amount of $295,195.50
- CM payment #3 (CFP invoice 1723) in the amount of $18,659.85
- CM payment #4 (CFP invoice 1735) in the amount of $52,891.34

TOTAL PAY $366,746.69

10/11/18: In connection with the project the following payments are being made to CFP for construction by Lexa concrete:

- Construction payment #1 (CFP invoice 1705) in amount of $242,020.80
- Construction payment #2 (CFP invoice 1715) in amount of $106,672.49

TOTAL $348,693.29

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

9/19/18: Please pay #2 (invoice #1706) in the amount of $3,553.46 to CFP for Project Management of the River Road (CR-543) Improvements, Cramer Hill (Constr.) project.

9/6/18: Forwarding payment #1 (invoice #1675) in amount of $3,574.29 to CFP for Project Management Services in connection with the River Road (CR-543) Improvements, Cramer Hill (Constr.) project.

5/10/18: Resolution authorizing Amendment #1 to Subrecipient Agreement between the City of Camden and CFP for Professional Services in connection with the project.

Original Agreement Amount	$3,682,382.50
Amendment #1	393,784.58
New Agreement Amount	$4,076,167.08

10/27/17: Council authorization is requested to enter into a Subrecipient Agreement between the City of Camden and Cooper's Ferry Partnership (CFP) for Professional Services for Project Management of the River Road (CR-543) Improvements, Cramer Hill project. Federal Project No. HPP-0543 (300) Constr.

9/13/17: Seeking Council approval to (1) Authorize Mayor to execute Federal Agreement No. 17-DT-BLA-755 (2) Accept funds and (3) Set up a spending account for the River Road Improvements, Cramer Hill (Construction) project.

	Project Limits	
Street	**From**	**To**
Pending		

Timelines: pending

Problem Areas/Recommendations: Pending

Cabinet #	Drawer #
Capital Impr (1)	Capital Impr (1)

Form DC-173 A (LA) 1/02
Construction Order

NEW JERSEY DEPARTMENT OF TRANSPORTATION
LOCAL AID
FEDERAL AID CHANGE ORDER

Sheet 1 of 8
Order No. 4-Final
Order Letter 4-Final
Date 12/30/19

Project: Road Improvements Associated with River Road Initiative
Federal Project No. 5808387 Doc. No.
Contractor: Lexa Concrete, LLC

You are hereby directed to implement the following changes in accordance with the provisions of the specifications for this contract.

Location of proposed order: River Rd

Nature and reason of order:
Final Change Order created for as-built quantities. Additional Pay Items created for unforeseen conditions causing the need for the contractor to perform work outside the original scope of the project. See attached sheets for detailed descriptions of each additional item.

☒ Extension ☐ Reduction of time recommended this order 120 Calendar Days

CONTRACT AMOUNT	ROAD	BRIDGE	TOTAL
Amount of original contract	$ 3,845,028.35	$ 0	$ 3,845,028.35
Adjusted amount based on order Nos.1-3	$ 3,871,371.09	$ 0	$ 3,871,371.09

CONTRACT TIME

Original Completion Date 6/24/19
Adjustment This Order (+ or -) +120 Days
Previous Adjustments (+ or -) +68 Days
Adjusted Completion Date 12/30/19

ORDER NO. 4 ☒ Road ☐ Bridge ☐ Other

	Road	Bridge	Total
Extra Work	$ 20,465.50	$ 0	$ 20,465.50
Increases	$ 104,458.15	$ 0	$ 104,458.15
Decreases	$ 1,021,165.02	$ 0	$ 1,021,165.02
Total	$ (896,241.37)	$ 0	$ (896,241.37)

RESERVED FOR FHWA OR F.T.A.

Recommended:

Donald R. Newell Jr. 2/7/20
County / Municipal / Sponsor's Engineer Date

Approved:

2/24/20
Presiding Officer Date

Approved for Funding Participation Purposes:

Manager, Local Aid, District # Date

Accepted

Contractor's Authorized Signature — 1-31-2020 Date

Name Alex O. Gherardi

Title Mg Member

☐ Unprotested

☐ Protested by letter dated _____ attached.

ALTERNATE PROCEDURES PROJECTS

This order is approved for Federal participation.

Director, Local Aid & Economic Development — Date

CONTRACTS PAYABLE SECTION

Reviewed by _____ Date

Input Submitted by _____ Date

Certification of Funds

Director of Accounting & Auditing — Date

Form DC-173 A (LA) 8/02
Construction Order

NEW JERSEY DEPARTMENT OF TRANSPORTATION
LOCAL AID
FEDERAL AID CHANGE ORDER

Order No. 4-Final
Order Letter 4-Final
Date 12/30/19

Project: Road Improvements Associated with River Road Initiative
Federal Project No.: 5808387 Doc. No.:
Contractor: Lexa Concrete, LLC

ITEM NO.	DESCRIPTION	QUANTITY (+/-)	UNIT PRICE	AMOUNT
1	FIELD OFFICE, TYPE B MAINTENANCE	5	$2,000.00	$10,000.00
4	FUEL PRICE ADJUSTMENT	-0.977	$15,000.00	-$14,649.77
5	ASPHALT PRICE ADJUSTMENT	-0.826	$15,000.00	-$12,396.77
13	FLASHING ARROW BOARD	-1	$1,000.00	-$1,000.00
15	TRAFFIC DIRECTOR FLAGGER	-600	$1.00	-$600.00
16	TEMPORARY TRAFFIC STRIPES, 4" (IF AND WHERE DIRECTED)	-2000	$1.00	-$2,000.00
17	POLICE TRAFFIC DIRECTORS	760.65	$65.00	$49,442.25
21	SILT FENCE	-445	$3.00	-$1,335.00
22	TEMPORARY INLET SEDIMENT TRAP	-21	$50.00	-$1,050.00
24	EXCAVATION, UNCLASSIFIED	-135	$50.00	-$6,750.00
25	EXCAVATION, TEST PITS (IF & WHERE DIRECTED)	-5.69	$300.00	-$1,707.00
26	EXCAVATION REGULATED MATERIAL (IF & WHERE DIRECTED)	-200	$20.00	-$4,000.00
27	SOIL SAMPLINGS AND ANALYSIS, REGULATED (IF & WHERE DIRECTED)	-10	$100.00	-$1,000.00
28	DISPOSAL OF REGULATED MATERIAL (IF & WHERE DIRECTED)	-250	$100.00	-$25,000.00
29	REMOVAL OF PAVEMENT	-472.32	$25.00	-$11,808.00
30	FULL DEPTH CONCRETE PAVEMENT REPAIR, CONCRETE CLASS B	-2259.2	$250.00	-$564,800.00
32	HMA MILLING, 3" OR LESS	-875.4	$11.00	-$9,629.40
33	DENSE-GRADED AGGREGATE BASE COURSE, 6" THICK	-735	$20.00	-$14,700.00
34	HOT MIX ASPHALT 12.5M64 SURFACE COURSE	-113.23	$120.00	-$13,587.60

35	HOT MIX ASPHALT 19M64 INTERMEDIATE COURSE	-5.98	$160.00	-$956.80
36	TACK COAT	-400	$0.01	-$4.00
37	PRIME COAT (IF & WHERE DIRECTED)	-250	$0.01	-$2.50
39	FULL DEPTH CONCRETE PAVEMENT REPAIR, CONCRETE CLASS B (IF & WHERE DIRECTED)	-1200	$20.00	-$24,000.00
40	SAWCUTTING AND SEALING JOINTS IN HMA OVERLAY (IF & WHERE DIRECTED)	-6300	$5.00	-$31,500.00
41	POLYMERIZED JOINT ADHESIVE	-2870	$1.25	-$3,587.50
42	HOT MIX ASPHALT 25M64 BASE COURSE	-65	$150.00	-$9,750.00
43	CONCRETE SURFACE COURSE, 9" THICK	-113.55	$160.00	-$18,168.00
44	CONTRACTION JOINT ASSEMBLY	-285	$10.00	-$2,850.00
45	EXPANSION JOINT ASSEMBLY	-285	$5.00	-$1,425.00
46	RESET MONUMENT (IF & WHERE DIRECTED)	-5	$600.00	-$3,000.00
48	RESET VENT/VALVE BOXES	8	$100.00	$800.00
53	RESET MANHOLE, SANITARY SEWER, USING NEW CASTING	-1	$1,000.00	-$1,000.00
54	18" REINFORCED CONCRETE PIPE, CLASS V	5	$220.00	$1,100.00
55	RESET MANHOLE, WATER, USING NEW CASTING	1	$1,000.00	$1,000.00
56	RESET EXISTING CASTING	8	$1,000.00	$8,000.00
59	19"X30" RCP, CLASS IV	-6	$320.00	-$1,920.00
60	SET MANHOLE CASTING (IF & WHERE DIRECTED)	-2	$1,000.00	-$2,000.00
61	MANHOLE COVER (IF & WHERE DIRECTED)	-4	$300.00	-$1,200.00
68	BRICK PAVER MEDIAN	-65	$250.00	-$16,250.00
69	6" CONCRETE HEADER	-201.5	$30.00	-$6,045.00
70	8"X18" CONCRETE VERTICAL CURB	-338.1	$52.11	-$17,618.39
71	8"X18" CONCRETE SLOPING CURB, DOWELED	-85	$60.00	-$5,100.00

72	CONCRETE SIDEWALK 5" THICK	-19.55	$106.50	-$2,082.08
73	BRICK PAVER SIDEWALK	-16.57	$193.00	-$3,198.01
77	DETECTABLE WARNING SURFACE, CAST IN PLACE	-40.05	$240.00	-$9,612.00
79	BRICK PAVER CROSSWALK	-78.60	$330.00	-$25,938.00
83	TRAFFIC STRIPES, LONG-LIFE, THERMOPLASTIC, 4"	-4906	$0.60	-$2,943.60
84	TRAFFIC STRIPES, LONG-LIFE, THERMOPLASTIC, 8"	-2601	$1.20	-$3,121.20
85	TRAFFIC STRIPES, LONG-LIFE, THERMOPLASTIC, 24"	-376	$3.60	-$1,353.60
86	TRAFFIC MARKINGS, THERMOPLASTIC	-27	$6.00	-$162.00
93	REGULATORY AND WARNING SIGNS	-308.56	$30.00	-$9,256.80
94	REFLECTORIZED MAST ARM STREET NAME SIGNS	-7.75	$100.00	-$775.00
98	2" RIGID METALLIC CONDUIT	230	$42.00	$9,660.00
100	3" RIGID METALLIC CONDUIT	145	$80.00	$11,600.00
101	GROUND WIRE, #8 AWG	1051	$0.80	$840.80
102	SERVICE WIRE, #6 AWG	1410	$3.20	$4,512.00
104	FOUNDATION, TYPE P-MC	1	$3,300.00	$3,300.00
108	18"X36" JUNCTION BOX	-3	$2,700.00	-$8,100.00
121	TRAFFIC SIGNAL CABLE, 2 CONDUCTOR	561	$0.60	$336.60
122	TRAFFIC SIGNAL CABLE, 5 CONDUCTOR	419	$1.00	$419.00
123	TRAFFIC SIGNAL CABLE, 10 CONDUCTOR	758	$1.25	$947.50
128	STRAW MULCHING (IF & WHERE DIRECTED)	-300	$1.00	-$300.00
129	TOPSOILING, 4" THICK	-460	$1.00	-$460.00
130	FERTILIZING AND SEEDING, TYPE A-3	-375	$1.00	-$375.00
131	LICENSED SITE REMEDIATION PRO	-1	$7,000.00	-$7,000.00
132	BORROW TOPSOIL (IF & WHERE)	-100	$10.00	-$1,000.00

A8	BREAKAWAY BARRICADES, TYPE III	-11	$60.00	-$660.00
A9	DRUMS	-27	$60.00	-$1,620.00
A11	CONSTRUCTION SIGNS	-42	$10.00	-$420.00
A13	FLASHING ARROW BOARD, 2'X4'	-2	$300.00	-$600.00
A26	EXCAVATION REGULATED MATERIAL (IF & WHERE DIRECTED)	-425	$20.00	-$8,500.00
A27	SOIL SAMPLINGS AND ANALYSIS, REGULATED (IF & WHERE DIRECTED)	-5	$100.00	-$500.00
A28	DISPOSAL OF REGULATED MATERIAL (IF & WHERE DIRECTED)	-425	$100.00	-$42,500.00
A29	REMOVAL OF PAVEMENT	-238.6	$25.00	-$5,965.00
A33	DENSE-GRADED AGGREGATE BASE COURSE, 6" THICK	-445.60	$10.00	-$4,456.00
A43	CONCRETE SURFACE COURSE, 9" THICK	-238.6	$160.00	-$38,176.00
A44	CONTRACTION JOINT ASSEMBLY	250	$10.00	$2,500.00
A45	EXPANSION JOINT ASSEMBLY	-500	$5.00	-$2,500.00
A56	RESET EXISTING CASTING	-12	$600.00	-$7,200.00
S4	CURB PIECES AT E STATE ST INTERSECTION INLETS	4	$300.00	$1,200.00
S5	TRAFFIC STRIPE REMOVAL	2380	$1.50	$3,570.00
S6	RECONSTRUCT 18"X36" JUNCTION BOX	2	$3,600.00	$7,200.00
S7	REMOVAL OF SYMBOLS/LEGENDS	112	$3.25	$364.00
S8	4" EPOXY STRIPES	1467	$2.50	$3,667.50
S9	24" EPOXY STRIPES	372	$12.00	$4,464.00

Amount of Original Amount	$	3,845,028.35
Adjusted Amount Based on Change Order Nos. 1,2,3 & 4-Final	$	2,975,129.73
Total Change [(-) Decrease]	$	869,898.62
% Change in Contract [(-) Decrease]		22.6%

Field Change Order

Date: 12/30/2019

Contract: NJ DOT Job No: 5808387
Federal Project No: HPP-0543 (300) CON

Project: Roadway Improvements Associated with River Road Initiative

Contractor: Lexa Concrete, LLC

The quantity of the pay items listed below is changed and/or New Supplemental items and costs are listed below.

(INCREASE) **DECREASE (circle one)** (from original contract)

Item #	Description	Change/Quantity	Total Cost of Change
S4	Curb Pieces at E State St Intersection Inlets	4 EA	$1,200.00

Location. reason and nature of change

The existing curb pieces at four (4) Type-B inlets located at the intersection of E State St and River Rd were found to be the wrong size and would not fit properly with the new concrete curb. The contractor installed four (4) new inlet curb pieces while they were constructing new concrete curb on 7/15/19 and 7/17/19. The contractor submitted a price of $300.00 for each curb piece installed. This change will result in an increase of $1,200.00.

This **increase** in approximate quantity is agreed at the original contract price. This extra work is agreed to be compensated at the above listed cost and to begin immediately. A payment Change Order will be issued as soon as practicable.

APPROVED: _____ Contractor

APPROVED: _____ Owner

APPROVED: _____ Inspector

APPROVED: _____ Supervising Inspector

Field Change Order

Date: 12/30/2019

Contract: NJ DOT Job No: 5808387
Federal Project No: HPP-0543 (300) CON

Project: Roadway Improvements Associated with River Road Initiative

Contractor: Lexa Concrete, LLC

The quantity of the pay items listed below is changed and/or New Supplemental items and costs are listed below.

(INCREASE) **DECREASE (circle one)** (from original contract)

Item #	Description	Change/Quantity	Total Cost of Change
S5	Traffic Stripe Removal	2380 LF	$3,570.00
S7	Removal of Symbols/Legends	112 SF	$364.00

Location. reason and nature of change

The original contract did not include pay items for traffic striping and traffic symbol/legend removal. It was determined in the field that the contractor needed to remove traffic stripes and symbols prior to placing new traffic stripes and symbols in accordance with the plans to eliminate any confusion for motorists and pedestrians. The contractor submitted a price of $1.50/LF for stripe removal and $3.25/SF for symbol/legend removal which were reviewed and approved by the engineer. These changes will result in an increase of $3,934.00.

This **increase** in approximate quantity is agreed at the original contract price. This extra work is agreed to be compensated at the above listed cost and to begin immediately. A payment Change Order will be issued as soon as practicable.

APPROVED: _____ Contractor

APPROVED: _____ Inspector

APPROVED: _____ Owner

APPROVED: _____ Supervising Inspector

Field Change Order

Date: 12/30/2019

Contract: NJ DOT Job No: 5808387
Federal Project No: HPP-0543 (300) CON

Project: Roadway Improvements Associated with River Road Initiative

Contractor: Lexa Concrete, LLC

The quantity of the pay items listed below is changed and/or New Supplemental items and costs are listed below.

(INCREASE) **DECREASE (circle one)** (from original contract)

Item #	Description	Change/Quantity	Total Cost of Change
108	18" x 36" Junction Box	(2 UN)	($5,400.00)
S6	Reconstruct 18" x 36" Junction Box	2 UN	$7,200.00

Location. reason and nature of change

The contractor reconstructed existing electrical junction boxes at the intersection of 27th St and River Rd and at the intersection of 32nd St and River Rd. A field meeting was held between the contractor, the owner and the engineer to determine how to install the new traffic signals without cutting power to the existing signals that were still operational at those intersections. It was determined that the existing junction boxes could be reconstructed instead of removed and replaced with new. This would avoid utility conflict and allow the existing signals to be operational until the new signals were activated. The contractor submitted a price of $3,600.00 for each junction box to be reconstructed which was reviewed and approved by the engineer. The unit price to install a new junction box is $2,700.00 so the net increase is $900.00 per location. This change will result in an overall increase of $1,800.00.

This **increase** in approximate quantity is agreed at the original contract price. This extra work is agreed to be compensated at the above listed cost and to begin immediately. A payment Change Order will be issued as soon as practicable.

APPROVED: _____ Contractor

APPROVED: _____ Owner

APPROVED: _____ Inspector

APPROVED: Donald R. Russell Jr. Supervising Inspector

Field Change Order

Date: 12/30/2019

Contract: NJ DOT Job No: 5808387
Federal Project No: HPP-0543 (300) CON

Project: Roadway Improvements Associated with River Road Initiative

Contractor: Lexa Concrete, LLC

The quantity of the pay items listed below is changed and/or New Supplemental items and costs are listed below.

(INCREASE) **DECREASE (circle one)** (from original contract)

Item #	Description	Change/Quantity	Total Cost of Change
S8	4" Epoxy Stripes	1467 LF	$3,667.50
S9	24" Epoxy Stripes	372 LF	$4,464.00

Location. reason and nature of change

The original contract included pay items thermoplastic traffic striping. Thermoplastic stripes were used in accordance with the plans and specs; however, chipping and fading of the thermoplastic stripes were observed on the full depth concrete roadway section between 29th St and Reeves Ave on River Rd. It was determined areas where striping was installed on a concrete surface would be re-striped using epoxy striping which performs better on concrete surfaces. The contractor submitted a price of $2.50/LF of 4" epoxy striping and $12.00/LF for 24" epoxy striping which were reviewed and approved by the engineer. These changes will result in an increase of $8,131.50.

This **increase** in approximate quantity is agreed at the original contract price. This extra work is agreed to be compensated at the above listed cost and to begin immediately. A payment Change Order will be issued as soon as practicable.

APPROVED: _____ Contractor

APPROVED: _____ Owner

APPROVED: _____ Inspector

APPROVED: _____ Supervising Inspector

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, City of Camden

From: Kathy Cullen, Project Manager

Date: April 17, 2020

Re: River Road Improvement Project – Change Order #4 (Final)

In partnership with the City of Camden, Cooper's Ferry Partnership (CFP) is managing the River Road (CR 543) Improvement Project. With Federal Highway Administration (FHWA) funding administered through the NJ Department Of Transportation (NJDOT), the project will mitigate truck traffic and promote investment along River Road, Cramer Hill's primary commercial corridor. The FHWA authorized $3,845,028.35 for construction of the project.

The project constructed improvements to River Road between East State Street and Sherman Avenue in Pennsauken that will reduce truck traffic, improve the streetscape and provide a better environment for retail commercial activities in a high-impact and cost-effective manner. Improvements consist of new traffic and pedestrian signals, ADA curb ramp and sidewalk installation, gateway enhancements at E. State Street and N. 36th Street, brick paver crosswalks, stormwater drainage upgrades, signage and striping.

Lexa Concrete was awarded a contract for construction as the lowest responsible bidder. A Notice to Proceed for Construction was issued July 23, 2018 . Contract completion was September 1, 2019. The project was considered substantially complete on October 4, 2019 and the punch list was issued after the NJDOT walkthrough on October 23, 2019. PSE&G Electric delays at three intersections resulted in the contractor not completing the punch list until December 30, 2019, the date of final completion. To close out the project, change order #4 (final) has been submitted, consisting of a time extension and contract net deduction. Delays experienced with Pioneer Pipe completing water main replacement and PSE&G Electric caused a one hundred twenty (120) day extension of the contract time from September 1, 2019 to December 30, 2019. In addition to the time extension request, final contract quantities have been reconciled for contract items in which as-built quantities exceeded the plan quantities in the original contract. These pay items primarily include conduit, ground wire and cable for the traffic signals, police traffic directors and maintenance of the field office. The net result is a change order decrease in the amount of $896,241.37. The final contract amount based on change orders 1, 2, 3 and 4 is $2,975,129.73.

YOUR GOALS. OUR MISSION.

April 15, 2020

Mr. Bert Gonzales
One Executive Campus
Route 70 West, 3rd Floor
Cherry Hill, NJ 08002

Re: Road Improvements Associated with the River Road Initiative
City of Camden and Township of Pennsauken, NJ
Change Order No. 4-Final – Justifications

Dear Mr. Gonzales,

Please see the following justifications for contract items in which as-built quantities exceeded the plan quantities in the original contract:

Item No. 1: Field Office, Type B Maintenance

The amount of time the contractor was responsible for maintaining the field office exceeded the plan value due to the Winter Shutdown and Time Extension the contractor was granted due to various delays throughout the project. Therefore, this quantity is being increased by 5 Months at the unit price of $2,000/Month for a total increase to the contract of $10,000.00.

Item No. 17: Police Traffic Directors

This item is being increased due to the amount of hours utilized on the project by police officers to assist with maintenance and protection of traffic exceeding the plan quantity. This project required the use of local police officers nearly every day the contractor was working to help provide a safe job site for workers, motorists and pedestrians. Many times throughout the project, there would be the need for anywhere from 2 to 4 officers on site at a time to assist the contractor when they were working in multiple locations along River Rd. Multiple operations would be ongoing at multiple intersections creating the need for additional officers on this busy roadway. As a result, the total police hours used throughout the project exceeded the budgeted amount. Therefore, this quantity is being increased by 760.65 Hours at the unit price of $65/Hour for a total increase to the contract of $49,442.25.

Item No. 48: Reset Vent/Valve Boxes

This item is being increased because there were more valve boxes reset when work was being performed at the E State St and 19th St intersections of River Rd than anticipated. The plans called to reset 7 valve boxes and 1 valve box at E State St and 19th St respectively and the contractor reset 11 boxes at E State St and 5 boxes at 19th St. Therefore, this quantity is being increased by 8 Units at the unit price of $100/Unit for a total increase to the contract of $800.00.

T&M ASSOCIATES, 200 Century Parkway, Suite B, Mount Laurel, NJ 08054 P 856.722.6700 F 856.722.0175 W tandmassociates.com

Item No. 54: 18" Reinforced Concrete Pipe

The as-built length of 18" RCP pipe installed at the Sherman Ave intersection of River Road was 5 LF longer than what was shown in the plans. Therefore, this quantity is being increased by 5 LF at the unit price of $220/LF for a total increase to the contract of $1,100.00

Item No. 55: Reset Manhole, Water, Using New Casting

It was determined that an additional manhole needed to be reset with a new casting due to the deteriorated condition of the existing manhole observed during the paving operation at E State St. This manhole was not shown on the plans to be reset. Therefore, this quantity is being increased by 1 Unit at the unit price of $1,000/Unit for a total increase to the contract of $1,000.00.

Item No. 56: Reset Existing Casting

There was a total of 8 castings reset at the intersections of 27th St, 28th St and 32nd St that were not shown to be reset on the plans. Therefore, this quantity is being increased by 8 Units at the unit price of $1,000/Unit for a total increase to the contract of $8,000.00.

Item No. 98: 2" Rigid Metallic Conduit

Additional 2" Rigid Metallic Conduit was added to the project at the E State St and the 27th St intersections of River Rd. The contractor had to run an additional 55 LF of conduit to the closest utility pole to provide power to the intersection. The utility pole that was shown on the plans for the power connection did not exist. At the 27th St intersection, the contractor installed 123 LF of conduit to an existing utility pole to provide power to the intersection. No 2" RMC was called for at 27th St in the original plans; however, it was necessary to install it to power the intersection. The remaining 52 LF of additional conduit was attributed to as-built measurements for the other intersections where 2" conduit was installed. Therefore, this quantity is being increased by 230 LF at the unit price of $42/LF for a total increase to the contract of $9,660.00.

Item No. 100: 3" Rigid Metallic Conduit

The length of 3" Rigid Metallic Conduit installed at the six intersections where new traffic signals were installed exceeded the contract plan quantity by a total of 145 LF. This amounts to a 5.5% increase from the original quantity and is attributed to as-built measurements taken in the field. Therefore, this quantity is being increased by 145 LF at the unit price of $80/LF for a total increase to the contract of $11,600.00.

Item No. 101: Ground Wire, #8 AWG

The #8 AWG Ground Wire exceeded the contract plan quantity by a total of 1051 LF. This was due in part to the need to run power to existing utility poles at the intersections of E State St and 27th St. As a result, an additional 55 LF of #8 AWG Ground Wire was added to the original quantity for E State St. The contractor also needed to install an additional 123 LF of Ground Wire at the 27th St intersection when running it to an existing utility pole to provide power to the intersection. This resulted in an additional 178 LF of #8 AWG Ground Wire added to the contract that was unanticipated. The remaining 873 LF of additional wire was attributed to as-built measurements at all six intersections. Therefore, this quantity is being increased by 1051 LF at the unit price of $0.80/LF for a total increase to the contract of $840.80.

Item No. 102: Service Wire, #6 AWG

The #6 AWG Service Wire required two wires for each run shown on the plans and the contract quantity only accounted for one wire for each run. Therefore, the 330 LF of plan quantity should have been 660 LF. In addition, when the 55 LF of 2" RMC was required to run power to the E State St intersection, an additional length of approximately 110 LF of #6 AWG was installed. Similarly, at the 27th St intersection, the contractor installed 123 LF of 2" RMC conduit to an existing utility pole to provide power to the intersection which resulted in an additional 246 LF of #6 AWG wire being installed. The remaining 724 LF of additional wire was attributed to as-built measurements at all six intersections. Therefore, this quantity is being increased by 1410 LF at the unit price of $3.20/LF for a total increase to the contract of $4,512.00.

Item No. 104: Foundation, Type P-MC

A new meter cabinet box foundation was constructed at the E State St intersection in order to avoid utility conflicts. The new foundation was constructed adjacent to the existing so the existing signals could still be in operation while the new foundations, junction boxes, conduits and light poles could be installed. Constructing the new foundation allowed the contractor to install the new traffic signals without having to shut off the power at that intersection for an extended period. Therefore, this quantity is being increased by 1 Unit at the unit price of $3,300/Unit for a total increase to the contract of $3,300.00.

Item No. 121: Traffic Signal Cable, 2 Conductor

The length of Traffic Signal Cable, 2 Conductor installed at the six intersections where new traffic signals were installed exceeded the contract plan quantity by a total of 561 LF. This amounts to a 6.1% increase from the original quantity and is attributed to as-built measurements taken in the field. Therefore, this quantity is being increased by 561 LF at the unit price of $0.60/LF for a total increase to the contract of $336.60.

Item No. 122: Traffic Signal Cable, 5 Conductor

The length of Traffic Signal Cable, 5 Conductor installed at the six intersections where new traffic signals were installed exceeded the contract plan quantity by a total of 419 LF. This amounts to a 4.6% increase from the original quantity and is attributed to as-built measurements taken in the field. Therefore, this quantity is being increased by 419 LF at the unit price of $1.00/LF for a total increase to the contract of $419.00.

Item No. 123: Traffic Signal Cable, 10 Conductor

The length of Traffic Signal Cable, 10 Conductor installed at the six intersections where new traffic signals were installed exceeded the contract plan quantity by a total of 758 LF. This amounts to a 7.1% increase from the original quantity and is attributed to as-built measurements taken in the field. Therefore, this quantity is being increased by 758 LF at the unit price of $1.25/LF for a total increase to the contract of $947.50.

Item No. A44: Contraction Joint Assembly

The length of Contraction Joint Assembly installed at the full depth concrete roadway between 29th St and Reeves Ave exceeded the contract plan quantity by a total of 250 LF. The as-built measurements for contraction joints exceeded the contract quantity by 250 LF; however, the as-built quantity for expansion joint assembly was 500 LF less than the contract quantity.

Therefore, this quantity is being increased by 250 LF at the unit price of $10/LF for a total increase to the contract of $2,500.00. Please note that the contact quantity for expansion joint assembly was decreased by 500 LF at the unit price of $5/LF for a total decrease of $2,500.00 offsetting the cost increase of the contraction joints.

The Contractor, Lexa Concrete, LLC, is requesting an extension of time to the River Road Project due to unforeseen delays beyond their control. Please see the following descriptions of each delay and time lost as a result:

- PSE&G Gas performed work on their utilities at the intersection of 32nd St and River Road from 9/6/19 to 9/30/19 which resulted in a total delay to the project of twenty-four (24) calendar days.
- PSE&G Electric needed to demo their services and remove their meter boxes at 32nd St prior to the concrete sidewalks being completed by Lexa. The new signals were activated at that intersection on 9/12/19 and the service for the existing system wasn't terminated until 11/15/19. The meter box and foundation needed to remain in place until the service was removed delaying the contractor from completing the sidewalks at that intersection. This resulted in a total delay to the project of sixty-four (64) calendar days.
- PSE&G Electric needed to demo their services and remove their meter boxes at both E State St and 36th St prior to the concrete sidewalks being completed by Lexa. The signals were activated at the intersections of E State St and 36th St on 11/15/19 and 11/18/19 respectively. The existing services weren't terminated until 12/20/19 and the meter boxes were removed the same day. This resulted in a total delay to the project of thirty-two (32) calendar days.

This project was considered substantially complete on 10/4/19 and the Punchlist was issued after the NJDOT walkthrough held on 10/23/19. The PSE&G electric delays to the intersections of E State St, 32nd St and 36th St caused the contractor to not be able to complete the Punchlist until 12/30/19. That was the date of final completion. As a result of these delays, the contractor is requesting the contract be extended a total of one hundred twenty (120) calendar days changing the contract completion date from September 1, 2019 to December 30, 2019.

Should you have any questions or require additional information, please call us at 856-722-6700.

Very truly yours,

T&M ASSOCIATES

Donald R. Newell Jr., P.E.
Resident Engineer

RESOLUTION CONCURRING WITH COOPER'S FERRY PARTNERSHIP FOR A CHANGE ORDER #4 (FINAL) TO A CONSTRUCTION CONTRACT WITH LEXA CONCRETE, LLC IN CONNECTION WITH THE RIVER ROAD (CR 543) IMPROVEMENT PROJECT, CRAMER HILL FEDERAL PROJECT NO. HPP-0543(300)

WHEREAS, Cooper's Ferry Partnership ("CFP") was designated as the City's Project Coordinator for the River Road (CR 543) Improvements, Cramer Hill Project, and

WHEREAS, the City of Camden has received Federal Highway Administration (FHWA) funding administered by the New Jersey Department of Transportation to complete this project, and

WHEREAS, CFP has awarded change order #4 (final) to Lexa Concrete LLC for the construction consisting of a net decrease of $896,241.37 based upon as-built quantities and time extension of 120 days, and

BE IT RESOLVED, by the City Council of the City of Camden that the City hereby concurs with Cooper's Ferry Partnership award of change order #4 to Lexa Concrete, LLC for a net contract decrease and a time extension to close out 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) day 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:

The above has been reviewed
and approved as to form.

_____

MICHELLE BANKS SPEARMAN
City Attorney

R-14

MBS:dh
05-12-20

RESOLUTION AUTHORIZING A CONTRACT TO BUCHART HORN, INC., SUITE 110, 2 EVES DRIVE, MARLTON, NJ 08053 FOR GENERAL ENGINEERING SERVICES FOR CITY OF CAMDEN'S WATER AND SEWER SYSTEM

WHEREAS, there exists a need to acquire services to perform Engineering Services in the City of Camden for a period of one (1) year; and

WHEREAS, the City of Camden has a need to acquire services by a duly licensed contractor, to oversee the operations, maintenance, and repair of the City's water and sewer system by American Water Contract Services and to provide recommendations to the City for a period of one (1) year; and

WHEREAS, pursuant to a Request for Proposal, a proposal was submitted by Buchart Horn Inc., 2 Eves Drive Suite #110, Marlton, NJ 08053-3193 for an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for a 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 temporary budget of the City of Camden under line item(s) "0-60-101-906 & 0-70-101-906" 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 Buchart Horn Inc., 2 Eves Drive Suite #110, Marlton, NJ 08053-3193 for an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for a period of one (1) year, to oversee the operations, maintenance, and repair of the City's water and sewer system by American Water Contract Services and to provide recommendations to the City, 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 Buchart Horn Inc. must coordinate and report to the City Engineer, duly appointed pursuant to N.J.S.A. 40A:9-140, for all assigned engineering tasks.

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: May 12, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
City 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:

BUCHART HORN, INC.

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

- TEMPORARY BUDGET APPROPRIATION: **0-60-101-906 & 0-70-101-906**

  AMOUNT: **$100,000.00**

- ADOPTED BUDGET APPROPRIATION:
  AMOUNT:

- APPROPRIATION RESERVE:
  AMOUNT:

- DEDICATED BY RIDER:
  AMOUNT:

- **RESERVE FOR STATE AND FEDERAL GRANT:**
  AMOUNT:

- CAPITAL ORDINANCE:
  AMOUNT:

- TRUST ACCOUNT:
  AMOUNT:

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:

- **$100,000.00**

Description of the Goods or Services to be procured:
Award Contract (#20-02) to Buchart Horn, Inc. To oversee the operations, maintenance and repair of the City's Water and Sewer Systems by American Water contract services.

DOREEN P. CHANG
TREASURER

DATE: March 10, 2020

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: MARCH 2020

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

FROM: Edward C. Williams, PP, AICP, CSI Director

DEPARTMENT MAKING REQUEST: Planning and Development

TITLE OF RESOLUTION: Resolution approving Buchart Horn, Suite 110, 2 Eves Drive, Marlton, NJ 08053 for general engineering services for the City of Camden's water and sewer system

BRIEF DESCRIPTION OF ACTION: This vendor will oversee the operations, maintenance and repair of the City's water/sewer system by American Water contract services

BIDDING PROCESS: RFP #20-02 received 5 proposals on Thursday, February 6, 2020

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

APPROPRIATION ACCOUNT(S): 0-60-101-906 & 0-70-101-906

AMOUNT: $100,000.00

☐ **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:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	4/15/2020	
☑ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	4/15/2020	
Approved by Business Administrator:	4/20/20	
Received by City Attorney:	4-15-20	

(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	PROFESSIONAL SERVICES
Name of Vendor	BUCHART HORN
Purpose or Need for service:	Vendor will oversee the operations, maintenance and repair of the City's water/sewer system by American Water contract
Contract Award Amount	$100,000.00
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 #20-02
Were other proposals received? If so, please attach the names and amounts for each proposal received?	YES – CME R&V KELLER D&B/GUARINO

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 4-15-20
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.
0-60-101-906 & 0-70-101-906 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

For LGS use only:

( ) Approved ( ) Denied

Director or Designee, Date
Division of Local Government Services

Number Assigned

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	BUCHART-HORN, INC.
Trade Name:	
Address:	445 WEST PHILADELPHIA STREET YORK, PA 17401-3383
Certificate Number:	0088993
Effective Date:	March 03, 1992
Date of Issuance:	August 07, 2019

For Office Use Only:

20190807151413417

Celebrating 75 Years
BUCHART HORN
ENGINEERS · ARCHITECTS · PLANNERS

EXPERIENCE

February 6, 2020

City Clerk's Office
520 Market Street
City Hall, Room 105
Camden, NJ 08101

RE: RFP #20-02 General Engineering Services for the City of Camden's Water and Sewer System

Dear City of Camden Officials,

Buchart Horn, Inc. (BH) is pleased to offer this proposal for General Engineering Services for the City of Camden's Water and Sewer Systems in response to RFP #20-02. As the incumbent provider of these services since May 2014, BH is uniquely qualified and has demonstrated successfully the ability to work with all departments and staff of the City of Camden as well as with the many third parties the City may interact with related to the water and sewer systems, including NJDEP, NJLFB, CCMUA, other utilities, and consultants or organizations. Over the past six years, BH's Project Manager has worked extensively with the City's Engineer, Finance Director, City Attorney, Business Administrator, the Public Works Director, and various other City officials and staff. We have provided an array of services described in more detail in the following Proposal. Presently, our services focus on providing oversight of the Operations, Maintenance, and Management (OM&M) services agreement with American Water Contract Services, a mandate restated by the New Jersey Department of Community Affairs Local Finance Board on October 10, 2018 as a condition of their approval of the contract amendment. In this capacity, BH has clearly demonstrated the ability to respond quickly to immediate needs or emergencies related to the water and sewer systems.

As the scope of services returned to the original contract to include the potential need for services of New Jersey licensed operators and financial professionals, we have included teaming partners from our last proposal and our 2014 work, DeBlock Environmental Services, LLC and Keystone Alliance Consulting.

BH has provided general engineering services to a large number of water and sewer systems for clients in New Jersey and throughout the mid-Atlantic region, many on a long-term basis, such as the Valley Forge Sewer Authority (VFSA). BH was retained to help form this regional authority, and they have remained a client for more than 50 years. Our ongoing experience with the City of Camden, the proximity of our office in Marlton, and the resources of BH throughout the country provide support for continuing and potentially expanding the roles we can provide the City of Camden to protect and preserve these valuable assets for future generations.

We look forward to continuing to work with the City of Camden. If you have any questions, we would be more than happy to meet and discuss. Please feel free to contact myself at (800) 274-2224 or Jim Hopkins at (215) 901-6547.

Very truly yours,
BUCHART HORN, INC.

Charles L. Kinney, Jr., PG
Chief Operating Officer

Suite 110 • 2 Eves Drive • Marlton, NJ 08053-3127
T: (856) 797-4300 • F: (856) 983-8739 • www.bucharthorn.com

COST PROPOSAL

PAY GRADE	JOB TITLE		HOURLY RATE
8	Chief of Survey	Project Planner	$160.00
	Geodesist	Project Scientist	
	Project Architect	Senior Contract Administrator	
	Project Engineer	Senior Systems Consultant	
	Project Financial Analyst	Senior Specification Architect	
	Project Geologist	Senior Specification Engineer	
	Project Landscape Architect	Construction Manager	
9	Assistant Manager	Senior Engineer	$189.00
	Assistant Director	Senior Staff Geologist	
	Design System Manager	Senior Staff Scientist	
	Senior Staff Architect		
10	Associate Vice President	Director	$214.00
	Consultant	Regional Manager	
	Officer of the Firm		$251.00

Fees are based on time for portal-to-portal for meetings, field visits, and site visits.
Authorized overtime for Grades 1 through 4 must be at a rate of 1.5 times the listed rate.
Incurred direct expenses are in addition to the rates quoted in accordance with the Unit Price Expense Schedule.

UNIT PRICE EXPENSE SCHEDULE	
UNIT NAME	UNIT BILL RATE
Copies – Inside Company	$0.10/each
Drawing Copies – Inside Company	$0.10/SF
Mileage	Current approved IRS rate
Plots – Color Fill	$10.00/sheet
Plots – Mylar	$12.00/sheet
Plots – Paper/Vellum	$6.00/sheet

OTHER DIRECT COSTS (OUTSIDE SERVICES)	
NAME	BILL RATE
Outside Computer/CADD Services	Cost plus 15%
Equipment Lease	Cost plus 15%
Miscellaneous Other Expenses	Cost plus 15%
Outside Services	Cost plus 15%
Subcontract	Cost plus 15%
Travel	At cost

Proposal Fees

At this time, with no specific tasks defines, proposed costs are not offered. Should the City decide cost estimates, NTE, o fixed fee proposals are a preferred approach, BH will provide.

Staff Locations

For billing purposes, BH staff will be considered based in our Marlton, NJ office.

2020 Hourly Rate Schedule

PAY GRADE	JOB TITLE		HOURLY RATE
1	Architectural/Engineering Aide I Clerk Typist	Drafting Apprentice Rod/Chainperson	$41.00
2	Draftsperson I Secretary Senior Rod/Chainperson	Spec Typist System Operator	$57.00
3	Administrative Secretary Architectural/Engineering Aide II Draftsperson II Executive Secretary	Instrumentperson Systems Analyst I Treatment Plant Operator I	$72.00
4	Accountant Administrative Assistant Architect I Draftsperson III Environmental Scientist Interior Designer	Photogrammetrist I Planning Technician Construction Services Tech. I Survey Tech I Systems Analyst II Technical Writer	$88.00
5	Accountant II Architect II Chemist I Cost Estimator Designer E.I.T. I Engineering Geologist I Bookkeeper	Environmental Scientist I Landscape Architect I Photogrammetrist II Planner I Construction Services Tech. II Survey Tech II Specifications Writer Senior Systems Analyst	$101.00
6	Architect III CADD System Manager Chemist II E.I.T. II Engineering Geologist II Environmental Scientist II GIS Analyst Landscape Architect II Operations Specialist	Planner II Project Accountant Construction Service Tech. III Senior Designer Senior Interior Designer Senior Photogrammetrist Senior Specifications Writer Systems Programmer Professional Land Surveyor	$114.00
7	Chief Photogrammetrist Computer Coordinator Contract Administrator Project Designer Resident Engineer/Architect Senior Architect Senior Cost Estimator Engineer Senior Geologist Sr. Professional Land Surveyor	Senior Landscape Architect Senior Operation Specialist Senior Planner Senior Project Accountant Construction Service Tech. IV Senior Scientist Senior Spec/Estimating Coordinator Senior Systems Programmer	$143.00

BH Staff Locations

For billing purposes, as provided in previous proposals, BH staff will be billed as based from our Marlton office.

Subconsultants Charges

DeBlock Environmental Services

The proposed T-4, Bruce Smith is located in Easton, PA and his billing rate is $150/hr. DeBlock's standard rate is based upon portal-to-portal basis.

Keystone Alliance Consulting

The proposed staff are firm principals and their billing rate is $125 /hour.

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 #20-02

RFP NAME: GENERAL ENGINEERING SERVICES FOR THE CITY OF CAMDEN'S WATER AND SEWER SYSTEM

RFP DUE: THURSDAY, FEBRUARY 6, 2020 @ 11:00 A.M

VENDOR
CME ASSOCIATES CAMDEN,NJ
REMINGTON & VERNICK ENGINEERS HADDONFIELD, NJ
BUCHART HORN, INC. MARLTON,NJ
D&B/GUARINO ENGINEERS,LLC TREVOSE,PENNSYLVANIA
KELLER ENGINEERS OF NJ,LLC CAMDEN,NJ

Results are for information purpose **only**.
rp

CITY OF CAMDEN
PURCHASING BUREAU

VENDORS LIST

RFP: **#20-02**

RFP NAME: **GENERAL ENGINEERING SERVICES FOR THE CITY OF CAMDEN'S WATER AND SEWER SYSTEM**

RFP DUE: **THURSDAY, FEBRUARY 6, 2020 @ 11 AM**

DATE	VENDOR'S NAME & ADDRESS	PHONE & FAX #
1/8/2020 1	BUCHART HORN, INC 2 EVES DRIVE, SUITE 110 MARLTON, NJ 08053	856-797-4300 856-983-8739
1/9/2020 2	Construct Connect 30 Technology Pkwy S. Ste 100 Norcross, GA 30092	800-364-2059 866-570-8187
1/9/2020 3	G and A Associates 201 Market Street Camden NJ 08102	(856)203-7447 856-379-3567
RMR 1/9/2020 4	Prime Vendor - 910726 1973 4622 Cedar Ave Bldg 5 Ste 123 Wilmington NC 28403-6916	800-746-9154 800-746-8307
1/10/2020 5	Mott MacDonald 325 Chestnut St., Suite 300 Philadelphia, PA 19106	(609) 536-6320 Fax (609) 465-5270
EM CP 1/20/2020 6	Alaimo Group Consulting Engineers 200 High Street Mount Holly, NJ 08060	609-267-8310 609-845-0300

		VENDOR'S NAME & ADDRESS	PHONE & FAX #
1/10/20	7	Keller Engrs of NJ 121 Market Street Camden NJ 08102	609-575-8632 814-696-0150
1/13/20	8	R&V Eng's (George LaPorte) Kings Highway, Haddonfield, NJ	856-795-1582 856-795-1882
1/13/2020	9	D&B/GUARINO ENGINEERS 8 NESHAMINY INTERPLEX Suit 219 TREVOSE PA 19053	215-499-8085 215-244-9991
1/14/2020	10	Dewberry Engineers INC. (Debra Arthur) 1015 Briggs Rd.-Suite 210 Mt. Laurel, NJ 08054 856-803-0846	856.780.3650 darthur@dewberry.com
1/15/20	11	FRENCH & PARRELLO ASSOCIATES (STEPHEN KEARNEY) 2 RIVERSIDE DRIVE, SUITE 503 CAMDEN, NJ 08101 732-312-9801 [20-03]	732.673.2164 MATTHEW.KEARNEY@FPAengineers.com
1/15/20	12	Consulting Engineer Services (Norm Rubyes) 645 Berlin Cross Keys Rd Sicklerville, NJ 08081	856-228-2260 856-232-2346
1/16/2020	13	O'Donnell Engineers Greg Forte 515 Grove St Haddon Heights	856-449-5151 856-668-8610
PET CT	14	Gedeon GLC Consulting 100 Overlook Center 2nd Floor Ste 2060 Princeton, NJ 08540-7814	609-375-2036 516-873-7011
1/21/2020		RESPONSE TO BIDDERS	
FEDEX 1/23/2020		Roberts Engineering Group LLC 1670 Whitehorse-Hamilton Square Rd Hamilton, NJ 08690	609-586-1141 609-586-1143

	VENDOR'S NAME & ADDRESS	PHONE & FAX #
1/23/2020	T&M Associates 200 century Parkway, Suite B Mt. Laurel, NJ 08054	856-722-1700
1/24/2020	Michael Baker International 300 American Metro Blvd Ste 154 Hamilton NJ 08619	Work – 877-9500 Work – 907-9550
1/28/2020 ✓	CME Associates One Market Street, 1F Camden, NJ 08107	732-410-2651

CITY OF CAMDEN
REQUEST FOR PROPOSAL

The City of Camden, through the Planning and Development Department's Capital Improvement Division, intends to acquire services for the following:

RFP #20-02

GENERAL ENGINEERING SERVICES FOR
THE CITY OF CAMDEN'S WATER AND SEWER SYSTEM

The Purchasing Agent is hereby authorized to receive Proposals on Thursday, February 6, 2020 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(s) 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
January 8, 2020
($44.00)

R-15

MBS:dh
05-12-20

RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT TO ENVIRONMENTAL RESOLUTIONS, INC., MOUNT LAUREL, NJ, FOR MUNICIPAL AND CONSULTING ENGINEERING SERVICES FOR AN AMOUNT NOT TO EXCEED $100,000.00

WHEREAS, there exists a need to acquire services to perform Municipal and Consulting Engineering Services in the City of Camden for a period of one (1) year; and

WHEREAS, the City of Camden has a need to acquire services by a duly licensed contractor to provide Municipal and Consulting Engineering Services for a period of one (1) year; and

WHEREAS, pursuant to a Request for Proposal, a proposal was submitted by Environmental Resolutions, Inc., 815 East Gate Drive, Mount Laurel, NJ 08054 for an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for a 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 temporary 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 Environmental Resolutions, Inc., 815 East Gate Drive, Mount Laurel, NJ 08054 for an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for a period of one (1) year, to provide Municipal and Consulting Engineering Services, 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 Environmental Resolutions, Inc. must coordinate and report to the City Engineer, duly appointed pursuant to N.J.S.A. 40A:9-140, for all assigned engineering tasks.

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: May 12, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
City 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:

ENVIRONMENTAL RESOLUTIONS, INC.

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

TEMPORARY BUDGET APPROPRIATION: 0-01-661-906
AMOUNT: $100,000.00
ADOPTED BUDGET APPROPRIATION:
AMOUNT:
APPROPRIATION RESERVE:
AMOUNT:
DEDICATED BY RIDER:
AMOUNT:
RESERVE FOR STATE AND FEDERAL GRANT:
AMOUNT:
CAPITAL ORDINANCE:
AMOUNT:
TRUST ACCOUNT:
AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

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

$100,000.00

Description of the Goods or Services to be procured:

Award a Contract (RFP #20-03) to Environmental Resolutions, Inc., for general and consulting engineering services for the City of Camden.

Doreen P. Chang
Treasurer

DATE: March 10, 2020

Duplicate

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: MARCH 2020

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

FROM: Edward C. Williams, PP, AICP, CSI Director

DEPARTMENT MAKING REQUEST: Planning and Development

TITLE OF RESOLUTION: Resolution approving Environmental Resolutions, Inc., 815 East Gate Drive, Suite 103, Mt. Laurel, NJ 08054 for general and consulting engineering services for the City of Camden.

BRIEF DESCRIPTION OF ACTION: This vendor will provide assistance to the Municipal Engineer and provide recommendations to the City

BIDDING PROCESS: RFP #20-03 received 8 proposals on Thursday, February 6, 2020

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

APPROPRIATION ACCOUNT(S): 0-01- -661-906

AMOUNT: $100,000.00

☐ **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:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	4/15/2020	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	4/15/2020	
Approved by Business Administrator:	4-15-20	
Received by City Attorney:	4/20/2020	

	(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	PROFESSIONAL SERVICES
Name of Vendor	Environmental Resolutions, Inc.
Purpose or Need for service:	Vendor will provide assistance to the Municipal Engineer and recommendations on City projects
Contract Award Amount	$100,000.00
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 #20-03
Were other proposals received? If so, please attach the names and amounts for each proposal received?	YES – CME R&V ALAIMO GROUP GILMORE ROBERTS ENGINNERING F&P ARH ASSOCIATES

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 4.15.20

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- -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

For LGS use only:

( ) Approved ( ) Denied

Director or Designee, Date
Division of Local Government Services

Number Assigned

Christopher J. Noll, PE, CME, PP
President & CEO
Barbara J Fegley, AICP, PP
Sec./Treas. & Sr. Vice President
William H. Kirchner, PE, CME, N-2
Vice President

ENVIRONMENTAL RESOLUTIONS, INC.
Engineers • Planners • Scientists • Surveyors

Rakesh R. Darji, PE, PP, CME, CFM, Vice President
G. Jeffrey Hanson, PE, CME
Joseph R. Hirsh, PE, CME, CPWM
Joseph P. Orsino, CET
Marc H. Selover, LSRP, PG
Harry R. Fox, NICET III, CPSI
C. Jeremy Noll, PE, CME, CPWM
Benjamin R. Weller, PE, CME, CPWM, S-S, C-3

815 East Gate Drive • Suite 103 • Mount Laurel • New Jersey • 08054
Telephone (856) 235-7170 • Fax (856) 273-9239 • www.erinj.com

February 6, 2020

Lateefah Chandler
Purchasing Agent
c/o Office of the City Clerk
520 Market Street
City Hall – Room 105
Camden, NJ 08101

Re: ***Request for Proposals for RFP#20-03 Municipal and Consulting Engineering Services***
City of Camden, New Jersey

Dear Ms. Chandler:

Enclosed please find Environmental Resolutions, Inc.'s response to the Request for Qualifications for the above referenced position issued by the City of Camden.

As you know, over the years ERI has provided a variety of engineering services for the City of Camden, and I am certain that the knowledge our firm has acquired about the issues and needs of the City is an important asset that would enhance our provision of Municipal and Consulting Engineering services.

You will see from the enclosed proposal that ERI has served as Municipal Engineer for numerous municipalities, particularly in Southern New Jersey, therefore we possess a solid understanding of the issues facing communities in this region. In order to best serve the City, we have chosen professionals from our staff team who have vast knowledge and experience with providing consulting engineering services to municipalities as well as resolving issues that the City may face.

ERI is a multi-disciplined firm with a strong background in all aspects of municipal engineering and planning, which allows us to offer you a comprehensive range of resources. I am confident that, given the chance, ERI could provide the City of Camden with the engineering services it may require such as project management, construction management and inspection, traffic and transportation engineering, ADA compliance, reviews, environmental engineering, landscape architecture, grant writing, permitting, land surveying, and CADD and GIS mapping. We encourage you to contact our references to verify our qualifications and to gain a sense of the customer satisfaction that exists among our clients.

Thank you for taking the time to review the enclosed information and for considering Environmental Resolutions, Inc. to service the City with its engineering needs. Please feel free to contact me at 856-235-7170 with any questions or if you require any additional information. Also, I look forward to the opportunity to meet with City officials to answer any questions they may have regarding ERI's qualifications, experience and availability.

Sincerely,

William H. Kirchner, PE, CME, N-2
Principal, Vice President

WHK/nah

Enclosure

Stacey Arcari, PE, CME, PTOE, PP
Timothy Kaluhiokalani, LLA, PP
Anthony R. Lopez, PE, CFM, CME
José Ruiz-del-Valle, PLS
Karen Hermack, PE

Andrew J. Orsino, NICET III
John T. Potts, NICET III, W-2, T-2
Charles Sabatini, PE, CME, CPWM, PP
Edward E. Fox, III, AICP, PP

John L. Scott, Jr., PLS, NICET III
Rohan Tadas, CHMM, LSRP
Neil J. Werket, LLA, RLA
Kathryn Haywood, PE, CFM
Mathew Kensler, NICET III

2020 Schedule of Hourly Rates

ENVIRONMENTAL RESOLUTIONS, INC.
Engineers · Planners · Scientists · Surveyors

Engineering and Planning

Principal	$ 160.00
Licensed Engineer/Project Manager	$ 145.00
Licensed Planner	$ 145.00
Planning Assistant	$ 85.00
Licensed Site Remediation Professional	$ 170.00
Hydrogeologist	$ 90.00
Environmental Scientist	$ 75.00
Engineering Assistant	$ 90.00
Licensed/Registered Landscape Architect	$ 120.00

Inspecting

Senior Inspector	$ 88.00
Junior Inspector	$ 75.00

Drafting

CAD Drafter	$ 108.00

Surveying

Licensed Surveyor	$ 125.00
1 Man Robotic Survey Crew	$ 135.00
2 Man Survey Crew	$ 180.00

No charge for routine photo copying or clerical services.
Overhead costs are included in the above hourly rates.

PROPOSED FEES AND COSTS

We are pleased to offer the following proposal, as per the attached RFP Specifications and information requirements for:

RFP #20-03
MUNICIPAL AND CONSULTING
ENGINEERING SERVICES

LIST HOURLY RATES OF KEY PERSONNEL PERFORMING SECTION 2.1 - SERVICES TO BE PROVIDED FOR THIS RFP:

NAME	TITLE	HOURLY RATE $
See attached sheet		

*use an additional sheet if necessary

OR

TOTAL PROPOSED FEES AND COSTS $_____
[See RFP SECTION 3.0 for required detail]

***

I HEREBY submit and confirm this Proposed Fees and Costs, subject to all requirements and conditions stated in these RFP specifications.

PROPOSER:

Environmental Resolutions, Inc.

Proposer Representative's Signature
Print Name: Christopher I. Noll
Print Title/Position: President and CEO
Date: January 14, 2020.

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

ENVIRONMENTAL RESOLUTIONS, INC.

TRADE NAME:

ADDRESS:

815 EAST GATE DRIVE SUITE 103
MOUNT LAUREL NJ 08054-3415

SEQUENCE NUMBER:

0078313

EFFECTIVE DATE:

03/29/90

ISSUANCE DATE:

08/06/15

James J. Fiscina

Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

(04-06) DZ050410V

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 #20-03

RFP NAME: MUNICIPAL AND CONSULTING ENGINEERING SERVICES

RFP DUE: THURSDAY, FEBRUARY 6, 2020 @ 11:00 A.M

VENDOR
CME ASSOCIATES CAMDEN,NJ
REMINGTON & VERNICK ENGINEERS HADDONFIELD, NJ
ENVIRONMENTAL RESOLUTIONS,INC MT.LAUREL,NJ
ALAIMO GROUP MT.HOLLY,NJ
GILMORE & ASSOCIATES CAMDEN,NJ
ROBERTS ENGINEERING GROUP LLC HAMILTON,NJ
FRENCH & PARRELLO ASSOCIATES CAMDEN,NJ
ARH ASSOCIATES HAMMONTON,NJ

Results are for information purpose **only**.
rp

CITY OF CAMDEN
PURCHASING BUREAU

VENDORS LIST

RFP: #20-03

RFP NAME: MUNICIPAL AND CONSULTING ENGINEERING SERVICES

RFP DUE: THURSDAY, FEBRUARY 6, 2020 @ 11 AM

DATE	VENDOR'S NAME & ADDRESS	PHONE & FAX #
1/8/2020	ENVIRONMENTAL RESOLUTIONS, INC ER 1 815 EAST GATE DRIVE SUITE 103 MT. LAUREL, NJ 08054	856 235 4170 856 2739239
1/9/2020	GEA, Inc. 201 market Street Camden, NJ 08102 P: 856-203-7447 Fax: 856-379-3567	
RM 1/9/2020	Prime Vendor 910 724 1973 4622 Cedar Ave Bldg #5 Suite 3 Wilmington, NC 28403-6916	800-746-9054 800-746-8307
1/10/2020	Mott MacDonald 325 Chestnut St, Suite 300 Philadelphia, PA 19106	(609) 536-6320 F 609 465-5270
FEI # 1/10/2020	Alaimo Group Consulting Engineers 200 High Street Mount Holly, NJ 08060	609-267-8320 609-845-0300
1/10/2020	Keller Engrs. of NJ 121 Market St Camden NJ 08102	609-575-8632 814-696-0150

	VENDOR'S NAME & ADDRESS	PHONE & FAX #
1-10-2020	ART Associates 25 Bellevue Avenue Hammonton NJ 08037	6095610482 6095678909
1/13/20	R & V Eng.'s (George LaPorte) Kings Highway Haddonfield, NJ	856-795-959 856-795-1882
1/14/2020	Dewberry Engineers Inc. (Debra Arthur) 1015 Briggs Rd. - Suite 210 Mt. Laurel, NJ 08054 856-862-1846	856-780-3650 darthur@dewberry.com
1/15/20	FRENCH & PARRELLO ASSOCIATES (STEPHAN KEARNEY) 2 RIVERSIDE DRIVE, SUITE 503 CAMDEN, NJ 08101 [20-02] 732-312-9801	732.673.2184 MATTHEW.KEARNEY@FPAengineers.com
1/16/20	Pennoni (Gina Forte) 515 Grove St. Haddon Heights 08035	856-449-5151 856 686-8610
1/21/2020	Attached	
1/23/2020	Roberts Engineering Group LLC 1670 Whitehorse-Hamilton Square Rd Hamilton, NJ 08690	609-586-1141 609-586-1143
1/24/2020	Michael Baker International 300 American Metro Blvd Ste. 154 Hamilton, NJ 08619	609-587-9500 609-587-9550
1/24/2020	CME Associates 1 Market Street, 1F Camden, NJ 08102	732-410-2651
8		

0003987423-01

CITY OF CAMDEN
REQUEST FOR PROPOSAL

The City of Camden, through the Planning and Development Department's Capital Improvement Division, intends to acquire services for the following:

RFP#20-03

MUNICIPAL AND CONSULTING ENGINEERING SERVICES

The Purchasing Agent is hereby authorized to receive Proposals on Thursday, February 6, 2020 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(s) 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
January 8, 2020
($43.12)

R-16

MBS:dh
05-12-20

RESOLUTION APPROVING THE RELEASE OF PERFORMANCE GUARANTY IN THE AMOUNT OF $823,198.80 TO CP MT. EPHRAIM, LLC, 1575 MT. EPHRAIM AVENUE, BLOCK 443, LOT 3 FOR THE COMPLETION OF THE VIRTUA HOSPITAL PROJECT

WHEREAS, a request has been received by the City of Camden ("City") from CP Mt. Ephraim, LLC the developer for the project known as 1715 Mt. Ephraim Avenue (Block: 443 Lot: 3, Virtua Hospital) seeking the respective release of the amount required to be posted under the Performance Guaranty in the amount of $823,198.80; and

WHEREAS, the project at 1715 Mt. Ephraim Avenue (Block: 443 Lot: 3, Virtua Hospital) is completed and has requested the City of Camden to release CP Mt. Ephraim, LLC guarantees under said Performance and Maintenance Guaranties; and

WHEREAS, the City Planning Board's Engineer, Remington & Vernick Engineers (R&V"), has reviewed the developer's request. As detailed in its March 10, 2020 letter to the City, after R&V's inspection of the Project it recommends: (1) the release of $823,198.80 of the original amount required to be posted by CP Mt. Ephraim, LLC. (Virtua Hospital) under its Performance Guaranty, contingent upon the payment of all outstanding R&V vouchers; and (2) the activation of the Maintenance Guarantee in the amount of $102,899.85, representing 15% of the construction cost amount to be held for a period of two (2) years; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that, for all the reasons set forth above, the authorized City of Camden officials are hereby authorized and directed to release **Eight Hundred Twenty-Three Thousand One Hundred Ninety-Eight Dollars and Eight Cents ($823,198.80)** of the original amount required to be posted by CP Mt. Ephraim, LLC (Block: 443 Lot: 3, Virtua Hospital) under its Performance Guaranty; and the activation of the Maintenance Guarantee in the amount of $102,899.85, representing 15% of the construction cost amount to be held for a period of two (2) years.

BE IT FURTHER RESOLVED that the above release of Performance Guaranty is contingent upon the payment of all outstanding Remington & Vernick Engineers vouchers, as provided under said Performance Guaranty.

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: May 12, 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: May 12, 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 the release of a performance guaranty in the amount of $823,198.80 to CP Mt. Ephraim, LLC, 1575 Mt. Ephraim Ave, Block: 443, Lot: 3 for the completion of the Virtua Hospital Project.

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to authorize the release of a performance guaranty in the amount of $823,198.80 upon the submission of the maintenance bond in the amount of $102,899.85 and the payment of all Remington and Vernick and Planning Board Attorney bills.

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

APPROPRIATION ACCOUNT(S): n/a

AMOUNT: $823,198.80

☐ **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:	3/02/20	[signature]
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:	4/20/2020	Michelle B. Stepen

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:	_____	_____
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******

REMINGTON & VERNICK ENGINEERS

51 Haddonfield Road, Suite 260
Cherry Hill, NJ 08002
O: (856) 795-9595
F: (856) 795-1882

March 10, 2020

Dr. Edward Williams, PP, AICP
Department of Planning & Development
City of Camden
Room 420, City Hall
Camden, NJ 08101

Re: City of Camden
CP Mt. Ephraim, LLC (including Warsaw St.)
1575 Mt. Ephraim Ave.
Block 443, Lot 3
Performance Guarantee Release
Our File #04-08-I-817

Dear Dr. Williams:

At the request of the applicant, our office has conducted an inspection to the above-referenced project. Based upon our investigation, we recommend the release of the Performance Guarantee established in the amount of **$823,198.80.** In addition, we recommend the activation of the Maintenance Guarantee in the amount of **$102,899.85**, representing 15% of the Construction Cost amount to be held for a period of two (2) years.

The release of the Performance Guarantee is contingent upon the Payment of all-outstanding Remington & Vernick Engineers' Vouchers. If you should have any questions, please contact Steven D. Fini, Regional Field Supervisor, at 856-795-9595.

Sincerely,
REMINGTON & VERNICK ENGINEERS, INC.

Lenny Cinaglia, MBA, CEFM
Associate, Department Head Municipal CM/CI

Timothy Staszewski, P.E. for
Dena Moore Johnson, P.E., C.M.E.

LC:TS:sdf
cc: Orion Joyner, PE, CME, Senior Municipal Engineer
Angela Miller, Planning Board Secretary
Luis Pastoriza, M.S.M, R.M.C., C.M.R.
CP Mt. Ephraim, LLC, 826 Broadway, 9th Floor, New York, New York 10003

T:\Product\CAMDCITY\I817 - CP Mt. Ephraim, LLC (1575 Mt. Ephraim Ave)\Perf.Guarantee Release-3-10-20.doc

R-17

MBS:dh
05-12-20

RESOLUTION AUTHORIZING AN AMENDMENT #1 TO CONTRACT #11-19-170 BETWEEN THE CITY OF CAMDEN AND NEIGHBORHOOD HOUSING SERVICES

WHEREAS, the Council of the City of Camden by Resolution R-24 dated November 12, 2019 awarded a contract (#11-19-170) to Neighborhood Housing Services (NHS) in the amount of Thirty-Nine Thousand Dollars ($39,000.00) to provide housing counseling for homebuyers city wide to include pre/post homebuyer education, financial literacy, and private credit counseling for 39 low-mod first-time homebuyers; and

WHEREAS, it is necessary to amend contract #11-19-170 with Neighborhood Housing Services by amendment #1 to increase the amount by TEN THOUSAND DOLLARS ($10,000.00) and to extend the term of the contract from June 30, 2020 to June 30, 2021; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that contract #11-19-170 with Neighborhood Housing Services is hereby amended by Amendment #1 to increase the amount by TEN THOUSAND DOLLARS ($10,000.00) making the total contract amount not to exceed FORTY-NINE THOUSAND DOLLARS ($49,000.00) and to extend the term of the contract from June 30, 2020 to June 30, 2021.

BE IT FURTHER RESOLVED, by the City Council of the City of Camden that contract #11-19-170 between the City of Camden and Neighborhood Housing Services by Amendment #1 to extend the term of the contract through June 30, 2021.

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: May 12, 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:

NEIGHBORHOOD HOUSING SERVICES

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-P13-005
AMOUNT: $10,000.00
CAPITAL ORDINANCE:
AMOUNT:
TRUST ACCOUNT:
AMOUNT:

DETERMINATION OF VALUE CERTIFICATION

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

$49,000.00

Description of the Goods or Services to be procured:
Amendment #1 to Contract (# 11-19-170) to Neighborhood Housing Service to provide homebuyer financial literacy and credit counseling to qualified Camden City residents and extend the term of agreement through 6/30/2021

DOREEN P. CHANG
TREASURER

DATE: April 16, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

	Council Meeting Date:

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

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AUTHORIZING **AMENDMENT #1** TO **CONTRACT #11-19-170** BETWEEN THE CITY OF CAMDEN AND **NEIGHBORHOOD HOUSING SERVICES.**

BRIEF DESCRIPTION OF ACTION: This amendment is necessary to extend the term of the agreement through **6/30/2021** and add additional funds.

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HM-P13-005**

AMOUNT: *(If applicable)* **$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*

CITY OF CAMDEN PURCHASING BUREAU 2020 APR 17 A 9:31

	Date	Signature
Approved by Relevant Director:	4/15/20	
Approved by Grants Management:	4/15/2020	(If applicable)
Approved by Finance Director: ☑ CAF –Certifications of Availability of Funds	4/17/2020	
Approved by Purchasing Agent:	4.22.20	
Approved by Business Administrator:	4/23/20	
Received by City Attorney:		

RECEIVED 4/16/2020

(Name) Please Print	***(Extension #)***
Prepared By: Tina Piliro	X7323
Contact Person: Tina Piliro	X7323

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 Agreement
Name of Vendor	Neighborhood Housing Services of Camden, Inc.
Purpose or Need for service:	Extend the term of the agreement and increase the contract amount.
Contract Award Amount	$10,000.00
Term of Contract	Extend through 6/30/2021
Temporary or Seasonal	NA
Grant Funded (attach appropriate documentation allowing for service through grant funds)	Federal HOME funds
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	RFP process was utilized and entity was selected as an award recipient of the City's HOME entitlement funding.
Were other proposals received? If so, please attach the names and amounts for each proposal received?	Yes. For CDBG and HOME as well as interdepartmental requests.

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*

Jan J. Cisneros Date 4-22-20

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-HM-413-000 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.

NON PROFIT Date 4/17/2020

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 #: 3883

REQUISITION
NO. 20-01763

SHIP TO	
	CAMDEN DIVISION OF HSNG SVCS ROOM 218-A CITY HALL CAMDEN, NJ 08101
VENDOR	VENDOR #: NEI03 NEIGHBORHOOD HOUSING SERV OF CAMDEN 601-603 CLINTON STREET CAMDEN, NJ 08103

ORDER DATE: 04/08/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	CONTRACT #11-19-170 AMENDMENT #1 IS NECESSARY TO INCREASE THE CONTRACT BETWEEN THE CITY OF CAMDEN & NEIGHBORHOOD HOUSING SERVICES BY $10,000 AND EXTEND THROUGH 6/30/2021. PO #20-01047: $39,000.00 THIS REQUISITION: $10,000.00 TOTAL AMOUNT: $49,000.00	G-HM- -P13-005	10,000.0000	10,000.00
			TOTAL	10,000.00

4-14-20

Contract # 11-19-170

4/15/20

4/15/2020

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.

4-8-2020

Receiver of Goods Date

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

Revised 6/2010

DEPARTMENT OF FINANCE
BUREAU OF GRANTS MANAGEMENT
CONTRACT AMENDMENT FORM

Recipent Name: Neighborhood Housing Services of Camden, Inc.
Contract No: 11-19-170 ~~11-19-170~~
Budget Period: 7/1/2019 - 6/30/2020
Effective Date: ASAP

Section I: Reason For Amendment

X	1 Change in Contract Term
	2 Change in Type of Service
	3 Change in Level of Service
	4 Change in Program Methodolgy
	5 Other Please Explain Below
X	6 Change in Contract Amount

Section II: Justification

This amendment is necessary to extend the term through 6/30/2021 and add additionsl funds in the amount of $10,000.00.

Section III: Approvals

Project Represenative — Date

Camden City Department Representative — Date

Barbara Johnson — Bureau of Grants Management Monitor — Date: 4-9-20

Bureau of Grants Management Department Head — Date 4/15/20

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: Tina Piliro Grant Administrator #: 757-7283

Grant/Project Name:			Neighborhood Housing Services (NHS) - Amend #1 – Increasing the contract by $10,000.00 and extending through 06/30/2021.			
Grant #:			G-HM-P13-005			
City Contract Date:						
Application Resolution #:				Appropriation Code :		
Funding Source:			CDBG funding G-HM-P13-005			
Pass Through:	Y	N	Source:	City		
Amount of Grant:			$ 10,000.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:	Camden City	
Date of Analysis:		April 14, 2020		Reviewed By:	Barbara Johnson	

Summary: The Development and Planning/Housing Services is requesting:

Amendment #1 adding $10,000.00 to contract # 11-19-170 and extending the term of the agreement through 06/30/2021. (One Year)

NHSC provides homebuyer education and individual credit counseling to very low, low and moderate-income families in connection with the First time Homebuyers Counseling Program of the consistent with any standards required as a condition of providing these funds. Such program include the following activities eligible under the HOME Investment Partnerships Program: budget, monitoring, participatory presentations, workshops, individual and group counseling sessions and referrals to and liaison with community agencies to tap resources. The provided services complies with all pertinent local, state and federal laws and regulation, with no conflict of interest in the performance of activities that promote and foster the state mission to provide services to said aforementioned population to prepare buyers to accelerate neighborhood revitalization in Camden City.

Time Lines:

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Problematic Areas/Recommendations: I see no problem with Development and Planning/Housing Services rescinding R-29.

Housing Summary/Neighborhood Housing Services – Amendment #1 – Adding $10,000.00 and Extending the term for one year.

Account No: G-HM- -P13-005
Description: NHS
Type: Line Control Account
Starting Date: 04/08/20
Ending Date: 04/08/20
Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date
BC = Blanket Control
BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			10,000.00
04/08/20	RQ 20-01763 1 CONTRACT #11-17-170 Vn NEI03 NEIGHBORHOOD HOUSING SERV OF	Open	10,000.00-	0.00

R-18

MBS:dh
05-12-20

RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND KATHLEEN HAYNICZ

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with KATHLEEN HAYNICZ #GAD090 (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with KATHLEEN HAYNICZ to increase the rental subsidy from $712.00 to $1,400.00 per month for a total amount of NINE THOUSAND SEVEN HUNDRED SEVENTY-SIX DOLLARS ($9,776.00) and to extend the term of the agreement from March 1, 2020 to October 31, 2021 for tenant #GAD090; 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 KATHLEEN HAYNICZ to increase the rental subsidy from $712.00 to $1,400.00 per month for a total amount of NINE THOUSAND SEVEN HUNDRED SEVENTY-SIX DOLLARS ($9,776.00) and to extend the term of the agreement from March 1, 2020 to October 31, 2021 for tenant #GAD090.

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: May 12, 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:

KATHLEEN HAYNICZ

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: $9,776.00
- 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:

- **$9,776.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and Kathleen Haynicz, increasing rental subsidy and extending term of contract for eight (8) months from March 1, 2020 to October 31, 2020 under the City's Section 8 Program (tenant #GAD090).

DOREEN P. CHANG
TREASURER

DATE: April 3, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

COPY

Council Meeting Date:

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

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND **KATHLEEN HAYNICZ.** THIS RESOLUTION WILL **INCREASE** THE CONTRACT BY **$688.00** PER MONTH FOR **8 MONTHS**.

BRIEF DESCRIPTION OF ACTION: This action is necessary to increase the rental subsidy from **$712.00 to $1,400.00** from **March 1, 2020 to October 31, 2020** for Section 8 tenant **#GAD090.**

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-019-026**

AMOUNT: *(If applicable)* ***$9,776.00***

NA **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:	3/6/20	
Approved by Grants Management:	3/31/20	
Approved by Finance Director: (If applicable)	4/3/2020	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	4/6/2020	
Approved by Business Administrator:	4.6.20	
Received by City Attorney:	4/20/2020	

RECEIVED 4/3/2020

(Name) Please Print	*(Extension #)*
Prepared By: Tina Piliro	X7323
Contact Person: Tina Piliro	X7323

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. 20-01634

SHIP TO

CAMDEN DIVISION OF HSNG SVCS
ROOM 218-A CITY HALL
CAMDEN, NJ 08101

ORDER DATE: 03/10/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

VENDOR

VENDOR #: HAY03

KATHLEEN HAYNICZ
104 Bell Ave
Barrington, NJ 08007

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR AN 8 MONTH PERIOD @ $1,400.00 PER MONTH FOR SECTION 8 TENANT #GAD090. TERM OF CONTRACT: 3/1/2020 - 10/31/2020 AMOUNT NOT TO EXCEED: $9,776.00 NOTE: THIS REQUISITION IS NECESSARY TO AMEND & INCREASE AN AGREEMENT BETWEEN THE CITY OF CAMDEN & KATHLEEN HAYNICZ.	G-HP- -019-026	9,776.0000	9,776.00
			TOTAL	9,776.00

3-30-20

3/31/20

4/1/20

Approved:

3-18-20

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.

3-18-2020

Receiver of Goods — Date

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

Account No: G-HP- -019-026
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 03/10/20 Ending Date: 03/17/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description			Trans Amount	Balance
	OPENING BALANCE				606,983.00
03/10/20	RQ 20-01629 1 PROVIDE RENTAL SUBSIDY FOR A Vn UNK01 UNKNOWN VENDOR	Open		11,400.00-	595,583.00
03/10/20	RQ 20-01632 1 PROVIDE A MONTHLY UTILITY Vn UNK01 UNKNOWN VENDOR	Open		1,032.00-	594,551.00
03/10/20	RQ 20-01634 1 PROVIDE RENTAL SUBSIDY FOR AN Vn HAY03 KATHLEEN HAYNICZ	Open		9,776.00-	584,775.00
03/10/20	RQ 20-01635 1 PROVIDE A MONTHLY UTILITY Vn UNK01 UNKNOWN VENDOR	Open		2,440.00-	582,335.00
03/11/20	RQ 20-01650 1 PROVIDE RENTAL SUBSIDY FOR A Vn LIN20 LINDENWOLD PH, LP	Open		7,932.00-	574,403.00
03/12/20	PO 20-02019 1 Chg Amt Vn ABE01 ABED S ABED	PROVIDE RENTAL ASSISTANCE FOR En 02/25/20		1,560.00	575,963.00
03/13/20	PO 20-02017 2 Paid Ck 11919 Vn HYD05 EAST COAST HYDE PARK	MARCH 2020 En 02/25/20 BS		1,382.00-*	575,963.00
03/13/20	PO 20-02019 3 Paid Ck 11917 Vn ABE01 ABED S ABED	FEBRUARY 2020 En 03/12/20		780.00-	575,183.00
03/13/20	PO 20-02019 4 Paid Ck 11917 Vn ABE01 ABED S ABED	MARCH 2020 En 03/12/20		780.00-	574,403.00
03/13/20	PO 20-02077 2 Paid Ck 11918 Vn EPM01 ENGLISH PROPERTY MGMT LLC	FEBRUARY 2020 En 03/04/20 BS		205.00-*	574,403.00
03/13/20	PO 20-02077 3 Paid Ck 11918 Vn EPM01 ENGLISH PROPERTY MGMT LLC	MARCH 2020 En 03/04/20 BS		1,569.00-*	574,403.00
03/13/20	PO 20-02166 8 Rcvd Vn CIT09 CITY OF CAMDEN PAYROLL	HOPWA PAY 3/6/2020 Rc 03/16/20		2,804.08-	571,598.92
03/13/20	PO 20-02166 11 Rcvd Vn CIT09 CITY OF CAMDEN PAYROLL	HOPWA PAY 3/6/2020 Rc 03/16/20		1,080.81-	570,518.11
03/17/20	PO 20-02020 3 Deleted Vn JEF12 JEFFERSON PLACE, LLC	JANUARY 2020 En 02/25/20 BS		770.00 **	570,518.11

Range of Accounts: G-HP- -019-026 to G-HP- -019-026
Current Period: 03/01/20 to 03/17/20

Include Cap Accounts: Yes
Skip Zero Activity: Yes

As Of: 03/17/20

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HP- -019-026	CAMDEN MSA HOUSING VOUCHER PROGRAM	1,014,645.22 106,973.44 6,716.00	0.00 194,796.89	0.00 1,063.00 1,063.00	1,014,645.22 0.00 300,707.33	713,937.89 908,734.78	30
Control: NOC	Total	1,014,645.22 106,973.44 6,716.00	0.00 194,796.89	0.00 1,063.00 1,063.00	1,014,645.22 0.00 300,707.33	713,937.89 908,734.78	30
Fund: HP	Budgeted Total	1,014,645.22 106,973.44 6,716.00	0.00 194,796.89	0.00 1,063.00 1,063.00	1,014,645.22 0.00 300,707.33	713,937.89 908,734.78	30
Fund: HP	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HP	Total	1,014,645.22 106,973.44 6,716.00	0.00 194,796.89	0.00 1,063.00 1,063.00	1,014,645.22 0.00 300,707.33	713,937.89 908,734.78	30
Final Budgeted		1,014,645.22 106,973.44 6,716.00	0.00 194,796.89	0.00 1,063.00 1,063.00	1,014,645.22 0.00 300,707.33	713,937.89 908,734.78	30
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		1,014,645.22 106,973.44 6,716.00	0.00 194,796.89	0.00 1,063.00 1,063.00	1,014,645.22 0.00 300,707.33	713,937.89 908,734.78	30

R-19

MBS:dh
05-12-20

RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND SPS HOLDINGS, LLC

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with SPS HOLDINGS, INC. #CHB003 (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with SPS HOLDINGS, INC. to decrease the rental subsidy from $532.00 to $365.00 per month for a total amount of FOUR THOUSAND THREE HUNDRED EIGHTY DOLLARS ($4,380.00) and to extend the term of the agreement from April 1, 2020 to March 31, 2021 for tenant #CHB003; 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 SPS HOLDINGS, INC. to decrease the rental subsidy from $532.00 to $365.00 per month for a total amount of FOUR THOUSAND THREE HUNDRED EIGHTY DOLLARS ($4,380.00) and to extend the term of the agreement from April 1, 2020 to March 31, 2021 for tenant #CHB003.

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: May 12, 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:

SPS HOLDINGS, 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-019-026**
  AMOUNT: $4,380.00
- 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:

- **$4,380.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and SPS Holdings, LLC. Decreasing rental subsidy and extending the term of contract for 12 months from April 01, 2020 to March 31, 2021 under the City's Section 8 Program (#CHB003).

DOREEN P. CHANG
TREASURER

DATE: March 17, 2020

Duplicate

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

CITY OF CAMDEN
FINANCE DEPARTMENT
2020 MAR 17 A 10:39

Council Meeting Date:

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

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND **SPS HOLDINGS, LLC**. THIS RESOLUTION WILL **DECREASE** THE CONTRACT BY **$167.00** PER MONTH AND EXTEND THE TERM OF AGREEMENT FOR 12 MONTHS.

BRIEF DESCRIPTION OF ACTION: This action is necessary to **decrease** the rental subsidy from **$532.00 to $365.00** and extend the agreement from **April 1, 2020 to March 31, 2021** for Section 8 tenant **#CHB003.**

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-019-026**

AMOUNT: *(If applicable)* ***$4,380.00***

NA **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:	3/12	
Approved by Grants Management:	3/13/20	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	3/17/2020	
Approved by Business Administrator:	3.23.20	
Received by City Attorney:	4/20/2020	

RECEIVED 3/17/2020

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

Prepared By: Tina Piliro X7323
Contact Person: Tina Piliro X7323

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. 20-01608

SHIP TO

CAMDEN DIVISION OF HSNG SVCS
ROOM 218-A CITY HALL
CAMDEN, NJ 08101

VENDOR

VENDOR #: SPS01

SPS HOLDINGS, LLC
230 HIGH STREET
BURLINGTON, NJ 08016

ORDER DATE: 03/09/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

DC 3/10/2020

DIS ACTIVITY #: 3914

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A ONE YEAR PERIOD @ $365.00 PER YEAR FOR SECTION 8 TENANT #CHB003. HMIS #142616948 TERM OF CONTRACT: 4/1/2020 - 3/31/2021 AMOUNT NOT TO EXCEED: $4,380.00 NOTE: THIS REQUISITION IS NECESSARY TO DECREASE & EXTEND THE AGREEMENT BETWEEN THE CITY OF CAMDEN & SPS HOLDINGS, LLC.	G-HP- -019-026	4,380.0000	4,380.00
			TOTAL	4,380.00

3/11/2020

3/10/20

3/13/20

JP 3/10/20

3/13/20

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 3-9-2020 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 & Planning – Housing Services

Grant Administrator: TINA PILIRO Grant Administrator #: 757-7283

Grant/Project Name:			Camden Housing Program			
Grant #:			NJ-H19-F006			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-HP-019-026	
Funding Source:			Section 8 Entitlement Funding 2019 - $1,014,645.22			
Pass Through:	Y	**N**	Source:			
Amount of Grant:			$1,014,645.22			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:		3/10/20		Reviewed By:	Linda Pugh	

Summary:

3/10/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **SPS HOLDINGS, LLC.** This resolution will decrease the contract by $167.00 per month and also extend the term of agreement for 12 months. This action will decrease the rent subsidy from $532.00 to $365.00 for the period of 4/1/20 to 1/31/21 for tenant #CHB003. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01608.

3/9/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **WF AFFORDABLE URBAN RENEWAL,LLC.** This resolution will extend the term of agreement for 9 months at $543.00 per month for the period of 3/1/20 to 11/30/21 for tenant #CHC027. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01575.

- Resolution amending agreement between the City of Camden and (unknown vendor) **HARJINDER K. JOSHI.** This resolution will extend the term of agreement for 12 months at $625.00 per month for the period of 3/1/20 to 2/28/21 for tenant #CHC050. Utilizing Appropriation Code G-HP-019-026.

Initial Report _____ Revised Report __√__ Closing Report_____

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

- Resolution amending agreement between the City of Camden and FOX RIDGE MGMT. OFFICE. This resolution will increase the contract by $ 92.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $ 901.00 to $ 993.00 for the period of 3/1/20 to 2/28/21 for tenant #GAD049. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01404.

2/14/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and EAST COAST HYDE PARK. This resolution will increase the contract by $ 231.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $1,151.00 to $1,382.00 for the period of 3/1/20 to 2/29/21 for tenant #GAD044. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01306.
-

- Resolution amending agreement between the City of Camden and (unknown vendor) **JEFFERSON PLACE, LLC.** This resolution will extend the term of agreement for 12 months at $770.00 per month for the period of 1/1/20 to 12/30/20 for tenant #CHC030. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01400.

- Resolution amending agreement between the City of Camden and **ABED S. ABED.** This resolution will extend the term of agreement for 12 months at $ 780.00 per month for the period of 2/1/20 to 1/31/21 for tenant #CHC060. Utilizing Appropriation Code G-HP-019-026 & G-HP-017-034. Purchase requisition is #20-01386. This requisition will include a security deposit in the amount of $ 950.00.

2/11/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **ELI GARAY.** This resolution will extend the term of agreement for 12 months at $1,000.00 per month for the period of 2/1/20 to 1/31/20 for tenant #CHC041. Utilizing Appropriation Code G-HP-019-026 & G-HP-017-034. Purchase requisition is #20-01386. This requisition will include a security deposit in the amount of $1,500.00.

2/10/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution terminating agreement between the City of Camden and **WS AFFORDABLE URBAN RENEWAL, LLC.** This action will TERMINATE the rent subsidy from 12/1/20 – 11/30/20 for tenant #CHC027, due to the tenant moving. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01055.

1/24/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **KREIGMAN & SMITH, INC.** This resolution will include rental assistance agreement for 12 months at $930.00 per month, from the

Initial Report _____ Revised Report __√__ Closing Report_____

Bureau of Grants Management Grant Summary Form

Grant Status Code: _G

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

026. Purchase requisition is #20-01141.

1/10/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **ROBIN HILL APTS.** This resolution will increase the contract by $ 28.00 per month and also extend the term of agreement for 9 months. This action will increase the rent subsidy from $957.00 to $985.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD057. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01141.

- Resolution amending agreement between the City of Camden and **ZAYED S. ABED.** This resolution will decrease the contract by $ 6.00 per month and also extend the term of agreement for 12 months. This action will decrease the rent subsidy from $816.00 to $810.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD046. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01137.

Problematic Areas/Recommendations:

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

FILE: H: H 2020 PAYMENTS

Account No: G-HP- -019-026
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 03/09/20 Ending Date: 03/09/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			611,447.00
03/09/20	RQ 20-01608 1 PROVIDE RENTAL SUBSIDY FOR A Vn SPS01 SPS HOLDINGS, LLC	Open	4,380.00-	607,067.00

LP 3/10/20

Range of Accounts: G-HP- -019-026 to G-HP- -019-026 Include Cap Accounts: Yes As Of: 03/09/20
Current Period: 03/01/20 to 03/09/20 Skip Zero Activity: Yes

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HP- -019-026	CAMDEN MSA HOUSING VOUCHER PROGRAM	1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Control: NOC	Total	1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Fund: HP	Budgeted Total	1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Fund: HP	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HP	Total	1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Final Budgeted		1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29

R-20

MBS:dh
05-12-20

RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND LINDENWOLD PH, LP #GAD078

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with Lindenwold PH, LP (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with Lindenwold PH, LP to extend the term of the agreement from April 1, 2020 to March 31, 2021 and to increase the rental subsidy from $669.00 to $674.00 per month for a total amount of EIGHT THOUSAND EIGHTY-EIGHT DOLLARS ($8,088.00) for tenant #GAD078; 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 of Camden is hereby authorized to amend the agreement with Lindenwold PH, LP to extend the term of the agreement from April 1, 2020 to March 31, 2021 and to increase the rental subsidy from $669.00 to $674.00 per month for a total amount of EIGHT THOUSAND EIGHTY-EIGHT DOLLARS ($8,088.00) for tenant #GAD078.

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: May 12, 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:

LINDENWOLD PH, 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-029-026**
  AMOUNT: $8,088.00
- 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:

- **$8,088.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and Lindenwold PH, LP. Increasing rental subsidy and extending term of contract for 12 months from April 01, 2020 to March 31, 2021 under the City's Section 8 Program (tenant #GAD078).

Doreen P. Chang

DOREEN P. CHANG
TREASURER

DATE: March 17, 2020

Duplicate

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

CITY OF CAMDEN
FINANCE DEPARTMENT
2020 MAR 17 A 10:39

Council Meeting Date:

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

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND **LINDENWOLD PH, LP** THIS RESOLUTION WILL **INCREASE** THE CONTRACT BY **$5.00** PER MONTH FOR **12 MONTHS**.

BRIEF DESCRIPTION OF ACTION: This action is necessary to increase the rental subsidy from **$669.00 to $674.00** from **April 1, 2020 to March 31, 2021** for Section 8 tenant **#GAD078.**

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-018-021 & G-HP-019-026**

AMOUNT: *(If applicable)* ***$8,088.00***

NA **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:	2/26/20	
Approved by Grants Management:	3/12/20	(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	3/18/2020	
Approved by Business Administrator:	3.23.20	
Received by City Attorney:	4/20/2020	

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

Prepared By: Tina Piliro X7323
Contact Person: Tina Piliro X7323

RECEIVED 3/17/2020

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. 20-01452

SHIP TO
CAMDEN DIVISION OF HSNG SVCS
ROOM 218-A CITY HALL
CAMDEN, NJ 08101

ORDER DATE: 02/12/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS: DC 3/17/2020

VENDOR
VENDOR #: LIN20
LINDENWOLD PH, LP
350 BLACKWOOD-CLEMENTON RD
ATTN: RENTAL OFFICE
PINE HILL, NJ 08021

IDIS ACTIVITY #: 3830/3914

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A ONE YEAR PERIOD @ $674.00 PER MONTH FOR SECTION 8 TENANT #GAD078. HMIS: #114382948 TERM OF CONTRACT: 4/1/2020 - 3/31/2021 AMOUNT NOT TO EXCEED: $8,088.00 NOTE: THIS REQUISITION IS NECESSARY TO INCREASE & EXTEND THE AGREEMENT BETWEEN THE CITY OF CAMDEN & LINDENWOLD PH, LP.	G-HP- -018-021	2,371.2200	2,371.22
1.00		G-HP- -019-026	5,716.7800	5,716.78
			TOTAL	8,088.00

CITY OF CAMDEN PURCHASING BUREAU 2020 MAR 13 P 1:03

3/17/2020

3-12-20

3/12/20 LP 3/2/20

3/13/2020

Approved:

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

2205

Department Head Date

2-27-2020

Receiver of Goods 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 & Planning – Housing Services

Grant Administrator: TINA PILIRO Grant Administrator #: 757-7283

Grant/Project Name:			Camden Housing Program			
Grant #:			NJ-H19-F006			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-HP-019-026 $5,716.78 G-HP-018-021 $2,371.22	
Funding Source:			Section 8 Entitlement Funding 2019 - $1,014,645.22			
Pass Through:	Y	**N**	Source:			
Amount of Grant:			$1,014,645.22			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:			3/2/20	Reviewed By:	Linda Pugh	

Summary:

3/2/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **LINDENWOLD PH. LP.** This resolution will increase the contract by $ 5.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $669.00 to $674.00 for the period of 4/1/20 to 3/31/21 for tenant #GAD078. Utilizing Appropriation Code G-HP-019-026 & G-HP-018-021. Purchase requisition is #20-01452.

2/18/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **TAMARACK APTS., LLC.** This resolution will increase the contract by $ 2.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $434.00 to $590.00 for the period of 3/1/20 to 2/28/21 for tenant #CHC031. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01406.

- Resolution amending agreement between the City of Camden and **HEIGHTS INVESTMENT PROPERTY LLC.** This resolution will increase the contract by $ 2.00 per month and also extend the

term of agreement for 12 months. This action will increase the rent subsidy from $409.00 to $411.00 for the period of 3/1/20 to 2/28/21 for tenant #CHC011. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01403.

- Resolution amending agreement between the City of Camden and OAK RIDGE APTS. This resolution will increase the contract by $ 44.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $ 719.00 to $ 763.00 for the period of 3/1/20 to 2/28/21 for tenant #GAD123. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01388.

- Resolution amending agreement between the City of Camden and FOX RIDGE MGMT. OFFICE. This resolution will increase the contract by $ 92.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $ 901.00 to $ 993.00 for the period of 3/1/20 to 2/28/21 for tenant #GAD049. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01404.

2/14/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and EAST COAST HYDE PARK. This resolution will increase the contract by $ 231.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $1,151.00 to $1,382.00 for the period of 3/1/20 to 2/29/21 for tenant #GAD044. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01306.

- Resolution amending agreement between the City of Camden and (unknown vendor) **JEFFERSON PLACE, LLC.** This resolution will extend the term of agreement for 12 months at $770.00 per month for the period of 1/1/20 to 12/30/20 for tenant #CHC030. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01400.

- Resolution amending agreement between the City of Camden and **ABED S. ABED.** This resolution will extend the term of agreement for 12 months at $ 780.00 per month for the period of 2/1/20 to 1/31/21 for tenant #CHC060. Utilizing Appropriation Code G-HP-019-026 & G-HP-017-034. Purchase requisition is #20-01386. This requisition will include a security deposit in the amount of $ 950.00.

2/11/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **ELI GARAY.** This resolution will extend the term of agreement for 12 months at $1,000.00 per month for the period of 2/1/20 to 1/31/20 for tenant #CHC041. Utilizing Appropriation Code G-HP-019-026 & G-HP-017-034. Purchase requisition is #20-01386. This requisition will include a security deposit in the amount of $1,500.00.

2/10/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

Initial Report _____ Revised Report __√__ Closing Report_____

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

- Resolution terminating agreement between the City of Camden and **WS AFFORDABLE URBAN RENEWAL, LLC.** This action will TERMINATE the rent subsidy from 12/1/20 – 11/30/20 for tenant #CHC027, due to the tenant moving. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01055.

1/24/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **KREIGMAN & SMITH, INC.** This resolution will include rental assistance agreement for 12 months at $930.00 per month, from the period of 2/1/20 to 1/31/21 for tenant #CHC058. Utilizing Appropriation Code G-HP-019-026, G-HP- -018-021 & G-HP-017-034. Purchase requisition is #20-01237.

- Resolution terminating agreement between the City of Camden and **ROBERT NICOLEAUL 1052 COLYOR.** This action will TERMINATE the rent subsidy from 1/31/20 for tenant #CHC041, due to the tenant moving. Utilizing Appropriation Code G-HP-019-026 & G-HP-018-021. Purchase requisition is #20-00903.

1/21/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **GREEN GARDEN APTS, LLC.** This resolution will decrease the contract by $6.00 per month and also extend the term of agreement for 12 months. This action will decrease the rent subsidy from $726.00 to $720.00 for the period of 2/1/20 to 1/31/21 for tenant #CHC028. Utilizing Appropriation Code G-HP-019-026 & G-HP-011-040. Purchase requisition is #20-01161.

1/14/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and (unknown vendor) **FAIRVIEW VILLAGE URBAN RENEWAL ASSOCIATES, LLC.** This resolution will extend the term of agreement for 12 months at $253.00 per month for the period of 12/1/19 to 11/30/20 for tenant #CHC056. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01157.

1/13/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and (unknown vendor) **STATEHOUSE GROUP PROPERTY MGMT., LLC.** This resolution will extend the term of agreement for 12 months at $841.00 per month for the period of 12/1/19 to 11/30/20 for tenant #CHB009. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01159.

- Resolution amending agreement between the City of Camden and **KATHLEEN HAYNICA.** This resolution will decrease the contract by $202.00 per month and also extend the term of agreement for 12 months. This action will decrease the rent subsidy from $914.00 to $712.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD090. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01156.

Initial Report _____ Revised Report __√__ Closing Report_____

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

- Resolution amending agreement between the City of Camden and **SL PROPERTIES LLC.** This resolution will increase the contract by $ 43.00 per month and also extend the term of agreement for 9 months. This action will increase the rent subsidy from $708.00 to $751.00 for the period of 3/1/20 to 2/28/21 for tenant #GAD068. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01160.

- Resolution amending agreement between the City of Camden and **ALPINE COURT APTS.** This resolution will increase the contract by $ 98.00 per month and also extend the term of agreement for 9 months. This action will increase the rent subsidy from $1,015.00 to $1,113.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD105. Utilizing Appropriation Code G-HP-017-023 & G-HP-019-026. Purchase requisition is #20-01141.

1/10/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **ROBIN HILL APTS.** This resolution will increase the contract by $ 28.00 per month and also extend the term of agreement for 9 months. This action will increase the rent subsidy from $957.00 to $985.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD057. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01141.

- Resolution amending agreement between the City of Camden and **ZAYED S. ABED.** This resolution will decrease the contract by $ 6.00 per month and also extend the term of agreement for 12 months. This action will decrease the rent subsidy from $816.00 to $810.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD046. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01137.

FILE: H: H 2020 PAYMENTS

Account No: G-HP- -018-021
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 02/12/20 Ending Date: 02/27/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			3,892.00
02/12/20	RQ 20-01452 1 PROVIDE RENTAL SUBSIDY FOR A Open 2P 3/2/20		2,371.22-	1,520.78
	Vn LIN20 LINDENWOLD PH, LP			
02/13/20	PO 19-01748 1 Void PROVIDE RENTAL SUBSIDY FOR A		482.00	2,002.78
	Vn FER20 FERRY MANOR	En 02/06/19		
02/13/20	PO 19-02750 1 Chg Amt PROVIDE RENTAL SUBSIDY FOR A		1,564.00	3,566.78
	Vn AME16 AMERICAN DREAM PROPERTIES	En 06/13/19		
02/13/20	PO 20-00435 2 Chg Amt		1,438.00	5,004.78
	Vn DEE01 DEERFIELD ASSOCIATES, LP	En 08/01/19		
02/14/20	PO 19-01698 9 Paid Ck 11848 INV#2020-1 1/31/20		1,533.12-*	5,004.78
	Vn LEW18 LEWIS INSEPCTIONS	En 01/30/19 BS		
02/20/20	PO 20-01999 2 Open		7,014.00-	2,009.22-
	Vn KRI04 KRIEGMAN & SMITH			
02/21/20	PO 20-01656 2 Paid Ck 11850 DECEMBER 2019		19.00-*	2,009.22-
	Vn HOL49 HOLLYBUSH PRESERVATION	En 01/14/20 BS		
02/21/20	PO 20-01656 3 Paid Ck 11850 JANUARY 2020		19.00-*	2,009.22-
	Vn HOL49 HOLLYBUSH PRESERVATION	En 01/14/20 BS		
02/21/20	PO 20-01656 4 Paid Ck 11850 FEBRUARY 2020		1,021.00-*	2,009.22-
	Vn HOL49 HOLLYBUSH PRESERVATION	En 01/14/20 BS		
02/25/20	PO 20-00903 1 Void PROVIDED RENTAL SUBSIDY FOR A		3,510.22	1,501.00
	Vn ROB14 ROBERT NICOLEAUL 1052 COLYOR	En 09/18/19		
02/27/20	PO 19-02026 1 Chg Amt PROVIDE RENTAL SUBSIDY FOR A		752.00	2,253.00
	Vn KEL27 BARBARA & GEORGE KELLY	En 03/13/19		
02/27/20	PO 19-02026 11 Rcvd MARCH 2020		752.00-	1,501.00
	Vn KEL27 BARBARA & GEORGE KELLY	Rc 02/27/20		
02/27/20	PO 19-02708 2 Chg Amt		884.00	2,385.00
	Vn CED04 CEDAR BROOK NJ, LLC	En 06/13/19		
02/27/20	PO 19-02708 11 Rcvd MARCH 2020		884.00-	1,501.00
	Vn CED04 CEDAR BROOK NJ, LLC	Rc 02/27/20		
02/27/20	PO 19-02750 9 Rcvd MARCH 2020		782.00-	719.00
	Vn AME16 AMERICAN DREAM PROPERTIES	Rc 02/27/20		

Date	Description	Trans Amount	Balance
02/27/20	PO 20-00435 9 Rcvd MARCH 2020	719.00-	0.00
	Vn DEE01 DEERFIELD ASSOCIATES, LP Rc 02/27/20		

Range of Accounts: G-HP- -018-021 to G-HP- -018-021 Include Cap Accounts: Yes As Of: 02/27/20
Current Period: 02/01/20 to 02/27/20 Skip Zero Activity: Yes

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-HP- -018-021	CAMDEN MSA HOUSING VOUCHER PROGRAM	698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Control: NOC	Total	698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Fund: HP	Budgeted Total	698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Fund: HP	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HP	Total	698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Final Budgeted		698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98

Account No: G-HP- -019-026
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 02/12/20 Ending Date: 02/27/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			717,828.70
02/12/20	RQ 20-01447 1 PROVIDE RENTAL SUBSIDY FOR A Vn LIN20 LINDENWOLD PH, LP	Open	7,992.00-	709,836.70
02/12/20	RQ 20-01449 1 PROVIDE RENTAL SUBSIDY FOR A Vn TAM02 TAMARACK APARTMENTS, LLC	Open	6,144.00-	703,692.70
02/12/20	RQ 20-01451 1 PROVIDE RENTAL SUBSIDY FOR A Vn JOH76 ORLANDO & LESSIE JOHNS	Open	12,648.00-	691,044.70
02/12/20	RQ 20-01452 2 Vn LIN20 LINDENWOLD PH, LP	Open	5,716.78-	685,327.92
02/13/20	PO 20-01055 1 Void PROVIDE RENTAL SUBSIDY FOR A Vn WSA01 WS AFFORDABLE URBAN RENEWAL LL En 10/09/19		4,689.00	690,016.92
02/14/20	PO 20-01724 2 Paid Ck 11847 FEBRUARY 2020 Vn HAY03 KATHLEEN HAYNICZ En 01/22/20 BS		712.00-*	690,016.92
02/14/20	PO 20-01760 2 Paid Ck 11849 DECEMBER 2019 Vn STA121 STATEHOUSE GROUP PROPERTY En 01/24/20 BS		841.00-*	690,016.92
02/14/20	PO 20-01760 3 Paid Ck 11849 JANUARY 2020 Vn STA121 STATEHOUSE GROUP PROPERTY En 01/24/20 BS		841.00-*	690,016.92
02/14/20	PO 20-01760 4 Paid Ck 11849 FEBRUARY 2020 Vn STA121 STATEHOUSE GROUP PROPERTY En 01/24/20 BS		841.00-*	690,016.92
02/14/20	PO 20-01761 3 Paid Ck 11846 FEBRUARY 2020 Vn GRE49 GREEN GARDEN APARTMENT, LLC En 01/24/20		223.00-*	690,016.92
02/19/20	PO 20-01972 1 Open PROVIDE RENTAL SUBSIDY FOR A Vn GAB02 ELI GABAY		12,000.00-	678,016.92
02/20/20	PO 20-01999 1 Open PROVIDE RENTAL SUBSIDY FOR A Vn KRI04 KRIEGMAN & SMITH		4,146.00-	673,870.92
02/24/20	PO 20-02007 7 Rcvd HOPWA PAY OF 2/7/2020 Vn CIT09 CITY OF CAMDEN PAYROLL Rc 02/24/20		2,804.08-	671,066.84
02/24/20	PO 20-02007 8 Rcvd HOPWA PAY OF 2/7/2020 Vn CIT09 CITY OF CAMDEN PAYROLL Rc 02/24/20		1,080.94-	669,985.90
02/24/20	PO 20-02008 7 Rcvd HOPWA PAY 2/21/2020 Vn CIT09 CITY OF CAMDEN PAYROLL Rc 02/24/20		2,804.08-	667,181.82

Range of Accounts: G-HP- -019-026 to G-HP- -019-026 Include Cap Accounts: Yes As Of: 02/27/20
Current Period: 02/01/20 to 02/27/20 Skip Zero Activity: Yes

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HP- -019-026	CAMDEN MSA HOUSING VOUCHER PROGRAM	1,014,645.22 74,465.74 9,946.85	0.00 213,285.70	0.00 0.00 0.00	1,014,645.22 0.00 287,751.44	726,893.78 940,179.48	28
Control: NOC	Total	1,014,645.22 74,465.74 9,946.85	0.00 213,285.70	0.00 0.00 0.00	1,014,645.22 0.00 287,751.44	726,893.78 940,179.48	28
Fund: HP	Budgeted Total	1,014,645.22 74,465.74 9,946.85	0.00 213,285.70	0.00 0.00 0.00	1,014,645.22 0.00 287,751.44	726,893.78 940,179.48	28
Fund: HP	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HP	Total	1,014,645.22 74,465.74 9,946.85	0.00 213,285.70	0.00 0.00 0.00	1,014,645.22 0.00 287,751.44	726,893.78 940,179.48	28
Final Budgeted		1,014,645.22 74,465.74 9,946.85	0.00 213,285.70	0.00 0.00 0.00	1,014,645.22 0.00 287,751.44	726,893.78 940,179.48	28
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		1,014,645.22 74,465.74 9,946.85	0.00 213,285.70	0.00 0.00 0.00	1,014,645.22 0.00 287,751.44	726,893.78 940,179.48	28

FRANCISCO "FRANK" MORAN
MAYOR

DEPARTMENT OF PLANNING & DEVELOPMENT
CITY OF CAMDEN
NEW JERSEY

DR. EDWARD C. WILLIAMS, PP, AICP, CSI
Division of Housing Services
TEL: (856) 757-7344

NOTICE OF HOUSING ASSISTANCE PAYMENT & FAMILY CONTRIBUTION

January 15, 2020

Carol Couch-Kelsey
2 Bosworth Lane
Willingboro, New Jersey 08046

Dear Carol Couch-Kelsey:

The Camden Housing Assistance Program has determined your contribution and the housing assistance payment to the property owner for the housing unit located at 2 Bosworth Lane, Willingboro, New Jersey 08046.

Total monthly rent: $1,850.00

Amount of housing assistance the program pays to the owner: $1,569.00

Amount of rent you pay to the owner: $281.00

These payments are effective from February 1, 2020 and will continue until July 31, 2020 unless an adjustment is authorized by the program or the Housing Assistance Payments Contract is canceled.

Sincerely,

Dr. Edward C. Williams, PP, AICP, CSI
Director

cc: Brandon English
English Property Management
35 Haskell Lane
Willingboro, NJ 08046

R-21

MBS:dh
05-12-20

RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND LINDENWOLD PH, LP #CHC002

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with Lindenwold PH, LP CHC002 (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with Lindenwold PH, LP to extend the term of the agreement from April 1, 2020 to March 31, 2021 and to decrease the rental subsidy amount from $671.00 to $666.00 per month for a total amount of SEVEN THOUSAND NINE HUNDRED NINETY-TWO DOLLARS ($7,992.00) for tenant #CHC002; 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 Lindenwold PH, LP to extend the term of the agreement from April 1, 2020 to March 31, 2021 and to decrease the rental subsidy amount from $671.00 to $666.00 per month for a total amount of SEVEN THOUSAND NINE HUNDRED NINETY-TWO DOLLARS ($7,992.00) for tenant #CHC002.

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: May 12, 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:

LINDENWOLD PH, 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-019-026**
  AMOUNT: $7,992.00
- 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:

- **$7,992.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and Lindenwold PH, LP. Decreasing rental subsidy and extending term of contract for 12 months from April 1, 2020 to March 31, 2021 under the City's Section 8 Program (tenant #CHC002).

DOREEN P. CHANG
TREASURER

DATE: March 17, 2020

Duplicate

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

CITY OF CAMDEN
FINANCE DEPARTMENT
2020 MAR 17 A 10:39

Council Meeting Date:

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

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND **LINDENWOLD PH, LP.** THIS RESOLUTION WILL **DECREASE** THE CONTRACT BY **$5.00** PER MONTH AND EXTEND THE TERM OF AGREEMENT FOR 12 MONTHS.

BRIEF DESCRIPTION OF ACTION: This action is necessary to **decrease** the rental subsidy from **$671.00 to $666.00** and extend the agreement from **April 1, 2020 to March 31, 2021** for Section 8 tenant **#CHC002.**

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-019-026**

AMOUNT: *(If applicable)* ***$7,992.00***

NA **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:	2/25/20	(If applicable)
Approved by Grants Management:		
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	3/18/2020	
Approved by Business Administrator:	3 23 20	
Received by City Attorney:	4/20/2020	

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

Prepared By: Tina Piliro X7323
Contact Person: Tina Piliro X7323

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. 20-01447

SHIP TO:	CAMDEN DIVISION OF HSNG SVCS ROOM 218-A CITY HALL CAMDEN, NJ 08101
VENDOR:	VENDOR #: LIN20 LINDENWOLD PH, LP 350 BLACKWOOD-CLEMENTON RD ATTN: RENTAL OFFICE PINE HILL, NJ 08021

ORDER DATE: 02/12/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

DC 3/17/2020

IDIS ACTIVITY #: 3914

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A ONE YEAR PERIOD @ $666.00 PER MONTH FOR SECTION 8 TENANT #CHC002. TERM OF CONTRACT: 4/1/2020 - 3/31/2021 AMOUNT NOT TO EXCEED: $7,992.00 NOTE: THIS REQUISITION IS NECESSARY TO ~~INCREASE~~ decrease & EXTEND THE AGREEMENT BETWEEN THE CITY OF CAMDEN & LINDENWOLD PH, LP.	G-HP- -019-026	7,992.0000	7,992.00
			TOTAL	7,992.00

CITY OF CAMDEN
PURCHASING BUREAU
2020 MAR 13 P 1:4

3/17/2020

3.12.20

2/25/20

2P 3/2/20

3/13/2020

Approved:

2/19/20

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.

2-18-2020

Receiver of Goods — 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 & Planning – Housing Services

Grant Administrator: TINA PILIRO Grant Administrator #: 757-7283

Grant/Project Name:			Camden Voucher Program			
Grant #:			NJ-H18-F006			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-HP-019-026 $7,992.00	
Funding Source:			H Entitlement Funding 2018 - $698,144.34			
Pass Through:	Y	**N**	Source:			
Amount of Grant:			$698,144.34			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:			3/2/20	Reviewed By:	Linda Pugh LP	

Summary:

3/2/20 The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **LINDENWOLD PH, LP** to decrease the contract by $ 5.00 per month. This resolution will decrease and extend the term of agreement for 12 months. Rental assistance decrease from $ 671.00 to $ 666.00 for tenant #CHC002 and extend the contract period from 4/1/20 to 3/31/21. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01447. *Please proceed with this resolution.*

- Resolution amending agreement between the City of Camden and **TAMARACK APTS, LLC** to decrease the contract by $15.00 per month. This resolution will decrease and extend the term of agreement for 12 months. Rental assistance decrease from $ 434.00 to $ 419.00 for tenant #CHC031 and extend the contract period from 3/1/20 to 2/28/21. Utilizing Appropriation Code G-HP-018-021 & G-HP-016-025. Purchase requisition is #20-01406. *Please proceed with this resolution.*

Problematic Areas/Recommendations:

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

File: H: 2018. YEAR 2020 Housing Voucher Program

Account No: G-HP- -019-026
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 02/12/20 Ending Date: 02/12/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			654,486.70
02/12/20	RQ 20-01447 1 PROVIDE RENTAL SUBSIDY FOR A Vn LIN20 LINDENWOLD PH, LP	Open	7,992.00-	646,494.70

LP
3/2/20

Range of Accounts: G-HP- -019-026 to G-HP- -019-026
Current Period: 02/01/20 to 02/12/20

Include Cap Accounts: Yes
Skip Zero Activity: Yes

As Of: 02/12/20

Account No	Description	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended	
G-HP- -019-026	CAMDEN MSA HOUSING VOUCHER PROGRAM	1,014,645.22 71,007.74 6,488.85	0.00 165,322.78	0.00 0.00 0.00	1,014,645.22 0.00 236,330.52	778,314.70 943,637.48	23
Control: NOC	Total	1,014,645.22 71,007.74 6,488.85	0.00 165,322.78	0.00 0.00 0.00	1,014,645.22 0.00 236,330.52	778,314.70 943,637.48	23
Department: 019	2019 - 2020	1,014,645.22 71,007.74 6,488.85	0.00 165,322.78	0.00 0.00 0.00	1,014,645.22 0.00 236,330.52	778,314.70 943,637.48	23
CAFR:		1,014,645.22 71,007.74 6,488.85	0.00 165,322.78	0.00 0.00 0.00	1,014,645.22 0.00 236,330.52	778,314.70 943,637.48	23
Fund: HP	Budgeted Total	1,014,645.22 71,007.74 6,488.85	0.00 165,322.78	0.00 0.00 0.00	1,014,645.22 0.00 236,330.52	778,314.70 943,637.48	23
Fund: HP	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HP	Total	1,014,645.22 71,007.74 6,488.85	0.00 165,322.78	0.00 0.00 0.00	1,014,645.22 0.00 236,330.52	778,314.70 943,637.48	23
Final Budgeted		1,014,645.22 71,007.74 6,488.85	0.00 165,322.78	0.00 0.00 0.00	1,014,645.22 0.00 236,330.52	778,314.70 943,637.48	23
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		1,014,645.22 71,007.74 6,488.85	0.00 165,322.78	0.00 0.00 0.00	1,014,645.22 0.00 236,330.52	778,314.70 943,637.48	23

R-22

MBS:dh
05-12-20

RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND FOX RIDGE APARTMENTS GAD049

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with FOX RIDGE APARTMENTS GAD049 (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with FOX RIDGE APARTMENTS to increase the rental subsidy from $901.00 to $918.00 per month for a total amount of ELEVEN THOUSAND SIXTEEN DOLLARS ($11,016.00) and to extend the term of the agreement from March 1, 2020 to February 28, 2021 and for tenant #GAD049; 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 FOX RIDGE APARTMENTS to increase the rental subsidy from $901.00 to $918.00 per month for a total amount of ELEVEN THOUSAND SIXTEEN DOLLARS ($11,016.00) and to extend the term of the agreement from March 1, 2020 to February 28, 2021 for tenant #GAD049.

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: May 12, 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:

FOX RIDGE MANAGEMENT OFFICE

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: $11,016.00
- 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:

- **$11,016.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and Fox Ridge Management Office, increasing rental subsidy and extending term of contract for 12 months from March 1, 2020 to February 28, 2021 under the City's Section 8 Program (#GAD049).

DOREEN P. CHANG
TREASURER

DATE: March 17, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

CITY OF CAMDEN
FINANCE DEPARTMENT
2020 MAR 17 A 10:39

Council Meeting Date:

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

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND **FOX RIDGE MANAGEMENT OFFICE** THIS RESOLUTION WILL **INCREASE** THE CONTRACT BY **$17.00** PER MONTH FOR **12 MONTHS**.

BRIEF DESCRIPTION OF ACTION: This action is necessary to increase the rental subsidy from **$901.00 to $918.00** from **March 1, 2020 to February 28, 2021** for Section 8 tenant **#GAD049.**

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-019-026**

AMOUNT: *(If applicable)* ***$11,016.00***

NA **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:	3/30	
Approved by Grants Management:	3/17/20	(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	3/17/2020	
Approved by Business Administrator:	3.20.20	
Received by City Attorney:	4/20/2020	

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

Prepared By: Tina Piliro X7323
Contact Person: Tina Piliro X7323

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. 20-01404

SHIP TO
CAMDEN DIVISION OF HSNG SVCS
ROOM 218-A CITY HALL
CAMDEN, NJ 08101

ORDER DATE: 02/06/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

DC 3/17/2020

VENDOR
VENDOR #: FOX04
FOX RIDGE MANAGEMENT OFFICE
14A FOX RIDGE DRIVE
HI NELLA,, NJ 08083

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A ONE YEAR PERIOD @ $918.00 PER MONTH FOR SECTION 8 TENANT #GAD049. HMIS #114736948 TERM OF CONTRACT: 3/1/2020 - 2/28/2021 AMOUNT NOT TO EXCEED: $11,016.00 NOTE: THIS REQUISITION IS NECESSARY TO INCREASE & EXTEND THE AGREEMENT BETWEEN THE CITY OF CAMDEN & FOX RIDGE MANAGMENT OFFICE.	G-HP- -019-026	11,016.0000	11,016.00
			TOTAL	11,016.00

CITY OF CAMDEN PURCHASING BUREAU 2020 MAR 12 A 8:37

3/17/2020

3-11-20

3/11/20

gP 3/4/20

3/11/2020

Approved:

3/3/20

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.

2-28-2020

Receiver of Goods 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 & Planning – Housing Services

Grant Administrator: TINA PILIRO Grant Administrator #: 757-7283

Grant/Project Name:			Camden Housing Program			
Grant #:			NJ-H19-F006			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-HP-019-026	
Funding Source:			Section 8 Entitlement Funding 2019 - $1,014,645.22			
Pass Through:	Y	**N**	Source:			
Amount of Grant:			$1,014,645.22			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:		3/4/20		Reviewed By:	Linda Pugh	

Summary:

3/4/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

* Resolution to amend agreement between the City of Camden and FOX RIDGE MGMT. OFFICE. This resolution will increase the contract by $17.00 per month. Rental assistance will be for 9 months for tenant #GAD049, during the contract period from 3/1/20 to 02/28/21. The contract will increase the rental subsidy from $ 901.00 to $ 918.00. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01404. P*lease proceed with this resolution.*

3/2/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **ORLANDO & LESSIE JOHNS.** This resolution will increase the contract by $278.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $776.00 to $1,054.00 for the period of 4/1/20 to 3/31/21 for tenant #GAC017. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01451.

- Resolution amending agreement between the City of Camden and **LINDENWOLD PH. LP.** This resolution will increase the contract by $ 5.00 per month and also extend the term of agreement

for 12 months. This action will increase the rent subsidy from $669.00 to $674.00 for the period of 4/1/20 to 3/31/21 for tenant #GAD078. Utilizing Appropriation Code G-HP-019-026 & G-HP-018-021. Purchase requisition is #20-01452.

2/18/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **TAMARACK APTS., LLC.** This resolution will increase the contract by $ 2.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $434.00 to $590.00 for the period of 3/1/20 to 2/28/21 for tenant #CHC031. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01406.

- Resolution amending agreement between the City of Camden and **HEIGHTS INVESTMENT PROPERTY LLC.** This resolution will increase the contract by $ 2.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $409.00 to $411.00 for the period of 3/1/20 to 2/28/21 for tenant #CHC011. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01403.

- Resolution amending agreement between the City of Camden and OAK RIDGE APTS. This resolution will increase the contract by $ 44.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $ 719.00 to $ 763.00 for the period of 3/1/20 to 2/28/21 for tenant #GAD123. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01388.

- Resolution amending agreement between the City of Camden and FOX RIDGE MGMT. OFFICE. This resolution will increase the contract by $ 92.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $ 901.00 to $ 993.00 for the period of 3/1/20 to 2/28/21 for tenant #GAD049. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01404.

2/14/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and EAST COAST HYDE PARK. This resolution will increase the contract by $ 231.00 per month and also extend the term of agreement for 12 months. This action will increase the rent subsidy from $1,151.00 to $1,382.00 for the period of 3/1/20 to 2/29/21 for tenant #GAD044. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01306.

- Resolution amending agreement between the City of Camden and (unknown vendor) **JEFFERSON PLACE, LLC.** This resolution will extend the term of agreement for 12 months at $770.00 per month for the period of 1/1/20 to 12/30/20 for tenant #CHC030. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01400.

- Resolution amending agreement between the City of Camden and **ABED S. ABED.** This resolution will extend the term of agreement for 12 months at $ 780.00 per month for the period of 2/1/20 to 1/31/21 for tenant #CHC060. Utilizing Appropriation Code G-HP-019-026 & G-HP-017-034.

Initial Report _____ Revised Report __√__ Closing Report_____

Bureau of Grants Management Grant Summary Form

Grant Status Code: _G_

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

Purchase requisition is #20-01386. This requisition will include a security deposit in the amount of $ 950.00.

2/11/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **ELI GARAY.** This resolution will extend the term of agreement for 12 months at $1,000.00 per month for the period of 2/1/20 to 1/31/20 for tenant #CHC041. Utilizing Appropriation Code G-HP-019-026 & G-HP-017-034. Purchase requisition is #20-01386. This requisition will include a security deposit in the amount of $1,500.00.

2/10/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution terminating agreement between the City of Camden and **WS AFFORDABLE URBAN RENEWAL, LLC.** This action will TERMINATE the rent subsidy from 12/1/20 – 11/30/20 for tenant #CHC027, due to the tenant moving. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01055.

1/24/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **KREIGMAN & SMITH, INC.** This resolution will include rental assistance agreement for 12 months at $930.00 per month, from the period of 2/1/20 to 1/31/21 for tenant #CHC058. Utilizing Appropriation Code G-HP-019-026, G-HP- -018-021 & G-HP-017-034. Purchase requisition is #20-01237.

- Resolution terminating agreement between the City of Camden and **ROBERT NICOLEAUL 1052 COLYOR.** This action will TERMINATE the rent subsidy from 1/31/20 for tenant #CHC041, due to the tenant moving. Utilizing Appropriation Code G-HP-019-026 & G-HP-018-021. Purchase requisition is #20-00903.

1/21/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **GREEN GARDEN APTS, LLC.** This resolution will decrease the contract by $6.00 per month and also extend the term of agreement for 12 months. This action will decrease the rent subsidy from $726.00 to $720.00 for the period of 2/1/20 to 1/31/21 for tenant #CHC028. Utilizing Appropriation Code G-HP-019-026 & G-HP-011-040. Purchase requisition is #20-01161.

1/14/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and (unknown vendor) **FAIRVIEW VILLAGE URBAN RENEWAL ASSOCIATES, LLC.** This resolution will extend the term of agreement for 12 months at $253.00 per month for the period of 12/1/19 to 11/30/20 for tenant #CHC056. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01157.

Initial Report _____ Revised Report __√__ Closing Report_____

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

1/13/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and (unknown vendor) **STATEHOUSE GROUP PROPERTY MGMT., LLC.** This resolution will extend the term of agreement for 12 months at $841.00 per month for the period of 12/1/19 to 11/30/20 for tenant #CHB009. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01159.

- Resolution amending agreement between the City of Camden and **KATHLEEN HAYNICA.** This resolution will decrease the contract by $202.00 per month and also extend the term of agreement for 12 months. This action will decrease the rent subsidy from $914.00 to $712.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD090. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01156.

- Resolution amending agreement between the City of Camden and **SL PROPERTIES LLC.** This resolution will increase the contract by $ 43.00 per month and also extend the term of agreement for 9 months. This action will increase the rent subsidy from $708.00 to $751.00 for the period of 3/1/20 to 2/28/21 for tenant #GAD068. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01160.

- Resolution amending agreement between the City of Camden and **ALPINE COURT APTS.** This resolution will increase the contract by $ 98.00 per month and also extend the term of agreement for 9 months. This action will increase the rent subsidy from $1,015.00 to $1,113.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD105. Utilizing Appropriation Code G-HP-017-023 & G-HP-019-026. Purchase requisition is #20-01141.

1/10/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **ROBIN HILL APTS.** This resolution will increase the contract by $ 28.00 per month and also extend the term of agreement for 9 months. This action will increase the rent subsidy from $957.00 to $985.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD057. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01141.

- Resolution amending agreement between the City of Camden and **ZAYED S. ABED.** This resolution will decrease the contract by $ 6.00 per month and also extend the term of agreement for 12 months. This action will decrease the rent subsidy from $816.00 to $810.00 for the period of 2/1/20 to 1/31/21 for tenant #GAD046. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01137.

FILE: H: H 2020 PAYMENTS

Account No: G-HP- -019-026
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 02/06/20 Ending Date: 02/28/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			729,744.70
02/06/20	RQ 20-01400 1 PROVIDE RENTAL SUBSIDY FOR A Vn JEF12 JEFFERSON PLACE, LLC	PO: 20-02020	9,240.00-**	729,744.70
02/06/20	RQ 20-01404 1 PROVIDE RENTAL SUBSIDY FOR A Vn FOX04 FOX RIDGE MANAGEMENT OFFICE	Open LP 3/4/20	11,016.00-	718,728.70
02/07/20	PO 20-01823 7 Paid Ck 11844 Vn CIT09 CITY OF CAMDEN PAYROLL	Housing 01/10/20 AD HOPWA En 02/04/20	2,603.83-*	718,728.70
02/07/20	PO 20-01824 7 Paid Ck 11844 Vn CIT09 CITY OF CAMDEN PAYROLL	HOUSING 01/10/20 AD HOPWA En 02/04/20	2,804.08-*	718,728.70
02/07/20	PO 20-01824 9 Paid Ck 11844 Vn CIT09 CITY OF CAMDEN PAYROLL	HOUSING 01/10/20 TP HOPWA En 02/04/20	1,080.94-*	718,728.70
02/12/20	RQ 20-01447 1 PROVIDE RENTAL SUBSIDY FOR A Vn LIN20 LINDENWOLD PH, LP	Open	7,992.00-	710,736.70
02/12/20	RQ 20-01449 1 PROVIDE RENTAL SUBSIDY FOR A Vn TAM02 TAMARACK APARTMENTS, LLC	Open	6,144.00-	704,592.70
02/12/20	RQ 20-01451 1 PROVIDE RENTAL SUBSIDY FOR A Vn JOH76 ORLANDO & LESSIE JOHNS	Open	12,648.00-	691,944.70
02/12/20	RQ 20-01452 2 Vn LIN20 LINDENWOLD PH, LP	Open	5,716.78-	686,227.92
02/13/20	PO 20-01055 1 Void Vn WSA01 WS AFFORDABLE URBAN RENEWAL LL	PROVIDE RENTAL SUBSIDY FOR A En 10/09/19	4,689.00	690,916.92
02/14/20	PO 20-01724 2 Paid Ck 11847 Vn HAY03 KATHLEEN HAYNICZ	FEBRUARY 2020 En 01/22/20 BS	712.00-*	690,916.92
02/14/20	PO 20-01760 2 Paid Ck 11849 Vn STA121 STATEHOUSE GROUP PROPERTY	DECEMBER 2019 En 01/24/20 BS	841.00-*	690,916.92
02/14/20	PO 20-01760 3 Paid Ck 11849 Vn STA121 STATEHOUSE GROUP PROPERTY	JANUARY 2020 En 01/24/20 BS	841.00-*	690,916.92
02/14/20	PO 20-01760 4 Paid Ck 11849 Vn STA121 STATEHOUSE GROUP PROPERTY	FEBRUARY 2020 En 01/24/20 BS	841.00-*	690,916.92
02/14/20	PO 20-01761 3 Paid Ck 11846 Vn GRE49 GREEN GARDEN APARTMENT, LLC	FEBRUARY 2020 En 01/24/20	223.00-*	690,916.92

Date	Description		Trans Amount	Balance
02/19/20	PO 20-01972 1 Open	PROVIDE RENTAL SUBSIDY FOR A	12,000.00-	678,916.92
	Vn GAB02 ELI GABAY			
02/20/20	PO 20-01999 1 Open	PROVIDE RENTAL SUBSIDY FOR A	4,146.00-	674,770.92
	Vn KRI04 KRIEGMAN & SMITH			
02/25/20	PO 20-00903 2 Void		3,041.78	677,812.70
	Vn ROB14 ROBERT NICOLEAUL 1052 COLYOR En 09/18/19			
02/25/20	PO 20-02017 1 Open	PROVIDE RENTAL SUBSIDY FOR A	16,584.00-	661,228.70
	Vn HYD05 EAST COAST HYDE PARK			
02/25/20	PO 20-02019 1 Open	PROVIDE RENTAL ASSISTANCE FOR	9,360.00-	651,868.70
	Vn ABE01 ABED S ABED			
02/25/20	PO 20-02020 1 Open	PROVIDE RENTAL SUBSIDY FOR A	9,240.00-	642,628.70
	Vn JEF12 JEFFERSON PLACE, LLC			
02/28/20	PO 20-00958 6 Paid Ck 11910	MARCH 2020	230.00-*	642,628.70
	Vn CHA50 CHALET GARDENS OWNER, LLC	En 09/26/19 BS		
02/28/20	PO 20-00960 5 Paid Ck 11862	MARCH 2020	653.00-*	642,628.70
	Vn COA10 COACHMAN MANOR, LP	En 09/26/19 BS		
02/28/20	PO 20-00997 5 Paid Ck 11873	MARCH 2020	889.00-*	642,628.70
	Vn FOX04 FOX RIDGE MANAGEMENT OFFICE	En 09/30/19 BS		
02/28/20	PO 20-00998 5 Paid Ck 11853	MARCH 2020	889.00-*	642,628.70
	Vn AIO01 AION FOX RIDGE LLC	En 09/30/19 BS		
02/28/20	PO 20-01052 6 Paid Ck 11880	MARCH 2020	1,090.00-*	642,628.70
	Vn HEI06 THE HEIGHTS OF COLLINGSWOOD	En 10/09/19 BS		
02/28/20	PO 20-01053 6 Paid Ck 11868	MARCH 2020	1,001.00-*	642,628.70
	Vn DIO01 GENE DINA	En 10/09/19 BS		
02/28/20	PO 20-01054 7 Paid Ck 11913	MARCH 2020	595.00-*	642,628.70
	Vn MAP02 MAPLE SHADE APARTMTS ASSOCIATE	En 10/09/19 BS		
02/28/20	PO 20-01063 4 Paid Ck 11896	MARCH 2020	741.00-*	642,628.70
	Vn ROB14 ROBERT NICOLEAUL 1052 COLYOR	En 10/09/19 BS		
02/28/20	PO 20-01095 7 Paid Ck 11911	MARCH 2020	1,063.00-*	642,628.70
	Vn GAR54 VERENICE GARCIA	En 10/16/19 BS		
02/28/20	PO 20-01102 5 Paid Ck 11878	MARCH 2020	448.00-*	642,628.70
	Vn GTM01 GTM VILLAGES, LLC	En 10/16/19 BS		
02/28/20	PO 20-01323 6 Paid Ck 11867	MARCH 2020	725.00-*	642,628.70
	Vn DEL56 DELANCO FAMILY APTS	En 11/19/19 BS		
02/28/20	PO 20-01366 5 Paid Ck 11901	MARCH 2020	1,200.00-*	642,628.70
	Vn SEC08 SECURED HIGH YIELD, LLC	En 11/26/19 BS		

Date	Description	Trans Amount	Balance
02/28/20	PO 20-01367 6 Paid Ck 11894 MARCH 2020	863.00-*	642,628.70
	Vn PAR39 PARKVIEW AT COLLINGSWOOD URBAN En 11/26/19 BS		
02/28/20	PO 20-01667 2 Paid Ck 11909 FEBRUARY 2020	810.00-*	642,628.70
	Vn ABE06 ZAYED S ABED En 01/14/20 BS		
02/28/20	PO 20-01667 3 Paid Ck 11909 MARCH 2020	810.00-*	642,628.70
	Vn ABE06 ZAYED S ABED En 01/14/20 BS		
02/28/20	PO 20-01670 2 Paid Ck 11897 FEBRUARY 2020	985.00-*	642,628.70
	Vn ROB60 ROBIN HILL APARTMENTS En 01/14/20 BS		
02/28/20	PO 20-01670 3 Paid Ck 11897 MARCH 2020	985.00-*	642,628.70
	Vn ROB60 ROBIN HILL APARTMENTS En 01/14/20 BS		
02/28/20	PO 20-01724 3 Paid Ck 11879 MARCH 2020	712.00-*	642,628.70
	Vn HAY03 KATHLEEN HAYNICZ En 01/22/20 BS		
02/28/20	PO 20-01725 2 Paid Ck 11871 DECEMBER 2020	253.00-*	642,628.70
	Vn FAI17 FAIRVIEW VILLAGE URBAN RENEWAL En 01/22/20 BS		
02/28/20	PO 20-01725 3 Paid Ck 11871 JANUARY 2020	253.00-*	642,628.70
	Vn FAI17 FAIRVIEW VILLAGE URBAN RENEWAL En 01/22/20 BS		
02/28/20	PO 20-01725 4 Paid Ck 11871 FEBRUARY 2020	253.00-*	642,628.70
	Vn FAI17 FAIRVIEW VILLAGE URBAN RENEWAL En 01/22/20 BS		
02/28/20	PO 20-01725 5 Paid Ck 11871 MARCH 2020	253.00-*	642,628.70
	Vn FAI17 FAIRVIEW VILLAGE URBAN RENEWAL En 01/22/20 BS		
02/28/20	PO 20-01726 2 Paid Ck 11903 MARCH 2020	708.00-*	642,628.70
	Vn SLP01 SL PROPERTIES LLC En 01/22/20 BS		
02/28/20	PO 20-01760 5 Paid Ck 11914 MARCH 2020	841.00-*	642,628.70
	Vn STA121 STATEHOUSE GROUP PROPERTY En 01/24/20 BS		
02/28/20	PO 20-01761 4 Paid Ck 11912 MARCH 2020	720.00-	641,908.70
	Vn GRE49 GREEN GARDEN APARTMENT, LLC En 02/28/20		
02/28/20	PO 20-02007 7 Paid Ck 11861 HOPWA PAY OF 2/7/2020	2,804.08-	639,104.62
	Vn CIT09 CITY OF CAMDEN PAYROLL En 02/24/20		
02/28/20	PO 20-02007 8 Paid Ck 11861 HOPWA PAY OF 2/7/2020	1,080.94-	638,023.68
	Vn CIT09 CITY OF CAMDEN PAYROLL En 02/24/20		
02/28/20	PO 20-02008 7 Paid Ck 11861 HOPWA PAY 2/21/2020	2,804.08-	635,219.60
	Vn CIT09 CITY OF CAMDEN PAYROLL En 02/24/20		
02/28/20	PO 20-02008 9 Paid Ck 11861 HOPWA PAY 2/21/2020	1,132.60-	634,087.00
	Vn CIT09 CITY OF CAMDEN PAYROLL En 02/24/20		

Range of Accounts: G-HP- -019-026 to G-HP- -019-026 Include Cap Accounts: Yes As Of: 02/28/20
Current Period: 02/01/20 to 02/28/20 Skip Zero Activity: Yes

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-HP- -019-026	CAMDEN MSA HOUSING VOUCHER PROGRAM						
		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		35,738.55		0.00	288,471.44		
Control: NOC	Total	1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		35,738.55		0.00	288,471.44		
Fund: HP	Budgeted Total						
		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		35,738.55		0.00	288,471.44		
Fund: HP	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: HP	Total						
		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		35,738.55		0.00	288,471.44		
Final Budgeted		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		35,738.55		0.00	288,471.44		
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		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		35,738.55		0.00	288,471.44		

R-23

MBS:dh
05-12-20

RESOLUTION AMENDING AGREEMENT BETWEEN THE CITY OF CAMDEN AND TAMARACK APARTMENTS #CHC031

WHEREAS, the City of Camden has a rent subsidy Section 8 Program; and

WHEREAS, the City has entered into an agreement with Tamarack Apartments (landlord) in connection with the Section 8 Program; and

WHEREAS, it is now necessary to amend this agreement with Tamarack Apartments to decrease the amount from $434.00 to $419.00 per month for a total amount of FIVE THOUSAND TWENTY-EIGHT DOLLARS ($5,028.00) and to extend the term of the agreement from March 1, 2020 to February 28, 2021 at a rental subsidy for 1 year in the amount for tenant #CHC031; 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-016-025" 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 Tamarack Apartments to decrease the amount from $434.00 to $419.00 per month for a total amount of FIVE THOUSAND TWENTY-EIGHT DOLLARS ($5,028.00) and to extend the term of the agreement from March 1, 2020 to February 28, 2021 for tenant #CHC031.

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: May 12, 2020

9The 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:

TAMARACK APARTMENTS, 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-016-025 & G-HP-018-021**
  AMOUNT: $5,028.00
- 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:

- **$5,028.00**

Description of the Goods or Services to be procured:
Amending Lease Agreement between the City of Camden and Tamarack Apartments, LLC. Decreasing rental subsidy and extending the term of contract for 12 months from March 1, 2020 to February 28, 2021 under the City's Section 8 Program (tenant #CHC031).

DOREEN P. CHANG
TREASURER

DATE: March 17, 2020

Duplicate

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

CITY OF CAMDEN
FINANCE DEPARTMENT
2020 MAR 17 A 10:39

Council Meeting Date:

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

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request:

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AMENDING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND **TAMARACK APARTMENTS, LLC**. THIS RESOLUTION WILL **DECREASE** THE CONTRACT BY **$15.00** PER MONTH AND EXTEND THE TERM OF AGREEMENT FOR 12 MONTHS.

BRIEF DESCRIPTION OF ACTION: This action is necessary to **decrease** the rental subsidy from **$434.00 to $419.00** and extend the agreement from **March 1, 2020 to February 28, 2021** for Section 8 tenant **#CHC031.**

BIDDING PROCESS:

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-016-025 & G-HP-018021**

AMOUNT: *(If applicable)* ***$5,028.00***

NA **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:	2/28/20	
Approved by Grants Management:	3/12/20	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	3/18/2020	
Approved by Business Administrator:	3-23-20	
Received by City Attorney:	4/20/2020	

RECEIVED 3/20/20

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

Prepared By: Tina Piliro X7323
Contact Person: Tina Piliro X7323

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. 20-01406

SHIP TO	CAMDEN DIVISION OF HSNG SVCS ROOM 218-A CITY HALL CAMDEN, NJ 08101
VENDOR	VENDOR #: TAM02 TAMARACK APARTMENTS, LLC 1801 DAVIS STREET SUITE 100 CAMDEN, NJ 08104

ORDER DATE: 02/06/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

DC 3/17/2020

IDIS ACTIVITY #: 3830/3463

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A ONE YEAR PERIOD @419.00 PER MONTH FOR SECTION 8 TENANT #CHC031. TERM OF CONTRACT: 3/1/2020 - 2/28/2021 AMOUNT NOT TO EXCEED: $5,028.00 NOTE: THIS REQUISITION IS NECESSARY TO DECREASE & EXTEND THE AGREEMENT BETWEEN THE CITY OF CAMDEN & TAMARACK APARTMENTS, LLC.	G-HP- -016-025	805.0000	805.00
1.00		G-HP- -018-021	4,223.0000	4,223.00
			TOTAL	5,028.00

3/17/2020

CITY OF CAMDEN
PURCHASING BUREAU
2020 MAR 13 P 1:48

3/17/20 dp 3/2/20 3/17/2020

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 2.26.20

Receiver of Goods — Date 2-26-2020

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 & Planning – Housing Services

Grant Administrator: TINA PILIRO Grant Administrator #: 757-7283

Grant/Project Name:			Camden Voucher Program			
Grant #:			NJ-H18-F006			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-HP-019-026 $4,223.00 G-HP-018-021 $ 805.00	
Funding Source:			H Entitlement Funding 2018 - $698,144.34			
Pass Through:	Y	**N**	Source:			
Amount of Grant:			$698,144.34			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:			3/2/20	Reviewed By:	Linda Pugh	

Summary:

3/2/20 The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **LINDENWOLD PH, LP** to decrease the contract by $ 5.00 per month. This resolution will decrease and extend the term of agreement for 12 months. Rental assistance decrease from $ 671.00 to $ 666.00 for tenant #CHC002 and extend the contract period from 4/1/20 to 3/31/21. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01447. *Please proceed with this resolution.*

- Resolution amending agreement between the City of Camden and **TAMARACK APTS, LLC** to decrease the contract by $15.00 per month. This resolution will decrease and extend the term of agreement for 12 months. Rental assistance decrease from $ 434.00 to $ 419.00 for tenant #CHC031 and extend the contract period from 3/1/20 to 2/28/21. Utilizing Appropriation Code G-HP-018-021 & G-HP-016-025. Purchase requisition is #20-01406. *Please proceed with this resolution.*

Problematic Areas/Recommendations:

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

Account No: G-HP- -016-025
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 02/02/20 Ending Date: 02/26/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			0.00
02/06/20	RQ 20-01406 1 PROVIDE RENTAL SUBSIDY FOR A Open Vn TAM02 TAMARACK APARTMENTS, LLC		805.00-	805.00-
02/19/20	PO 17-01149 1 Void Vn MAG02 MAGONLIA PARK, LLC	PROVIDE RENTAL SUBSIDY FOR A En 10/11/16	437.00	368.00-
02/19/20	PO 17-01151 11 Void Vn SGO01 SGOUROUS REALTY LLC	JUNE 2017 En 10/11/16	368.00	0.00

AP 3/2/20

Range of Accounts: G-HP- -016-025 to G-HP- -016-025
Current Period: 02/01/20 to 02/26/20

Include Cap Accounts: Yes
Skip Zero Activity: Yes

As Of: 02/26/20

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HP- -016-025	CAMDEN MSA HOUSING VOUCHER PROGRAM	695,819.80 695,014.80 0.00	0.00 0.00	0.00 0.00 0.00	695,819.80 0.00 695,014.80	805.00 805.00	100
Control: NOC	Total	695,819.80 695,014.80 0.00	0.00 0.00	0.00 0.00 0.00	695,819.80 0.00 695,014.80	805.00 805.00	100
Fund: HP	Budgeted Total	695,819.80 695,014.80 0.00	0.00 0.00	0.00 0.00 0.00	695,819.80 0.00 695,014.80	805.00 805.00	100
Fund: HP	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HP	Total	695,819.80 695,014.80 0.00	0.00 0.00	0.00 0.00 0.00	695,819.80 0.00 695,014.80	805.00 805.00	100
Final Budgeted		695,819.80 695,014.80 0.00	0.00 0.00	0.00 0.00 0.00	695,819.80 0.00 695,014.80	805.00 805.00	100
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		695,819.80 695,014.80 0.00	0.00 0.00	0.00 0.00 0.00	695,819.80 0.00 695,014.80	805.00 805.00	100

Account No: G-HP- -018-021
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 02/02/20 Ending Date: 02/26/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description	Trans Amount	Balance
	OPENING BALANCE		5,036.00
02/06/20	RQ 20-01406 2 Open Vn TAM02 TAMARACK APARTMENTS, LLC	4,223.00-	813.00
02/07/20	PO 20-01660 3 Paid Ck 11845 JANUARY 2020 Vn LAK01 LAKEVIEW REALTY INVESTMENT En 01/14/20 BS	646.00-*	813.00
02/07/20	PO 20-01660 4 Paid Ck 11845 FEBRUARY 2020 Vn LAK01 LAKEVIEW REALTY INVESTMENT En 01/14/20 BS	646.00-*	813.00
02/11/20	PO 19-01890 1 Chg Amt PROVIDE RENTAL SUBSIDY FOR A Vn TAM02 TAMARACK APARTMENTS, LLC En 02/27/19	1,491.00	2,304.00
02/11/20	PO 20-00538 1 Void PROVIDE RENTAL SUBSIDY FOR A Vn EPM01 ENGLISH PROPERTY MGMT LLC En 08/07/19	6,820.00	9,124.00
02/13/20	PO 19-01748 1 Void PROVIDE RENTAL SUBSIDY FOR A Vn FER20 FERRY MANOR En 02/06/19	482.00	9,606.00
02/13/20	PO 19-02750 1 Chg Amt PROVIDE RENTAL SUBSIDY FOR A Vn AME16 AMERICAN DREAM PROPERTIES En 06/13/19	782.00	10,388.00
02/13/20	PO 20-00435 2 Chg Amt Vn DEE01 DEERFIELD ASSOCIATES, LP En 08/01/19	719.00	11,107.00
02/14/20	PO 19-01698 9 Paid Ck 11848 INV#2020-1 1/31/20 Vn LEW18 LEWIS INSEPCTIONS En 01/30/19 BS	1,533.12-*	11,107.00
02/20/20	PO 20-01999 2 Open Vn KRI04 KRIEGMAN & SMITH	7,014.00-	4,093.00
02/21/20	PO 20-01656 2 Paid Ck 11850 DECEMBER 2019 Vn HOL49 HOLLYBUSH PRESERVATION En 01/14/20 BS	19.00-*	4,093.00
02/21/20	PO 20-01656 3 Paid Ck 11850 JANUARY 2020 Vn HOL49 HOLLYBUSH PRESERVATION En 01/14/20 BS	19.00-*	4,093.00
02/21/20	PO 20-01656 4 Paid Ck 11850 FEBRUARY 2020 Vn HOL49 HOLLYBUSH PRESERVATION En 01/14/20 BS	1,021.00-*	4,093.00
02/25/20	PO 20-00903 1 Void PROVIDED RENTAL SUBSIDY FOR A Vn ROB14 ROBERT NICOLEAUL 1052 COLYOR En 09/18/19	3,510.22	7,603.22

Range of Accounts: G-HP- -018-021 to G-HP- -018-021
Current Period: 02/01/20 to 02/26/20

Include Cap Accounts: Yes
Skip Zero Activity: Yes

As Of: 02/26/20

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HP- -018-021	CAMDEN MSA HOUSING VOUCHER PROGRAM	698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Control: NOC	Total	698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Fund: HP	Budgeted Total	698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Fund: HP	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HP	Total	698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Final Budgeted		698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		698,144.34 525,039.76 3,884.12	0.00 161,278.36	0.00 0.00 0.00	698,144.34 0.00 686,318.12	11,826.22 173,104.58	98

R-24

MBS:dh
05-12-20

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND SPRINGDALE URBAN RENEWAL ASSOCIATES, LLC #CHC004

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 Springdale Urban Renewal Associates, LLC ("Landlord") in connection with the Section 8 Rent Subsidy Program; and

WHEREAS, the agreement shall be for a term of twelve (12) months, from March 1, 2020 to February 28, 2021 for the rental subsidy in the amount of $952.00 per month for a total amount of ELEVEN THOUSAND FOUR HUNDRED TWENTY-FOUR DOLLARS ($11,424.00) for tenant #CHC044; 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 Council of the City of Camden hereby authorizes this agreement with Springdale Urban Renewal Associates, LLC for a term of twelve (12) months from March 1, 2020 to February 28, 2021 for the rental subsidy in the amount of $952.00 per month for a total amount of ELEVEN THOUSAND FOUR HUNDRED TWENTY-FOUR DOLLARS ($11,424.00) for tenant # CHC044.

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: May 12, 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:

1721 SPRINGDALE URBAN RENEWAL ASSOCIATES, 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-019-026**
  AMOUNT: $11,424.00
- 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:

- **$11,424.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and 1721 Springdale Urban Renewal Associates, LLC. To continue rental subsidy and extend term for 12 months from March 01, 2020 to February 28, 2021 under the City's Section 8 Program (tenant #CHC044).

DOREEN P. CHANG
TREASURER

DATE: March 17, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

	Council Meeting Date:

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

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 **1721 SPRINGDALE URBAN RENEWAL ASSOCIATES, LLC.** THIS AGREEMENT WILL INCLUDE RENTAL ASSISTANCE FOR **12** MONTHS @ **$952.00** PER MONTH FROM **MARCH 1, 2020 TO FEBRUARY 28, 2021.**

BRIEF DESCRIPTION: This Resolution will define the terms and conditions for tenant #**CHC044** under the City's Section 8 Program.

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-019-026**

AMOUNT: *(If applicable)* **$11,424.00**

NA **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:	3/4/20	
Approved by Grants Management:	3/2/20	(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	3/17/2020	
Approved by Business Administrator:	4-9-20	
Received by City Attorney:	4/20/2020	

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

Prepared By: _____ _____

Contact Person: _____ _____

RECEIVED 3/17/2020

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. 20-01565

SHIP TO
CAMDEN DIVISION OF HSNG SVCS ROOM 218-A CITY HALL CAMDEN, NJ 08101

VENDOR
VENDOR #: UNK01 UNKNOWN VENDOR , NJ

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

IDIS ACTIVITY #: 3914

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A ONE YEAR PERIOD @ $952.00 PER MONTH FOR SECTION 8 TENANT CHC044. TERM OF CONTRACT: 3/1/2020 - 2/28/2021 AMOUNT NOT TO EXCEED: $14,424.00 NOTE: THIS REQUISITION IS NECESSARY TO AUTHORIZE AN AGREEMENT BETWEEN THE CITY OF CAMDEN & 1721 SPRINGDALE URBAN RENEWAL ASSOCIATES, LLC. UNKNOWN VENDOR: 1721 SPRINGDALE URBAN RENEWAL ASSOCIATES, LLC 230 WYOMING AVENUE KINGSTON, PA 18704	G-HP- -019-026	11,424.0000	11,424.00
			TOTAL	11,424.00

3/17/2020

3/5/20

3/13/2020

Approved:

3/20/20

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.

3-3-2020

Receiver of Goods — 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 & Planning – Housing Services

Grant Administrator: TINA PILIRO Grant Administrator #: 757-7283

Grant/Project Name:			Camden Voucher Program			
Grant #:			NJ-H18-F006			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-HP-019-026	
Funding Source:			H Entitlement Funding 2018 - $698,144.34			
Pass Through:	Y	**N**	Source:			
Amount of Grant:			$698,144.34			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:		3/9/20		Reviewed By:	Linda Pugh LP	

Summary:

3/9/20 The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution to amend agreement between the City of Camden and 1721 SPRINGDALE URBAN RENEWAL. Rental assistance will be for 12 months at $952.00 per month for tenant #CHC044, during the contract period from 3/1/20 to 2/28/21. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01565. *Please proceed with this resolution.*

3/2/20 The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **LINDENWOLD PH, LP** to decrease the contract by $ 5.00 per month. This resolution will decrease and extend the term of agreement for 12 months. Rental assistance decrease from $ 671.00 to $ 666.00 for tenant #CHC002 and extend the contract period from 4/1/20 to 3/31/21. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-01447. *Please proceed with this resolution.*

- Resolution amending agreement between the City of Camden and **TAMARACK APTS, LLC** to decrease the contract by $15.00 per month. This resolution will decrease and extend the term of agreement for 12 months. Rental assistance decrease from $ 434.00 to $ 419.00 for tenant #CHC031 and extend the contract period from 3/1/20 to 2/28/21. Utilizing Appropriation Code G-

Account No: G-HP- -019-026
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 03/03/20 Ending Date: 03/03/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			634,195.00
03/03/20	PO 20-01972 1 Chg Amt Vn GAB02 ELI GABAY	PROVIDE RENTAL SUBSIDY FOR A En 02/19/20	2,000.00	636,195.00
03/03/20	PO 20-01972 3 Rcvd Vn GAB02 ELI GABAY	FEBRUARY 2020 Rc 03/03/20	1,000.00-	635,195.00
03/03/20	PO 20-01972 4 Rcvd Vn GAB02 ELI GABAY	MARCH 2020 Rc 03/03/20	1,000.00-	634,195.00
03/03/20	RQ 20-01565 1 PROVIDE RENTAL SUBSIDY FOR A Vn UNK01 UNKNOWN VENDOR	Open	11,424.00-	622,771.00

HP 3/5/20

Range of Accounts: G-HP- -019-026 to G-HP- -019-026
Current Period: 03/01/20 to 03/03/20

Include Cap Accounts: Yes
Skip Zero Activity: Yes

As Of: 03/03/20

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HP- -019-026	CAMDEN MSA HOUSING VOUCHER PROGRAM						
		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		0.00		0.00	288,471.44		
Control: NOC	Total	1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		0.00		0.00	288,471.44		
Fund: HP	Budgeted Total						
		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		0.00		0.00	288,471.44		
Fund: HP	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: HP	Total						
		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		0.00		0.00	288,471.44		
Final Budgeted		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		0.00		0.00	288,471.44		
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		1,014,645.22	0.00	0.00	1,014,645.22	726,173.78	28
		100,257.44	188,214.00	0.00	0.00	914,387.78	
		0.00		0.00	288,471.44		

R-25

MBS:dh
05-12-20

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND WS AFFORDABLE URBAN RENEWAL, LLC #CHC027

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 WS Affordable Urban Renewal, LLC ("Landlord") in connection with the Section 8 Rent Subsidy Program; and

WHEREAS, the agreement shall be for a term of nine (9) months, from March 1, 2020 to November 30, 2020 for the rental subsidy in the amount of $543.00 per month for a total amount of FOUR THOUSAND EIGHT HUNDRED EIGHTY-SEVEN DOLLARS ($4,887.00) for tenant #CHC027; 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 Council of the City of Camden hereby authorizes this agreement with WS Affordable Urban Renewal, LLC for a term of nine (9) months from March 1, 2020 to November 30, 2020 for the rental subsidy in the amount of $543.00 per month for a total amount of FOUR THOUSAND EIGHT HUNDRED EIGHTY-SEVEN DOLLARS ($4,887.00) for tenant #CHC027.

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: May 12, 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:

WS AFFORDABLE URBAN RENEWAL, 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-019-026**
  AMOUNT: $4,887.00
- 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:

- **$4,887.00**

Description of the Goods or Services to be procured:

Amending Lease Agreement between the City of Camden and WS Affordable Urban Renewal, LLC. Decreasing rental subsidy and extending the of contract for 12 months from March 01, 2020 to November 30, 2020 under the City's Section 8 Program (tenant #CHC027).

DOREEN P. CHANG
TREASURER

DATE: March 19, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date:

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

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 **WS AFFORDABLE URBAN RENEWAL, LLC.** THIS AGREEMENT WILL INCLUDE RENTAL ASSISTANCE FOR **9** MONTHS @ **$543.00** PER MONTH FROM **MARCH 1, 2020 TO NOVEMBER 30, 2020.**

BRIEF DESCRIPTION: This Resolution will define the terms and conditions for tenant #**CHC027** under the City's Section 8 Program.

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-019-026**

AMOUNT: *(If applicable)* **$4,887.00**

NA **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:	3/20	
Approved by Grants Management:	3/11/20	
Approved by Finance Director: (If applicable)		
☑ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	3/17/2020	
Approved by Business Administrator:	3-23-2020	
Received by City Attorney:	4/20/2020	

RECEIVED 3/19/2020

(*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******

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

REQUISITION
NO. 20-01575

SHIP TO
CAMDEN DIVISION OF HSNG SVCS
ROOM 218-A CITY HALL
CAMDEN, NJ 08101

ORDER DATE: 03/04/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

VENDOR
VENDOR #: WSA01
WS AFFORDABLE URBAN RENEWAL LL
100 PASSAIC AVE
SUITE 240
FAIRFIELD, NJ 07004

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE RENTAL SUBSIDY FOR A NINE MONTH PERIOD @ $543.00 PER MONTH FOR SECTION 8 TENANT #CHC027. TERM OF CONTRACT: 3/1/2020 - 11/30/2020 AMOUNT NOT TO EXCEED: $4,887.00 NOTE: THIS REQUISITION IS NECESSARY TO AUTHORIZE AN AGREEMENT BETWEEN THE CITY OF CAMDEN & WS AFFORDABLE URBAN RENEWAL.	G-HP- -019-026	4,887.0000	4,887.00
			TOTAL	4,887.00

3/17/2020

CITY OF CAMDEN PURCHASING BUREAU
2020 MAR 12 A 8:37

3-11-20

3/11/20

3/9/20

3/11/2020

Approved:

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

3/5/20

Department Head Date

3-4-2020

Receiver of Goods Date

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

Revised 6/2010

R-26

MBS:dh
05-12-20

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND LEON HUMPHREY #CHC061

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 Leon Humphrey ("Landlord") in connection with the Section 8 Rent Subsidy Program; and

WHEREAS, the agreement shall be for a term of twelve (12) months, from March 1, 2020 to February 28, 2021 for the rental subsidy in the amount of $86.00 per month for a total amount of ONE THOUSAND THIRTY-TWO DOLLARS ($1,032.00) for tenant #CHC061; 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 Council of the City of Camden hereby authorizes this agreement with Leon Humphrey for a term of twelve (12) months from March 1, 2020 to February 28, 2021 for the rental subsidy in the amount of $86.00 per month for a total amount of ONE THOUSAND THIRTY-TWO DOLLARS ($1,032.00) for tenant #CHC061.

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: May 12, 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:

LEON HUMPHREY

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: $1,032.00
- 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:

- **$1,032.00**

Description of the Goods or Services to be procured:
Amending Lease Agreement between the City of Camden and Leon Humphrey, to include utility allowance for 12 months from March 1, 2020 to February 28, 2021 under the City's Section 8 Program (tenant #CHC061).

DOREEN P. CHANG
TREASURER

DATE: April 3, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date:

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

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 **LEON HUMPHREY.** THIS AGREEMENT WILL INCLUDE A UTILITY ALLOWANCE FOR **12** MONTHS @ **$86.00** PER MONTH FROM **MARCH 1, 2020 TO FEBRUARY 28, 2021.**

BRIEF DESCRIPTION: This Resolution will define the terms and conditions for tenant #**CHC061** under the City's Section 8 Program.

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-019-026**

AMOUNT: *(If applicable)* **$1,032.00**

NA **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:	3/30	
Approved by Grants Management:		
Approved by Finance Director: (If applicable) ☑ CAF –Certifications of Availability of Funds	4/3/2020	
Approved by Purchasing Agent:	4/4/2020	
Approved by Business Administrator:	4.6.20	
Received by City Attorney:	4/20/2020	

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

Prepared By: _____ _____

Contact Person: _____ _____

RECEIVED 4/3/2020

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.
20-01632

SHIP TO
CAMDEN DIVISION OF HSNG SVCS ROOM 218-A CITY HALL CAMDEN, NJ 08101

VENDOR
VENDOR #: UNK01 UNKNOWN VENDOR , NJ

ORDER DATE: 03/10/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

IDIS ACTIVITY #: 3914

IDIS ACTIVITY #: _____

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE A MONTHLY UTILITY ALLOWANCE @ $86.00 PER MONTH FOR SECTION 8 TENANT #CHC061 TERM OF CONTRACT: 3/1/2020 - 2/28/2021 AMOUNT NOT TO EXCEED: $1,032.00 NOTE: THIS REQUISITION IS NECESSARY TO AUTHORIZE AN AGREEMENT BETWEEN THE CITY OF CAMDEN & LEON HUMPHREY. UNKNOWN VENDOR: LEON HUMPHREY 305 A MONUMENT AVE NATIONAL PARK, NJ 08096	G-HP- -019-026	1,032.0000	1,032.00
			TOTAL	1,032.00

BB 4-2-20

4/2/20

HP 4/2/20

Approved:

Department Head — Date 3/3/20

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 3-10-2020

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 & Planning – Housing Services

Grant Administrator: TINA PILIRO Grant Administrator #: 757-7283

Grant/Project Name:			Camden Voucher Program			
Grant #:			NJ-H19-F006			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-HP-019-026	
Funding Source:			H. Entitlement Funding 2019 - $1,014,645.22			
Pass Through:	Y	**N**	Source:			
Amount of Grant:			$1,014,645.22			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:		4/2/20		Reviewed By:	Linda Pugh	

Summary:

4/2/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and (unknown vendor) **LEON HUMPHREY.** This agreement will include a utility allowance for 12 months at $ 86.00 per month, from the period of 3/1/20 to 2/28/21 for tenant #CHC061. Utilizing Appropriation Code G-HP-019-026. Purchase requisition is #20-016332.

1/24/20 - The Department of Planning and Development - Division of Housing Services is processing the Following resolutions for the Housing Voucher Program:

- Resolution amending agreement between the City of Camden and **KREIGMAN & SMITH, INC.** This resolution will include rental assistance agreement for 12 months at $930.00 per month, from the period of 2/1/20 to 1/31/21 for tenant #CHC058. Utilizing Appropriation Code G-HP-019-026, G-HP- -018-021 & G-HP-017-034. Purchase requisition is #20-01237.

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

Account No: G-HP- -019-026
Description: CAMDEN MSA HOUSING VOUCHER PROGRAM Type: Sub Account
Starting Date: 03/10/20 Ending Date: 03/10/20 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			607,067.00
03/10/20	RQ 20-01629 1 PROVIDE RENTAL SUBSIDY FOR A Vn UNK01 UNKNOWN VENDOR	Open	11,400.00-	595,667.00
03/10/20	RQ 20-01632 1 PROVIDE A MONTHLY UTILITY Vn UNK01 UNKNOWN VENDOR	Open	1,032.00-	594,635.00

AP 4/2/20

Range of Accounts: G-HP- -019-026 to G-HP- -019-026 Include Cap Accounts: Yes As Of: 03/10/20
Current Period: 03/01/20 to 03/10/20 Skip Zero Activity: Yes

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HP- -019-026	CAMDEN MSA HOUSING VOUCHER PROGRAM						
		1,014,645.22	0.00	0.00	1,014,645.22	717,822.78	29
		102,257.44	195,628.00	1,063.00	0.00	913,450.78	
		2,000.00		1,063.00	296,822.44		
Control: NOC	Total	1,014,645.22	0.00	0.00	1,014,645.22	717,822.78	29
		102,257.44	195,628.00	1,063.00	0.00	913,450.78	
		2,000.00		1,063.00	296,822.44		
Fund: HP	Budgeted Total						
		1,014,645.22	0.00	0.00	1,014,645.22	717,822.78	29
		102,257.44	195,628.00	1,063.00	0.00	913,450.78	
		2,000.00		1,063.00	296,822.44		
Fund: HP	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: HP	Total						
		1,014,645.22	0.00	0.00	1,014,645.22	717,822.78	29
		102,257.44	195,628.00	1,063.00	0.00	913,450.78	
		2,000.00		1,063.00	296,822.44		
Final Budgeted		1,014,645.22	0.00	0.00	1,014,645.22	717,822.78	29
		102,257.44	195,628.00	1,063.00	0.00	913,450.78	
		2,000.00		1,063.00	296,822.44		
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		1,014,645.22	0.00	0.00	1,014,645.22	717,822.78	29
		102,257.44	195,628.00	1,063.00	0.00	913,450.78	
		2,000.00		1,063.00	296,822.44		

R-27

MBS:dh
05-12-20

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND ALFRED GIBSON #GAD090

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 Alfred Gibson ("Landlord") in connection with the Section 8 Rent Subsidy Program; and

WHEREAS, the agreement shall be for a term of eight (8) months, from March 1, 2020 to October 31, 2020 for the rental subsidy in the amount of $305.00 per month for a total amount of TWO THOUSAND FOUR HUNDRED FORTY DOLLARS ($2,440.00) for tenant #GAD090; 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 Council of the City of Camden hereby authorizes this agreement with Alfred Gibson for a term of eight (8) months from March 1, 2020 to October 31, 2020 for the rental subsidy in the amount of $305.00 per month for a total amount of TWO THOUSAND FOUR HUNDRED FORTY DOLLARS ($2,440.00) for tenant #GAD090.

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: May 12, 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:

ALFRED GIBSON

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: $2,440.00
- 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:

- **$2,440.00**

Description of the Goods or Services to be procured:
Amending Lease Agreement between the City of Camden and Alfred Gibson, to include utility allowance for eight (8) months from March 1, 2020 to October 31, 2020 under the City of Camden Section 8 Program (tenant #GAD090).

DOREEN P. CHANG
TREASURER

DATE: April 3, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

COPY

Council Meeting Date:

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

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 **ALFRED GIBSON.** THIS AGREEMENT WILL INCLUDE A UTILITY ALLOWANCE FOR **8** MONTHS @ **$305.00** PER MONTH FROM **MARCH 1, 2020 TO OCTOBER 31, 2020.**

BRIEF DESCRIPTION: This Resolution will define the terms and conditions for tenant #**GAD090** under the City's Section 8 Program.

BIDDING PROCESS:

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

APPROPRIATION ACCOUNT(S): (*If applicable*) **G-HP-019-026**

AMOUNT: *(If applicable)* **$2,440.00**

NA **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:	3/30	
Approved by Grants Management:	4/1/20	(If applicable)
Approved by Finance Director: ☑ CAF –Certifications of Availability of Funds	4/1/2020	
Approved by Purchasing Agent:	4/6/2020	
Approved by Business Administrator:	4-6-20	
Received by City Attorney:	4/20/2020	

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

RECEIVED 4/8/2020

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. 20-01635

SHIP TO	
	CAMDEN DIVISION OF HSNG SVCS ROOM 218-A CITY HALL CAMDEN, NJ 08101
VENDOR	VENDOR #: UNK01 UNKNOWN VENDOR , NJ

ORDER DATE: 03/10/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	PROVIDE A MONTHLY UTILITY ALLOWANCE @ $305.00 PER MONTH FOR SECTION 8 TENANT #GAD090. TERM OF CONTRACT: 3/1/2020 - 10/31/2020 AMOUNT NOT TO EXCEED: $2,440.00 NOTE: THIS REQUISITION IS NECESSARY TO AUTHORIZE AN AGREEMENT BETWEEN THE CITY OF CAMDEN & ALFRED GIBSON. UNKNOWN VENDOR: ALFRED GIBSON 1650 OLD BLACK HORSE PIKE BLACKWOOD NJ 08012	G-HP- -019-026	2,440.0000	2,440.00
			TOTAL	2,440.00

4/1/20

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.

3-10-2020

Receiver of Goods — Date

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

Revised 6/2010

Range of Accounts: G-HP- -019-026 to G-HP- -019-026 Include Cap Accounts: Yes As Of: 03/10/20
Current Period: 03/01/20 to 03/10/20 Skip Zero Activity: Yes

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-HP- -019-026	CAMDEN MSA HOUSING VOUCHER PROGRAM	1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Control: NOC	Total	1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Fund: HP	Budgeted Total	1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Fund: HP	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HP	Total	1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Final Budgeted		1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		1,014,645.22 102,257.44 2,000.00	0.00 195,628.00	0.00 1,063.00 1,063.00	1,014,645.22 0.00 296,822.44	717,822.78 913,450.78	29

R-28

MBS:dh
05-12-20

RESOLUTION AUTHORIZING CANCELLATION OF STALE DATED CHECKS IN THE AMOUNT OF $714,088.06

WHEREAS, the Department of Finance desires to cancel stale dated checks from various accounts in a total amount of $714,088.06; and

WHEREAS, the Treasurer is requesting Council Action to authorize the cancellation of stale checks from various accounts attached hereto as Exhibit "A"; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Treasurer is hereby authorized to cancel the stale dated checks attached hereto as Exhibit "A.

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: May 12, 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: May 2020

TO: *Jason Asuncion, Business Administrator*

DATE: ***April 23, 2020***
FROM: *Patrick T. Keating, Director of Finance*

Department Making Request: FINANCE

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION

"Resolution Authorizing the Cancellation of Stale Dated Checks in the amount of $714,088.06

BRIEF DESCRIPTION:

The City of Camden has drafted certain checks in the total amount of $714,088.06 from various City Accounts to be cancelled. A copy of the list is attached to within resolution.

CITY OF CAMDEN
PURCHASING BUREAU
2020 APR 28 A 8:36

APPROPRIATION ACCOUNT(S): (If applicable)

AMOUNT: (If applicable)

	Date	*Signature*
Approved by Relevant Director:		
Approved by Grants Management:		*(If applicable)*
Approved by Finance Director:	4/21/20	
☐ *CAF –Certifications of Availability of Funds*		
Approved by Purchasing Agent:		
Approved by Business Administrator:	4.28.20	
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:	*Doreen P. Chang*	*3511*
Contact Person:	*Doreen P. Chang*	*3511*

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******

Payroll
A/c# 4308903502

Stale dated checks
1/1/2016 - 12/31/2018

Date	Check number	Amount
7/29/2016	35759	34.00
8/26/2016	35812	2,490.00
9/9/2016	35826	34.00
10/7/2016	35878	68.00
10/7/2016	35880	19.06
1/13/2017	36088	14.45
2/24/2017	36176	500.00
10/6/2017	36601	129.40
12/1/2017	36712	1,240.00
2/23/2018	36911	184.31
2/23/2018	36912	129.40
6/14/2018	37074	1.52
6/14/2018	37080	8.36
6/14/2018	37082	627.67
7/13/2018	37133	120.28
7/13/2018	37140	55.00
7/13/2018	37143	14.45
8/10/2018	37187	153.38
8/14/2018	37188	204.10
8/24/2018	37208	153.38
9/21/2018	37249	6.38
10/19/2018	37293	6.38
11/30/2018	37352	6,299.78
11/30/2018	37354	2,775.00
12/4/2018	37368	920.00
12/14/2018	37384	100.00
12/14/2018	37394	56.00

Stale dated checks
1/1/2016 - 12/31/2018

Date	Check number	Amount
7/28/2017	1099117	14.54
7/28/2017	1099119	7.27
1/11/2019	1099220	472.23
9/6/2019	1099311	160.80
9/6/2019	1099375	48.69
8/26/2016	1178041	58.38
8/26/2016	1178172	1.27
8/26/2016	1178206	306.49
8/26/2016	1178415	3.84
8/26/2019	1178418	3.85
9/9/2016	1178500	2.41
9/23/2016	1178867	0.01
9/23/2016	1178960	39.08
10/7/2016	1179133	137.70
10/7/2016	1179176	45.68
10/21/2016	1179302	0.73
10/21/2016	1179395	52.26
10/21/2016	1179462	31.68
10/21/2016	1179500	1,517.43
11/4/2016	1179645	56.92
11/18/2016	1180175	69.43
12/2/2016	1180386	49.12
12/30/2016	1180767	45.73
1/13/2017	1180940	15,570.54
1/13/2017	1181077	181.42
1/27/2017	1181164	52.36
2/10/2017	1181298	1,734.32
2/10/2017	1181363	69.66
2/10/2017	1181426	9,321.72
2/24/2017	1181480	1,877.71
2/24/2017	1181555	16.35
2/24/2017	1181615	9,161.80
2/24/2017	1181636	17,184.94

Stale dated checks
1/1/2016 - 12/31/2018

Date	Check number	Amount
3/10/2017	1181739	52.37
3/24/2017	1181846	69.28
3/24/2017	1181924	50.23
3/24/2017	1181928	10.58
4/7/2017	1182113	16.37
5/5/2017	1182479	162.12
5/5/2017	1182501	121.05
5/19/2017	1182725	52.36
5/19/2017	1182811	1,247.95
7/14/2017	1183535	25,204.45
7/28/2017	1183805	9,122.47
7/28/2017	1183808	3,684.13
7/28/2017	1183821	3,052.30
7/28/2017	1183977	46.33
8/11/2017	1184223	3,905.83
8/11/2017	1184314	65.88
8/25/2017	1184921	309.47
9/8/2017	1185400	138.58
10/6/2017	1185671	2,962.33
11/3/2017	1186038	2,146.50
11/3/2017	1186113	455.55
11/10/2017	1186200	4,044.21
11/10/2017	1186209	2,358.95
11/10/2017	1186294	59.13
11/10/2017	1186326	605.56
11/10/2017	1186414	2,651.03
11/17/2017	1186674	154.45
12/1/2017	1186672	1,043.20
1/12/2018	1187428	287.02
1/12/2018	1187473	194.46
1/26/2018	1187659	22.72
2/23/2018	1188002	1,734.51
2/23/2018	1188005	335.21

Stale dated checks
1/1/2016 - 12/31/2018

Date	Check number	Amount
2/23/2018	1188007	2,200.06
3/23/2018	1188362	2,068.99
4/20/2018	1188771	0.16
5/18/2018	1189073	1,923.89
5/18/2018	1189181	246.17
8/10/2018	1190494	39.72
8/10/2018	1190550	292.35
8/10/2018	1190582	281.27
8/24/2018	1190837	23.33
8/24/2018	1190908	292.35
9/7/2018	1191314	153.30
9/7/2018	1191373	171.89
9/7/2018	1191374	171.89
9/7/2018	1191394	156.27
9/7/2018	1191452	487.59
9/21/2018	1191563	11.40
9/21/2018	1191673	257.49
9/21/2018	1191676	362.31
10/5/2018	1191736	209.92
10/5/2018	1191752	154.87
10/5/2018	1191791	167.68
10/5/2018	1191809	1,579.17
10/19/2018	1191933	82.08
11/30/2018	1192480	1,857.58
12/7/2018	1192595	1,038.62
12/7/2018	1192605	206.11
12/7/2018	1192607	231.85
12/14/2018	1192940	2,875.97
12/28/2018	1192958	822.52
12/28/2018	1192999	3,164.25
		146,193.99

Range of Checking Accts: CURRENT FUND TD to CURRENT FUND TD Range of Check Dates: 07/01/16 to 12/31/18 Outstanding As Of: 12/31/18
Report Type: Outstanding Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
CURRENT FUND TD TD BANK 4308903487							
120015	07/27/16	CAR72	CARMA/NJ	50.00		13190	
120363	08/19/16	TRE50	TREASURER STATE OF NEW JERSEY	14,500.00		13258	
120503	09/09/16	RIL02	KYA L. RILEY	360.00		13290	
120610	09/23/16	TRE12	TREASURER-STATE OF NEW JERSEY	250.00		13315	
120832	10/21/16	TRE06	TREASURER, STATE OF NEW JERSEY	250.00		13370	
120835	10/21/16	TRE53	TREASURER, STATE OF NEW JERSEY	250.00		13370	
120958	11/04/16	MAL02	MALL CHEVROLET INC	43.86		13403	
120998	11/10/16	RED22	RED BANK VETERINARY HOSPITAL	956.32		13421	
121100	11/23/16	DIV10	DIVISION OF MOTOR VEHICLES	120.00		13442	
121101	11/23/16	DIV12	DIVISION OF MOTOR VEHICLES	180.00		13442	
121172	12/09/16	CCO02	C.C.O.E.O.	66.00		13469	
121231	12/16/16	DIV12	DIVISION OF MOTOR VEHICLES	600.00		13475	
121255	12/16/16	WE01	WE SEE YOU LLC	5,928.75		13475	
121569	02/03/17	DIV10	DIVISION OF MOTOR VEHICLES	180.00		13555	
121598	02/15/17	DIV03	DIV OF MOTOR VEHICLES	60.00		13567	
121732	02/24/17	DIV03	DIV OF MOTOR VEHICLES	120.00		13588	
121949	03/24/17	MAS05	QIONA MASON	49.00		13635	
122142	04/28/17	CIT52	CITYSIDE MGMT CORP	100.00		13692	
122260	05/12/17	NAT02	NAT ALEXANDER COMPANY,INC.	142.03		13717	
122493	06/16/17	CAM17	CAMDEN COUNTY VOLUNTEE FIRE	100.00		13773	
122859	08/11/17	NJD11	N J DEPT OF COMMUNITY AFFAIRS	1,227.00		13855	
123484	11/09/17	DIV10	DIVISION OF MOTOR VEHICLES	60.00		14000	
123485	11/09/17	DIV12	DIVISION OF MOTOR VEHICLES	60.00		14000	
123486	11/09/17	DIV13	DIVISION OF MOTOR VEHICLES	25.00		14000	
123516	11/09/17	DIV03	DIV OF MOTOR VEHICLES	60.00		14001	
123519	11/09/17	DIV13	DIVISION OF MOTOR VEHICLES	60.00		14001	
123652	12/01/17	RIV39	RIVERFRONT RECYCLING &	2,618.24		14032	
123968	01/26/18	COO54	COOPER HOSPITAL UNIVERSITY M.C	4,043.52		14109	
124016	02/02/18	BRA25	EUGENE L BRADLEY JR	412.50		14130	
124051	02/02/18	RIV39	RIVERFRONT RECYCLING &	145.00		14130	
124074	02/09/18	COM16	THE COMMUNICATION CONNECTION	170.00		14142	
124103	02/09/18	RIV39	RIVERFRONT RECYCLING &	188.50		14142	
124164	02/23/18	COU01	COURIER POST	339.76		14163	
124191	02/23/18	RIV39	RIVERFRONT RECYCLING &	205.00		14163	
124553	04/20/18	DEC01	DECOTIIS,FITZPATRICK & COLE	5,775.43		14247	
124589	04/20/18	SHO02	SHOPRITE	20.98		14247	
124613	04/27/18	COM16	THE COMMUNICATION CONNECTION	200.62		14258	
130114	07/27/18	FUL15	STEVEN FULLER	40.00		14401	
130183	08/03/18	IKO02	RICOH USA, INC	1,510.00		14416	
130487	09/14/18	RIV39	RIVERFRONT RECYCLING &	886.95		14494	
130519	09/21/18	DIV03	DIV OF MOTOR VEHICLES	60.00		14506	
130652	10/19/18	DEL07	SHONDA H. DELOATCH	8.99		14550	
130671	10/23/18	SHE01	SHERWIN-WILLIAMS CO	776.63	02/04/19 VOID	14552	(Reason: Positive Pay reject)
130686	10/26/18	CIT09	CITY OF CAMDEN PAYROLL	2,934.42	06/28/19 VOID	14558	(Reason: Lost)
130746	11/02/18	JOH41	JOHNSTON COMMUNICATION	700.00		14582	
130750	11/02/18	NAT73	NATURAL PEST CONTROL INC	127.50		14582	
130757	11/02/18	PRI50	PRICE RITE OF MT. EPHRAIM AVE	1,093.46		14582	
130758	11/02/18	PSE01	PSEG	166,734.19	03/31/19	14582	
130867	11/21/18	DRI00005	DRI	575.00	01/17/19 VOID	14610	(Reason: Positive pay reject)

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
CURRENT FUND TD	TD BANK 4308903487		Continued				
130892	11/30/18	MCA02	MCALLISTER	206.00	01/15/19 VOID	14623	(Reason: Wrong Vendor)
130898	11/30/18	NJL06	NJS LEAGUE OF MUNICIPALITIES	955.00	01/31/19	14623	
130923	12/07/18	FLE19	KELVIN FLEMING	427.50		14632	
130925	12/07/18	GAR02	GARDEN STATE HIGHWAY PRODUCTS	10,883.35	01/17/19 VOID	14632	(Reason: Positive pay reject)
130932	12/07/18	NJD02	NJ ADVANCE MEDIA, LLC	124.18	02/28/19	14632	
130933	12/07/18	NJL06	NJS LEAGUE OF MUNICIPALITIES	315.00	01/31/19	14632	
130942	12/07/18	UNI02	A-1 UNIFORM CITY, INC	2,486.50	01/31/19	14632	
130944	12/07/18	GON42	WILLIAM GONZALEZ	222.00		14633	
130947	12/14/18	ACC06	ACCURATE LANGUAGE SERVICES	164.80	01/31/19	14646	
130948	12/14/18	ADV17	ADVANCED ELEVATOR SERVICES,LLC	108.00	01/31/19	14646	
130970	12/14/18	HAR02	HARRY'S PLUMBING L.L.C.	191.00	01/31/19	14646	
130972	12/14/18	JJM01	JJM PLUMBING COMPANY	7,320.26	01/31/19	14646	
130973	12/14/18	LAU01	LAUREL LAWN MOWER SERVICE	1,095.08	01/31/19	14646	
130982	12/14/18	SCH01	SCHIMPF, INC	450.00	01/31/19	14646	
130988	12/14/18	UNI02	A-1 UNIFORM CITY, INC	268.00	01/31/19	14646	
130994	12/21/18	ADV17	ADVANCED ELEVATOR SERVICES,LLC	108.00	01/31/19	14659	
130996	12/21/18	AUT07	ACCU WASH	310.00	01/31/19	14659	
130998	12/21/18	BDF01	BDF INDUSTRIAL FASTENERS	69.00	01/31/19	14659	
131004	12/21/18	CIT01	CITY OF CAMDEN	273,987.00	01/31/19	14659	
131005	12/21/18	CIT09	CITY OF CAMDEN PAYROLL	3,862.22	01/31/19	14659	
131009	12/21/18	COR36	CORE MECHANICAL, INC.	5,058.95		14659	
131012	12/21/18	HOM01	HOME DEPOT CREDIT SVCS.	199.70	01/31/19	14659	
131016	12/21/18	LAW25	LAWMEN SUPPLY OF PENNSAUKEN	8,383.10	01/31/19	14659	
131023	12/21/18	NFP02	NFPA	1,613.61	01/31/19	14659	
131024	12/21/18	NJA06	NEW JERSEY AMERICAN WATER CO	1,461.78	01/31/19	14659	
131026	12/21/18	REY02	JAIME REYES	73.50	01/31/19	14659	
131029	12/21/18	SIR04	SIR SPEEDY	14.00	01/31/19	14659	
131031	12/21/18	TRE49	TREASURER, STATE OF NEW JERSEY	175.00	01/31/19	14659	
131032	12/21/18	UNI02	A-1 UNIFORM CITY, INC	1,460.00	01/31/19	14659	
131037	12/21/18	UNI65	UNI SELECT USA INC.	5,185.60	01/31/19	14659	
131041	12/21/18	BRA25	EUGENE L BRADLEY JR	375.00	01/31/19	14660	
131042	12/28/18	AND01	ANDREW VIOLA, ESQ	750.00	01/31/19	14667	
131043	12/28/18	BRA25	EUGENE L BRADLEY JR	525.00	01/31/19	14667	
131044	12/28/18	LAW02	LAWYERS DIARY & MANUAL	356.25	01/31/19	14667	
131045	12/28/18	MES02	MES-PENNSYLVANIA	2,332.20	01/31/19	14667	
131046	12/28/18	NEW49	NEW LIFE COMMUNITY DEV. CORP	2,800.00	01/31/19	14667	
131047	12/28/18	NJL06	NJS LEAGUE OF MUNICIPALITIES	65.00	01/31/19	14667	
131049	12/28/18	SUP02	SUPPLYWORKS	2,845.04	01/18/19 VOID	14667	(Reason: PAID TO WRONG VENDOR)
131050	12/28/18	TDK01	TDK SYSTEMS GROUP, INC	298.50	05/09/19 VOID	14667	(Reason: Lost never received)

Checking Account Totals	Outstanding as of 12/31/18		Void since 12/31/18	
Checks:	81	552,889.77	7	18,518.94
Direct Deposit:	0	0.00	0	0.00
Total:	81	552,889.77	7	18,518.94

Report Totals	Outstanding as of 12/31/18		Void since 12/31/18	
Checks:	81	552,889.77	7	18,518.94
Direct Deposit:	0	0.00	0	0.00
Total:	81	552,889.77	7	18,518.94

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	6-01	93.86	0.00	0.00	93.86
	7-01	30,643.36	49.00	0.00	30,692.36
	8-01	211,484.84	0.00	0.00	211,484.84
	9-01	310,618.71	0.00	0.00	310,618.71
Total Of All Funds:		552,840.77	49.00	0.00	552,889.77

Range of Checking Accts: HOME PROJ TD to HOME PROJ TD Range of Check Dates: 07/01/16 to 12/31/19 Outstanding As Of: 03/31/20
Report Type: Outstanding Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void Ref Num
HOME PROJ TD		HOME PROJ-CASH (TD) 4308903643			
10615	11/18/16	GLA15	GLAND PROPERTY MANAGEMENT	692.00	13428
10679	12/29/16	BIRCH005	BIRCHES REALTY, LP	732.00	13491
12123	06/22/18	DIO01	GENE DINA	1,113.00	14347
12127	06/22/18	FIE04	GLENDA V. FIELDS	899.00	14347
[redacted]		DIO01	~~GENE DINA~~	[redacted]	14915
[redacted]		[redacted]	~~THE AVERY~~	~~810.00~~	14915

Checking Account Totals	Outstanding as of 03/31/20		Void since 03/31/20	
Checks:	6	5,357.00	0	0.00
Direct Deposit:	0	0.00	0	0.00
Total:	6	5,357.00	0	0.00

Report Totals	Outstanding as of 03/31/20		Void since 03/31/20	
Checks:	6	5,357.00	0	0.00
Direct Deposit:	0	0.00	0	0.00
Total:	6	5,357.00	0	0.00

Home
$3,436.

Range of Checking Accts: CASH GEN INSU to CASH GEN INSU Range of Check Dates: 07/01/16 to 06/30/19 Outstanding As Of: 06/30/19
Report Type: Outstanding Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CASH GEN INSU	GEN INSURANCE TD 4308903544					
16878	01/13/17	COL16	ALBERT E. COLLUM, JR.	730.80		13513
17047	05/18/17	RES03	RESTAURANT EQIPPERS INC.	1,367.00		13721
17357	08/18/17	GFR03	JOSEPH R. GFRORER	804.00		13860
17870	01/08/18	ROD49	ORLANDO RODRIGUEZ	1,608.00		14071
18179	08/03/18	FRO12	EDUARDO FRONTADO	128.00		14412
18517	08/31/18	RIV02	JOHN RIVERS	1,608.00		14465
[redacted]		WHI11	[redacted]	[redacted]		14683
[redacted]		GIU02	[redacted]	[redacted]		14844
[redacted]		DEG01	DEGNAN & BATEMAN INC	[redacted]	07/31/19	14866
[redacted]		BAR67	TASHA BARNES	10,000.00	08/31/19	14936
[redacted]		[redacted]ON53	CONNER STRONG & BUCKELEW, INC.	558.00	[redacted]/19	14972
[redacted]		[redacted]R13	JOSE L. HORTA	333.01	[redacted]/19	14972
[redacted]		[redacted]84	CARLOS LUCIANO	666.02	[redacted]/19	14972
[redacted]		[redacted]05	MARK SAUNDERS	431.24	[redacted]/19	14972
[redacted]		[redacted]07	BARBARA SHARPER	333.01	[redacted]/19	14972
[redacted]		[redacted]GOR49	COURT HOUSE LEGAL SERVICES	87.50	[redacted]/19	14991
[redacted]		[redacted]INT38	INTERSTATE MOBILE CARE	2,326.00	07/31/19	14991
[redacted]		[redacted]INT14	INTERNATIONAL ASSOC. OF FIRE-	479.32	07/31/19	15003
[redacted]		[redacted]5	INTERNATIONAL ASSOC OF FIRE-	1,469.22	07/31/19	15003

Checking Account Totals	Outstanding as of 06/30/19		Void since 06/30/19	
Checks:	19	25,070.08	0	0.00
Direct Deposit:	0	0.00	0	0.00
Total:	19	25,070.08	0	0.00

Report Totals	Outstanding as of 06/30/19		Void since 06/30/19	
Checks:	19	25,070.08	0	0.00
Direct Deposit:	0	0.00	0	0.00
Total:	19	25,070.08	0	0.00

Ins. 6245.80

Range of Checking Accts: CDBG FUND TD to CDBG FUND TD Range of Check Dates: 07/01/16 to 12/31/18 Outstanding As Of: 01/31/19
Report Type: Outstanding Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
CDBG FUND TD		CASH CDBG FUND (TD) 4308903718				
24385	10/27/17	WED02	ANDREA LEIGHTON	2,600.00		13969
24748	11/16/18	RAM08	RAM INVESTMENT GROUP	2,722.50		14600

Checking Account Totals	Outstanding as of 01/31/19		Void since 01/31/19	
Checks:	2	5,322.50	0	0.00
Direct Deposit:	0	0.00	0	0.00
Total:	2	5,322.50	0	0.00

Report Totals	Outstanding as of 01/31/19		Void since 01/31/19	
Checks:	2	5,322.50	0	0.00
Direct Deposit:	0	0.00	0	0.00
Total:	2	5,322.50	0	0.00

R-29

ER:dh
05-12-20

RESOLUTION REQUESTING AUTHORIZATION TO CANCEL THE REMAINING APPROPRIATION ACCOUNT FUNDS UNDER THE 2007 AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA)

WHEREAS, the City of Camden is requesting the cancellation of remaining balance of Account #G-07-532-999 for the 2007 ASPCA Grant; and

WHEREAS, the Bureau of Grants Management is requesting authorization to cancel the remaining balance; now, therefore

BE IT RESOLVED, by the Governing Body of the City of Camden that the proper City officials are hereby authorized to cancel the remaining revenue account balance as follows:

Appropriation #	Grant/Line Item Name	Balance
G-07- -532-999	FY07 ASPCA	$8.05

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: May 12, 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: May 5th, 2020

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

FROM: Patrick J. Keating, Director of Finance

Department Making Request: *FINANCE*

TITLE OF RESOLUTION/ORDINANCE: Resolution to **cancel remaining Appropriation Account funds under** the 2007 American Society for the Prevention of Cruelty to Animals (ASPCA).

BRIEF DESCRIPTION OF ACTION: The equipment/supplies have been purchased with funds from the 2007 ASPCA Grant and there remains a balance of $8.05 in the appropriation account that must be closed out. See attached for additional information.

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

APPROPRIATION ACCOUNT(S): (*If applicable*) G-07- -532-999 **$8.05**

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*

N/A

	Date	Signature
Approved by Relevant Director:	3/10/20	
Approved by Grants Management:	3/11/20	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	3/11/2020	
Approved by Purchasing Agent:		
Approved by Business Administrator:	3.23.20	
Received by City Attorney:	4/20/2020	

	(Name) Please Print	***(Extension #)***
Prepared By:	Erica Coy-Pitts	x27008
Contact Person:	Erica Coy-Pitts	x27008

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 _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Department: Finance

Grant Manager: Erica M. Coy-Pitts Grant Manager #: 856-757-7008

Grant/Project Name:			2007 ASPCA Donation **(Cancel Balance)**			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code:		
Funding Source:			Bureau of Justice Assistance			
Pass Through:			Source:	Office of Justice Programs		
Amount of Grant:			$2,000.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget **Insertion** Resolution # & Date:		6/28/2007		**Accepting** Grant Resolution # MC:	6/28/2007	
Term of Grant:				Location of Activity:	Camden City	
Date of Analysis:		3/10/2020		Reviewed By:	Linda Gaines-Pugh LGP	

Summary: The Department of Finance is requesting permission to **cancel the remaining balance** from the 2007 American Society for the Prevention of Cruelty to Animals. The equipment/supplies have been purchased with the funds and there remains a balance of $8.05 in the appropriation account that must be closed out. See attached for additional information.

Cancel Appropriation Account(s):

- (G-07- -532-999): **$8.05**

Time Lines: N/A

Problematic Areas/Recommendations: I see no problems with closing out the remaining balance.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Department: Finance

Grant Manager: Erica M. Coy-Pitts Grant Manager #: 856-757-7008

Grant/Project Name:			2007 ASPCA Donation **(Cancel Balance)**			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code:		
Funding Source:			Bureau of Justice Assistance			
Pass Through:			Source:	Office of Justice Programs		
Amount of Grant:			$2,000.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget **Insertion** Resolution # & Date:		6/28/2007		**Accepting** Grant Resolution # MC:	6/28/2007	
Term of Grant:				Location of Activity:	Camden City	
Date of Analysis:		3/10/2020		Reviewed By:	Erica M. Coy-Pitts	

Summary: The Department of Finance is requesting permission to **cancel the remaining balance** from the 2007 American Society for the Prevention of Cruelty to Animals. The equipment/supplies have been purchased with the funds and there remains a balance of $8.05 in the appropriation account that must be closed out. See attached for additional information.

Cancel Appropriation Account(s):

- (G-07- -532-999): **$8.05**

Time Lines: N/A

Problematic Areas/Recommendations :

Range of Accounts: G-07- -532-999 to G-07- -532-999 Include Cap Accounts: Yes As Of: 03/10/20
Current Period: 02/14/20 to 03/10/20 Skip Zero Activity: Yes
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
Note: Requisitions charged to Existing Blanket PO's are not included in Requested YTD.
* 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 / Requested YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended	
G-07- -532-999 AMERICAN SOCIETY CRUELTY TO ANIMALS	2,000.00	0.00	0.00	2,000.00	8.05	100
	1,991.95	0.00	0.00	0.00	8.05	
	1,991.95	0.00	0.00	1,991.95		

JP 3/10/20

Date	Transaction Data/Comment		Vendor/Reference			Trans Amount	Trans Balance	User
Begin Balance: 02/14/20							8.05	
02/14/20 PO 20-01704	1 Paid Ck104487	ELITE WORKING BALLS W/ T-TUG	ELI04	ELITE K-9, INC.	En 01/17/20	119.50-*	8.05	DDB
02/14/20 PO 20-01704	2 Paid Ck104487	BELGIAN STYLE BITE SLEEVE	ELI04	ELITE K-9, INC.	En 01/17/20	269.85-*	8.05	DDB
02/14/20 PO 20-01704	3 Paid Ck104487	10 INCH LONG JUTE TUG	ELI04	ELITE K-9, INC.	En 01/17/20	74.75-*	8.05	DDB
02/14/20 PO 20-01704	4 Paid Ck104487	SHIPPING/HANDLING	ELI04	ELITE K-9, INC.	En 01/17/20	12.00-*	8.05	DDB
03/06/20 PO 20-01712	1 Paid Ck104497	REAL SLEEVE RUBBER ARM-RIGHT	ALL41	RAY ALLEN MANUFACTURING, LLC	En 01/17/20	179.99-*	8.05	DDB
03/06/20 PO 20-01712	2 Paid Ck104497	FURMINATOR BRUSH - LARGE	ALL41	RAY ALLEN MANUFACTURING, LLC	En 01/17/20	79.98-*	8.05	DDB
03/06/20 PO 20-01712	3 Paid Ck104497	BUDDY BOWL-COYOTE 64 OZ	ALL41	RAY ALLEN MANUFACTURING, LLC	En 01/17/20	80.97-*	8.05	DDB
03/06/20 PO 20-01712	4 Paid Ck104497	TUBULAR NYLON POLICE LEAD	ALL41	RAY ALLEN MANUFACTURING, LLC	En 01/17/20	116.97-*	8.05	DDB
03/06/20 PO 20-01712	5 Paid Ck104497	RAM TECH LEATHER ALTERNATIVE	ALL41	RAY ALLEN MANUFACTURING, LLC	En 01/17/20	110.97-*	8.05	DDB
03/06/20 PO 20-01712	6 Paid Ck104497	KIINETIC DUTY HARNESS	ALL41	RAY ALLEN MANUFACTURING, LLC	En 01/17/20	149.98-*	8.05	DDB
03/06/20 PO 20-01712	7 Paid Ck104497	SHIPPING	ALL41	RAY ALLEN MANUFACTURING, LLC	En 01/17/20	7.99-*	8.05	DDB
03/06/20 PO 20-01712	8 Paid Ck104497	INV#RINV118611	ALL41	RAY ALLEN MANUFACTURING, LLC	En 03/04/20	0.00	8.05	DDB
03/06/20 PO 20-01876	1 Paid Ck104498	E/Z RUBBER MAT	AME82	AMERICAN ALUMINUM ACCESSORIES	En 02/06/20	640.00-*	8.05	DDB
03/06/20 PO 20-01876	2 Paid Ck104498	FREIGHT	AME82	AMERICAN ALUMINUM ACCESSORIES	En 02/06/20	149.00-*	8.05	DDB

Department: 532 Total	2,000.00	0.00	0.00	2,000.00	8.05	100	
	1,991.95	0.00	0.00	0.00	8.05		
	1,991.95	0.00	0.00	1,991.95			
CAFR: Total	2,000.00	0.00	0.00	2,000.00	8.05	100	
	1,991.95	0.00	0.00	0.00	8.05		
	1,991.95	0.00	0.00	1,991.95			

Account No / Date	Description / Transaction Data/Comment	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD / Requested YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended / Vendor/Reference	Trans Amount	Trans Balance	User
Fund: 07	Budgeted Total								
		2,000.00	0.00	0.00	2,000.00	8.05		100	
		1,991.95	0.00	0.00	0.00	8.05			
		1,991.95	0.00	0.00	1,991.95				
Fund: 07	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	0.00				
Fund: 07	Total								
		2,000.00	0.00	0.00	2,000.00	8.05		100	
		1,991.95	0.00	0.00	0.00	8.05			
		1,991.95	0.00	0.00	1,991.95				
Final Budgeted		2,000.00	0.00	0.00	2,000.00	8.05		100	
		1,991.95	0.00	0.00	0.00	8.05			
		1,991.95	0.00	0.00	1,991.95				
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	0.00				
Final Total		2,000.00	0.00	0.00	2,000.00	8.05		100	
		1,991.95	0.00	0.00	0.00	8.05			
		1,991.95	0.00	0.00	1,991.95				

R-30

MBS:dh
05-12-20

RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY ("CRA")

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 Camden Redevelopment Agency ("CRA"), to provide assistance in the development of capacity and aligning the functions of the Finance Department; and

WHEREAS, it is necessary to enter into a Shared Services Agreement with the CRA establishing the responsibilities of the parties, terms and conditions, for a period of twelve (12) months, for an amount not to exceed FORTY THOUSAND DOLLARS ($40,000.00); 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 adopted budget of the City of Camden under line item "0-01-450-906" 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 are hereby authorized to enter into a Shared Services Agreement with the Camden Redevelopment Agency, to provide assistance in the development of capacity and aligning the functions of the Finance Department.

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: May 12, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANK-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

City of Camden

Certification to the Availability of Funds

I certify, as Chief Financial Officer of the City of Camden, that with respect to the award of a contract or expenditure of Funds to:

Camden Redevlopment Agency .

That funds are available as of the date of this resolution / Certification from one of the following:

- Temporary Budget Appropriations:
  Amount:
  Subject to appropriation in next fiscal year
  Amount:
- Adopted Budget Appropriations:
  Department of Finance Director's Office – Professional Services
  0 – 01 – 450 – 906
  Amount: $ 40,000.00
- Appropriation Reserves:
  Amount:
  Dedicated by Rider:
  Amount:
- Reserve for State & Federal Grants
  Amount:
- General Capital:
  Amount:
- Trust Account:
  Amount

I do certify as the CMFO for the City of Camden, the anticipated value of the contract over the full life –

Description of the goods and/or services to be procured:

Provision of assistance in the Finance Department development of Capacity and procedures

Patrick J. Keating, CFO 4/14/2020

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: April 14, 2020

TO: Jason J. Asuncion, Business Administration

DATE: April 14, 2020

FROM: Patrick J. Keating, Director of Finance

Department Making Request: **FINANCE**

TITLE OF RESOLUTION/ORDINANCE:

Resolution Authorizing a Shared Services Agreement between the City of Camden and the Camden Redevelopment Agency

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

The City of Camden and the CRA have proposed entering into a Shared Services Agreement for the purpose of providing assistance in the development of capacity and aligning the functions of the Finance Department

APPROPRIATION ACCOUNT(S): (*If applicable*) # 40,000
AMOUNT: *(If applicable)* 0-01--450-906

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:	4/15/2020	
☒ CAF –Certifications of Availability of Funds Approved by Purchasing Agent:	4/15/2020	
Approved by Business Administrator:	4.16.20	
Received by City Attorney:	4/23/20	

	(Name) Please Print	***(Extension #)***
Prepared By:	Patrick J. Keating	7261
Contact Person:	Patrick J. Keating	7261

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******

CAM 2020-77
ATTACHMENT D

4.14.20
R-25

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	CAMDEN REDEVELOPMENT AGENCY
Purpose or Need for service:	SHARED SERVICE AGREEMENT WITH CRA FOR THE PURPOSE OF PROVIDING ASSISTANCE IN THE DEVELOPMENT OF CAPACITY AND ALIGNING THE FUNCTIONS OF THE FINANCE DEPARTMENT
Contract Award Amount	$40,000.00
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.)	SSA
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 4.16.20

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- -450-906 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.

Gov't Agency Inc Date 4/15/2020

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

ADD ON #2

CAMDEN CITY

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

REQUISITION

NO. 20-01774

SHIP TO	OFFICE OF THE FINANCE DIRECTOR DEPARTMENT OF FINANCE ROOM 213, CITY HALL CAMDEN, NJ 08101-5120
VENDOR	VENDOR #: CAM46 CAMDEN REDEVELOPMENT AGENCY 13TH FLOOR CITY HALL CAMDEN, NJ 08101

ORDER DATE: 04/15/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	SHARED SERVICING AGREEMENT WHICH CRA WILL DESIGNATE A * Employee CRA TO PROVIDE SUPPORT TO FINANCE OFFICE CAMDEN CITY FOR A PERIOD OF 12 MONTHS COMMENCING MAY 1st 2020 - April 30 2021	0-01- -450-906	40,000.0000	40,000.00
			TOTAL	40,000.00

J.E. 4/15/2020

4/15/20

CITY OF CAMDEN
PURCHASING BUREAU
2020 APR 15 A 10:00

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 4/15/2020

Receiver of Goods — Date 4/15/2020

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

Revised 6/2010

SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN REDEVELOPMENT AGENCY

THIS SHARED SERVICES AGREEMENT ("Agreement") made and entered into as of the ____ day of ____, 2020, constitutes a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1, et seq. entered between the City of Camden, a municipal corporation of the State of New Jersey with its principal offices located at 520 Market Street, 4th Floor, Camden, NJ 08102 ("City"), and the Camden Redevelopment Agency ("CRA"), with its principal offices located at 520 Market Street, 13th Floor, Camden, NJ 08102.

WITNESSETH:

IN CONSIDERATION of the mutual promises of the parties hereto and as set forth and authorized in Resolution No. _____, adopted by the CRA Board on _____, 2020 and Resolution No._____, adopted by Camden City Council on _____, 2020, it is hereby agreed as follows:

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

WHEREAS, the City and CRA desire to enter into a Shared Services Agreement under which the CRA shall designate a CRA employee to provide support for the City of Camden's finance office, budget, and related entity budgets, as appropriate, under Article VII of the City Code; and

WHEREAS, it is now necessary to enter into a Shared Services Agreement with the CRA establishing the responsibilities of the parties, terms and conditions; now, therefore;

1. TERM

This Agreement shall be for a period of six (6) months, commencing on_____, 2020 with a City option for six (6) additional months thereafter. The City shall notify CRA in writing of the exercise of said option one (1) month prior to the end of the initial six-month period of this Agreement. This Agreement shall not exceed one (1) year.

2. SCOPE OF SERVICES

The CRA shall designate one (1) current employee of the CRA to provide certain financial support services ("Services") under the City Code and Director of Finance job description (Exhibit "A"). There will be assigned office space within the City's offices, for the purpose of performing work related to the services defined under this agreement. The CRA shall have the ability to designate a different employee to serve in the capacity to provide Services pursuant to this Agreement, subject to the approval of the Mayor of the City of Camden.

3. COST; PAYMENT

4-15-20
40,000 per discussion with CRA Exec. Dir. Simms

A. **Cost.** The City shall cause to be paid to CRA a total amount not to exceed FIFTY THOUSAND DOLLARS (~~$50,000.00~~) for the Services for a one-year term under this Agreement. Such amount shall be invoiced by the CRA to the City on a monthly basis; and paid by the City thirty (30) days after receipt of CRA's invoice.

B. **CRA's Responsibilities to Its Employee.** At its sole discretion, the CRA shall apply each of the City's payments towards the compensation of the CRA employee designated to perform the Services under this Agreement, including his/her salary and benefits received from the CRA. CRA shall be responsible for all employment and other taxes that CRA is legally responsible to pay with respect to its employee.

C. **No Personal Contract for City Employment**. The individual designated by the CRA to perform the Services under this Agreement shall remain an employee of the CRA. Nothing contained in this Agreement shall be construed as a contract of employment by the City or deemed to give said CRA employee the right to be employed by the City.

4. AUDIT; TIMESHEETS

A. Both parties agree to permit either party 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 related to this Agreement.

B. The individual designated by the CRA to perform the Services under this Agreement shall maintain accurate timesheets containing detail of the Services he/she provides to the City and the time spent on same, which shall be subject to audit pursuant to this section.

C. The Affirmative Action Officer will be assigned to work for City at such times and days that mutually agreed upon by the City Finance Director and the Interim Executive Director of the Camden Redevelopment Agency (I.E.D).

5. RIGHT TO INSPECT

N/A

6. MUTUAL INDEMNIFICATION.

Each party agrees to indemnify and hold harmless the other party, its officers, directors, and employees, against all damages, liabilities and costs, including reasonable attorneys' fees; but, only to the extent caused by each party's negligent acts in connection with the Services under this Agreement and the acts of anyone for whom each party is legally liable.

7. TERMINATION OF AGREEMENT

This Agreement may be terminated in whole or in part by either party for any reason upon thirty (30) days prior written notice from one party to the other.

8. 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 the State of New Jersey.

9. AMENDMENTS

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

10. ENTIRE AGREEMENT

This written Agreement represents the entire understanding of the parties.

***

IN WITNESS WHEREOF, and intending to be bound hereby, the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

ATTEST: **CITY OF CAMDEN**

_____ _____

LUIS PASTORIZA
Municipal Clerk

FRANCISCO MORAN
Mayor

ATTEST: **CAMDEN REDEVELOPMENT AGENCY**

Witness

OLIVETTE SIMPSON
Interim Executive Director

Authorized by Resolution
MC-_____ . Reviewed and
approved as to form.

By:_____
Michelle Banks-Spearman
City Attorney

EXHIBIT "A"

[See attached]

R-31

MBS:dh
05-12-20

RESOLUTION AUTHORIZING THE CITY OF CAMDEN TO APPLY FOR THE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM: FY 2020 FORMULA GRANT SOLICITATION IN AN AMOUNT OF $526,710.00

WHEREAS, the City of Camden desires to apply for a FY20 Coronavirus Emergency Supplemental Funding (CESF) grant from the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) in the amount of $526,710.00 with no match or additional cost to the City; and

WHEREAS, the City of Camden will be the lead/fiscal agent for this grant and collaborate with the Camden County (Police Department-Camden City Metro Division and/or Sheriff's Office); and

WHEREAS, the grant proceeds will be utilize to pay for hiring, overtime, supplies (gloves, masks, and sanitizer) and equipment (including law enforcement and medical personal protective equipment); now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is hereby authorized to apply for a FY20 Coronavirus Emergency Supplemental Funding (CESF) grant from the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

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: May 12, 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

CITY OF CAMDEN
FINANCE DEPARTMENT

2020 APR 16 A 10:15

Council Meeting Date: May 12, 2020

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

FROM: Patrick J. Keating, Director of Finance

Department Making Request: Finance

TITLE OF RESOLUTION/ORDINANCE: Resolution to **apply** for the Coronavirus Emergency Supplemental Funding Program: FY 2020 Formula Grant Solicitation. Total Grant amount: $526,710.00, with no match or additional cost to the city.

BRIEF DESCRIPTION OF ACTION: The Department of Finance is requesting permission to **apply for** the aforementioned program. This funding can be used to pay for hiring, overtime, supplies (such as gloves, masks, sanitizer) and equipment (including law enforcement and medical personal protective equipment). Camden City will be the lead/fiscal agent for this grant program. The grant will be in collaboration with Camden City and Camden County (Police Department-Camden City Metro Division and/or Sheriff's Office). Please see attached for additional information. Online Application due date: **Friday, May 29th, 2020 by 11:59pm**. **Respectfully requesting a quick review by DCA**.

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

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

AMOUNT: **$526,710.00**

☑ **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:	4/14/2020	
Approved by Grants Management:	4/16/2020	(If applicable)
Approved by Finance Director:	4/14/2020	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	4.16.20	
Received by City Attorney:	4/23/20	

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Erica Coy-Pitts	x27008
Contact Person:	Erica Coy-Pitts	x27008

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 G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
PRE-APPROVAL OF GRANT APPLICATION 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 FOR THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION.

The FY '20 Coronavirus Emergency Supplemental Funding (CESF) Program is being offered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). Camden City's allocation is $526,710.00 (no match required). **The grant application is due no later than Friday, May 29th, 2020 by 11:59pm.**

Funding will be allocated to the City of Camden for COVID-19 expenses and overtime, Camden County Police (Camden City Metro Division) for incurred COVID-19 expenses and overtime, and Camden County Sheriff's Office for direct services provided to the City for COVID-19 overtime. See please attached solicitation for additional information.

The total grant amount is $526,710.00 and **no match** (cash/in-kind) is required. Below is the breakdown:

FY '20 CESF Allocation:

- Camden City (OEM): $300,000.00
- Camden County (Police-Camden City Metro Division/Sheriff's Office): $226,710.00

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

Name	Patrick J. Keating
Title	Director of Finance
Telephone Number	856-757-7582
Email	pakeatin@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?

The only obligation would be to maintain the files for seven (7) years after the grant expires and have been officially closed-out by DOJ.

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

100% funded by the grant.

_____ Date_____

Mayor's Signature

_____ Date 4.16.20

Business Administrator/Manager Signature

Name, email and phone number of contact person for this form:

Erica Coy-Pitts, ercoy@ci.camden.nj.us, 856-757-7008

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Department: Finance-Office of the Director

Grant Analyst: Erica M. Coy-Pitts Contact #: 856-757-7008

Grant/Project Name:			FY '20 Coronavirus Emergency Supplemental Funding (CESF) Program			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:			5/12/20 Walk-On	Appropriation Code:		
Funding Source:			USDOJ--Office of Justice Programs			
Pass Through:			Source:			
Amount of Grant:			$526,710.00			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			2 years 1/20/2020-1/19/2022	Location of Activity:		Camden County
Date of Analysis:			04/14/2020	Reviewed By:		Erica M. Coy-Pitts

Summary: The Department of Finance is requesting permission to **apply for** the aforementioned program. This funding can be used to pay for hiring, overtime, supplies (such as gloves, masks, sanitizer) and equipment (including law enforcement and medical personal protective equipment). Camden City will be the lead/fiscal agent for this grant program. The grant will be in collaboration with Camden City and Camden County (Police Department-Camden City Metro Division and/or Sheriff's Office). Please see attached for additional information. Online Application due date: **Friday, May 29th, 2020 by 11:59pm. Respectfully requesting a quick review by DCA.**

Time Lines:

Problematic Areas/Recommendations:

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Department: Finance-Office of the Director

Grant Analyst: Erica M. Coy-Pitts Contact #: 856-757-7008

Grant/Project Name:			FY '20 Coronavirus Emergency Supplemental Funding (CESF) Program			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:			5/12/20 Walk-On	Appropriation Code:		
Funding Source:			USDOJ--Office of Justice Programs			
Pass Through:			Source:			
Amount of Grant:			$526,710.00			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			2 years 1/20/2020-1/19/2022	Location of Activity:		Camden County
Date of Analysis:			04/14/2020	Reviewed By:		Linda Gaines-Pugh

Summary: The Department of Finance is requesting permission to **apply for** the aforementioned program. This funding can be used to pay for hiring, overtime, supplies (such as gloves, masks, sanitizer) and equipment (including law enforcement and medical personal protective equipment). Camden City will be the lead/fiscal agent for this grant program. The grant will be in collaboration with Camden City and Camden County (Police Department-Camden City Metro Division and/or Sheriff's Office). Please see attached for additional information. Online Application due date: **Friday, May 29th, 2020 by 11:59pm**. **Respectfully requesting a quick review by DCA**.

Time Lines:

Problematic Areas/Recommendations: I see no problem with moving forward with this application.

Erica Coy-Pitts

From: Erica Coy-Pitts
Sent: Monday, April 6, 2020 12:47 PM
To: Keith L. Walker; Candace Jefferson; 'Felisha Reyes'; Kolins, Zachary (zkolins@sheriffcc.com)
Cc: Patrick Keating, Director of Finance; Anthony Moffa; Eric Romolini; Linda Gaines-Pugh; Barbara Bellamy-Johnson; Johanna Conyer; Christopher Augustine
Subject: FY '20 Coronavirus Funding: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC
Attachments: FY '20 Coronavirus ESF.pdf

Good Afternoon,

Attached, please see the reviewed NOFO for the FY '20 Coronavirus Emergency Supplemental Funding Program.

Camden's allocation is $526,710.00 (no match required). Further discussion will need to be had for the allocation of funds between the city and the potential sub-recipients (County Metro-Camden City Division and/or Sheriff's Office). In the meantime, please review the attached documents and provide a proposed budget and narrative (see page 7) for the allowable expenses (see page 4). We will follow-up to advise you of your respective equipment/supplies/overtime that will be included in the application.

I have already begun the application in the GMS, and I have included a copy of the SF-424 with the attachment. I only need to upload the budget and narrative once it is finalized. I am submitting a walk-on request and waiver for our May 12th's meeting.

Grant information:
Grant Application: 2020 Coronavirus Emergency Supplemental Funding Program (CFDA #16.034)
Application Submission Deadline: May 29, 2020, no later than 11:59p.m.
Application GMS ID #2020-H1408-NJ-VD
Camden's Allocation: $526,710.00 (no match required)
Grant Period: January 20, 2020 (2 years)

Please confirm receipt of this email.

Thank you,

Erica
Dept. of Finance
Room 213
x27008 (internal)
856-757-7008 (direct/voicemail)
ercoy@ci.camden.nj.us (Email)

From: Felisha Reyes <reyesf@camdencountypd.org>
Sent: Monday, April 06, 2020 12:04 PM
To: Erica Coy-Pitts <ErCoy@ci.camden.nj.us>

Cc: Patrick Keating, Director of Finance <PaKeatin@ci.camden.nj.us>; Anthony Moffa <moffa27@camdencountypd.org>; Eric Romolini <RomoliniE@camdencountypd.org>; Linda Gaines-Pugh <LiGaines@ci.camden.nj.us>
Subject: RE: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC

Morning Erica!

Welcome back to the new ways of city gov't work ;) Let me know if there is anything you need anything from CCPD.

Felisha Reyes
Grants Management
Camden County Police Department
800 Federal Street
Camden, New Jersey 08102
Office: (856) 757-7444

From: Erica Coy-Pitts [mailto:ErCoy@ci.camden.nj.us]
Sent: Monday, April 06, 2020 9:30 AM
To: Felisha Reyes <reyesf@camdencountypd.org>
Cc: Patrick Keating, Director of Finance <PaKeatin@ci.camden.nj.us>; Anthony Moffa <moffa27@camdencountypd.org>; Eric Romolini <RomoliniE@camdencountypd.org>; Linda Gaines-Pugh <LiGaines@ci.camden.nj.us>
Subject: RE: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC

Good Morning Felisha,

I am going to download the grant information and review. I will get back to you shortly. We may need to submit a walk-on for next Tuesday's City Council meeting.

Thank you,

Erica
Dept. of Finance
Room 213
x27008 (internal)
856-757-7008 (direct/voicemail)
ercoy@ci.camden.nj.us (Email)

From: Felisha Reyes <reyesf@camdencountypd.org>
Sent: Thursday, April 02, 2020 10:49 AM
To: Patrick Keating, Director of Finance <PaKeatin@ci.camden.nj.us>
Cc: Anthony Moffa <moffa27@camdencountypd.org>; Eric Romolini <RomoliniE@camdencountypd.org>; Erica Coy-Pitts <ErCoy@ci.camden.nj.us>
Subject: RE: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC

Thank You!

Felisha Reyes

Grants Management
Camden County Police Department
800 Federal Street
Camden, New Jersey 08102
Office: (856) 757-7444

From: Patrick Keating, Director of Finance [mailto:PaKeatin@ci.camden.nj.us]
Sent: Thursday, April 2, 2020 9:25 AM
To: Felisha Reyes <reyesf@camdencountypd.org>
Cc: Anthony Moffa <moffa27@camdencountypd.org>; Eric Romolini <RomoliniE@camdencountypd.org>; Erica Coy-Pitts <ErCoy@ci.camden.nj.us>
Subject: RE: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC

Erica will be in o Monday and we can work on gathering the information and setting up the requirements.

Patrick J. Keating, Director
Department of Finance
520 Market Street – City Hall
Room 213
Camden, New Jersey 08101-5120
(856) 757- 7582 (office)

From: Felisha Reyes [mailto:reyesf@camdencountypd.org]
Sent: Thursday, April 02, 2020 9:11 AM
To: Patrick Keating, Director of Finance <PaKeatin@ci.camden.nj.us>
Cc: Anthony Moffa <moffa27@camdencountypd.org>; Eric Romolini <RomoliniE@camdencountypd.org>
Subject: RE: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC

Yes, please and since city needs to be applicant I can work with Erica for the application.

Thank you!

Best Regards,

Felisha Reyes
Grants Management
Camden County Police Department
800 Federal Street
Camden, New Jersey 08102
Office: (856) 757-7444

From: Patrick Keating, Director of Finance [mailto:PaKeatin@ci.camden.nj.us]
Sent: Thursday, April 2, 2020 9:09 AM
To: Felisha Reyes <reyesf@camdencountypd.org>
Subject: RE: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC

Thank you Felicia, hope you are doing well, I appreciate you're informing me and if you need any assistance from us we will do our best to provide it. I can assign Erica Coy – Pitts of my staff to to help out if needed o gather information.

Patrick J. Keating, Director
Department of Finance
520 Market Street – City Hall
Room 213
Camden, New Jersey 08101-5120
(856) 757- 7582 (office)

From: Felisha Reyes [mailto:reyesf@camdencountypd.org]
Sent: Thursday, April 02, 2020 8:31 AM
To: Patrick Keating, Director of Finance <PaKeatin@ci.camden.nj.us>
Subject: FW: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC

Director Keating,

Good Day, Hope all is well with you and you are keeping safe! I am sending this along as an FYI and to make you aware that the Camden County Police Department is interested in applying for funds.

Please advise

Best Regards,

Felisha Reyes
Grants Management
Camden County Police Department
800 Federal Street
Camden, New Jersey 08102
Office: (856) 757-7444

From: Erica Coy-Pitts [mailto:ErCoy@ci.camden.nj.us]
Sent: Thursday, April 2, 2020 8:21 AM
To: Felisha Reyes <reyesf@camdencountypd.org>
Subject: Automatic reply: DEPARTMENT OF JUSTICE MAKES $850 MILLION AVAILABLE TO HELP PUBLIC SAFETY AGENCIES ADDRESS COVID-19 PANDEMIC

I am out of the office for the rest of the day and I do not have access to my emails. I will address your questions/concerns when I return to the office on Monday, 4/6/20. If you need immediate assistance, please call the main number at 856-757-7582.

Thank you!

Erica

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Application # 2020-H1408-NJ-VD (Emc) 4/6/20

OMB No. 1121-0329
Approval Expires 11/30/2020

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Coronavirus Emergency Supplemental Funding Program Solicitation FY 2020 Formula Grant Solicitation

CFDA #16.034

Solicitation Release Date: March 30, 2020

Application Deadline: 11:59 p.m. eastern time on May 29, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the Coronavirus Emergency Supplemental Funding Program.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Eligibility

The following entities are eligible to apply:

- States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments that were identified as eligible for funding under the Fiscal Year (FY) 2019 State and Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program are eligible to apply under the Coronavirus Emergency Supplemental Funding (CESF) Program solicitation. NOTE: Only the State Administering Agency that applied for FY 2019 JAG funding for a state/territory may apply for the state allocation of CESF funding.

The eligible allocations for the FY 2020 CESF Program can be found at: https://bja.ojp.gov/program/fy20-cesf-allocations.

For the purposes of the CESF Program, please note the following:

- The term "states" includes the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, Guam, and American Samoa. (Throughout this solicitation, each reference to a "state" or "states" includes all 56 jurisdictions.)

- The term "units of local government" includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state, or a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.
- All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Contact information

For technical assistance with submitting an application, contact the Grants Management System (GMS) Support Hotline at 888–549–9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, including federal holidays

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the NCJRS Response Center contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen GMS Technical Issues" in the **How to Apply (GMS)** section in the OJP Grant Application Resource Guide.

For assistance with any other requirement of this solicitation, applicants may contact the NCJRS Response Center by telephone at 1–800–851–3420; via TTY at 301–240–6310 (hearing impaired only); by email at grants@ncjrs.gov; by fax to 301–240–5830; or by web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the OJP Grant Application Resource Guide.

Deadline details

Applicants must register in GMS at https://grants.ojp.usdoj.gov/ prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the "Apply Online" button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time May 29, 2020.

For additional information, see the "**How to Apply (GMS)**" section in the OJP Grant Application Resource Guide.

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Coronavirus Emergency Supplemental Funding Program Solicitation CFDA #16.034

A. Program Description

Overview
The Coronavirus Emergency Supplemental Funding (CESF) Program will provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.

Statutory Authority: The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116-136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

Permissible uses of Funds
Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Expenditures which require prior approval – There are no specific prohibitions under the CESF Program other than the unallowable costs that are identified in the DOJ Grants Financial Guide; however, the following items should be identified during application and appropriately justified as noted:

- **Individual items costing $500,000 or more** – if the recipient intends to purchase an individual item that costs $500,000 or more, those item(s) should be identified and thoroughly justified by the grantee and receive written prior approval from BJA post-award through the submission and approval of a Grant Adjustment Notice (GAN). Costs must be reasonable to receive approval.

- **Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV)** – if the recipient requests to purchase an UAS, UA, and/or UAV, Federal Aviation Administration approval must be obtained as outlined here: https://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=22615. Documentation related to these purchases should be included with the application or the applicant must receive written prior approval from BJA post-award through the submission and approval of a GAN.

Draw-down – Consistent with the CESF Program's purposes, which involve assistance in responding to the present national emergency in connection with the coronavirus, OJP has determined that eligible states (or State Administering Agencies) or units of local government may draw down funds either in advance or on a reimbursable basis. To draw down in advance, funds must be placed in an interest-bearing account, unless one of the exceptions

in 2 C.F.R. § 200.305(b)(8) apply. This interest-bearing account must be dedicated specifically for the CESF Program award, and funds other awards or sources may not be commingled with the funds in the account established for the CESF Program award. It is not necessary that the interest-bearing account be a "trust fund." For additional information, see 2 C.F.R. § 200.305.

Prohibition of supplanting – Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

Limitation on direct administrative costs – Funds may not be used for direct administrative costs that exceed 10 percent of the total award amount.

B. Federal Award Information

Maximum number of awards BJA expects to make	1,873
Period of performance start date	January 20, 2020
Period of performance duration	2 years

Recipients have the option to request a one-time, up to 12-month extension. The extension must be requested via GMS no fewer than 30 days prior to the end of the performance period.

The expected eligible allocations for the FY 2020 CESF Program can be found at: https://bja.ojp.gov/program/fy20-cesf-allocations.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by statute.

Type of Award[1]
BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for additional information.

Financial Management and System of Internal Controls
Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements[2] as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See OJP Grant Application Resource Guide for additional information.

Budget Information
This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provision in the "Financial Information" section of the OJP Grant Application Resource Guide.

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[1] For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to carry out part of the funded award or program.
[2] The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Cost Sharing or Match Requirement
The CESF Program does not require a match.

Please see the OJP Grant Application Resource Guide for information on the following:

Pre-agreement Costs (also known as Pre-award Costs)

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

Costs Associated with Language Assistance (if applicable)

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
See the "Application Elements and Formatting Instructions" section of the OJP Grant Application Resource Guide for information on what happens to an application that does not contain all the specified elements. (This solicitation expressly modifies the "Application Elements and Formatting Instructions" section of the OJP Grant Application Resource Guide by **not** incorporating paragraph two of that section (referring to nonresponsive applications or applications missing critical elements not "[proceeding] to peer review"). The solicitation further expressly modifies the "Application Attachments" section of the OJP Grant Application Resource Guide by **not** incorporating the "Applicant Disclosure of Pending Applications," "Applicant Disclosure and Justification – DOJ High Risk Grantees," and "Research and Evaluation Independence and Integrity" provisions.)

1. **Application for Federal Assistance (Standard Form (SF)-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

   Intergovernmental Review: This solicitation ("funding opportunity") **is** subject to Executive Order 12372. An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website:
   https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf
   If the applicant's state appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372, but has not been selected by the State for review.")

2. **Program Narrative**
   Describe the specific coronavirus prevention, preparation, and/or response efforts that will be addressed with this funding and include a summary of the types of projects or items that will be funded over the 2-year grant period.

3. **Budget Information and Associated Documentation**
   Please note that the budget narrative should include a full description of all costs, including administrative costs or indirect costs (if applicable).

   See the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

   This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Information on proposed subawards" provision in the "Budget Preparation and Submission Information" section of the OJP Grant Application Resource Guide. Specifically, OJP is suspending the requirements for CESF grant recipients to receive prior approval (either at the time of award or through a Grant Adjustment Notice) before making subawards.

   For additional information regarding subawards and authorizations, please refer to the subaward section in the OJP Grant Application Resource Guide.

Please see the OJP Grant Application Resource Guide for information on the following:

4. **Indirect Cost Rate Agreement (if applicable)**
   See the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for information.

5. **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)**

6. **Disclosure of Lobbying Activities**

How to Apply
An applicant must submit its application through GMS, which provides support for the application, award, and management of awards at OJP. Find information, registration, and submission steps on how to apply in GMS in response to this solicitation under **How to Apply (GMS)** in the OJP Grant Application Resource Guide.

E. Application Review Information

Review Process
BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the OJP Grant Application Resource Guide for information on the application review process.

In addition, if OJP anticipates that an award will exceed $250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the

integrity and performance system accessible through the System for Award Management (SAM) (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Please see the OJP Grant Application Resource Guide for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements
OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

In addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the OJP Grant Application Resource Guide.

Information Technology (IT) Security Clauses

General Information about Post-Federal Award Reporting Requirements
Any recipient of an award under this solicitation will be required to submit the following reports and data:

Required reports. Recipients typically must submit quarterly financial status reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the OJP Grant Application Resource Guide for additional information on specific post-award reporting requirements.

OJP may restrict access to award funds if a recipient of an OJP award fails to report in a timely manner.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2 of this solicitation.

For contact information for GMS, see page 2.

H. Other Information

Please see the OJP Grant Application Resource Guide for information on the following:

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

Provide Feedback to OJP

Appendix A: Application Checklist

Coronavirus Emergency Supplemental Funding Program: FY 2020 Solicitation

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

- ☐ Acquire a DUNS Number (see OJP Grant Application Resource Guide)
- ☐ Acquire or renew registration with SAM (see OJP Grant Application Resource Guide)

To Register with GMS:

- ☐ For new users, acquire a GMS username and password* (see OJP Grant Application Resource Guide)
- ☐ For existing users, check GMS username and password* to ensure account access (see OJP Grant Application Resource Guide)
- ☐ Verify SAM registration in GMS (see OJP Grant Application Resource Guide)
- ☐ Search for and select correct funding opportunity in GMS (see OJP Grant Application Resource Guide)
- ☐ Register by selecting the "Apply Online" button associated with the funding opportunity title (see OJP Grant Application Resource Guide)
- ☐ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see OJP Grant Application Resource Guide)

If experiencing technical difficulties in GMS, contact the NCJRS Response Center (see page 2)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

Overview of Post-Award Legal Requirements:

- ☐ Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards" in the OJP Funding Resource Center.

Scope Requirement:

- ☐ The eligible allocations for the FY 2020 CESF Program can be found at: https://bja.ojp.gov/program/fy20-cesf-allocations.

Eligibility Requirement:

States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments that were identified as eligible for funding under the FY 2019 State and Local JAG Program will be eligible to apply under the CESF Program solicitation. NOTE: Only the State Administering Agency that applied for FY 2019 JAG funding for a state/territory may apply for the state allocation of CESF funding.

What an Application Should Include:

- ☐ Application for Federal Assistance (SF-424) (see OJP Grant Application Resource Guide)
- ☐ Intergovernmental Review N/A (see page 6)
- ☐ Program Narrative (see page 7)
- ☐ Budget Detail Worksheet (see page 7)
- ☐ Budget Narrative (see page 7)
- ☐ Indirect Cost Rate Agreement (if applicable) (see page 7)
- ☐ Financial Management and System of Internal Controls Questionnaire (see OJP Grant Application Resource Guide)
- ☐ Disclosure of Lobbying Activities (SF-LLL) (see OJP Grant Application Resource Guide)

BJA FY 2020 Coronavirus Emergency Supplemental Funding

State	Jurisdiction Name	Government Type	Eligible Allocation
NJ	ASBURY PARK CITY	Municipal	$77,111
NJ	ATLANTIC CITY	Municipal	$175,838
NJ	ATLANTIC COUNTY	County	$58,008
NJ	BAYONNE CITY	Municipal	$51,793
NJ	BRIDGETON CITY	Municipal	$91,214
NJ	BURLINGTON COUNTY	County	$58,008
NJ	CAMDEN CITY	Municipal	$526,710
NJ	CAMDEN COUNTY	County	$58,008
NJ	CHERRY HILL TOWNSHIP	Township	$34,797
NJ	CLIFTON CITY	Municipal	$67,745
NJ	CUMBERLAND COUNTY	County	$58,008
NJ	EAST ORANGE CITY	Municipal	$155,376
NJ	EDISON TOWNSHIP	Township	$36,995
NJ	ELIZABETH CITY	Municipal	$377,114
NJ	ESSEX COUNTY	County	$58,008
NJ	GLOUCESTER TOWNSHIP	Township	$34,452
NJ	HAMILTON TOWNSHIP	Township	$51,329
NJ	HOBOKEN CITY	Municipal	$45,781
NJ	HUDSON COUNTY	County	$58,008
NJ	IRVINGTON TOWNSHIP	Township	$183,355
NJ	JERSEY CITY	Municipal	$465,206
NJ	LAKEWOOD TOWNSHIP	Township	$50,172
NJ	LINDEN CITY	Municipal	$46,938
NJ	LINDENWOLD BOROUGH	Municipal	$39,308
NJ	LONG BRANCH CITY	Municipal	$34,913
NJ	MERCER COUNTY	County	$58,008
NJ	MIDDLESEX COUNTY	County	$58,008
NJ	MILLVILLE CITY	Municipal	$67,516
NJ	MONMOUTH COUNTY	County	$58,008
NJ	NEPTUNE TOWNSHIP	Township	$53,410
NJ	NEW BRUNSWICK CITY	Municipal	$134,684
NJ	NEWARK CITY	Municipal	$921,629
NJ	NORTH BERGEN TOWNSHIP	Township	$36,879
NJ	OCEAN COUNTY	County	$58,008
NJ	ORANGE CITY TOWNSHIP	Township	$106,360
NJ	PASSAIC CITY	Municipal	$128,904
NJ	PASSAIC COUNTY	County	$58,008
NJ	PATERSON CITY	Municipal	$384,396
NJ	PEMBERTON TOWNSHIP	Township	$37,919
NJ	PENNSAUKEN TOWNSHIP	Township	$35,838
NJ	PERTH AMBOY CITY	Municipal	$70,751
NJ	PLAINFIELD CITY	Municipal	$115,262
NJ	PLEASANTVILLE CITY	Municipal	$44,279
NJ	TRENTON CITY	Municipal	$373,184
NJ	UNION CITY	Municipal	$62,545

BJA FY 2020 Coronavirus Emergency Supplemental Funding

State	Jurisdiction Name	Government Type	Eligible Allocation
NJ	UNION COUNTY	County	$58,008
NJ	VINELAND CITY	Municipal	$107,633
NJ	WEST NEW YORK TOWN	Municipal	$43,239
NJ	WEST ORANGE TOWNSHIP	Township	$34,452
NJ	WILLINGBORO TOWNSHIP	Township	$33,412
NJ	WOODBRIDGE TOWNSHIP	Township	$36,879
	Local total		$6,071,414

NJ does not require E.O. 12372 (Emc)

FY '20 Coronavirus E.S.F. 4/6/20

Intergovernmental Review (SPOC List)

In 2018 the Federal Government outlayed approximately $700 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided below by clicking on the State name.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance.

****** SPOC List as of January 16, 2020 ******

ARIZONA
Matthew Hanson, GPC
Statewide Grant Administrator
ADOA, Office of Grants and Federal Resources
100 N. 15th Avenue, 4th Floor
Phoenix, AZ 85007
Telephone: (602) 542-7567
Fax: None
Matthew.Hanson@azdoa.gov

ARKANSAS
Gwen Ervin-McLarty
Program Manager
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-5252
Fax: (501) 682-5206
Gwen.ervin-McLarty@dfa.arkansas.gov

CALIFORNIA
Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, California 95812-3044
Telephone: (916) 445-0613
Fax: (916) 323-3018
state.clearinghouse@opr.ca.gov

DELAWARE
Allison Kowalchick
Budget Development, Planning and Administration
Office of Management and Budget
122 Martin Luther King Jr. Blvd, South
Dover, DE 19901
Telephone: 302-672-5125
Allison.Kowalchick@state.de.us

DISTRICT OF COLUMBIA
Pat Henry
Office of Partnerships and Grant Services
441 4th Street, NW (Judiciary Square)
Suite 707 North
Washington, DC 20001
Telephone: (202) 727-8900
Fax: None
http://opgs.dc.gov

FLORIDA
Chris Stahl
Florida State Clearinghouse
Florida Dept. of Environmental Protection 3800
Commonwealth Blvd.
Mail Station 47
Tallahassee, Florida 32399-2400
Telephone: (850) 717-9076
Chris.Stahl@dep.state.fl.us
Submissions: State.Clearinghouse@dep.state.fl.us

IOWA
Debra Scrowther
Iowa Department of Management
State Capitol Building Room G12
1007 E Grand Avenue
Des Moines, Iowa 50319
Telephone: (515) 281-8834
Fax: (515) 281-7076
Debra.Scrowther@iowa.gov

LOUISIANA
Terry Thomas
Louisiana SPOC for EPA Grant
Office of Management and Finance
LA Department of Environmental Quality
P.O. Box 4303
Baton Rouge, LA 70821-4303
Phone (225) 219-3840
Fax: (225) 219-3846
Terry.Thomas@la.gov

KENTUCKY
Lee Nalley
The Governor's Office for Local Development
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
Telephone: (502) 573-2382 Ext. 274
Fax: (502) 573-1519
Lee.Nalley@ky.gov

MARYLAND
Jason Dubow, Manager
Resource Conservation & Management
Maryland Department of Planning
301 West Preston Street, Suite 1101
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4490
Fax: (410) 767-4480
mdp.clearinghouse@maryland.gov
http://planning.maryland.gov/OurWork/GrantResources.shtml

MISSOURI
Sara VanderFeltz
Federal Assistance Clearinghouse
Office of Administration
Commissioner's Office
Capitol Building, Room 125
Jefferson City, Missouri 65102
Telephone: (573) 751-0337
Fax: (573) 751-1212
sara.vanderfeltz@oa.mo.gov

NEVADA
Office of Grant Procurement, Coordination and Management
Single Point of Contact
406 East 2nd Street, First Floor
Carson City, Nevada 89701
Telephone: (775) 684-5676
Fax: (775) 684-0260
grants@admin.nv.gov

NEW HAMPSHIRE
Wendy Gilman
New Hampshire Office of Energy and Planning
Attn: Intergovernmental Review Process
Wendy Gilman
107 Pleasant Street, Johnson Hall
Concord, New Hampshire 03301
Telephone: 603-271-0596
wendy.gilman@osi.nh.gov

SOUTH CAROLINA
Bonny L. Anderson
Grants Services Coordinator
Executive Budget Office
1205 Pendleton Street
Edgar A. Brown Building, Suite 529
Columbia, South Carolina 29201
Telephone: (803) 734-0435
Fax: (803) 734-0645
Bonny.Anderson@admin.sc.gov

WEST VIRGINIA
Susan K. Foster
Grant Management Specialist
West Virginia Development Office
Building 3, Suite 700
Capitol Complex
Charleston, WV 25305
304-957-2032
Susan.K.Foster@wv.gov

PUERTO RICO
Jose I. Marrero Rosado
Puerto Rico Planning Board
Federal Proposals Review Office
P.O. Box 9023228
San Juan, Puerto Rico 00902-3228
Telephone: 787-725-9420
Fax: 787-725-7066
Jmarrero@ogp.pr.gov
CC: Alexandria.ortiz@ogp.pr.gov

UTAH
Ken Matthews
Utah State Clearinghouse
Governor's Office of Planning and Budget Utah State Capitol Complex
Suite E210, PO Box 142210
Salt Lake City, Utah 84114-2210
Telephone: (801) 538-1149
Fax: (801) 538-1547
stategrants@utah.gov

AMERICAN SAMOA
Mr. Jerome Ierome
Administrator, Office of Grants Oversight and Accountability
Coordinator, ASG High Risk Task Force
Office of the Governor
American Samoa Government (ASG)
A.P. Lutali Executive Office Building
American Samoa, 96799
Telephone: (684) 633-4116 Fax:
(684) 633-2269
jerome.ierome@go.as.gov

VIRGIN ISLANDS
Jenifer C. O'Neal
Director
Office of Management and Budget
No. 5041 Norre Gade
Emancipation Garden Station, 2nd Floor
St Thomas, Virgin Islands 00802
Telephone: (340) 774-0750
Fax: None
Jenifer.Oneal@omb.vi.gov

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to Hai_Tran@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the *Catalog of Federal Domestic Assistance* or CFDA (http://www.cfda.gov) and the Grants.gov website (http://www.grants.gov).

BJA FY 20 Coronavirus Emergency Supplemental Funding Program 2020-H1408-NJ-VD

Application Correspondence Application: Switch to ...

Review SF-424 Print a Copy

Application Handbook

Overview

Applicant Information

Project Information

Budget and Program Attachments

Assurances and Certifications

Review SF 424

Submit Application

Help/Frequently Asked Questions

GMS Home

Log Off

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5.APPLICANT INFORMATION	
Legal Name City of Camden	**Organizational Unit** Department of Finance
Address 6th & Market Sts. 4th Floor Camden, New Jersey 08101-5120	**Name and telephone number of the person to be contacted on matters involving this application** Coy-Pitts, Erica (856) 757-7008
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 21-6000419	**7. TYPE OF APPLICANT** Municipal
8. TYPE OF APPLICATION	**9. NAME OF FEDERAL AGENCY** Bureau of Justice Assistance
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.034 CFDA TITLE: Coronavirus Emergency Supplemental Funding Program	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT** Camden City's FY '20 Coronavirus Emergency Supplemental Funding
12. AREAS AFFECTED BY PROJECT City of Camden	
13. PROPOSED PROJECT Start Date: January 20, 2020 End Date: January 19, 2022	**14. CONGRESSIONAL DISTRICTS OF** a. Applicant b. Project NJ01

15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
Federal	$526,710	Program has not been selected by state for review
Applicant	$0	
State	$0	
Local	$0	
Other	$0	
Program Income	$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N
TOTAL	$526,710	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED

BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Continue

R-32

MBS:dh
05-12-20

RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF CAMDEN AND CAMDEN COUNTY UNDER THE FY 20 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) PROGRAM FORMULA GRANT SOLICITATION

WHEREAS, the City of Camden through the signing of a Memorandum of Understanding (MOU) with the Camden County agrees to establish the responsibilities between the parties for FY20 Coronavirus Emergency Supplemental Funding Program; and

WHEREAS, there is a need, to establish the rights and responsibilities of all entities as it relates to the FY20 Coronavirus Emergency Supplemental Funding Program to be entered into with the City of Camden and Camden County (Camden County Police Department-Camden Metro Division and/or Camden County Sheriff's Office); and

WHEREAS, the City of Camden will be the lead/fiscal agent for this grant program in the amount of $526,710.00 from the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA); and

WHEREAS, the City of Camden (Finance Department) will submit the quarterly financial status and progress report for all agencies in this collaborative effort; and

WHEREAS, funds have been allocated as such: Camden City $226,710.00, and Camden County (Police Department Camden-Metro Division and/or Camden County Sheriff's Office) $300,000.00; now, therefore

BE IT RESOLVED by the City of Council of the City of Camden that a MOU Agreement is hereby authorized between the City of Camden and Camden County, Camden County Police Department-Camden Metro Division and/or Camden County Sheriff's Office for the Coronavirus Emergency Supplemental Funding Program.

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: May 12, 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 OF CAMDEN
FINANCE DEPARTMENT

CITY COUNCIL REQUEST FORM

2020 APR 16 A 10:15

Council Meeting Date: May 12th, 2020

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

FROM: Patrick J. Keating, Director of Finance

Department Making Request: Finance

TITLE OF RESOLUTION/ORDINANCE: Resolution to enter into an ~~Inter-Local/Shared Services~~ (MOU) Agreement between Camden City and Camden County under the Coronavirus Emergency Supplemental Funding (CESF) Program FY '20 Formula Grant Solicitation.

BRIEF DESCRIPTION OF ACTION: The City of Camden (Finance Department) will be the lead/fiscal agent for a $526,710.00 grant from the U.S. Department of Justice (DOJ), Bureau of Justice Assistance. Camden's Finance Department will submit the quarterly financial status and progress report for all agencies in this collaborative effort. Camden City will set aside $226,710.00 for the County Agencies (Camden County Police Department-Camden Metro Division and/or Camden County Sheriff's Office) ***providing direct services to the City of Camden for the COVID-19 Pandemic***. All agencies will be responsible for: signing the inter-local agreement/memorandum of understanding (M.O.U.); obtaining resolutions from their respective agencies; purchasing their own equipment/supplies; submitting proof of payment/documents to Camden City in a timely manner for reimbursement for COVID-19 expenses and overtime. Metro will be responsible for submitting reimbursement requests on behalf of both county agencies. Funds have been allocated as such: Camden City=$300,000.00 and Camden County (Police Department-Camden City Metro Division and/or Camden County Sheriff's Office)=$226,710.00. **Respectfully requesting a quick review by DCA.**

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

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

AMOUNT: $208,291.00

☑ **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:	4/14/2020	
Approved by Grants Management:	4/16/20	(If applicable)
Approved by Finance Director:	4/14/2020	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		

Approved by Business Administrator: 4/16/20

Received by City Attorney: 4/23/20

(*Name) Please Print*	*(Extension #)*
Prepared By: Erica Coy-Pitts	x27008
Contact Person: Erica Coy-Pitts	x27008

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 G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
PRE-APPROVAL OF GRANT APPLICATION 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 FOR THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION.

The FY '20 Coronavirus Emergency Supplemental Funding (CESF) Program is being offered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). Camden City's allocation is $526,710.00 (no match required). **The grant application is due no later than Friday, May 29th, 2020 by 11:59pm.**

Funding will be allocated to the City of Camden for COVID-19 expenses and overtime, Camden County Police (Camden City Metro Division) for incurred COVID-19 expenses and overtime, and Camden County Sheriff's Office for direct services provided to the City for COVID-19 overtime. See please attached solicitation for additional information.

The total grant amount is $526,710.00 and **no match** (cash/in-kind) is required. Below is the breakdown:

FY '20 CESF Allocation:

- Camden City (OEM): $300,000.00
- Camden County (Police-Camden City Metro Division/Sheriff's Office): $226,710.00

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

Name	Patrick J. Keating
Title	Director of Finance
Telephone Number	856-757-7582
Email	pakeatin@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?

The only obligation would be to maintain the files for seven (7) years after the grant expires and have been officially closed-out by DOJ.

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

100% funded by the grant.

_____ Date_____

Mayor's Signature

_____ Date 4.16.20

Business Administrator/Manager Signature

Name, email and phone number of contact person for this form:

Erica Coy-Pitts, ercoy@ci.camden.nj.us, 856-757-7008

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Department: Grants Management

Grant Analyst: Erica M. Coy-Pitts Grant Analyst #: 856-757-7008

Grant/Project Name:			FY '20 Coronavirus Emergency Supplemental Funding (CESF) Shared Services Agreement/MOU			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:			5/12/20 Walk-On	Appropriation Code:		
Funding Source:			USDOJ--Office of Justice Programs			
Pass Through:			Source:			
Amount of Grant:			$526,710.00 (City's portion: $300,000.00)			
Local Match:	Y	N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			2 years 1/20/20-1/19/2022	Location of Activity:		Camden County
Date of Analysis:			04/14/2020	Reviewed By:		Erica M. Coy-Pitts EMC

Summary: The City of Camden (Finance Department) will be the lead/fiscal agent for a $526,710.00 grant from the U.S. Department of Justice (DOJ), Bureau of Justice Assistance. Camden's Finance Department will submit the quarterly financial status and progress report for all agencies in this collaborative effort. Camden City will set aside $226,710.00 for the County Agencies (Camden County Police Department-Camden Metro Division and/or Camden County Sheriff's Office) ***providing direct services to the City of Camden for the COVID-19 Pandemic***. All agencies will be responsible for: signing the inter-local agreement/memorandum of understanding (M.O.U.); obtaining resolutions from their respective agencies; purchasing their own equipment/supplies; submitting proof of payment/documents to Camden City in a timely manner for reimbursement for COVID-19 expenses and overtime. Metro will be responsible for submitting reimbursement requests on behalf of both county agencies. Funds have been allocated as such: Camden City=$300,000.00 and Camden County (Police Department-Camden City Metro Division and/or Camden County Sheriff's Office)=$226,710.00. **Respectfully requesting a quick review by DCA.**

Time Lines: Application #2020-H1408-NJ-VD is due no later than 5/29/20 by 11:59pm

Problematic Areas/Recommendations:

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Department: Grants Management

Grant Analyst: Erica M. Coy-Pitts Grant Analyst #: 856-757-7008

Grant/Project Name:			FY '20 Coronavirus Emergency Supplemental Funding (CESF) Shared Services Agreement/MOU			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:			5/12/20 Walk-On	Appropriation Code:		
Funding Source:			USDOJ--Office of Justice Programs			
Pass Through:			Source:			
Amount of Grant:			$526,710.00 (City's portion: $300,000.00)			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:		2 years 1/20/20-1/19/2022		Location of Activity:	Camden County	
Date of Analysis:		04/14/2020		Reviewed By:	Linda Gaines-Pugh	

Summary: The City of Camden (Finance Department) will be the lead/fiscal agent for a $526,710.00 grant from the U.S. Department of Justice (DOJ), Bureau of Justice Assistance. Camden's Finance Department will submit the quarterly financial status and progress report for all agencies in this collaborative effort. Camden City will set aside $226,710.00 for the County Agencies (Camden County Police Department-Camden Metro Division and/or Camden County Sheriff's Office) ***providing direct services to the City of Camden for the COVID-19 Pandemic***. All agencies will be responsible for: signing the inter-local agreement/memorandum of understanding (M.O.U.); obtaining resolutions from their respective agencies; purchasing their own equipment/supplies; submitting proof of payment/documents to Camden City in a timely manner for reimbursement for COVID-19 expenses and overtime. Metro will be responsible for submitting reimbursement requests on behalf of both county agencies. Funds have been allocated as such: Camden City=$300,000.00 and Camden County (Police Department-Camden City Metro Division and/or Camden County Sheriff's Office)=$226,710.00. **Respectfully requesting a quick review by DCA.**

Time Lines: Application #2020-H1408-NJ-VD is due no later than 5/29/20 by 11:59pm

Problematic Areas/Recommendations: I see no problems with moving forward with this council action request.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF CAMDEN and CAMDEN COUNTY

This MEMORANDUM OF UNDERSTANDING ("MOU" or "Agreement") is an agreement by and between the City of Camden ("City"), a municipal corporation of the State of New Jersey having its principal place of business at 520 Market Street, Camden, New Jersey and County of Camden ("County"), a body politic and corporate of the State of New Jersey having its principal place of business at 520 Market Street, Camden, New Jersey; collectively, hereinafter referred to as the "Parties."

RECITALS

WHEREAS, on May 1, 2013 the Parties entered into a Police Services Agreement whereby the County agreed to provide police services, including uniformed law enforcement services, to the City through the Camden County Metro Police Department; and

WHEREAS, pursuant to the terms of the Police Services Agreement the Parties agreed to cooperate, seek and share, if required by the funding entity, any and all grants, aid and/or funding for police activities from other government units or entities; and

WHEREAS, the City is applying to the U.S. Department of Justice (DOJ) for Five Hundred Twenty-Six Thousand Seven Hundred Ten Dollars ($526,710.00) in grant funding from the FY 2020 U.S. Department of Justice (DOJ), Bureau of Justice Assistance's (BJA) Coronavirus Emergency Supplemental Fund Program ("CESF") to be utilized to prevent, prepare for and respond to the coronavirus pandemic; and

WHEREAS, City of Camden Resolution R-__ and County of Camden and Resolution R- authorized the Parties to enter into this Agreement;

NOW THEREFORE, in consideration of the principles, assurances, and promises contained herein the Parties hereto agree on the following terms and conditions to govern the

funding, administration, implementation, and oversight of the MOU through which the City shall allocate CESF grant funds to the County.

THIS AGREEMENT, made and entered into this _____ day of _____, 2020.

1. GRANT AWARD

By entering into this agreement and receiving CESF grant funds, the Parties understand and confirm that they are responsible for the use of these grant funds. Upon approval of the City's application for Five Hundred Twenty-Six Thousand Seven Hundred Ten Dollars ($526,710.00) of CESF grant funds the City shall allocate the funds as follows:

Camden City	Municipal	$ 226,710.00
Camden County	County	$ 300,000.00

2. RESPONSIBILITIES

a. The City of Camden will be the lead agency for the submission of the grant application and shall submit quarterly financial status and progress reports to the U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA) in accordance with the requirements of the FY 2020 CESF Program.

b. The County agrees to use the allocated CESF grant funds for reimbursement of allowable Camden County Metro Police Department – Camden City Division's COVID-19 expenses and overtime and/or the Camden County Sheriff's Office direct services to the City for COVID-19 overtime. The total reimbursement shall not exceed $300,000.00.

c. Reimbursement requests for allowable purchases of equipment, supplies, or services must be submitted the City and must include purchase orders/receipts, serial numbers and photographs.

d. Reimbursement for overtime and/or training initiatives must be submitted to the City and must include time keeping/payroll records and activity reports of all COVID-19 related overtime initiatives and/or training. The time keeping/payroll records and activity reports for all COVID-19 related overtime must be maintained separately from non COVID-19 related overtime and training records.

e. Reimbursement requests may be submitted by the County or by the Camden County Metro Police Department. Reimbursement requests related to the Camden County Sheriff's Office will either be submitted by the County or the Camden County Metro Police Department.

f. All Parties, law enforcement agencies, or other entities receiving CESF funds will ensure that vendors do not appear on the "Excluded Parties List System (EPLS)" by searching the System for Award Management's (SAM) website at https://www.sam.gov/SAM/ before purchasing equipment and supplies.

3. ADHERENCE TO LOCAL PUBLIC CONTRACTS LAW

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.).

4. AUDIT

Pursuant to the Single Audit Act of 1984, 31 U.S.C. Chapter 75, the County agrees to permit the City 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 relative records, reports and documents.

5. RIGHT TO INSPECT

The Parties shall permit the City or its authorized representative to make visits to the site or sites where the specified services are being provided, at a time convenient and agreed upon by the Parties, for the purpose of assuring compliance with the terms of this Agreement.

6. 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 the State of New Jersey and is binding upon all Parties hereto.

7. AMENDMENTS

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

8. FUNDING

This Agreement is contingent upon the City successful application for $526,710.00 of FY 2020 CESF grant funding.

9. ASSIGNABILITY

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

10. 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 any or all of the Parties shall not be construed as a waiver of those provisions.

11. ENTIRE AGREEMENT

This written Agreement represents the entire understanding of the Parties and sets forth all the promises, covenants and agreements between the Parties with respect to this Agreement, and hereby and supersedes all prior or contemporaneous agreements and inducements, express or implied, oral or written between the Parties hereto.

12. TERM

This Agreement shall be in effect for the life of the entire term of the CESF Grant Agreement, the content of which is incorporated by reference as though set forth fully herein at length.

IN WITNESS WHEREOF, the Parties have caused these present to be signed by its proper officers and sealed with its common or corporate seals, the day and year first aforesaid.

Signed, Sealed and delivered in the presence of :

CITY OF CAMDEN

By: _____
FRANK "FRANCISCO" MORAN
Mayor

_____

Attest: _____
LUIS PASTORIZA
Municipal Clerk

approved as to form:

_____

MICHELLE BANKS-SPEARMAN
Camden City Attorney

Signed, Sealed :
and delivered in :
the presence of :

_____

COUNTY OF CAMDEN

By: _____
County Administrator

Attest: _____
Clerk to the Board of Freeholders

R-33

MBS:dh
05-12-20

RESOLUTION AUTHORIZING MICHELLE D. HILL, TAX COLLECTOR TO BE AN AUTHORIZED SIGNER ON THE CITY OF CAMDEN'S 3RD PARTY LIEN ACCOUNT

WHEREAS, the Finance Director has requested that Michelle D. Hill, Tax Collector to be an authorized signer for the City of Camden's 3rd Party Lien Account for outside liens which are redeemed; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Michelle D. Hill, Tax Collector is hereby authorized to sign 3rd Party Lien Account checks.

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: May 12, 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: May , 2020

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

DATE: April 9, 2020

FROM: Patrick J. Keating, Director of Finance

Department Making Request: **Department of Finance**

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing Michelle D. Hill, CTC, to be an authorized signer for the City of Camden 3rd Party Lien Account.

BRIEF DESCRIPTION: Council authorization to authorize Michelle D. Hill, Tax Collector for the City of Camden to be able to issue checks from the 3rd party lienholder account for outside liens which are redeemed.

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

AMOUNT: *(If applicable)*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:	~~N/A~~	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	04/9/20	
Approved by Purchasing Agent:		
Approved by Business Administrator:	4-13-20	
Received by City Attorney:	4/20/2020	

CITY OF CAMDEN FINANCE DEPARTMENT 2020 APR -9 P 12 26

Prepared By: Marytza Rodriguez x7582

Contact Person: Marytza Rodriguez 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-34

MBS:dh
05-12-20

RESOLUTION AUTHORIZING THE CITY OF CAMDEN TO RELINQUISH MUNICIPAL RESPONSIBILITY FOR THE CAMDEN ECONOMIC DEVELOPMENT CORPORATION

WHEREAS, the USEDA is requesting the City of Camden to remove itself from any fiduciary responsibilities relative to the Camden Economic Development Corporation and Cooperative Business Assistance Corporation; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that it hereby removes the City of Camden from any fiduciary responsibilities relative to the Camden Economic Development Corporation and Cooperative Business Assistance Corporation.

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: May 12, 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: May 12, 2020

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

FROM: Patrick J. Keating, Director

Department Making Request: FINANCE

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AUTHORIZING THE CITY OF CAMDEN TO RELINQUISH MUNICIPAL RESPONSIBILITY FOR THE CAMDEN ECONOMIC DEVELOPMENT CORPORATION

BRIEF DESCRIPTION OF ACTION: The USEDA is requesting the City of Camden to remove itself from any fiduciary responsibilities relative to the Camden Economic Development Corporation and Cooperative Business Assistance Corporation.

BIDDING PROCESS: N/A

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

APPROPRIATION ACCOUNT(S):
AMOUNT:

☐ **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:		
Approved by Finance Director: (If applicable)	4/3/2020	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	4.15.20	
Received by City Attorney:	4/20/2020	

	(***Name) Please Print***	***(Extension #)***
Prepared By:	Candice Jefferson	3542
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******

UNITED STATES DEPARTMENT OF COMMERCE
The Assistant Secretary for Economic Development
Washington, D.C. 20230

Project No.: 01-39-02558
Offer Date: SEP 25 1983

Long-Term Economic Deterioration Implementation Grant Offer

The Assistant Secretary of Commerce for Economic Development, acting pursuant to the authority vested in him by Title IX, Section 903, of the amended Public Works and Economic Development Act of 1965, ("Act"), hereby offers to the Camden Economic Development Corporation, City of Camden, Camden County, New Jersey

("Grantee"), grant assistance subject to the terms, conditions and limitations as set forth herein and in the attached Special Terms and Conditions and General Terms and Conditions. This assistance is offered to enable the Grantee to carry out the objectives of the Act by providing capitalization for a Revolving Loan Fund.

The maximum amount of grant assistance hereby offered is $ 500,000. Funds will be made available for the Grantee's eligible expenses in accord with the attached Special Terms and Conditions and General Terms and Conditions.

This Grant Offer does not commit the Economic Development Administration ("Grantor") to approve requests for any additional funds.

The Grant Offer, the Acceptance, and the Special Terms and Conditions and General Terms and Conditions shall constitute the "Grant Agreement".

Acceptance of this Grant Offer must be returned to the Economic Development Administration prior to SEP 30 1983

CARLOS C. CAMPBELL
Assistant Secretary
for Economic Development

Funds obligated for $ 500,000

Signature

10-6-83
Date

The foregoing Grant Offer is hereby accepted, and it is agreed that the funds made available will be used only as set forth herein and in the attached Special Terms and Conditions and General Terms and Conditions.

Dated this 30th day of September 19 83

Camden Economic Development Corp.
Name of Grantee

By Authorized Official

President
Title

FORM ED-101A (12-76) OMB No. 41-R27 Approval Expires 9-30-83

PUBLIC WORKS APPLICATION

No Financial Assistance Will Be Provided Unless This Form is Completed and Filed
42 U.S.C. 3131(a), 3141(a), 3142; 13 C.F.R. 309.22.

U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

OMB Approval No. 0610-0011

FEDERAL ASSISTANCE - PART I

1. Type of action (mark appropriate box): ☐ Preapplication ☒ Application ☐ Notification of intent (Opt.) ☐ Report of Federal Action

2. Applicant's application: a. Number N/A; b. Date Yr. mo. day 1983 7 8

3. State application identifier (SAI): a. SAI Number ~~N/A~~ NJ-83-500; b. Date Assigned Yr. mo. day 19 83 7 21

Leave Blank

SECTION I - APPLICANT RECIPIENT DATA

4. Legal applicant/recipient
- a. Applicant name: Camden Economic Development Corporation
- b. Organization Unit: Same
- c. Street P.O box: 101 North 7th Street
- d. City: Camden
- e. County: Camden
- f. State: New Jersey
- g. ZIP Code: 08102
- h. Contact person (Name & phone no.): (609) 963-4540

5. Federal employer identification no.: 22-1944756

6. Program (From Federal Catalog): a. Number 14.236A; b. Title: Title IX LTED RLF

7. Title and description of applicant's project:
Revolving Loan Fund
The Camden Economic Development Corporation, a non-profit corporation, proposes to establish and administer a revolving loan fund. The revolving loan fund proceeds will be used to provide gap financing for economic development projects in the City of Camden, New Jersey.

8. Type of applicant/recipient: A-State; B-Interstate; C-Substate Distr.; D-County; E-City; F-School District; G-Special Purpose District; H-Community Action Agency; I-Higher Educational Inst.; J-Indian Tribe; K-Other (Specify) Economic Development Corporation (Enter appropriate letter) K

9. Type of assistance: A-Basic grant; B-Suppl. grant; C-Loan; D-Insurance; E-Other (Specify): ; (Enter appropriate letter(s)) A

10. Area of project impact (Name of cities, counties, states, etc.): Camden, New Jersey

11. Estimated number of persons benefiting: 134-initial round of RLF loans

12. Type of application: A-New; B-Renewal; C-Revision; D-Continuation; E-Augmentation (Enter appropriate letter) E

13. PROPOSED FUNDING

a. Federal	$ 500,000.00
b. Applicant	166,667.00
c. State	.00
d. Local	.00
e. Other	.00
f. Total	$ 666,667.00

14. CONGRESSIONAL DISTRICTS OF: a. Applicant first; b. Project first

15. Type of Change (For 12C or 12E): A-Increase dollars; B-Decrease dollars; C-Increase duration; D-Decrease duration; E-Cancellation; F-Other (Specify) ; (Enter appropriate letter(s))

16. Project Start Date: Yr. mo. day 1983 10 1

17. Project Duration: Months indefinite

18. Estimated date to be submitted to Fed. Agency: Yr. mo. day 1983 7 15

19. Existing Federal identification number: N/A

20. Federal Agency to receive request (Name, City, State, ZIP Code): EDA Atlantic Region Philadelphia, PA 19106

21. Remarks added (See Sec. IV): ☐ Yes ☒ No

SEC. II-CERTIFICATION

22. The Applicant certifies:
a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.
b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached: (See remarks - Sec. IV if more than 3 clearinghouses)
(1) Delaware Valley Regional Planning Commission
(2) Department of Community Affairs

	No Response	Response Attached
(1)	☐	☒
(2)	☐	☒

23. Certifying representative: a. Typed name and title: Benjamin A. Smallwood; b. Signature: Benjamin A. Smallwood; c. Date signed: Yr. mo. day 1983 7 13

SECTION III - FEDERAL AGENCY ACTION

24. Agency name: US Department of Commerce

25. Application received: Yr. mo. day 1983 7 15

26. Organizational unit: Economic Development Administration

27. Administrative office: Philadelphia Regional Office

28. Federal application ID: 01-39-02558

29. Address: Federal Reserve Bank Building, Room 600, 105 North Seventh Street, Philadelphia, PA 19106

30. Federal grant ID: 01-39-02558

31. Action taken: ☒ a. Awarded; ☐ b. Rejected/Denied; ☐ c. Returned for Amendment; ☐ d. Deferred; ☐ e. Withdrawn

32. FUNDING

a. Federal	$ 500,000.00
b. Applicant	166,667.00
c. State	.00
d. Local	.00
e. Other	.00
f. Total	$ 666,667.00

33. Action date: Year 19 83 month 9 day 23

34. Starting date: Yr. mo. day 1983 10 1

35. Contact for additional information (Name and telephone number): Kenneth D. Jefferis 215-597-1082

36. Ending date: Yr. mo. day 1985 10 1

37. Remarks added (See Sec. IV): ☐ Yes ☒ No

38. Federal Agency A-95 Action: a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part I, OMB Circular A-95, it has been or is being made.

b. Federal Agency A-95 Official (Name and telephone no.): Paul M. Pretsch 215 597 1072

SF-424 (10-75) USCOMM-DC 52

UNITED STATES DEPARTMENT OF COMMERCE
Economic Development Administration
Washington, D.C. 20230

U. S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

SPECIAL TERMS AND CONDITIONS

For Economic Adjustment Assistance Grant under Title IX, Section 903 of the Public Works and Economic Development Act of 1965, as amended.

Project No.: 01-39-02558

TITLE: Title IX LTED Revolving Loan Fund

GRANTEE/ADDRESS: Camden Economic Development Corporation
101 North Seventh Street
Camden, New Jersey 08102

GRANT ADMINISTRATOR/ADDRESS: Craig M. Smith, Director
Philadelphia Regional Office
U.S. Department of Commerce
Economic Development Administration
Federal Reserve Bank Building - Rm. 600
105 North Seventh Street
Philadelphia, Pa. 19106

TOTAL AUTHORIZED BUDGET:

Federal Cash Contribution	$500,000
Grantee Cash Contribution	166,667
Grantee In-Kind Contribution	
Total Authorized Budget	$666,667
Audit	$ 1,000
Loan Projects	665,667
Total	$666,667

SPECIAL CONDITIONS:

1. The Grantee agrees to use the revolving loan funds only in the area eligible for Title IX-LTED assistance. This area is the city of Camden, New Jersey.

U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

Approval and Award of Grant for Long-Term Economic Deterioration Implementation Project No. 01-39-03248.

The Assistant Secretary of Commerce for Economic Development, acting pursuant to the authority provided by Title IX, Section 903 of the amended Public Works and Economic Development Act of 1965 (Act), hereby approves and awards to the City of Camden, Camden County, New Jersey (Grantee), a grant subject to the terms, conditions, and limitations as set forth herein and in the attached Special Terms and Conditions and General Terms and Conditions. This assistance is approved and awarded to enable the Grantee to carry out the objectives of the Act by implementing an economic adjustment strategy to address long-term economic deterioration in the City of Camden, New Jersey, through the establishment and capitalization of a revolving loan fund for small, minority-owned businesses and through the provision of technical and management assistance to small, minority-owned businesses. This assistance does not commit the Economic Development Administration (Grantor) to approve requests for any additional funds.

The maximum amount of grant assistance hereby awarded is $250,000 or eighty-one (81) percent of the total project cost, whichever is less. The U.S. Department of Commerce, Minority Business Development Agency, is providing $50,000 of the amount awarded by the Grantor to fund the technical and management assistance element. A total of $200,000 of grant funds will be provided by the Grantee in a subgrant to the Cooperative Business Assistance Corporation to implement the revolving loan fund project element. In addition, the Cooperative Business Assistance Corporation will provide $62,000 to the revolving loan fund element. Funds will be made available for eligible expenses in accord with the attached Special Terms and Conditions and General Terms and Conditions.

This Approval and Award of Grant, subject to the Special Terms and Conditions and General Terms and Conditions, shall constitute an obligation to make a grant. Such obligation must be terminated without further cause, if the Grantee fails to sign and return to the Grantor within forty-five (45) days of approval by the Assistant Secretary, its affirmation of intent as set forth below.

Dated this 26th day of September, 1992.

L. Joyce Hampers
Assistant Secretary
for Economic Development

EDA Project No.: 01-39-03248

The Grantee hereby affirms that it intends to use the grant awarded in accordance with the terms and conditions as above referenced.

Dated this 16th day of October, 1992.

Name of Grantee

X Aaron A. Thompson
By Authorized Official

Aaron A. Thompson, Mayor, City of Camden
Title

CERTIFICATION (By Official Other Than Affirming Official)

The person signing this affirmation is so authorized by the Governing Body or Board of the Grantee.

(Signature)

Business Administrator
(Title of Certifying Official)

Patrick J. Keating
(Printed Name)

October 16, 1992
(Date)

U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

SPECIAL TERMS AND CONDITIONS

For Economic Adjustment Assistance Grant under Title IX, Section 903 of the Public Works and Economic Development Act of 1965, as amended.

Project No.: 01-39-03248

TITLE: Economic Adjustment Long-Term Economic Deterioration Implementation Grant

GRANTEE/ADDRESS: City of Camden
Department of Administration
City Hall - Room 412
Sixth and Market Streets
Camden, New Jersey 08101

GRANT ADMINISTRATOR: John E. Corrigan
ADDRESS: Director, Philadelphia Regional Office
U.S. Department of Commerce
Economic Development Administration (EDA)
Liberty Square Building
105 South 7th Street - First Floor
Philadelphia, Pennsylvania 19106

I. TOTAL AUTHORIZED BUDGET:

Federal Contribution	$250,000
Grantee's Contribution	62,000
Total Project Cost	$312,000

II. DETAILED BUDGET CATEGORIES:

	Federal Share	Grantee Share	Total
Revolving Loan Fund Capital	$200,000	$62,000	$262,000
Technical/Management Assistance	50,000	0	50,000
Total	$250,000	$62,000	$312,000

EDA Project No.: 01-39-03248

III. ADDITIONAL TERMS:

1. PROJECT ELEMENTS: The Grantee agrees that this project will consist of two elements: the establishment and capitalization of a revolving loan fund (RLF); and the provision of technical and management assistance. The total cost of each element will be as defined in Section II of these Special Terms and Conditions. It is understood that funds designated for one element of this project may not be used for costs associated with the other element.

2. GENERAL TERMS AND CONDITIONS: The Grantee agrees that the General Terms and Conditions for Revolving Loan Fund Grants, dated March 1987, will apply to the revolving loan fund element of this project, and that the General Terms and Conditions for Title IX Adjustment Strategy Grants and Non-Construction Components of Title IX-SSED Adjustment Implementation Grants, dated March 1987, will apply to the technical and management assistance element of this project.

3. IMPLEMENTATION SCHEDULE - TECHNICAL AND MANAGEMENT ASSISTANCE ELEMENT: The Grantee agrees that all work performed as part of the technical and management assistance element of this project will be completed by December 31, 1993. Any extensions to these time frames must have the prior written approval of the Economic Development Administration.

4. ACTIVITIES: TECHNICAL AND MANAGEMENT ASSISTANCE ELEMENT: The Grantee agrees that all activities performed as part of the technical and management assistance element of this project will be in accord with the description contained in its Special Adjustment Assistance Application, dated May 13, 1992, as amended by a letter dated June 26, 1992. In the event of any conflict between the application and the terms and conditions governing this project, the terms and conditions shall prevail.

5. USES OF FUNDS: TECHNICAL AND MANAGEMENT ASSISTANCE ELEMENT: The Grantee agrees that all funds provided for the technical and management assistance element of this project will be used to provide assistance to minority-owned, small businesses. The Grantee agrees that priority for receiving assistance from the technical and management assistance element will be given to borrowers or prospective borrowers of the revolving loan fund element of this project, although any minority-owned, small business will be eligible to receive assistance.

EDA Project No.: 01-39-03248

6. PROCUREMENT OF SERVICE PROVIDERS - TECHNICAL AND MANAGEMENT ASSISTANCE ELEMENT: The Grantee agrees that no work performed as part of the technical and management assistance element of this project will be accomplished through a subgrant of funds to any for-profit organization. The Grantee further agrees that all work performed as part of the technical and management assistance element of this project will be performed through contracts with service providers. Procurement of service providers will comply with the procurement standards of OMB Circular A-102.

7. PROGRESS AND EVALUATION REPORTS - TECHNICAL AND MANAGEMENT ASSISTANCE ELEMENT: The Grantee agrees that it will submit to the Economic Development Administration and to the Minority Business Development Agency progress reports on the activities and accomplishments of the technical and management assistance element of this project. Progress reports will be due no later than the fifteenth day of the month following the end of each calendar quarter prior to the completion of the technical and management assistance element. The Grantee further agrees that it will submit to the Economic Development Administration and to the Minority Business Development Agency a final evaluation report in regard to the technical and management assistance element not more than one month following the completion of the element.

8. SUBGRANT AGREEMENT - REVOLVING LOAN FUND: Prior to the disbursement of any EDA grant funds for the revolving loan fund (RLF) element of this project, the Grantee will provide to EDA a subgrant agreement satisfactory to the Government with the Cooperative Business Assistance Corporation. The subgrant agreement will provide that the Cooperative Business Assistance Corporation will implement the RLF element of this project, and must require the Cooperative Business Assistance Corporation to comply with all applicable terms and conditions of this Approval and Award of Grant.

9. REVOLVING LOAN FUND PLAN: The Grantee agrees to operate the revolving loan fund (RLF) element of this project in accordance with the Revolving Loan Fund Plan submitted as part of its Special Adjustment Assistance Application dated May 13, 1992, as amended by a letter of June 26, 1992. Any changes to this Plan require prior written approval by the Economic Development Administration. In the case of any conflicts between the approved Plan and the terms and conditions governing this project, the terms and conditions shall prevail.

EDA Project No.: 01-39-03248

10. ELIGIBLE AREAS - REVOLVING LOAN FUND: Areas eligible for Economic Adjustment Assistance through the RLF element of this project include the City of Camden, New Jersey. This grant may be amended with the approval of the Economic Development Administration to add new eligible areas in the future.

11. IMPLEMENTATION SCHEDULE - REVOLVING LOAN FUND: The Grantee agrees to close all loans in the initial round of RLF element lending within three years of grant approval with no less than 50 percent of grant funds disbursed within 18 months and 80 percent within two years. The Grantee further agrees that the failure to comply with these deadlines can result in the deobligation of undisbursed grant funds at the option of EDA.

12. ADMINISTRATIVE EXPENSES - REVOLVING LOAN FUND: Administrative costs for the operation of the RLF element of this project are not included as eligible expenses in the authorized budget. The Grantee agrees to cover administrative expenses for the RLF element without relying on additional EDA assistance. Interest and other income earned by the RLF may be used to cover reasonable administrative expenses of the RLF. Interest and other earned income not used to cover administrative expenses of the RLF must be used for RLF lending. RLF capital, as defined in the Detailed Budget Categories section of these Special Terms and Conditions, may be used only for RLF loans.

13. MINIMUM INTEREST RATE - REVOLVING LOAN FUND: The Grantee agrees that the minimum interest rate that may be charged on all RLF element loans will be no lower than four (4) percentage points below the current money center prime rate as quoted in the Wall Street Journal, but no less than four (4) percent, or the maximum interest rate allowed under State law, whichever is lower.

14. CASH CONTRIBUTION - REVOLVING LOAN FUND: The Grantee agrees to provide the cash contribution for all eligible RLF element project expenses in accordance with the approved Revolving Loan Fund Plan and the terms of this grant. The Grantee's cash contribution must be available at the time needed for loan closings.

EDA Project No.: 01-39-03248

15. EXCESS RETENTION - REVOLVING LOAN FUND: The Grantee agrees, after completing the initial round of RLF element loans resulting in the disbursement of all of the initial RLF element capital, to use the repayments at an adequate rate to avoid retaining a balance of more than 25 percent of the RLF's capitalization for more than six months. Failure to meet this requirement may result in the Grantee being required to return to EDA all or part of the excess funds.

16. USE LIMITATIONS - REVOLVING LOAN FUND: The Grantee agrees that RLF loans will not be used for any of the following purposes: the relocation of jobs from one labor market to another; speculative activities, such as land banking, unless near-term job creation or retention will occur; investing in interest-bearing accounts, certificates of deposit, and other investments not related to job creation or retention or to business creation, retention, or expansion; subsidizing interest payments on existing loans; or providing the equity contribution required of borrowers participating in EDA's Business Loans Program or other Federal loan programs.

17. AVAILABILITY OF OTHER FINANCING - REVOLVING LOAN FUND: The Grantee agrees that no loans made through the RLF element will serve as a substitute for private sector or public sector financing available on terms and conditions which could permit the completion and/or the successful operation or accomplishment of the activities to be financed.

The Grantee further agrees to include the following statement in all RLF element loan applications and loan agreements: "The purpose of the RLF is to support business activities for which credit is not otherwise available on terms and conditions which would permit the completion and/or the successful operation or accomplishment of the project in the following eligible areas: (list of areas). The lender reserves the right to recall the loan if these requirements are not met.

18. STANDARDS FOR OVERALL LOAN PORTFOLIO - REVOLVING LOAN FUND: The Grantee agrees that the loans made by the RLF element of this project in the aggregate will adhere to the following standards: one job will be created for each $20,000 loaned; and not more than fifty (50) percent of funds loaned will be used for working capital.

EDA Project No.: 01-39-03248

19. DRUG-FREE WORKPLACE ACT: The Grantee understands that it is subject to the Drug-Free Workplace Act of 1988, Public Law 100-690, Title V, Subtitle D, and 15 CFR Part 26 (55 FR 21678, May 25, 1990) for projects approved on or after March 18, 1989.

20. DOC COMMON RULE: On March 11, 1988, the Department of Commerce published regulations, 15 CFR Part 24 (53 Fed. Reg. 8048, 8087-8103), effective October 1, 1988, prescribing requirements previously prescribed pursuant to Office of Management and Budget (OMB) Circular A-102. Any reference, therefore, to OMB Circular A-102 or the attachments thereto contained in these Special Conditions or in the General Terms and Conditions of the Grant Agreement, means Department of Commerce Regulation at 15 CFR Part 24.

21. NEW RESTRICTIONS ON LOBBYING: This grant is subject to Section 319 of Public Law 101-121, which added Section 1352, regarding lobbying restrictions, to Chapter 13 of Title 31 of the United States Code. The new Section is explained by the U.S. Department of Commerce in an "Interim Final Rule," 15 CFR, Part 28 (55 FR 6736-6748, 2/26/90). The Grantee and subrecipients are generally prohibited from using Federal funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with this grant.

The Grantee shall require each person who requests or receives from the Grantee a subgrant, contract, or subcontract exceeding $100,000 at any tier under this grant, to file a "Certification Regarding Lobbying" and, if applicable, a "Disclosure of Lobbying Activities" form regarding the use of any nonfederal funds for lobbying.

Certifications shall be retained by the next higher tier. All disclosure forms, however, shall be forwarded from tier to tier until reviewed by the Grantee, who shall forward all disclosure forms to the Government. (Blank certification and disclosure forms will be supplied by the Government upon request.)

The Grantee shall file and shall further require each subgrantee, contractor or subcontractor that is subject to the subrecipient Certification and Disclosure provision of this Special Condition to file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by such person. Disclosure forms shall be

handled as described above.

An Indian tribe or organization that is seeking an exemption from Certification and Disclosure requirements must provide EDA with an attorney's opinion citing the provision or provisions of "other Federal law" upon which it relies to conduct lobbying activities that would otherwise be subject to the prohibitions in and to the Certification and Disclosure requirements of Section 319 of Public Law No. 101-121.

22. DISCLOSURE OF FEDERAL PARTICIPATION: In compliance with Section 623 of Public Law 102-141, no amount of this award shall be used to finance the acquisition of goods or services (including construction services) for the project unless the recipient agrees to:

(1) specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and

(2) express the amount announced pursuant to paragraph (1) as a percentage of the total cost of the planned acquisition.

The foregoing requirements shall not apply to a procurement for goods and services (including construction services) that have an aggregate value of less than $500,000.

U. S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

AWARD OF GRANT AMENDMENT
ECONOMIC ADJUSTMENT PROJECT NO. 01-29-02558.01
Camden Economic Development Corporation
Camden, New Jersey

The Assistant Secretary for Economic Development, acting pursuant to the authority provided by Title IX, Section 903 of the Public Works and Economic Development Act, as amended, hereby awards to the Camden Economic Development Corporation, Camden, New Jersey, an amendment to the grant awarded on September 30, 1983.

This amendment modifies the existing Grant Agreement in the following manner:

1. Delete the Camden Economic Development Corporation as Grantee and substitute the City of Camden.

2. Transfer the assets and responsibility for administration of the Revolving Loan Fund (RLF) to the City of Camden.

All other terms, conditions and limitations of the amended Grant Agreement remain unchanged.

This Award of Grant Amendment does not commit the Economic Development Administration (Grantor) to approve requests for any additional funds.

This Award of Grant Amendment, previous Awards of Grant Amendment, the original Grant Award and its Affirmation, the amended Special Terms and Conditions and the Revolving Loan Fund Grants Standard Terms and Conditions, dated March 15, 1993, shall constitute the amended Grant Agreement.

This Award of Grant Amendment, subject to the amended Special Terms and Conditions and the Standard Terms and Conditions, shall constitute an obligation to make a grant amendment. Such obligation will be terminated without further cause if the Grantee fails to sign and return this document to the Grantor within forty-five (45) days of approval by the Assistant Secretary.

Dated this 24th day of June, 1993.

William F. Hawkins

Wilbur F. Hawkins
Acting Assistant Secretary
for Economic Development

RE: Economic Adjustment Project No. 01-39-02558.01

The Grantee hereby affirms that it intends to use the Grant Award in accordance with the terms and conditions as above referenced.

Dated this 23rd day of July 1993.

City of Camden
Name of Grantee

Aaron A. Thompson
Authorized Official

Mayor
Title

Aaron A. Thompson

Mayor

CERTIFICATION (by Official Other Than Affirming Official)

The person signing this affirmation is so authorized by the Governing Body or Board of the Grantee.

Dorothy G Burley
(Signature)

City Clerk
Title of Certifying Official

Dorothy Burley
(Printed Name)

July 23, 1993
(Date)

U. S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

Award of Grant Amendment
Economic Adjustment Project No. 01-39-02558.01
(Amendment No. 1)

The Assistant Secretary of Commerce for Economic Development, acting pursuant to the authority provided by Title IX, Section 903 of the amended Public Works and Economic Development Act of 1965 (Act), hereby awards to the Camden Economic Development Corporation, Camden, Camden County, New Jersey (Grantee), an amendment to the grant originally accepted on September 30, 1983.

This amendment modifies the existing amended Grant Agreement in the following manner:

1. Increases the amount of the grant by $300,000 as detailed in the revised budget, Attachment A.

2. Replaces the original Special Terms and Conditions with new Special Terms and Conditions, Attachment A.

3. Replaces the original General Terms and Conditions for Revolving Loan Fund Grants, dated June 1, 1983, with the General Terms and Conditions for Revolving Loan Fund Grants, dated March 1987.

All other terms, conditions and limitations of the amended original Offer of Grant remain unchanged.

This Award of Grant Amendment does not commit the Economic Development Administration (Grantor) to approve requests for any additional funds.

This Award of Grant Amendment and its Affirmation, the Offer of Grant and Acceptance, the new Special Terms and Conditions and the new General Terms and Conditions shall constitute the amended Grant Agreement.

This Award of Grant Amendment, subject to the Special Terms and Conditions and General Terms and Conditions, shall constitute an obligation to make an amendment. Such obligation must be terminated without further cause, if the Grantee fails to sign and return this document to the Grantor within forty-five (45) days of approval by the Assistant Secretary.

Project No.: 01-39-02558.01

Dated this 10th day of March, 1989.

Orson G. Swindle, III
Assistant Secretary
for Economic Development

The Grantee hereby affirms that it intends to use the Award of Grant Amendment in accordance with the terms and conditions as above referenced.

Dated this 19th day of April, 1989.

Camden Economic Development Corporation
Name of Grantee

Benjamin A. Smallwood — President
By Authorized Official — Title

CERTIFICATION (By Official Other Than Affirming Official)

The person signing this affirmation is so authorized by the Governing Body or Board of the Grantee.

Josephine Gantt — Secretary
(Signature) — (Title of Certifying Official)

Josephine Gantt — April 19, 1989
(Printed Name) — (Date)

Attachment A

U. S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

Special Terms and Conditions

For Economic Adjustment Assistance Grant under Title IX, Section 903 of the Public Works and Economic Development Act of 1965, as amended.

Project No.: 01-39-02558.01

TITLE: Title IX Long-Term Economic Deterioration Revolving Loan Fund Grant

GRANTEE/ADDRESS: Camden Economic Development Corporation
326 Mickle Boulevard
Camden, New Jersey 08103

GRANT ADMINISTRATOR: John E. Corrigan
ADDRESS: Director, Philadelphia Regional Office
U. S. Department of Commerce
Economic Development Administration
Liberty Square Building
105 South 7th Street, First Floor
Philadelphia, Pennsylvania 19106

I. TOTAL AUTHORIZED BUDGET:

	Previous Approved Budget	Revised Budget
Federal Cash Contribution	$500,000	$ 800,000
Grantee Cash Contribution	$166,667	$ 316,667
Total Authorized Budget	$666,667	$1,116,667

II. DETAILED BUDGET:

	Federal Cash	Grantee Cash	Total
Revolving Loan Fund Capital	$799,280	$316,387	$1,115,667
Audit	$ 720	$ 280	$ 1,000
Total	$800,000	$316,667	$1,116,667

III. ADDITIONAL TERMS:

A. The Grantee agrees to operate this revolving loan fund (RLF) project in accordance with the original Revolving Loan Fund Plan submitted as part of its original application for assistance dated July 13, 1983, as amended by the Plan submitted as part of its application for assistance received by the Economic Development Administration (EDA) on March 29, 1988. Any changes to this Plan, as amended, require prior written approval by the Economic Development Administration. In the event of a conflict between the amended Plan and the terms and conditions governing this RLF project, the terms and conditions shall prevail.

B. Areas eligible for Title IX assistance through this revolving loan fund project include the City of Camden, New Jersey. New eligible areas may be added in the future with the prior written approval of EDA.

C. Administrative costs for the operation of this revolving loan fund project are not included as eligible expenses in the authorized budget, except in regard to audit costs. The Grantee agrees to cover the administrative expenses for this project without relying on additional EDA assistance. The Grantee further agrees that after the initial expenditure of all EDA and Grantee funds budgeted for lending, no more than seventy-five (75) percent of interest earned annually on all RLF loans may be used to pay administrative expenses without the prior written approval of EDA. All principal repayments and all interest repayments not used to pay for administrative expenses may be used only for lending.

D. The Grantee agrees to provide the cash contribution for eligible project expenses to be loaned and reloaned in accordance with the amended Revolving Loan Fund Plan, and the terms of the amended Grant Agreement. The Grantee's cash contribution must be available at the time needed for loan closings.

E. The Grantee agrees to close all loans using for the initial time funds provided by EDA and the required local matching share funds within three years of the Affirmation of the Award of Grant Amendment with no less than 50 percent of recapitalization funds disbursed within 18 months and 80 percent within two years of the Affirmation of the Award of Grant Amendment.

F. The Grantee agrees that the minimum interest rate charged on revolving loan fund loans will be four (4) percentage points below the current U.S. Treasury rate for issues of similar size and maturity but not less than four (4) percent or the maximum required by state law, whichever is less.

G. The Grantee agrees, after completing the initial round of loans resulting in the disbursement of all of the additional RLF capital, to reloan the loan repayments at an adequate rate to avoid retaining a balance of more than 25 percent of the RLF's capitalization for more than six months. Failure to meet this requirement may result in the Grantee having to return to EDA all or part of the excess funds.

H. The Grantee agrees that funds from this revolving loan fund project will not be used to finance the following: speculative activities such as land banking, unless near term job retention or creation can be shown; or investing in high interest accounts.

Project No.: 01-39-02558.01

I. INTEREST EARNED ON FEDERAL ADVANCES: This grant is subject to the revision of OMB Circular A-110, which was published in the Federal Register on February 10, 1987, requiring recipients of Federal financial assistance to maintain advances of Federal funds in interest bearing accounts (copy of revision attached). Interest earned on Federal advances deposited in such accounts (with the exception of $100 per year which may be retained for administrative expenses) shall be remitted promptly, but no less frequently than quarterly. All checks submitted should be made out to the Economic Development Administration and should identify on their faces the EDA project number followed by the word INTEREST in order to identify the check in question as a remittance of interest income. The checks should be mailed to:

Economic Development Administration
P.O. Box 100202
Atlanta, Georgia 30384

J. The provisions of the new Special Conditions and the new General Terms and Conditions made part of the amended Grant Agreement through this Award of Grant Amendment will govern the activities of the revolving loan fund from the date of Affirmation by the Grantee of the Award of Grant Amendment.

K. On March 11, 1988, the Department of Commerce published regulations (15 CFR Part 24) 53 Fed. Reg. 8048, 8087-8103, effective October 1, 1988, prescribing requirements previously prescribed pursuant to Office of Management and Budget (OMB) Circular A-102. Any reference, therefore, to OMB Circular A-102 contained in these Special Conditions or in the General Terms and Conditions of the Grant Agreement, means Department of Commerce Regulation at 15 CFR Part 24.

FORM CD-451
(REV 10-93)
DAO 203-26

U.S. DEPARTMENT OF COMMERCE

☒ GRANT ☐ COOPERATIVE AGREEMENT

AMENDMENT TO FINANCIAL ASSISTANCE AWARD

ACCOUNTING CODE

AWARD NUMBER
01-39-02558-02

RECIPIENT NAME **Cooperative Business Assistance Corporation**

AMENDMENT NUMBER
2

STREET ADDRESS **433 Market St., Suite 201**

EFFECTIVE DATE
June 30, 1997

CITY, STATE, ZIP CODE
Camden, NJ 08102

EXTEND WORK COMPLETION TO
September 30, 2002

DEPARTMENT OF COMMERCE OPERATING UNIT
Economic Development Administration

COSTS ARE REVISED AS FOLLOWS:	PREVIOUS ESTIMATED COST	ADD	DEDUCT	TOTAL ESTIMATED COST
FEDERAL SHARE OF COST	$ 800,000	$ 300,000	$	$ 1,100,000
RECIPIENT SHARE OF COST	$ 316,667	$ 250,000	$	$ 566,667
TOTAL ESTIMATED COST	$ 1,116,667	$ 550,000	$	$ 1,666,667

REASON(S) FOR AMENDMENT

1. To add $300,000 of Economic Development Administration (EDA) funds to the project to recapitalize a revolving loan fund, and to add $250,000 of local funds to the revolving loan fund.
2. To extend the completion of the project to September 30, 2002 for the additional funding.
3. To add current Special Terms and Conditions required by EDA for fiscal year 1997 awards.

This Amendment approved by the Grants Officer is issued in duplicate and constitutes an obligation of Federal funding. By signing the two documents, the Recipient agrees to comply with the Amendment provisions checked below and attached, as well as previous provisions incorporated into the Award. Upon acceptance by the Recipient, one signed Amendment documents shall be returned to the Grants Officer and the second document shall be retained by the Recipient. If not signed and returned by the Recipient within 15 days of receipt, the Grants Officer may declare this Amendment null and void.

☒ Revised Special Award Terms and Conditions

☐ Line Item Budget

X Other(s): OMB Circulars A-110 and A-122, 15 CFR Part 29b

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER	TITLE Director, Philadelphia Regional Office	DATE 8-15-97
TYPED NAME AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	TITLE Executive Director	DATE 8/19/97

U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

SPECIAL TERMS AND CONDITIONS

For Economic Adjustment Assistance Grant under Title IX,
Section 903 of the Public Works and Economic Development Act
of 1965, as amended.

Project No.: 01-39-02558-02

TITLE: Economic Adjustment Long Term Economic Deterioration Implementation Grant

RECIPIENT/ADDRESS: Cooperative Business Assistance Corporation
433 Market Street, Suite 201
Camden, NJ 08102

GRANTS OFFICER/
GRANT ADMINISTRATOR: John E. Corrigan
ADDRESS: Director, Philadelphia Regional Office
U.S. Department of Commerce, Economic
Development Administration (EDA)
The Curtis Center Suite 140 South
Independence Square West
Philadelphia, PA 19106

I. TOTAL AUTHORIZED BUDGET:

Federal Cash Contribution	$ 300,000
Recipient's Cash Contribution	250,000
Total Project Cost	$ 550,000

EDA Project No.: 01-39-02558-02

II. DETAILED BUDGET CATEGORIES:

RECIPIENT: Cooperative Business Assistance Corporation

Budget Categories	Federal Cash	Non-Federal Share Cash	In-Kind	Total
Revolving Loan Fund	$300,000	$250,000		$550,000
DIRECT COSTS	$300,000	250,000		$550,000
INDIRECT COSTS	-	-		-
TOTAL AUTHORIZED	$300,000	$250,000		$550,000

III. ADDITIONAL TERMS:

1. PROJECT DEFINITION/USES AND PURPOSES OF LOANS: The Recipient agrees that this project will consist of the capitalization of a revolving loan fund (RLF)and associated audit costs. The total cost of the project will be as defined in Section II of these Special Terms and Conditions. It is understood that all project funds, as defined in Section II of these Special Terms and Conditions, may be used only for activities approved by EDA as part of this project.

The Recipient further agrees that each loan made by this RLF project will be used for fixed asset or working capital needs associated with the inception of a small business, with the expansion of a small business, or with the continued operation of a small business. Each loan must serve the purpose of promoting successful economic adjustment in response to the negative effects of long-term economic deterioration in the City of Camden and each loan must be expected to result in job creation and/or retention. Loans may be used for other economic adjustment uses or purposes only with the prior written approval of the Economic Development Administration (EDA).

2. REVOLVING LOAN FUND PLAN: The Recipient agrees that this RLF project will operate in accordance with the RLF Plan incoprporated as part of EDA Project 01-39-02558 and 01-39-02558-01 and currently in effect, as amended by the contents of the Application for Federal Assistance, dated April 2, 1997. Any changes to this project must have the prior written approval of EDA. In the case of any conflicts between the amended RLF Plan and the terms and conditions of the Federal Assistance Award governing this project, the terms and conditions shall prevail.

3. ADMINISTRATIVE MANUAL: It is understood that all provisions of EDA's Revolving Loan Fund Administrative Manual, dated March 15, 1993, will be applicable to this RLF project, unless specifically waived by EDA.

4. APPLICABILITY OF STANDARD TERMS AND CONDITIONS: The Recipient agrees that the Title IX Economic Adjustment Program Revolving Loan Fund Grants Standard Terms and Conditions, dated March 15, 1993, will apply to the all activities undertaken as part of this project.

5. PROHIBITION REGARDING GRANTS OR SUBGRANTS: The Recipient agrees that no grants or subgrants will be made as part of this RLF project.

6. ELIGIBLE AREA: The area eligible for Economic Adjustment Assistance through this RLF project is the City of Camden, New Jersey, as defined in the Application for Federal Assistance, dated April 2, 1997.

7. USE LIMITATIONS: The Recipient agrees that no loans made as part of this RLF project will be used for the following: the relocation of jobs from one labor market to another; investing in interest bearing accounts, certificates of deposit, or other investments not related to business expansion, creation, or retention; loan guarantees unless specifically approved by EDA; speculative activities, such as land banking, unless clear, near-term job creation or retention, or business creation, expansion, or retention will result; subsidizing interest payments on existing loans; or providing the equity contribution required of borrowers participating in other Federal loan programs.

8. CASH CONTRIBUTION: The Recipient agrees that the nonfederal cash contribution for all eligible project expenses incurred as part of this RLF project will be provided in accordance with the approved Revolving Loan Fund Plan and the terms of this Financial Assistance Award. The nonfederal cash contribution must be available at the time needed for loan closings.

9. MINIMUM INTEREST RATE: The Recipient agrees that the minimum interest rate that may be charged on all loans made as part of this RLF project will be no lower than four (4) percentage points below the current money center prime rate as quoted in the Wall Street Journal, but no less than four (4) percent, or the maximum interest rate allowed under State law, whichever is lower.

10. IMPLEMENTATION SCHEDULE: The Recipient agrees that all loans in the initial round of lending by this RLF project using the EDA and nonfederal funds provided through the Financial Assistance Award will be closed within three years of approval of the Financial Assistance Award, with no less than 50 percent of grant funds disbursed within 18 months and 80 percent within two years. The Recipient further agrees that the failure to comply with these deadlines can result in the deobligation of undisbursed grant funds at the option of EDA.

11. PROCUREMENT OF CONTRACTUAL SERVICES: The Recipient agrees that all contractual services for administration of this RLF project will be procured in accordance with the procurement standards contained in OMB Circular A-110.

12. AVAILABILITY OF OTHER FINANCING: The Recipient agrees that no loans made as part of this RLF project will serve as a substitute for private sector or public sector financing available on terms and conditions which could permit the completion and/or the successful operation or accomplishment of the activities to be financed.

13. ADMINISTRATIVE EXPENSES: It is understood that all funds provided for RLF loans, as defined in Section II of these Revised Special Terms and Conditions, may be used only for RLF lending and relending. However, earned income, as defined in the Title IX Economic Adjustment Program Revolving Loan Fund Grants Standard Terms and Conditions, Section E.06., may be used to cover reasonable administrative expenses incurred in connection with the operation and management of the RLF project element.

14. SALE OR SECURITIZATION OF LOANS: It is understood that no loans made as part of this RLF project may be sold or securitized without the written permission of EDA.

15. DISCLOSURE OF FEDERAL PARTICIPATION: No amount of this award shall be used to finance the acquisition of goods or services (including construction services) for the project unless the Recipient agrees to:

(1) specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amoun of Federal funds that will be used to finance the acquisition; and

(2) express the amount announced pursuant to paragraph (1) as a percentage of the total cost of theplanned acquisition.

The foregoing requirements shall not apply to a procurement for goods and services (including construction services) that has an aggregate value of less than $500,000.

16. EXPIRATION OF AVAILABILITY OF GRANT FUNDS: This Award is subject to Public Law 101-510, enacted November 5, 1990, Section 1405, amending subchapter IV of Chapter 15, Title 31, U.S.C, which prescribes the rules for determining the availability of appropriations. Accordingly, the grant funds obligated for this project through Financial Assistance Award will expire five (5) years from the end of the fiscal year of the Financial Assistance Award.

17. DRUG-FREE WORKPLACE ACT: The Recipient understands that it is subject to the Drug-Free Workplace Act of 1988, Public Law 100-690, Title V, Subtitle D, and 15 CFR Part 26 (55 FR 21678, May 25, 1990) for projects approved on or after March 18, 1989.

18. RESTRICTIONS ON LOBBYING: This grant is subject to Section 319 of Public Law 101-121, which added Section 135 regarding lobbying restrictions, to Chapter 13 of Title 31 of the United States Code. The Recipient is required to comply with the provisions of Section 319 of Public Law 101-121, as is more fully explained in the Title IX Economic Adjustment Program Revolving Loan Fund Grants Standard Terms and Conditions, Section H.12.

19. PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS: Recipients are hereby notified that they are encouraged, to the extent feasible, to purchase American-made equipment and products with funding provided under this program in accordance with Congressional intent as set forth in the resolution contained in Public Law 103-317, Section 607(a).

20. APPLICABILITY OF REVISED SPECIAL TERMS AND CONDITIONS: It is understood that the provisions of the Special Terms and Conditions, including these Additional Terms, will apply to all activities of this RLF project commencing on the date of approval of the Financial Assistance Award by EDA.

21. INTEREST EARNED ON FEDERAL ADVANCES: This grant is subject to the provisions of OMB Circular A-110, which require recipients of Federal financial assistance to maintain advances of Federal funds in interest bearing accounts. Interest earned on Federal advances deposited in such accounts (with the exception of $100 per year which may be retained for administrative expenses) shall be remitted promptly, but not less frequently than quarterly.

All checks submitted shall be made out to the Economic Development Administration and should identify on their face the EDA Project Number followed by the word INTEREST in order to identify the check in question as remittance of interest income. The checks should be made out to:

ECONOMIC DEVELOPMENT ADMINISTRATION
Post Office Box 100202
Atlanta, Georgia 30384

22. NAME CHECK REQUIREMENT: The name check requirement applies to nonprofit and for-profit organizations. Both officials of state and local governments and officials of accredited colleges and universities who are acting on behalf of their respective entities in applying for assistance are exempt from the name check requirements. In addition, all elected officials of state and local governments who are serving in other capacities when applying for assistance are exempt

1. The Government reserves the right to take any action affecting this award if, as a result of the name check review, either subsequent to granting of the award or acceptance of the award, one of the following occurs:

(a) The Recipient fails to identify, and to submit Form CD-346, "Identification- Applicant for Funding Assistance," or, when required, Form FD-258, "Applicant Fingerprint Chart," for each of the following key individuals:

(i) Sole proprietorship- the proprietor;

(ii) Partnership- each partner (general and limited) (For Certified Public Accounting Firms, only those individuals who have authority to speak for and/or commit the Recipient in the management of the award and/or to expend funds are subject to the name check review.);

(iii) Corporation- each officer; each individual owning or controlling at least 20 percent of the enterprise; the chief financial manager; and any person or entity who has authority to speak for and/or commit the Recipient in the management of the award and/or expend funds;

(iv) Joint venture- each officer of each company in the joint venture; each individual owning or controlling at least 20 percent of each company in the joint venture; the chief financial manager of each company in the joint venture; the project manager; and any other person or entity who has authority to speak for and/or commit the Recipient in the management of the award and/or expend funds; and

(v) Nonprofit organization- executive director, project manager, chief financial manager and any other person or entity who has authority to speak for and/or commit the Recipient in the management of the award and/or expend funds.

(b) The Recipient, key individual, or any other person associated with this award makes an incorrect statement or omits a material fact on the Form CD-346 or Form FD-258;

(c) Significant adverse findings result from the name check that reflect on the integrity or responsibility of the Recipient and/or key individual.

2. In the event of a significant adverse finding, the Government, at its discretion, may take one or more of the following actions:

(a) Terminate the award immediately for cause;

(b) Require the removal from association with the management and/or implementation of the project of any person or persons, and if appropriate, to require that the Government be afforded the right of final approval of any person or persons to replace any individual removed as a result of this condition;

(c) Make appropriate provisions or revisions at the Government's discretion with respect to method of payment and/or financial reporting requirements.

23. PERFORMANCE MEASURES: The Recipient acknowledges its responsibility to submit to EDA:

(a) prior to project closeout, information identified as "Performance and outcomes at project completion", and

(b) two years and four years thereafter, the information identified as "Project outcomes at two years and four years after completion,

set forth as Core Performance Measures in Addendum to Economic Development Administration Standard Terms and Conditions, Attachment 1-A. EDA will advise the Recipient, in writing, not less than 90 days prior to the time of submission, in the event there are any modifications in the information required to be submitted.

Cooperative Business Assistance Corporation
800 Hudson Square, Suite 325
Camden, New Jersey 08102
(609) 966-8181
(609) 966-0036 fax

March 3, 1995

Ms. Marialice Stanzeski
Director
Division of Economic Development
City of Camden
Camden Redevelopment Agency
542 Cooper Street
Camden, NJ 08102

Re: U.S. EDA Title IX Grant # 01-39-03248

Dear Marialice:

The Cooperative Business Assistance Corporation (CBAC) requests that the City of Camden authorize CBAC to continue operation of a EDA Title IX Revolving Loan Fund which is a Micro-Loan Fund. CBAC has been managing U.S. EDA Title IX Grant # 01-39-03248, since the City was awarded it in 1993.

CBAC will continue use the funds to make loans to new entrepreneurs and micro-businesses located in the City of Camden. CBAC staff will accept and review all applications for presentation to the CBAC Micro-Loan Committee and Board of Directors. Loans must be approved by the Board of Directors before commitments will be issued. CBAC will close all loans and service and monitor them. All loans will be reviewed for public benefit to the City of Camden as well as credit worthiness. CBAC will strive to maximize the leverage of private funds in each transaction. CBAC will provide reports to the City of Camden and U.S. EDA in accordance with all reporting requirements.

CBAC has administered the EDA Title IX RLF since it was received by the City in March, 1993. Since then CBAC has made 21 loans to Camden businesses for a total of $275,300. CBAC has also been successful in getting two banks to participate in this loan program despite the risk involved. These banks are CoreStates New Jersey National and PNC Bank, NJ.

Scope of Services CBAC will Provide:

1. CBAC will continue to service the loans in the existing portfolio.

2. CBAC will seek to make new loans with the funds available to small and medium sized companies in accordance with the General and Specific Terms and Conditions that apply to this grant.

3. CBAC will evaluate all loan applications with a thorough credit analysis.

4. CBAC will seek to maximize the private participation in each loan through its relationship with the banks in the area and through owner's equity.

5. CBAC will evaluate the job creation and retention potential for each loan to make sure it complies with the requirements of the grant.

6. CBAC will present all of the qualifying, credit worthy applications to the CBAC Loan Committee and Board of Directors for approval.

7. CBAC will close approved loans once the private funding has been secured.

8. CBAC will service and monitor all loans in the portfolio for job creation and financial progress.

9. CBAC will utilize the loan repayments in a manner consistent with U.S. EDA regulations.

10. CBAC will make regular reports to the City on the status of the grant funds and the loans made. CBAC will also make all required reports to the U.S. EDA.

CBAC reserves the right to charge reasonable fees to the borrowers of these funds, and to utilize a portion of the interest earned on these loans to offset administrative expenses, as provided by U.S. EDA regulations.

CBAC is pleased to participate in this program with the City of Camden.

Sincerely,

Adina Abramowitz
Executive Director

U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

AWARD OF GRANT AMENDMENT
ECONOMIC ADJUSTMENT PROJECT NO. 01-39-02558.01
CAMDEN ECONOMIC DEVELOPMENT CORPORATION
CAMDEN, NEW JERSEY

The Director, Philadelphia Regional Office, acting pursuant to the authority provided by Title IX, Section 903 of the Public Works and Economic Development Act, as amended, hereby awards to the Camden Economic Development Corporation, Camden, New Jersey (Grantee), an amendment to the grant originally accepted on September 30, 1983.

This amendment modifies the existing Grant Agreement in the following manner:

1. Adds the following new Special Condition:

   DISCLOSURE OF FEDERAL PARTICIPATION: In compliance with Section 623 of Public Law 101-136, in order to use any amount of this Award to finance the acquisition of goods or services (including construction services) for the project, the Recipient agrees to:

   (1) announce in any solicitation for offers to procure such goods or services (including construction services) the amount of Federal funds that will be used to finance the acquisition for which such offers are being solitcited; and

   (2) express the amount announced pursuant to paragraph (1) as a percentage of the total costs of the planned acquisiton.

2. Amends the approved RLF Plan as follows:

   Permit projects that leverage as little as one private dollar for each RLF dollar providing the leverage ratio of private dollars to RLF dollars for the entire loan portfolio is $2 to $1.

All other terms, conditions and limitations of the Grant Agreement remain unchanged.

II. DETAILED BUDGET:

	Federal Cash	Grantee Cash	Total
Revolving Loan Fund	$799,280	$316,387	$1,115,667
Capital	$ 720	$ 280	$ 1,000
Audit			
Total	$800,000	$316,667	$1,116,667

III. ADDITIONAL TERMS:

A. The Grantee agrees to operate this revolving loan fund (RLF) project in accordance with the original Revolving Loan Fund Plan submitted as part of its original application for assistance dated July 13, 1983, as amended by the Plan submitted as part of its application for assistance received by the Economic Development Administration (EDA) on March 29, 1988. Any changes to this Plan, as amended, require prior written approval by the Economic Development Administration. In the event of a conflict between the amended Plan and the terms and conditions governing this RLF project, the terms and conditions shall prevail.

B. Areas eligible for Title IX assistance through this revolving loan fund project include the City of Camden, New Jersey. New eligible areas may be added in the future with the prior written approval of EDA.

C. Administrative costs for the operation of this revolving loan fund project are not included as eligible expenses in the authorized budget, except in regard to audit costs. The Grantee agrees to cover the administrative expenses for this project without relying on additional EDA assistance. The Grantee further agrees that after the initial expenditure of all EDA and Grantee funds budgeted for lending, no more than seventy-five (75) percent of interest earned annually on all RLF loans may be used to pay administrative expenses without the prior written approval of EDA. All principal repayments and all interest repayments not used to pay for administrative expenses may be used only for lending.

D. The Grantee agrees to provide the cash contribution for eligible project expenses to be loaned and reloaned in accordance with the amended Revolving Loan Fund Plan, and the terms of the amended Grant Agreement. The Grantee's cash contribution must be available at the time needed for loan closings.

E. The Grantee agrees to close all loans using for the initial time funds provided by EDA and the required local matching share funds within three years of the Affirmation of the Award of Grant Amendment with no less than 50 percent of recapitalization funds disbursed within 18 months and 80 percent within two years of the Affirmation of the Award of Grant Amendment.

F. The Grantee agrees that the minimum interest rate charged on revolving loan fund loans will be four (4) percentage points below the current U.S. Treasury rate for issues of similar size and maturity but not less than four (4) percent or the maximum required by state law, whichever is less.

G. The Grantee agrees, after completing the initial round of loans resulting in the disbursement of all of the additional RLF capital, to reloan the loan repayments at an adequate rate to avoid retaining a balance of more than 25 percent of the RLF's capitalization for more than six months. Failure to meet this requirement may result in the Grantee having to return to EDA all or part of the excess funds.

H. The Grantee agrees that funds from this revolving loan fund project will not be used to finance the following: speculative activities such as land banking, unless near term job retention or creation can be shown; or investing in high interest accounts.

REVOLVING LOAN FUND PLAN

I. Program Elements of the Plan

A. Goals and Objectives

In 1979, the City of Camden adopted its first systematic and comprehensive plan for economic revitalization. This effort, made possible by an Economic Development Administration 302(a) planning grant, provided clearly defined goals and program approaches in the Overall Economic Development Program. City administrators and the OEDP Committee, named the Camden Economic Development Advisory Committee, proposed an economic development strategy based on the following four principles:

1) to develop downtown Camden as a major commercial and service area;

2) to develop industrial areas;

3) to develop retail commercial areas; and

4) to ensure retention and expansion of existing business and industry.

During the planning process, "the City realized that it was failing to provide a systematic approach to prevent the outmigration of its businesses, increase its business tax rateables via business expansion, and provide financing vehicles to facilitate business expansions." City staff, in conjunction with the Camden Economic Development Advisory Committee Finance Subcommittee, researched business financing vehicles in operation throughout the country. Based on that report, the full Camden Economic Development Advisory Committee recommended that the City support the creation of an

economic development corporation.

Based upon this recommendation, the Camden City Council, on June 12, 1980, passed a Resolution Supporting the Creation of the Camden Economic Development Corporation. The Resolution states, in part:

WHEREAS, the City of Camden is committed to the economic development of Camden through the growth and creation of business concerns and related job opportunities; and

WHEREAS, the City has evidenced this commitment through various documents including the approved Community Development Block Grant Three Year Plan, the Overall Economic Development Program and the Comprehensive Plan; and

WHEREAS, the City in pursuing this goal has found that there is a need for technical assistance and financial resources to assist business and economic development; and

WHEREAS, the City and the Camden Economic Development Advisory Committee (CEDAC) have reviewed and analyzed this need and jointly decided on a policy to address this need; and

WHEREAS, this policy calls for the creation of a non-profit corporation to be known as the Camden Economic Development Corporation (CEDC) to be composed of City, business and public members; and

WHEREAS, the Camden Economic Development Corporation shall provide technical assistance and financial resources to new and existing businesses in Camden through its own operation and also through other entities it may deem necessary to create, to fulfill the above stated goals; now therefore

BE IT RESOLVED, that the City of Camden hereby recognizes the

Camden Economic Development Corporation as the economic development agency in the City that shall in cooperation with the City be solely responsible for economic development in Camden.

The Camden Economic Development Corporation was incorporated in January, 1981 as a not for profit economic development corporation. The Camden Economic Development Corporation (CEDC) currently administers four distinct financial assistance programs for Camden City businesses: a direct loan revolving loan fund; a U.S. Small Business Administration (SBA) Certified Development Company; a U.S. Economic Development Administration Title IX Revolving Loan Fund; and an Urban Development Action Grant recapture fund.

A. Direct loan revolving loan fund — Used primarily for fixed asset financing, this revolving loan fund was capitalized with Community Development Block Grant (CDBG) funds. With all CEDC direct loans, repaid principal returns to the fund for lending to other projects.

B. Certified Development Company — In September, 1981, the CEDC's affiliate, the Camden Local Development Company (CLDC) was certified by the U.S. Small Business Administration as a Section 503 Certified Development Company, the first CDC in the state of New Jersey. The 503 program, and its successor 504 program, provide long term financing for fixed assets.

C. EDA Revolving Loan Fund -- In September, 1983, the CEDC received a grant of $500,000 from the U.S. Economic Development Administration (EDA) under the Title IX Long Term Economic Deterioration Revolving Loan Fund (RLF) Program. With the CEDC's match ($166,667) the grant created a $666,667 revolving loan fund which is used for working capital, start-up capital and fixed asset financing in the City of Camden.

D. Urban Development Action Grant recapture fund -- Under an agreement executed between the City of Camden and the CEDC in 1982, the CEDC administers and recaptures all commercial and industrial Urban Development Action Grant(UDAG) funds awarded to the City by the U.S. Department of Housing and Urban Development (HUD). Commercial and industrial UDAG funds, which are awarded by HUD on a project by project basis, are granted to the CEDC by the City. The CEDC, in turn, loans the funds to the business or developer for the project. Principal repayments are then used to capitalize a revolving loan fund for other industrial and commercial development.

Since beginning operations, CEDC's programatic emphasis has evolved and changed in response to Camden's changing economic development needs. In the initial years of operations, as interest rates continued to rise, the major economic development problem facing the City was the continuing exodus of retail and industrial firms. Most of CEDC's efforts in 1981 and 1982 were directed at encouraging companies to stay in Camden.

As the national economy improved in 1983, CEDC began to work with local businesses on expansion projects. Since 1983, CEDC has also worked with many business owners located outside the City, assisting them in purchasing and renovating formerly vacant sites in Camden.

From 1984 through 1986, a major focus of the corporation was the monitoring of commercial and industrial UDAG projects — the 120-bed Plaza Medical Nursing Facility, Cadillac Industrial Laundry, and the renovation of St. Joseph's High School for the Dayton Manor Residential Health Care Facility.

Since the beginning of 1987, with much of Camden's abandoned industrial land and buildings returned to productive use, CEDC has become involved in entrepreneurial development, offering a series of seminars in small business management. An extension of the entrepreneurial development strategy was the planning effort, undertaken with the Black People's Unity Movement (BPUM) and Control Data Corporation, for the Camden Business and Technology Center.

The specific plans are for BPUM to develop a 25,000 square foot building to house the first phase of the Camden Business and Technology Center (BTC) in BPUM's Poet's Row Industrial Park, a fifty-acre parcel in North Camden. CEDC will lease and manage the incubator. Control Data will provide direct management assistance and other assistance through BTC Network membership. In addition to

the adequate parking and round-the-clock security offered in the park, there is sufficient land for firms graduating from the BTC to develop their own permanent facilities.

The proposed recapitalized Revolving Loan Fund (RLF) will be utilized by CEDC to provide gap financing for appropriate projects in all four OEDP priority areas and in other economic development priority areas established by the City in the future. RLF financing will continue to complement other investments, both public and private, in the City of Camden, with financing priority given to businesses locating in the Camden Business and Technology Center.

Since its establishment, CEDC has extended loans and loan commitments to nineteen (19) businesses and arranged financing for two other projects. As shown in the accompanying table, CEDC loans and loan commitments to date total $4,399,000. As a result of these loans, two hundred fifty-four (254) jobs will be retained and five hundred ninety-six (596) will be created in the City of Camden. The average cost of the CEDC loan per job created or retained is $5,175 per job.

Funds from the recapitalized Revolving Loan Fund will be used, as appropriate, for specific projects that complement current economic development efforts in the City of Camden and other development thrusts as they evolve over time.

SUMMARY OF CEDC LOANS AND COMMITMENTS
FEBRUARY, 1981 - MARCH 1988

CLIENTS	TOTAL PROJECT COST	CEDC LOAN AMOUNT	CEDC INTERIM LOAN AMOUNT	PRIVATE INJECTION	OTHER PUBLIC INJECTION	JOBS RETAINED	JOBS CREATEI
All Current Electrical	1,531,729	150,000	-	1,131,729	250,000	-	29
American Photo Transfer*	103,000	40,000	-	63,000	-	14	6
Antrim Industrial Hardware	727,000	135,000	-	592,000	-	20	6
BPUM Restaurants	240,000	120,000	-	120,000	-	-	40
BPUM Impact Corp.	1,200,000	285,000	-	315,000	600,000	-	52
Cadillac Industrial Laundry**	4,375,000	185,000+ 1,065,000	1,065,000	3,125,000	-	76	52
Concord Chemical Company*	400,000	190,000	-	210,000	-	73	7
Dayton Manor **	4,504,000	814,000	-	3,690,000	-	-	37
Diversified Foam***	400,000	70,000	-	240,000	90,000	25	12
Full Line Foods***	160,000	50,000	-	110,000	-	-	14
George's of Camden	304,525	65,000	-	239,525	-	-	12
H.W.R. Corporation	3,500,000	-	-	3,348,000	152,000	15	10
Hertzfeld Camden Venture I	1,618,000	-	-	1,591,000	27,000	15	30
Jaycee Housing	250,000	50,000	-	200,000	-	-	6
JOVIN, Inc	112,000	35,000	-	77,000	-	21	20
Kaplan & Zubri.. *	65,000	50,000	-	15,000	-	60	6
LEV Enterprises	95,000	70,000	-	25,000	-	-	8
Master Grocer*	60,000	25,000	-	35,000	-	7	3
Palko Designs	410,000	175,000	-	235,000	-	-	44
Plaza Medical Nursing Facility***	5,729,000	800,000	800,000	4,929,000	-	-	105
Drs. Larry & Greta Wallis	60,000	25,000		35,000	-	4	2
	25,844,254	4,399,000	1,865,000	20,626,254	819,000	330	501

* CEDC loan repaid in full

** UDAG project

*** committed but not disbursed

B. Identification of the Area's Financing Problems

At present, there are three banks with branches in the City of Camden: Princeton Bank, Midlantic, and United Jersey Bank. Representatives of two of these institutions — Princeton and United Jersey — are members of the Board of Directors of the Camden Economic Development Corporation. These two banks, as well as First Jersey National Bank, have been highly supportive of redevelopment efforts in the City and have been participants with CEDC in financing most of the projects shown in the accompanying table. However, because property values in the City remain much lower than in the surrounding South Jersey region, virtually all loans to city businesses are viewed as high risk; generally banks will not undertake such loans without the injection of public dollars to reduce their risks.

While savings and loan associations are now able to make commercial loans, locally-based savings and loan companies have just begun to undertake an active role in the commercial lending market. One association, Columbia Savings and Loan, has accepted a seat on the CEDC Board of Directors.

In sum, while local lending institutions have demonstrated an increased willingness to participate in commercial loans to Camden businesses, there is still a critical need for subordinated gap financing and additional working capital financing.

The recapitalized Revolving Loan Fund will be administered to provide a balanced portfolio consisting of: small high-risk loans; participation loans in which the RLF lien position is subordinate to the private lender; working capital; and, in the revolving phase, guaranteed loans.

Revolving Loan Funds will be used to finance:

*land costs including engineering, legal, grading, testing, site preparation and related costs associated with the acquisition and site preparation of land;

*building costs including real estate, engineering, architectural, legal and related costs associated with the acquisition, construction and rehabilitation of buildings;

*machinery and equipment costs, including installation, engineering, architectural, legal and related costs associated with the acquisition of machinery and equipment; and

*working capital.

The RLF will not be used to:

*purchase or finance equity in private businesses;

*subsidize interest payments on existing loans;

*refinance loans made by other lenders; or

*provide the fifteen percent equity contribution required of borrowers participating in EDA's Business Loan Program or other Federal loan programs.

C. Targeting Criteria

As stated above in the section on program goals and objectives, the RLF is targeted to projects in all four OEDP priority areas (downtown development, development of industrial areas, development of retail commercial areas, and retention and expansion of existing business and industry), with financing priority given to businesses locating in the Camden Business and Technology Center.

The recapitalized RLF will continue to give priority to borrowers whose projected work force approximates the representation of minorities and skill levels in Camden's labor force. Additionally, since minorities now comprise seventy-one (71) percent of the City's population of 85,000, priority will be given to projects which promote minority entrepreneurship.

D. Standards for the RLF Portfolio

Individual loans will generally conform to the following standards, but may vary depending upon the economic benefits to be achieved by each. The total RLF loan portfolio will achieve the specified standards.

1) The job/ cost ratio reflecting the total number of jobs to be created and/or retained by the RLF portfolio will be 1:$5000 of RLF funds loaned. With the proposed EDA $300,000 recapitalization and CEDC's match of $150,000, an additional $450,000 will be available for lending; these funds will create or retain at least 90 jobs in the initial round of loans. CEDC will generally not consider projects where the job/cost ratio exceeds 1:$10,000.

2) Of the ninety (90) jobs saved and/or created in the initial round of recapitalized RLF loans, between eighteen (18) and thirty-six (36) (20-40 percent) will be directed to the long-term unemployed.

3) Because Camden City residents are, as a rule, relatively unskilled, priority will be given to projects, whether industrial, commercial, or service, which require entry-level workers. CEDC staff will coordinate job training and placement programs between responsible agencies and borrower companies.

4) At least $2 in private sector investment will be leveraged for each $1 in RLF funds.

5) The types of activities to be financed by the RLF include loans to existing and start-up businesses for: the acquisition and site preparation of land for immediate development purposes; the

construction or renovation of buildings; the acquisition of machinery and equipment; and working capital.

*Between 60 and 100 percent of RLF proceeds will be loaned to private borrowers, with 0-40 percent loaned to public borrowers.

*Between 0 and 33 percent of the RLF loan partfolio will be loaned to new companies; between 33 and 100 percent will be loaned for expansion projects; and between 33 and 100 percent will be loaned for retention projects.

*Between 50 and 100 percent of RLF funds will be loaned to locally-owned businesses; between 0 and 50 percent will be loaned to non locally-owned businesses.

*Between 50 and 100 percent of RLF funds will be loaned to small businesses; between 0 and 50 percent will be loaned to large companies.

*Between 50 and 100 percent of RLF funds will be loaned to industrial borrowers; between 0 and 50 percnet will be loaned to commercial borrowers.

6) As noted earlier, the Camden Economic Development Corporation was established to promote economic development in the City of Camden through job creation and retention, and increased tax rateables; all RLF projects must contribute to those objectives. A

secondary objective for the RLF is minority enterprise development.

E. Financing Policies

The purpose of the Revolving Loan Fund is to provide gap financing for appropriate projects which further the economic development objectives of the City of Camden through job creation and retention and increased tax rateables. The following is a general statement of the financing policies that the CEDC will utilize in administering the RLF; depending upon the economic development benefits to be derived from the project, the policies may be relaxed to make a particular project work.

1) Based upon an anticipated recapitalization of $450,000 and an average loan size of $40,000 to $279,167, the CEDC anticipates making between two (2) and eleven (11) loans in the initial round of recapitalized loans.

2) The average size of loans will be in the range of $40,000 to $279,167; the minimum size loan will be $5,000 and the maximum size loan will be $279,167 (twenty-five percent of the total RLF capitalization).

3) Working capital loans will not exceed thirty (30) percent of the total amount of loans in the RLF portfolio; at least seventy (70) percent of RLF funds will be used for fixed asset financing.

4) Standard terms for the repayment of RLF loans will be:

Working capital — one to five (1-5) years

Machinery and equipment — three to seven (3-7) years, depending on the useful life of the assets.

Renovations — five to ten (5-10) years

Acquisition and/or construction of land and building — fifteen (15) years

Deviations from these standard terms may be undertaken because of the risk involved; the participating lender's term; and/or the economic development benefits of the project. Generally the maximum term for any RLF loan will be fifteen (15) years; however, when the loan is used in conjunction with the SBA 504 program, the maximum term will be twenty (20) years.

5) Standard interest rates to be charged by the RLF will range from four (4) percentage points below the current U.S. Treasury Rate to two (2) percentage points above the prime interest rate, as shown in the Wall Street Journal; rates will vary according to the risk and economic development benefits of each project.

6) To meet the special credit needs of the borrower in projects with significant economic development benefits, CEDC will consider financing techniques such as:

*moratoria on principal repayments;

*balloon repayments with interest and principal payments amortized over a longer term;

*subordination of lien position on loans.

7) Equity — In general, CEDC will expect the business to invest at least ten (10) percent of total project costs; the equity injection will vary according to the financial needs of the project and the type of assistance requested.

Collateral — In general, CEDC RLF funds for working capital will be collateralized by liens on inventories, receivables, fixed assets, and/or other available assets of borrowers. The RLF liens will be subordinated only to existing liens of record and other loans involved in the project.

Generally, for fixed asset loan projects, the RLF lien position will be subordinate to the lien or liens securing other loan(s) made for the project.

In projects involving guaranteed loans in the revolving loan phase, the private lending institution will ordinarily be required to maintain a collateral position, to which the RLF is subrogated, in the assets of the borrower and/or the principals of the borrower.

Normally, the CEDC will require the borrower to acquire fire and hazard insurance in the amount of the RLF loan. The CEDC will also normally require the provision and assignment of life insurance on key persons in closely-held corporations, partnerships, or proprietorships. Personal guarantees may also be required from principals, as appropriate.

8) RLF loans may be restructured by the CEDC in order to protect the RLF investment and/or to enhance the ability of the CEDC to achieve program objectives as outlined above.

9) In the revolving phase of the RLF, utilizing recycled funds, the CEDC may operate a loan guarantee program as follows:

*the RLF recycled funds may guarantee up to 33-1/3 percent of each loan;

*the business will be expected to invest at least ten (10) percent of project costs;

*the CEDC will hold up to twenty-five (25) percent of the guarantee amount in reserve to cover any defaults.

*In administering the loan guarantee program, the CEDC will work with the borrower and the private lender to ensure that the terms for each loan guaranteed are consistent with the goals of the RLF.

10) Interest payments and profits earned from the sale of loans will be used to cover actual administrative costs associated with the program. Any amount in excess of actual administrative costs (as determined by a percentage-of-personnel-time and overhead utilizing employee logs) will be returned to the RLF for relending.

11) The CEDC will charge a loan processing fee of 1 1/2 percent of the RLF loan amount or loan guarantee; a servicing fee of 1/2 percent per annum will be charged for RLF loans. Said fees will be used to cover actual administrative costs associated with the

program. Any amount in excess of actual administrative costs (determined by a percentage-of-personnel-time basis utilizing employee logs) will be returned to the RLF for relending.

12) In order to determine that RLF funds are not being used merely to substitute for private capital, CEDC will require that all RLF borrowers submit to CEDC a written statement that they are unable to obtain private financing for the full project cost or that the project is not financially feasible without the RLF loan.

F. Time Schedule for Loan Closings

Assuming a 70%/30% split between fixed asset loans and working capital loans and that loans are spread evenly over each six-month period in the next two years, the time schedule for loan closings from the recapitalized RLF could look as follows, at the end of:

Six Months

$ 78,750 (one loan for fixed assets)

33,750 (one loan for working capital)

$112,500 (RLF funds committed — 25 percent)

Twelve Months

$ 78,750 (one loan for fixed assets)

33,750 (one loan for working capital)

$112,500 (RLF funds committed — 50 percent)

Eighteen Months

$ 78,750 (one loan for fixed assets)

33,750 (one loan for working capital)

$112,500 (RLF funds committed — 75 percent)

Twenty-four Months

$ 78,750 (one loan for fixed assets)

33,750 (one loan for working capital)

$112,500 (RLF funds committed — 100 percent)

G. Related Activities

1) Technical and Management Assistance

Firms requiring technical and management assistance are referred to the Rutgers Small Business Development Center, the local office of SCORE (the SBA-sponsored Service Corps of Retired Executives) or the New Jersey Department of Commerce and Economic Development's Office of Small Business Assistance. Firms experiencing difficulties establishing or maintaining an accounting system are referred to Community Accountants, a non profit organization of accountants who assist businesses and non profit organizations on a pro bono publico basis.

2) Loan Packaging and Referral Services

Firms applying for RLF assistance which are ineligible or may be able to get assistance elsewhere are referred to other sources of financing, including, as appropriate:

*local banks

*the New Jersey Urban Centers Small Loan Program

*the New Jersey Economic Development Authority

*the New Jersey Local Development Financing Fund

*the New Jersey Urban Development Corporation

*the local office of the U.S. Small Business Development Administration

*the U.S. Department of Commerce Trade Adjustment Assistance Center

*CEDC's other financing vehicles

3)Linking Jobs to the Long-Term Unemployed

Through an Employment Generating Services contract between the Camden Economic Development Corporation and the City of Camden's Private Industry Council for Fiscal Year 1982, a formal link was forged between the CEDC's economic development activities and the City's employment and training program. All CEDC loan commitments included a provision the CETA-eligible city residents must by considered for all new positions created as a result of the project for which CEDC funding is provided.

While the local employment and training system changed as a result of the Jobs Partnership Training Act (Camden City is no longer a

County Private Industry Council. A pre-screened pool of JPTA-eligible Camden City unemployed and low-income persons are referred for each permanent position created as a result of CEDC assistance.

II. Administrative Elements of the Plan

A. Loan Administration Board

The CEDC Board of Directors acts as the Loan Administration Board for the CEDC's Revolving Loan Fund. The Board reviews, selects and approves loan applications, establishes policy, and makes final decisions concerning the Revolving Loan Fund. The CEDC's Board is drawn from a representative cross-section of the Camden City community.

This representation includes financial institutions, large corporations, small businesses, local government and community organizations. The CEDC Board is comprised of three (3) City representatives, eight (8) private business representatives, and three (3) public/community representatives, as well as the President of CEDC. The City of Camden has a significant minority population; the Board therefore maintains significant minority representation. Currently, seven (7) of the CEDC's fifteen (15) board members are minority persons.

Representatives of local financial institutions include Francis Testa, Senior Vice President of United Jersey Bank, S.W.; James Strangfeld, Senior Vice President, Horizon/Princeton Bank; and Donald Pitzer, Commercial Loan Officer, Columbia Savings and Loan Association.

Representatives of Camden's corporate and business community include Lawrence D. Lang, Assistant Treasurer, Campbell Soup Company; Samuel Convissor, Mutual Benefit Life; Max Rudoler, Vice President, HWR Corporation;Louis H. Goettelmann, Goettlemann Associates; and Edward Burt, President, Pine Industries.

Efrain E. Blasini, Personnel Management Analyst for the N.J. Civil Service Department and a board member of several community organizations, serves as chairman of the CEDC Board. Other representatives from the Camden community are Josephine Gantt, Social Worker for Northgate #2 Associates and CEDC Board Secretary; and Reginald C. Stevenson, Senior Vice President of the Black People's Unity Movement and CEDC Board Treasurer. City government representatives are the Honorable Melvin R. Primas, Jr., Mayor of the City of Camden; Gwendolyn Faison, President of Camden City Council; and Barbara Coscarello, Director of the Department of Development.

B. Staff Capacity

The CEDC staff, in packaging loans and submitting recommendations to the Loan Administration Board, makes use of the corporation's professional skills and contracted legal and accounting services to administer the Revolving Loan Fund program. The CEDC staff consists of the CEDC President, the Director of Operations, the Executive Secretary/Bookkeeper, and the Secretary/Receptionist.

The President of CEDC is responsible for policy direction and overall administration of CEDC and thus the Revolving Loan Fund. The President, Benjamin A. Smallwood, has extensive experience in

economic and business development. The President also maintains liaison with other agencies, particularly the Camden Private Industry Council and the Department of Development, regarding economic development activities and employment linkages.

Under the direction of the President, the Director of Operations packages loans and makes recommendations to the Loan Administration Board. The Director of Operations, Dianne Reid, collects the necessary financial data and analyzes the business's financial statements. The Director of Operations also performs project marketing, client interviews and loan packaging.

The Executive Secretary/Bookkeeper is responsible for all office functions, maintains the financial records of CEDC, and maintains loan servicing systems. The Secretary/Receptionist position, currently vacant, is responsible for typing and reception functions. Staff resumes are given in Appendix A.

The CEDC RLF relies upon outside professional accounting and legal services for the program's respective accounting and legal needs. The firm Godick and Company, a certified public accounting firm, has been retained to render accounting and auditing services, in accord with the OMB auditing requirements, to the CEDC. Godick and Company is located at 421 Chestnut Street, Philadelphia, PA 19106, (215) 574-9090. The law firm Kenney and Kearney has been retained to provide legel services to CEDC. The firm is located at Suite 210, Woodland Falls Corporate Park, Cherry Hill, N.J. 08034, (609) 779-7000.

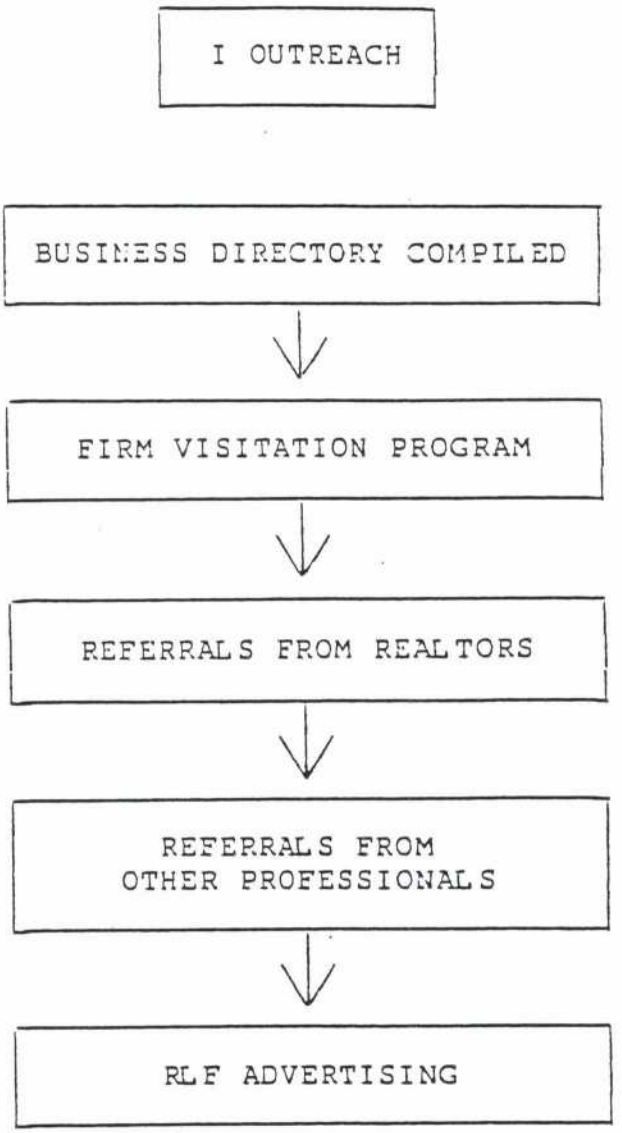
C. Loan Selection and Approval Process

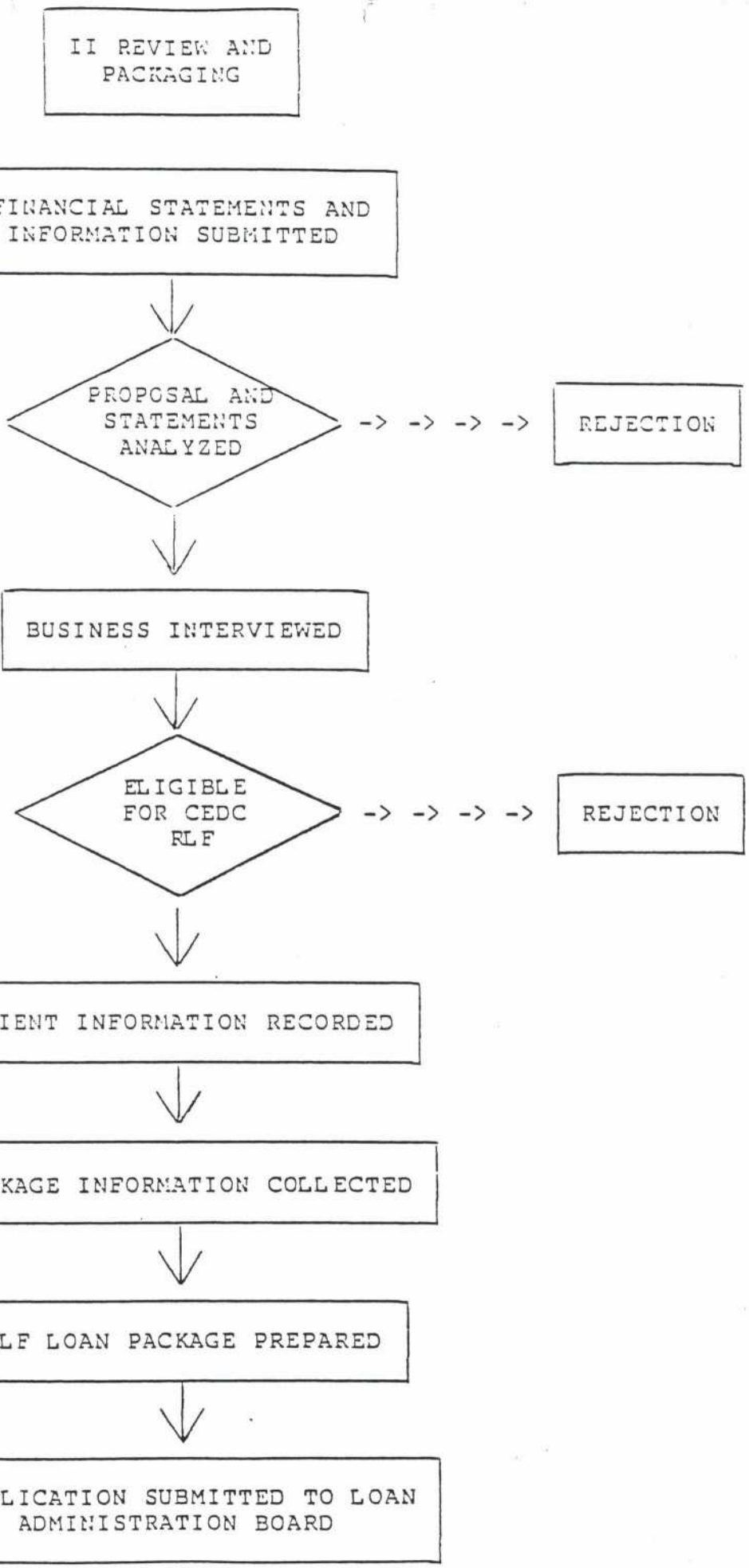
The Camden Economic Development Corporation (CEDC)has financial application and approval processes as well as analysis, monitoring and marketing mechanisms already in place. CEDC regularly receives referrals from a variety of public agencies, including the Camden Department of Development, the Mayor's Office, the Small Business Administration local office, and the Camden County Economic Development Committee. CEDC also receives referrals from private entities, including local banks, realtors, and other Camden businesses familiar with CEDC's programs.

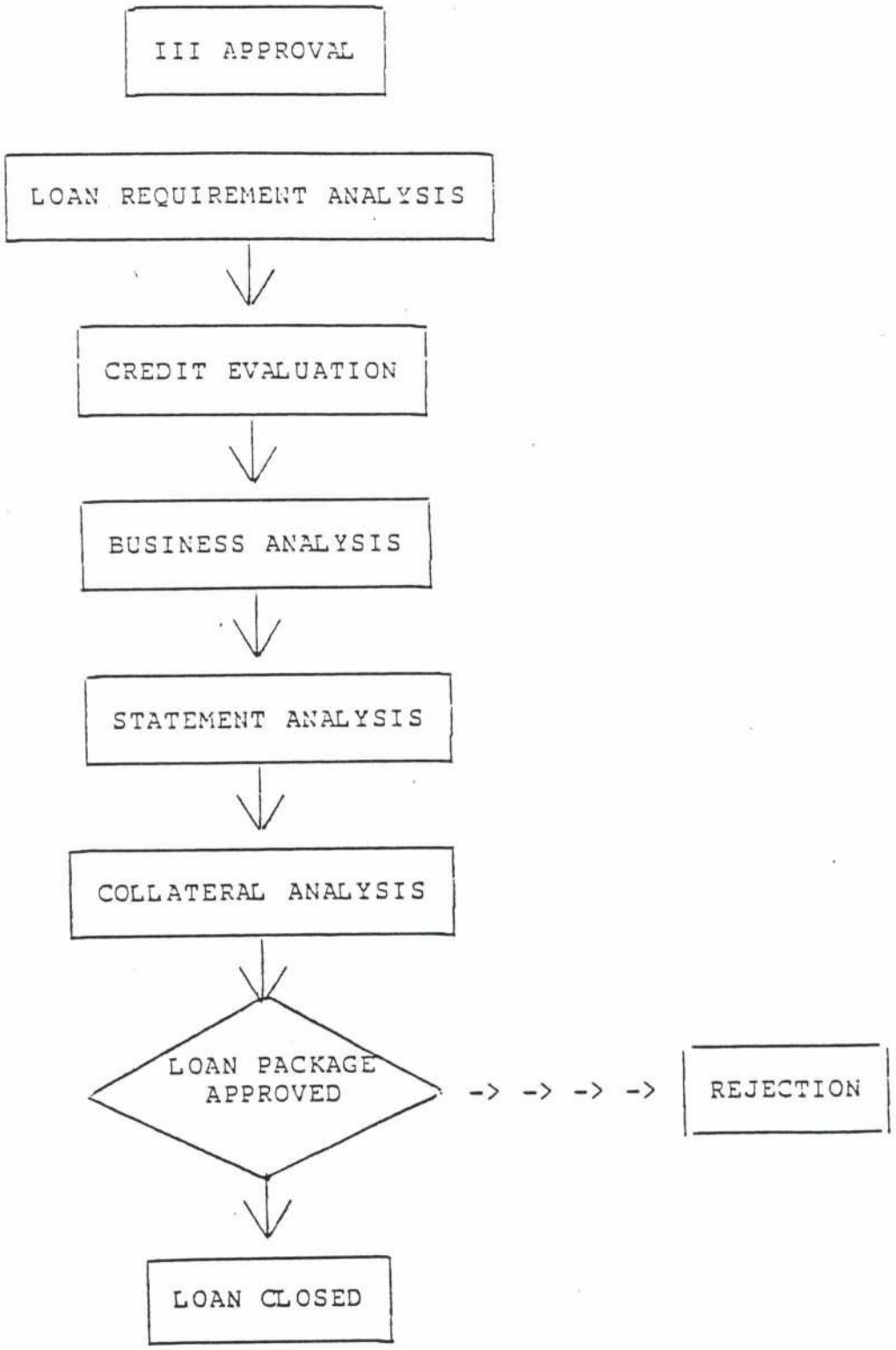
Procedures for reviewing and approving loan applications are already in place for the various financing tools available through the CEDC. Prospective applicants submit to CEDC three year's historical financial statements, personal financial statements, financial projections, and a project description. Through interviews and on-site visits by CEDC staff, any other information necessary to complete the loan package is obtained. The completed loan package is forwarded to the Loan Administration Board for review and approval. Only those packages meeting the standards and financial policies of the Revolving Loan Fund are approved.

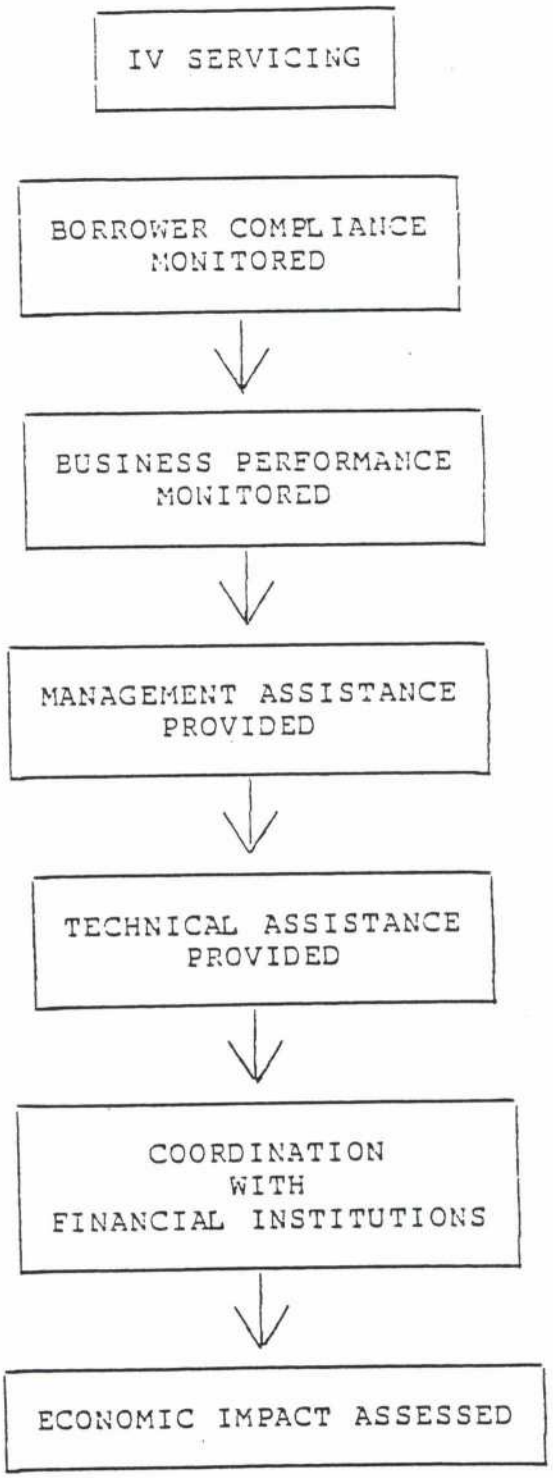
A blank loan application form is given in Appendix B. A copy of standard loan conditions is given in Appendix C. Flow charts illustrating the outreach, approval and review process are shown below.

I OUTREACH
II REVIEW AND PACKAGING
III APPROVAL
IV SERVICING


I OUTREACH
BUSINESS DIRECTORY COMPILED
FIRM VISITATION PROGRAM
REFERRALS FROM REALTORS
REFERRALS FROM
OTHER PROFESSIONALS
RLF ADVERTISING


II REVIEW AND PACKAGING
FINANCIAL STATEMENTS AND INFORMATION SUBMITTED
PROPOSAL AND STATEMENTS ANALYZED
-> -> -> ->
REJECTION
BUSINESS INTERVIEWED
ELIGIBLE FOR CEDC RLF
-> -> -> ->
REJECTION
CLIENT INFORMATION RECORDED
PACKAGE INFORMATION COLLECTED
RLF LOAN PACKAGE PREPARED
APPLICATION SUBMITTED TO LOAN ADMINISTRATION BOARD


III APPROVAL
LOAN REQUIREMENT ANALYSIS
CREDIT EVALUATION
BUSINESS ANALYSIS
STATEMENT ANALYSIS
COLLATERAL ANALYSIS
LOAN PACKAGE APPROVED
-> -> -> ->
REJECTION
LOAN CLOSED


IV SERVICING
BORROWER COMPLIANCE MONITORED
BUSINESS PERFORMANCE MONITORED
MANAGEMENT ASSISTANCE PROVIDED
TECHNICAL ASSISTANCE PROVIDED
COORDINATION WITH FINANCIAL INSTITUTIONS
ECONOMIC IMPACT ASSESSED

D. Loan Servicing

The servicing of the revolving loan fund is performed by the Executive Secretary/Bookkeeper. The borrowers are billed for amounts due by the Secretary/Bookkeeper as per the payment schedule developed by the Director of Operations. The receiving and posting of payments are entered to hardcopy records by the Secretary/Bookkeeper. The President of CEDC assists in the counseling of any delinquent accounts and, where necessary, CEDC's legal counsel will affect collection proceedings.

The Director of Operations is responsible for the monitoring of the Revolving Loan Fund program, including any special provisions of the loan. The reconciliation of compliance problems will be negotiated between the CEDC staff and the borrower to achieve mutual economic objectives and benefits.

E. Source of Funds to Cover Administrative Costs

The Revolving Loan Fund administrative costs are covered by interest earned on the RLF loans and processing and servicing fees. Profits from the sale of RLF loans may also be used to cover RLF administrative costs. Any excess interest, fees, and profits, after actual RLF administrative costs are covered, will be returned to the Revolving Loan Fund.

F. The following projected schedule for repayment of principal and interest is based on the assumptions made in the projected schedule for loan closings shown in Part I.F. above. In calculating the repayment schedule, we have assumed that all loans made in each six-

month period are closed on the last day of that period. Illustrative loan amounts, terms, and interest rates are as follows:

First six (6) months

$78,750	15 years, 5 year balloon	9%
33,750	5 years	9%

End of first year

$78,750	15 years	10%
33,750	3 years	10.5%

Third six (6) months

$78,750	15 years, 10 year balloon	10%
33,750	5 years	10%

End of second year

$78,750	15 years	9%
33,750	3 years	10.5%

At the end of two years, CEDC will seek additional funding to capitalize the Revolving Loan Fund. Funds returned to the RLF pending the closing of new loans may be held in interest earning accounts or other short term investments. In order to accelerate recapitalization of the RLF, there will be no prepayment penalties on RLF loans.

G. Other Requirements

Since its establishment, the Camden Economic Development Corporation has extended loans to nineteen (19) Camden businesses, five of which are minority-owned. The CEDC Board, acting as the RLF Loan Administration Board, will continue to make loans on a non-discriminatory basis. No applicant will be denied a loan on the basis of race, color, national origin, religion, age, handicap, or sex. All RLF borrowers, as a condition of the loan, will consent to comply with the Department of Commerce and the Economic Development Administration regulations under Title VI of the Civil Rights Act of 1964, Public Law 92-65 (as amended), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Executive Order 11246 (as amended).

All RLF borrowers whose project will save or create fifteen (15) or more jobs will be required to submit to CEDC Form ED-612, "Current and Projected Permanent Employee and Payroll Data." For the term of the RLF loan, such RLF borrowers will be required to resubmit to CEDC Form ED-612 annually. Additionally, if the RLF borrower's project will save or create fifty or more jobs, an Affirmative Action Program that conforms to the EDA Civil Rights Guidelines must be submitted to CEDC.

As part of CEDC's outreach efforts, a periodic newsletter is mailed to Camden businesses including 236 minority-owned firms in the City. Utilizing our mailing list, the entire Camden business community has been informed of the RLF. The CEDC also maintains contact with local business organizations, most of which have a significant minority membership such as the Greater Camden Business Association.

As a general rule, RLF funds may not be used for projects which would adversely impact on floodplains, wetlands, significant historical or archeological property, drinking water resources, or non-renewable natural resources. For projects involving construction or substantial renovation, CEDC will request that the City of Camden's Division of Planning conduct an environmental review.

The CEDC understands that businesses relocating jobs from another labor area are not eligible RLF borrowers. The CEDC will recall RLF loans if the project activity moves from the area.

When applicable, RLF borrowers will, as a condition of the loan, be required to obtain and maintain flood hazard insurance.

If RLF funds are used for construction projects to which the public will have access, CEDC will insure that accessibility to the handicapped is provided.

Construction financed in whole or in part by the RLF must meet the requirements of the Davis-Bacon Act, as amended (40 U.S.C.276a-5). Should the RLF borrower fail to comply with these requirements, the CEDC will take legal recourse to declare the loan in default.

EXAMPLE RLF REPAYMENT SCHEDULE

MONTH #	PAYMENT AMOUNT	PRINCIPAL AMOUNT	INTEREST AMOUNT
1	0.00	0.00	0.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00
5	0.00	0.00	0.00
6	0.00	0.00	0.00
3/31/89	0.00	0.00	0.00
7	1,499.32	655.56	843.76
8	1,499.32	660.49	838.83
9	1,499.32	665.44	833.88
10	1,499.32	670.43	828.89
11	1,499.32	675.46	823.36
12	1,499.32	680.53	818.79
9/30/89	8,995.92	4,007.91	4,987.51
13	3,442.53	1,677.28	1,765.25
14	3,442.53	1,691.01	1,751.52
15	3,442.53	1,704.87	1,737.66
16	3,442.53	1,718.84	1,723.69
17	3,442.53	1,732.92	1,709.61
18	3,442.53	1,747.12	1,695.41
3/31/90	20,655.18	10,272.04	10,383.14
19	5,005.87	2,387.28	2,618.59
20	5,005.87	2,406.91	2,598.96
21	5,005.87	2,426.72	2,579.15
22	5,005.87	2,446.71	2,559.16
23	5,005.87	2,466.84	2,539.03
24	5,005.87	2,487.15	2,518.72
9/30/90	30,035.22	14,621.61	15,413.61

R-35

MBS:dh
05-12-20

RESOLUTION AUTHORIZING THE PURCHASE OF UPDATED LED LIGHTBULBS FOR STREET LIGHTS ON THE 900 BLOCK OF EVERETT STREET

WHEREAS, the City of Camden is seeking authorization to purchase (3) three LED Cobra lightbulbs to replace the existing HPS lightbulbs to improve the lighting on the 900 Block of Everett Street in an effort to improve quality of life and public safety; and

WHEREAS, the Department of Public Works will be purchasing the replacement lightbulbs through PSE&G from the utility account in the amount of $46.07; and

WHEREAS, the City Council of the City of Camden has determined that it is in the best interest of the City to authorize the purchase of updated LED lightbulbs for Street lights on the 900 Block of Everett Street; now, therefore

BE IT RESOLVED by the City Council of the City of Camden, that the City of Camden is hereby authorized to purchase the (3) three LED Cobra lightbulbs in the amount of $46.07.

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: May 12, 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: MAY 12, 2020

TO: Jason Asuncion, Business Administrator

FROM: Keith L. Walker, Director – Public Works

Department Making Request:

***TITLE OF RESOLUTION/ORDINANCE*:**

RESOLUTION AUTHORIZING THE PURCHASE OF UPDATED LED LIGHTBULBS FOR STREET LIGHTS LOCATED ON 900 BLOCK OF EVERETT STREET

***BRIEF DESCRIPTION*:**

REQUEST AUTHORIZING THE PURCHASE OF LED LIGHTBULBS TO REPLACE THE EXISTING HPS BULBS TO IMPROVE THE LIGHTING ON THE 900 BLOCK OF EVERETT STREET. HELPING TO IMPROVE QUALITY OF LIFE AND PUBLIC SAFETY.

62984 – 50W HPS Cobra	$8.42 to a 36W LED Cobra	$17.35	
64091 – 50W HPS Cobra	$8.42 to a 36W LED Cobra	$17.35	
64093 – 150W HPS Cobra	$15.65 to a 73W LED Cobra	$19.37	
TOTALS	$32.49	$46.07	DIFFERENCE $13.58

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

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

AMOUNT: *(If applicable)*

Date Signature

Approved by Relevant Director: 4/22/2020

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******

Approved by Grants Management: _____ _____ (If applicable)

Approved by Finance Director: _____ _____
☐ CAF –Certifications of Availability of Funds

Approved by Purchasing Agent: _____ _____

Approved by Business Administrator: 4-27-22 _____

Received by City Attorney: _____ _____

(***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****

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	**PSE&G**
Purpose or Need for service:	
Contract Award Amount	**$46.07**
Term of Contract	**N/A**
Temporary or Seasonal	**N/A**
Grant Funded (attach appropriate documentation allowing for service through grant funds)	**N/A**
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	**UTILITY BUDGET**
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 4-27-20
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.
_____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_____

Public Service Electric and Gas Company
4140 Quakerbridge Road, Lawrenceville, New Jersey 08648-4799

PSE&G

From: Ruff, Walter E.
Sent: Monday, March 2, 2020 9:12 AM
To: 'Patrick Keating, Director of Finance' <PaKeatin@ci.camden.nj.us>
Subject: RE: 900 block of Everrett St.

Pat,

I already have the pole numbers for Everett St. From a meeting with Novella at the college. Pole #'s 64093, 64091, 62894.

62984 – 50W HPS Cobra $8.42 to a 36W LED Cobra $17.35
64091 – 50W HPS Cobra $8.42 to a 36W LED Cobra $17.35
64093 – 150W HPS Cobra $15.65 to a 73W LED Cobra $19.37

Walt

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	PSE&G
Purpose or Need for service:	[redacted]
Contract Award Amount	N/A [redacted]46.07
Term of Contract	N/A
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	N/A
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	[redacted] UTILITY BUDGET ANNUAL UTILITY BILLS
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_____
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_____

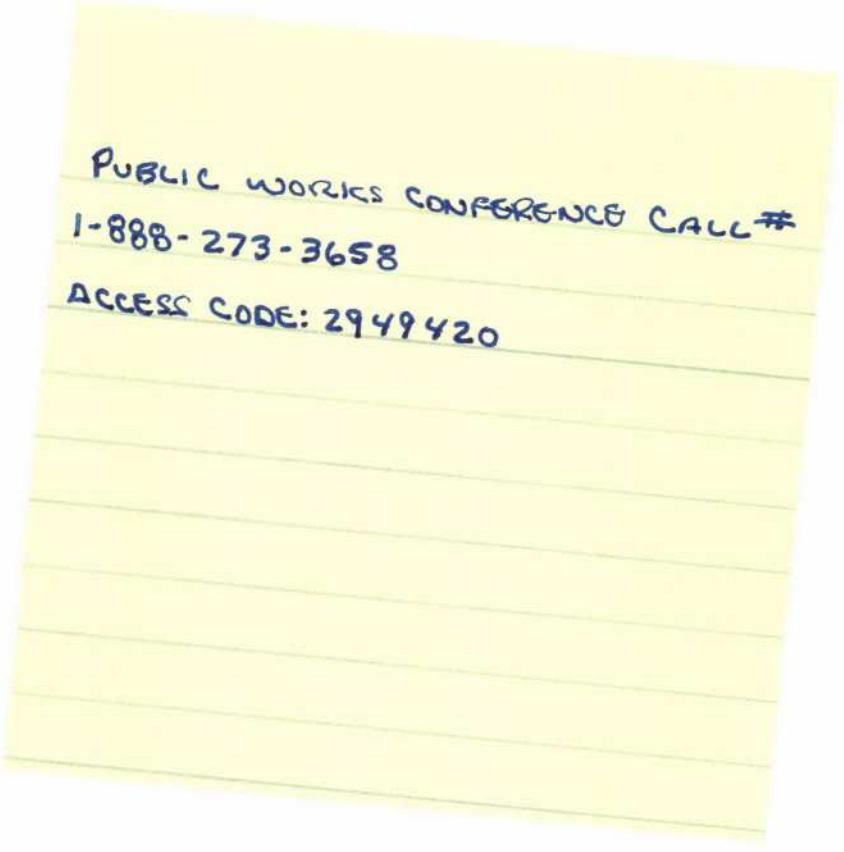
Yvette Torres-Velazquez

From: Carmen Fernandez
Sent: Tuesday, April 21, 2020 8:14 AM
To: Charles Hall; Mitch Richardson; Jeannie Makowski
Cc: Yvette Torres-Velazquez; Keith L. Walker; James Falconiero
Subject: Between 37th and 38th High Street

Good Moring:

Resident: Lydia (856) 333-6258

Location: Between 37th and 38th High Street, there are huge pothole
Can someone please look into this matter. Resident said, is very bad and deep potholes



MBS:dh
05-12-20

R-36

RESOLUTION AUTHORIZING AND RATIFYING EMERGENCY PROCUREMENT AND PAYMENT OF SAME TO THE ORIGINAL HARGROVE DEMOLITION CO. FOR THE PARTIAL DEMOLITION OF 818 NORTH 27TH STREET, CAMDEN, NJ, BLOCK 948, LOT 1 AND IMPOSE A MUNICIPAL LIEN AGAINST THE PROPERTY

WHEREAS, on March 15, 2020, an inspection by the City Construction Official of a building structure took place at 818 N 27th Street, Block 948, Lot 1; and

WHEREAS, upon inspection, the Construction Official determined that the building structure at 818 N 27th Street, Block 948, Lot 1 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 818 N 27th, Block 948, Lot 1 required a partial demolition; and

WHEREAS, the City reached out to two (2) vendors for the structure demolition of 818 N 27th Street, Block 948, Lot 1, the removal of demolition debris and other debris on the property and final restoration and grading of the property; and

WHEREAS, the City of Camden received a lump sum bid of $12,500.00 from The Original W. Hargrove Demolition, Inc., for the partial demolition of 818 N 27th Street, Block 948, Lot 1, Camden, NJ and the removal of demolition debris and other debris on the property, final restoration and grading of the property; and

WHEREAS, the City of Camden entered into a contract with The Original W. Hargrove Demolition, Inc. for $12,500.00 for the partial demolition of 818 N 27th Street, Block 948, Lot 1, Camden, NJ, the removal of demolition debris and other debris on the property, final restoration and grading of the property; 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 $12,500.00 on the property at 818 N 27th Street, Block 948, Lot 1 or alternatively, to enforce the payment of $12,500.00, 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 partial 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 $12,500.00 on the property at 818 N 27th Street, Block 948, Lot 1, 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 $12,500.00 for the property at 818 N 27th Street, Block 948, Lot 1, 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 $12,500.00 for the demolition, removal of debris, final restoration, grading of the property at 818 N 27th Street, Block 948, Lot 1, 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: May 12, 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:

THE ORIGINAL W. HARGROVE DEMOLITION COMPANY

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

TEMPORARY BUDGET APPROPRIATION:
AMOUNT:
ADOPTED BUDGET APPROPRIATION: 0-01-700-908
AMOUNT: $12,500.00
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:

$12,500.00

Description of the Goods or Services to be procured:

Award a Contract to The Original W. Hargrove Demolition for partial demolition of structure located at 818 North 27th Street in the City of Camden in accordance to bid specification.

DOREEN CHANG
TREASURER

DATE: April 16, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: NEXT MEETING

TO: Jason J. Asuncion, Business Administrator

DATE: April 16, 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 The Original W. Hargrove 1507 State Street, Camden New Jersey for partial demolition of 818 North 27th Street Camden, NJ 08104, The construction Official determined that there was an imminent hazard condition due to the structure. The city reached out to two (2) vendors. 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: $12,500.00

CITY OF CAMDEN PURCHASING BUREAU 2020 APR 17 A 9:29

☑ **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	4/16/2020	
Approved by Purchasing Agent:	4/17/2020	
Approved by Business Administrator:	4.22.20	
Received by City Attorney:	4/23/20	

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.

RECEIVED 4/16/2020

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

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Roberta Pratt	7159
Contact Person:	Director Keith Walker	7139

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	THE ORIGINAL W. HARGROVE DEMOLITION CO.
Purpose or Need for service:	EMERGENCY DEMOLITION OF 818 NORTH 27TH STREET (Partial Removal
Contract Award Amount	$12,500.00
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 QUOTES
Were other proposals received? If so, please attach the names and amounts for each proposal received?	YES, BRINKS NOT AVAILABLE

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 7.22.20
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.

6-01- -707-908 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 Date 4/17/2023

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

CITY OF CAMDEN - DEPARTMENT OF FINANCE

Rm. 213, City Hall, P.O. Box 95120, Camden, NJ 08101-5120
856-757-7060

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

No. 20-02310

SHIP TO

DEPT OF PUBLIC WORKS
101 NEWTON AVENUE
CAMDEN, NJ 08103
ATTN: K.WALKER/B.BARNES

VENDOR

VENDOR #: HAR04

THE ORIGINAL W. HARGROVE
DEMOLITION CO.
1507 STATE STREET
CAMDEN, NJ 08105

ORDER DATE: 04/08/20
REQUISITION NO: 20-01715
DELIVERY DATE: 03/27/20
STATE CONTRACT:
F.O.B. TERMS:

PAYMENT RECORD: _____
CHECK NO. DATE

RETURN VOUCHER TO:
Finance Dept. - Acct's Payable
Room 213, City Hall, Camden, NJ 08101

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION, UNLESS NOTED.

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00/EA	EMERGENCY DEMO 818 NO. 27TH ST EMERGENCY DEMOLITON OF 818 NO. 27TH ST. IN ACCORDANCE WITH THE EMERGENCY DEMOLITION SPECIFICATIONS OF THE CITY OF CAMDEN/CONSTRUCTION CODE OFFICIAL. THE PARTIAL REMOVAL OF THE COLLAPSING BUILDING. WORK WAS PERFORMED ON SUNDAY, MARCH 15, 2020. COST $12,500.00	0-01- -700-908	12,500.0000	12,500.00
			TOTAL	12,500.00

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under penalty of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount is a reasonable one. I understand no payments will be made for additional work not included on this purchase order.

X
CLAIMANT

POSITION DATE

VENDOR'S TAX I.D. NO. AND/OR SOCIAL SECURITY NO.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

CHIEF FINANCIAL OFFICER

VENDOR: SEE CONDITIONS ON REVERSE SIDE

APPROVED:
THIS PURCHASE COMPLIES WITH THE NJ LOCAL PUBLIC CONTRACT LAW N.J.S.A.40A:11-1 ET SEQ.

PURCHASING AGENT

NOTICE: THE CITY OF CAMDEN UNDER N.J. SALES USE TAX ACT, CHAPTER 30, P.L. 1966 (N.J.S.A. 54-32B) IS EXEMPT FROM ALL TAXATION, FED. I.D #21 -6000418.

NOTICE TO VENDORS: NO ADDITIONS ARE TO BE MADE TO THIS PURCHASE ORDER. Finance Dept. will honor invoices which conform to purchase order as prepared by Purchasing Agent only. Invoices must be rendered and sent promptly to the Finance Dept., Accts. Payable, City Hall-Room 213, Camden, New Jersey 08101, giving order number. All packages must contain packing list. All packages, delivery slips, etc. must contain this order number. All goods or services must be billed at the agreed price, which shall include delivery charges unless otherwise specified.

PURCHASING COPY

MGL PRINTING SOLUTIONS

(2)

CAMDEN CITY

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

REQUISITION
NO. 20-01715

SHIP TO
DEPT OF PUBLIC WORKS 101 NEWTON AVENUE CAMDEN, NJ 08103 ATTN: K.WALKER/B.BARNES

VENDOR
VENDOR #: HAR04 THE ORIGINAL W. HARGROVE DEMOLITION CO. 1507 STATE STREET CAMDEN, NJ 08105

ORDER DATE: 03/27/20
DELIVERY DATE: 03/27/20
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00 EA	EMERGENCY DEMO 818 NO. 27TH ST EMERGENCY DEMOLITON OF 818 NO. 27TH ST. IN ACCORDANCE WITH THE EMERGENCY DEMOLITION SPECIFICATIONS OF THE CITY OF CAMDEN/CONSTRUCTION CODE OFFICIAL. THE PARTIAL REMOVAL OF THE COLLAPSING BUILDING. WORK WAS PERFORMED ON SUNDAY, MARCH 15, 2020. COST $12,500.00 Contacted both BRINK's, CLARENCE THOMPSON, & HARGROVE, BILL.	0-01- -700-908	12,500.0000	12,500.00
			TOTAL	12,500.00

4/7/2020

4.8.20

4/7/2020

Approved:

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

4-3-20
Department Head — Date

Receiver of Goods — 4/3/2020
Date

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

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: Sunday March 15, 2020

SITE: 818 No 27th St

Owner CAMDEN CHURCH OF CHRIST
PO BOX 307
CAMDEN, NJ 08101

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 – EMERGENCY DEMOLITION – BUILDING DOWN TO GRADE ONLY

NOTICE OF IMMINENT HAZARD

Application Date:
Control Number: 0
Permit Number: 0
Date Permit Issued:
Notice Date: 3/15/2020
Violation Number: 20200034/0

City of Camden
P.O. Box 95120
Camden, NJ 08101
856-7577032

IDENTIFICATION

Work Site Location: SE 27TH & GARFI EL Block: 948 Lot: 1 Quali

Owner In Fee: CAMDEN CHURCH OF CHRIST Agent/Contractor:

Address: 818 NO 27TH ST Address:

CAMDEN NJ 08105

Telephone: Telephone:

To: [X] Owner: [ ] Other:

[ ] Agent/Contractor:

Date Of Inspection: 3/15/2020 Date Of This Notice: 3/15/2020

ACTION

Take ***NOTICE*** that as a result of the inspections conducted by this agency on 3/15/2020 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:

PARTIAL COLLAPSE - REMAINING BUILDING IN IMMEDIATE DANGER OF COLLAPSE---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 3/15/2020

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: 3/15/2020

Sent by Certified Mail # :

Invoice

"The Original" W. Hargrove Demolition Co Inc.

1507 State Street
Camden, NJ 08105

Date	Invoice #
3/19/2020	91

Bill To

City of Camden
ATTN: Ms. Brenda Barnes, DPW
101 Newton Avenue
Camden, NJ 08103

Ship To

818 N 27th Street
Emergency Demolition
Camden, NJ
USA

Due Date	P.O. No.	Terms
3/19/2020		

Description	Qty	Rate	Amount
Providing emergency services, including machine, operator, transportation of same, laborers, etc...under the request of Lateefa Chandler, Purchasing Agent, to place the collapsing building @ 818 N 27th Street, Camden, NJ on the ground. Site was secured with 6 ft. temporary fencing, until such time as the City (or owner) secures a contractor to complete the demolition work. Work was performed on Sunday, March 15th, 2020	1	12,500.00	12,500.00

Total $12,500.00

Payments/Credits $0.00

Balance Due **$12,500.00**

Phone #	Fax #	E-mail
856-225-1100	856-541-0841	kelly@whargrove.com

MBS:dh
05-12-20

R-37

RESOLUTION AUTHORIZING AND RATIFYING EMERGENCY PROCUREMENT AND PAYMENT OF SAME TO THE ORIGINAL HARGROVE DEMOLITION CO. FOR THE DEMOLITION OF 1222 SOUTH 4TH STREET, CAMDEN, NJ, BLOCK 334, LOT 72 AND STUCCO THE WALLS OF 1224 SOUTH 4TH STREET AND IMPOSE A MUNICIPAL LIEN AGAINST THE PROPERTY

WHEREAS, on February 24, 2020, an inspection by the City Construction Official of a building structure took place at 1222 South 4th Street, Block 334, Lot 72 and stucco the walls of 1224 South 4th Street; and

WHEREAS, upon inspection, the Construction Official determined that the building structure at 1222 South 4th Street, Block 334, Lot 72 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 1222 South 4th Street, Block 334, Lot 72 required a demolition; and

WHEREAS, the City reached out to The Original W. Hargrove Demolition, Inc., for the structure demolition of 1222 South 4th Street, Block 334, Lot 72, and stucco the walls of 1224 South 4th Street, the removal of demolition debris and other debris on the property and final restoration and grading of the property; and

WHEREAS, the City of Camden received a lump sum bid of $39,000.00 from The Original W. Hargrove Demolition, Inc., for the demolition of 1222 South 4th Street, Block 334, Lot 72, Camden, NJ and stucco the walls of 1224 South 4th Street and the removal of demolition debris and other debris on the property, final restoration and grading of the property; and

WHEREAS, the City of Camden entered into a contract with The Original W. Hargrove Demolition, Inc. for $39,000.00 for the demolition of 1222 South 4th Street, Block 334, Lot 72, Camden, NJ, and stucco the walls of 1224 South 4th Street the removal of demolition debris and other debris on the property, final restoration and grading of the property; 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 $39,000.00 on the property at 1222 South 4th Street, Block 334, Lot 72 or alternatively, to enforce the payment of $39,000.00, 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 $39,000.00 on the property at 1222 South 4th Street, Block 334, Lot 72, 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 $39,000.00 for the property at 1222 South 4th Street, Block 334, Lot 72, 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 $39,000.00 for the demolition, removal of debris, final restoration, grading of the property at 1222 South 4th Street, Block 334, Lot 72, 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: May 12, 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:

THE ORIGINAL W. HARGROVE DEMOLITION COMPANY

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

TEMPORARY BUDGET APPROPRIATION:
AMOUNT:
ADOPTED BUDGET APPROPRIATION: 0-01-700-908
AMOUNT: $39,000.00
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:

$39,000.00

Description of the Goods or Services to be procured:

Award a Contract to The Original W. Hargrove Demolition for the demolition of structure located at 1222 South 4th Street and stucco of walls of 1224 South 4th Street in the City of Camden in accordance with bid specification.

DOREEN CHANG
TREASURER

DATE: April 16, 2020

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: NEXT MEETING

TO: Jason J. Asuncion, Business Administrator

DATE: April 16, 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 The Original W. Hargrove 1507 State Street, Camden New Jersey for demolition of 1222 South 4th and stucco of the walls of 1224 South 4th Street Camden, NJ 08104. The construction Official determined that there was an imminent hazard condition due to the structure. 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

CITY OF CAMDEN PURCHASING BUREAU 2020 APR 17 A 9:30

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: $39,000.00

☑ **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:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	4/16/2020	
☑ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	4/17/2020	
Approved by Business Administrator:	4.22.20	
Received by City Attorney:	4/23/20	

RECEIVED 4/16/2020

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******

	(Name) Please Print	*(Extension #)*
Prepared By:	Roberta Pratt	7159
Contact Person:	Director Keith Walker	7139

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	THE ORIGINAL W. HARGROVE DEMOLITION CO.
Purpose or Need for service:	EMERGENCY DEMOLITION OF 1222 SOUTH 4TH STREET AND STUCCO OF THE WALL OF 1224 SOUTH 4TH STREET
Contract Award Amount	39,000.00
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 QUOTES~~ While Demolishing 1220 Bldg, It became apparent that 1222 NEEDED to come Down Due to instability of structure to stand alone
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*

Jr J. Gramm Date 4.22.20

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.

ER JP. Date 4/17/2020

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

CITY OF CAMDEN - DEPARTMENT OF FINANCE

Rm. 213, City Hall, P.O. Box 95120, Camden, NJ 08101-5120
856-757-7060

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

No. 20-02305

SHIP TO

DEPT OF PUBLIC WORKS
101 NEWTON AVENUE
CAMDEN, NJ 08103
ATTN: K.WALKER/B.BARNES

VENDOR

VENDOR #: HAR04

THE ORIGINAL W. HARGROVE
DEMOLITION CO.
1507 STATE STREET
CAMDEN, NJ 08105

ORDER DATE: 04/08/20
REQUISITION NO: 20-01672
DELIVERY DATE: 03/17/20
STATE CONTRACT:
F.O.B. TERMS:

PAYMENT RECORD: _____
CHECK NO. DATE

RETURN VOUCHER TO:
Finance Dept. - Acct's Payable
Room 213, City Hall, Camden, NJ 08101

THE CONDITIONS OF THIS ORDER ARE NOT TO BE MODIFIED BY ANY VERBAL UNDERSTANDING. ALL PRICES ARE F.O.B. DESTINATION, UNLESS NOTED.

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00/EA	EMERGENCY DEMO 1222 SO.4TH ST EMERGENCY DEMOLITON OF 1222 SO. 4TH ST. IN ACCORDANCE WITH THE EMERGENCY DEMOLITION SPECIFICATIONS OF THE CITY OF CAMDEN/CONSTRUCTION CODE OFFICIAL. THE REMOVAL OF STRUCTURE,CONTENTS AND ALL OTHER DEBRIS ABOVE AND BELOW GROUND. STUCCO ADJOINING 1224 SO.4TH STREET COST OF DEMO $39,000.00	0-01- -700-908	39,000.0000	39,000.00
			TOTAL	39,000.00

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under penalty of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount is a reasonable one. I understand no payments will be made for additional work not included on this purchase order.

X
CLAIMANT

POSITION DATE

VENDOR'S TAX I.D. NO. AND/OR SOCIAL SECURITY NO.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

CHIEF FINANCIAL OFFICER

VENDOR: SEE CONDITIONS ON REVERSE SIDE

APPROVED:
THIS PURCHASE COMPLIES WITH THE NJ LOCAL PUBLIC CONTRACT LAW N.J.S.A.40A:11-1 ET SEQ.

PURCHASING AGENT

NOTICE: THE CITY OF CAMDEN UNDER N.J. SALES USE TAX ACT, CHAPTER 30, P.L. 1966 (N.J.S.A. 54-32B) IS EXEMPT FROM ALL TAXATION, FED. I.D #21 -6000418.

NOTICE TO VENDORS: NO ADDITIONS ARE TO BE MADE TO THIS PURCHASE ORDER. Finance Dept. will honor invoices which conform to purchase order as prepared by Purchasing Agent only. Invoices must be rendered and sent promptly to the Finance Dept., Accts. Payable, City Hall-Room 213, Camden, New Jersey 08101, giving order number. All packages must contain packing list. All packages, delivery slips, etc. must contain this order number. All goods or services must be billed at the agreed price, which shall include delivery charges unless otherwise specified.

PURCHASING COPY

MGL PRINTING

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

(1)

REQUISITION
NO. 20-01672

SHIP TO
DEPT OF PUBLIC WORKS
101 NEWTON AVENUE
CAMDEN, NJ 08103
ATTN: K.WALKER/B.BARNES

ORDER DATE: 03/17/20
DELIVERY DATE: 03/17/20
STATE CONTRACT:
F.O.B. TERMS:

VENDOR
VENDOR #: HAR04
THE ORIGINAL W. HARGROVE
DEMOLITION CO.
1507 STATE STREET
CAMDEN, NJ 08105

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00 EA	EMERGENCY DEMO 1222 SO.4TH ST EMERGENCY DEMOLITON OF 1222 SO. 4TH ST. IN ACCORDANCE WITH THE EMERGENCY DEMOLITION SPECIFICATIONS OF THE CITY OF CAMDEN/CONSTRUCTION CODE OFFICIAL. THE REMOVAL OF STRUCTURE,CONTENTS AND ALL OTHER DEBRIS ABOVE AND BELOW GROUND. STUCCO ADJOINING 1224 SO.4TH STREET COST OF DEMO $39,000.00	0-01- -700-908	39,000.0000	39,000.00
			TOTAL	39,000.00

J.C. 4/7/2020

4.8.20 JB

4/7/2020

Approved:

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

James Falconieri 3-23-20
Department Head Date

James Falconieri 4/7/2020 3-23-20
Receiver of Goods Date

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

Invoice

"The Original" W. Hargrove
Demolition Co Inc.

1507 State Street
Camden, NJ 08105

Date	Invoice #
3/6/2020	84

Bill To

City of Camden
ATTN: Ms. Brenda Barnes, DPW
101 Newton Avenue
Camden, NJ 08103

Ship To

1222 S 4th Street
emergency demolition
Camden, New Jersey
USA

Due Date	P.O. No.	Terms
3/6/2020		

Description	Qty	Rate	Amount
Demolishing and removing the entire structure, due to collapsing building, on an emergency basis for the City of Camden. Work performed as per City of Camden demolition specifications. Demolition Permit No. 2020-0230 (copy attached) Copy of Certificate of Approval (attached) Copies of before and after photos attached Copies of landfill receipts attached	1	39,000.00	39,000.00

Total $39,000.00

Payments/Credits $0.00

Balance Due **$39,000.00**

Phone #	Fax #	E-mail
856-225-1100	856-541-0841	kelly@whargrove.com

NOTICE OF IMMINENT HAZARD

Application Date:
Control Number: 0
Permit Number: 0
Date Permit Issued:
Notice Date: 2/24/2020
Violation Number: 20200018/0

City of Camden
P.O. Box 95120
Camden, NJ 08101
856-7577032

IDENTIFICATION

Work Site Location: 1222 SO 4TH ST Block: 334 Lot: 72 Qualif
Owner In Fee: WALKER JIMMY Agent/Contractor:
Address: 427 LANSDOWNE AVE Address:
CAMDEN NJ 08104
Telephone: Telephone:

To: [X] Owner: [ ] Other:
[ ] Agent/Contractor:

Date Of Inspection: 2/24/2020 Date Of This Notice: 2/24/2020

ACTION

Take ***NOTICE*** that as a result of the inspections conducted by this agency on 2/24/2020 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:

THERE IS AN IMMEDIATE DANGER OF FAILURE OR COLLAPSE—— MANY WALL RACTURES—MUST REPAIR OR 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 2/25/2020

MUST REPAIR OR 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: 2/24/2020

Sent by Certified Mail # :

R-38 on Agenda

R-39

MBS:dh
05-05-20

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $1,500,000.00 GREEN ACRES PROGRAM GRANT FROM THE NJDEP

WHEREAS, the City of Camden has been awarded a One Million Five Hundred Thousand Dollar ($1,500,000.00) grant from the New Jersey Department of Environmental Protection, for the Green Acres Program; and

WHEREAS, said funds are to be used for the City's Multi-Parks Development (Project #0408-17-014) for the North Camden Waterfront Development Project; and

WHEREAS, the City Council of the City of Camden believes that acceptance of said grant will be in the best interest of the residents of the City of Camden; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that, the proper officers be and are hereby authorized to accept a grant in the amount of One Million Five Hundred Thousand Dollars ($1,500,000.00) from the NJDEP.

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: May 5, 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: May 12, 2020

TO: Jason Asuncion, Business Administrator

FROM: Keith L. Walker, Director, DPW

Department Making Request: Department of Public Works

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing the acceptance of a State of New Jersey, Department of Environmental Protection Green Acres Program Grant.

BRIEF DESCRIPTION: The acceptance of said grant from NJDEP Green Acres Program will be utilized for Camden City's Multi-Parks Development (Project # 0408-17-014).

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

APPROPRIATION ACCOUNT(S): N.A.

AMOUNT: $1,500,000.00

	Date	Signature
Approved by Relevant Director:	4-20-20	
Approved by Grants Management:	4/21/20	(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	4/22/20	
Approved by Purchasing Agent:		
Approved by Business Administrator:	4.22.20	
Received by City Attorney:	4/23/20	

	(Name) Please Print	***(Extension #)***
Prepared By:	Tamara M. Jefferson	ext. 7393
Contact Person:	SAME	

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 _____ Closing Report_____

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Department: Planning and Development – Park Projects

Grant Administrator: Tamara Jefferson Grant Administrator #: 757-7393

Grant/Project Name:			Multi-Parks Development			
Grant #:			#0408-17-014			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :		
Funding Source:			NJ Department of Environmental Protection - Green Acres Program			
Pass Through:	Y	(N)	Source:			
Amount of Grant:			$1,500,000.00			
Local Match:	Y	N	Cash:	$500,000.00	In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			Thru 2/2/22	Location of Activity:		Whitman Park
Date of Analysis:			21-Apr-20	Reviewed By:		Kelly Mobley

Summary:

21-Apr-20: The Department of Public Works is currently requesting authorization to accept and insert a $1,500,000 grant from the New Jersey Department of Environmental Protection Green Acres Program for the Multi-Parks Development Project. As a part of the North Camden Waterfront Development Project, the City will create RCA Pier Park on a former industrial pier currently used for parking. The 2.5 acre park project will involve shore stabilization; replacement of existing paved areas with a lawn area; installation of landscaping, lighting, walkways, storm-water management improvements, and park amenities.

Problematic Areas/Recommendations: The $500,000 share required for this agreement will be managed by Cooper's Ferry thru Liberty Property Trust.

Based on prior history with Green Acres funding, the City should anticipate a delay in reimbursements for the project.

TTACHMENT 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	
Name of Vendor	Department of Environmental Protection Green Acres Program
Purpose or Need for service:	The City of Camden wishes to accept a Green Acres Grant in the amount of $1,500,000.00 from NJDEP. Said grant will be utilized towards the City's Multi-Park Development Project. Project # 0408-17-014
Contract Award Amount	$1,500,000.00
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 4-22-20
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.

N/A
_____ 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_____

LIBERTY PROPERTY TRUST

January 8, 2018

The Honorable Frank Moran
Mayor
City of Camden
520 Market St.
Camden, NJ 08101

RE: New Waterfront Park on the RCA Pier on the Camden Waterfront

Mayor Moran:

In an ongoing effort to continue to implement the Camden Waterfront Master Plan, Liberty Property Trust (LPT) wishes to reaffirm its commitment to the future RCA Pier Park, a proposed 2.1-acre park to be constructed on the former RCA Pier on the Camden Waterfront. When constructed, the park will comprise Block 81.06, Lot 3.05 (1.9 acres), Block 80, Lot 2.04 (0.15 acres), and a portion of Block 80, Lot 2.03 (0.1 acres). The park properties are currently owned by Camden Town Center LLC, a subsidiary of LPT, though it is LPT's intention to transfer ownership of the park to the City of Camden.

As evidence of this commitment, LPT pledges a $2 million cash commitment to the development of the park. Recognizing the urgency with which the project engineering and landscape design must commence, LPT pledges to offer its $2 million contribution to fund the project immediately.

Cooper's Ferry Partnership will raise additional funds for and manage the project on behalf of, and in partnership with, LPT for a project management fee of 1.5% of the total project costs.
Effective immediately, CFP will seek to award a contract for landscape design and engineering. In addition, LPT, along with partner CFP, intends to design and construct RCA Pier Park in an expeditious manner, with a goal of construction completion in 2018.

We look forward to working together with the City of Camden and CFP on this project.

Sincerely,

John Gattuso
Senior Vice President & Regional Director

State of New Jersey
Department of Environmental Protection
GREEN ACRES PROGRAM
MAIL CODE 501-01
P.O. BOX 420
TRENTON, NEW JERSEY 08625-0420
TEL: 609-984-0500 FAX: 609-984-0608

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CATHERINE R. McCABE
Commissioner

RECEIVED
FEB 1 [illegible] 2020

February 12, 2020

Sarah Bryant, Director of Community Initiatives
Cooper's Ferry Partnership
2 Riverside Drive, Suite 501
Camden, NJ 08103

Subject: Green Acres Project #0408-17-014
Multi-Parks Development
Camden City, Camden County

Dear Ms. Bryant:

Enclosed for your files is a fully executed Green Acres Project Agreement for the above-referenced project. Please keep the executed Project Agreement accessible, as Camden City will be asked to remove and record the original Declaration of Encumbrance and Recreation and Open Space Inventory upon receipt of Green Acres funding.

Please note that the project period expires on February 7, 2022. The project must be completed and funding must be disbursed within this time period.

Please feel free to contact me at cecile.murphy@dep.nj.gov or (609) 984-0619 if you have any questions about the Project Agreement and funding procedures.

Sincerely,

Cecile M. Murphy, Project Manager
Park Development Team

Enclosure

The State of New Jersey is an equal opportunity employer. Printed on recycled and recyclable paper.

Prepared By: Cecile M. Murphy

Green Acres Program
Department of Environmental Protection
(609) 984-0570

GREEN ACRES PROJECT AGREEMENT

BETWEEN

THE STATE OF NEW JERSEY

BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

AND

CAMDEN CITY

CAMDEN COUNTY

____ Green Acres Copy
X Local Government Unit Copy

File No. 0408-17-014
Dated: 2/7/20

THE STATE OF NEW JERSEY
BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION
GREEN ACRES PROGRAM

GREEN ACRES PROJECT AGREEMENT

BETWEEN Camden City, Camden County, having offices at 520 Market Street, City Hall, 4th Floor, P.O. Box 95120, Camden, New Jersey 08101, hereinafter "Local Government Unit", and

The State of New Jersey by the Department of Environmental Protection, Green Acres Program, Mail Code 501-01, P. O. Box 420, Trenton, New Jersey 08625-0420, hereinafter "State" (collectively the "Parties"),

WITNESSETH:

WHEREAS, The Local Government Unit has submitted an application to the State for financial assistance under the Green Acres Program; and

WHEREAS, the State has reviewed said application and has found it to be in conformance with the scope and intent of the Green Acres Program and has approved The Local Government Unit's request and awarded funding ("Green Acres Funds"); and

WHEREAS, the Parties wish to execute this Green Acres Project Agreement ("Project Agreement") to govern the Local Government Unit's use of Green Acres Funds; and

WHEREAS, The Local Government Unit has agreed to utilize the Green Acres Funds and to hold and use the premises hereinafter described in accordance with the Green Acres Laws; and

NOW, THEREFORE, in consideration of the principles, assurances and premises contained herein, the Parties agree to perform in accordance with the provisions, terms and conditions set forth in this Project Agreement.

APPROVED PROJECT DESCRIPTION

LOCAL GOVERNMENT UNIT: Camden City

PROJECT NUMBER: 0408-17-014

TYPE OF PROJECT: _____ Acquisition X Development

PROJECT TITLE: Multi-Parks Development

APPROVED PROJECT SCOPE:

The City of Camden, in partnership with Coopers Ferry Partnership and the Camden Special Services District, proposes the development of multiple parks in the City. To begin, as part of the North Camden Waterfront Development Project, the City will create RCA Pier Park on a former industrial pier currently used for parking. The 2.5 acre park project will involve shore stabilization; replacement of existing paved areas with a lawn area; installation of landscaping, lighting, walkways, stormwater management improvements, and park amenities (benches, trash cans, drinking fountains).

PROJECT LOCATION (a lot and block description of the premises to be acquired or developed):

Block 80, Lots 2.03 and 2.04
Block 81.06, Lot 3.05

ALLOCATION OF PROJECT COST:

Funds directly from Local Government Unit	$500,000	
LOCAL SHARE		$500,000
State Loan	$0	
State Grant	$1,500,000	
STATE SHARE*		$1,500,000
OTHER SHARE		$6,000,000
ESTIMATED TOTAL COST FOR APPROVED PROJECT		$8,000,000

State Funds Governed under this Project Agreement:		Grant:	Loan:
P.L. 2017 C.146	75% Matching Grant	$1,000,000	$0
JBOC #49	75% Matching Grant	$500,000	$0

BUREAU OF GRANTS MANAGEMENT GRANT SUMMARY FORM

INITIAL R EPORT _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:			MULTI-PARKS DEVELOPMENT PROJECT			
GRANT #:						
CITY CONTRACT DATE:				CITY CONTRACT #:		
APPLICATION RESOLUTION #:				APPROPRIATION CODE		
FUNDING SOURCE:			COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)			
PASS THROUGH:	Y	N	SOURCE:			
AMOUNT OF GRANT:			$1,500,000.00			
LOCAL MATCH:	Y	N	CASH:		IN-KIND:	
BUDGET INSERTION RESOLUTION # & DATE:				ACCEPTING GRANT RESOLUTION # MC:		
TERM OF GRANT:				LOCATION OF ACTIVITY:	Waterfront Area	
DATE OF ANALYSIS:				REVIEWED BY:		

Summary:

√ 4/20/20 Processing Request for City Council Approval for 5/12/20 meeting for the acceptance of a State of New Jersey, Department of Environmental Protection Green Acres Grant in the amount of $1,500,000.00 to be utilized for Camden City's Multi-Parks Development Project.
Project # 0408-17-014

4/20/20 Processing Request for City Council Approval for 5/12/20 meeting for a budget insertion of a State of New Jersey, Department of Environmental Protection Green Acres Grant in the amount of $1,500,000.00 to be utilized for Camden City's Multi-Parks Development Project.
Project # 0408-17-014

Project Budget $
Balance Available $

Time Lines: Anticipated commencement
Anticipated completion

Problematic Areas/Recommendations:

Cabinet # 1	Drawer # 1

4/20

Revised
R-39

MBS:dh
05-12-20

RESOLUTION AUTHORIZING THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE AMOUNT OF $1,500,000.00, THROUGH THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION GREEN ACRES PROGRAM GRANT INTO THE FISCAL YEAR 2020 BUDGET OF THE CITY OF CAMDEN, COUNTY OF CAMDEN PURSUANT TO N.J.S.A. 40A:4-87

WHEREAS, funds have become available through a grant from the New Jersey Department of Environmental Protection and an agreement had not been finalized prior to the adoption of the Fiscal Year 2020 budget for the purpose above mentioned; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, by a majority of all the members of City Council thereof affirmatively concurring, that in accordance with provisions of N.J.S.A. 40A:4-27:

1. A Special Item of Revenue be inserted into the Fiscal Year 2020 Budget and an appropriation in the same amount is hereby created for the NJDEP-Green Acres Program to underwrite project costs in the amount of $1,500,000.00, in that the required matching funds have been approved by NJDEP from a source not necessary to be included in the Municipal Budget appropriation of the City of Camden.

2. That said revenue and appropriation will be provided for in the modified budget under the title of:

   "Multi Parks Development"

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: May 12, 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: May 12, 2020

TO: Jason Asuncion, Business Administrator

FROM: Keith L. Walker, Director, DPW

Department Making Request: Department of Public Works

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing the budget insertion of a $1,500,000.00 State of New Jersey, Department of Environmental Protection Green Acres Program Grant.

BRIEF DESCRIPTION: Requesting approval for a budget insertion of a $1,500,000.00 Green Acres Grant Award from NJDEP Green Acres Program that will be utilized for Camden City's Multi-Parks Development (Project # 0408-17-014).

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

APPROPRIATION ACCOUNT(S): N.A.

AMOUNT: $1,500,000.00

	Date	Signature
Approved by Relevant Director:	4-20-20	
Approved by Grants Management:	4/20/20	(If applicable)
Approved by Finance Director:	4/28/2020	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	4.22.20	
Received by City Attorney:	4/23/20	

	(Name) Please Print	*(Extension #)*
Prepared By:	Tamara M. Jefferson	ext. 7393
Contact Person:	SAME	

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 _____ Closing Report_____

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

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

Department: Planning and Development – Park Projects

Grant Administrator: Tamara Jefferson Grant Administrator #: 757-7393

Grant/Project Name:			Multi-Parks Development			
Grant #:			#0408-17-014			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :		
Funding Source:			NJ Department of Environmental Protection - Green Acres Program			
Pass Through:	Y	(N)	Source:			
Amount of Grant:			$1,500,000.00			
Local Match:	Y	N	Cash:	$500,000.00	In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:		Thru 2/2/22		Location of Activity:	Whitman Park	
Date of Analysis:		21-Apr-20		Reviewed By:	Kelly Mobley	

Summary:

21-Apr-20: The Department of Public Works is currently requesting authorization to accept and insert a $1,500,000 grant from the New Jersey Department of Environmental Protection Green Acres Program for the Multi-Parks Development Project. As a part of the North Camden Waterfront Development Project, the City will create RCA Pier Park on a former industrial pier currently used for parking. The 2.5 acre park project will involve shore stabilization; replacement of existing paved areas with a lawn area; installation of landscaping, lighting, walkways, storm-water management improvements, and park amenities.

Problematic Areas/Recommendations: The $500,000 share required for this agreement will be managed by Cooper's Ferry thru Liberty Property Trust.

Based on prior history with Green Acres funding, the City should anticipate a delay in reimbursements for the project.

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	
Name of Vendor	Department of Environmental Protection Green Acres Program
Purpose or Need for service:	A budget insertion in the amount of $1,500,000.00 from NJDEP Green Acres Grant Program. Said grant will be utilized towards the City's Multi-Park Development Project. Project # 0408-17-014
Contract Award Amount	$1,500,000.00
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*

[signature] Date 4-22-20
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.

N/A
_____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_____

State of New Jersey
Department of Environmental Protection
GREEN ACRES PROGRAM
MAIL CODE 501-01
P.O. BOX 420
TRENTON, NEW JERSEY 08625-0420
TEL: 609-984-0500 FAX: 609-984-0608

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CATHERINE R. McCABE
Commissioner

RECEIVED
FEB 1 [illegible] 2020

February 12, 2020

Sarah Bryant, Director of Community Initiatives
Cooper's Ferry Partnership
2 Riverside Drive, Suite 501
Camden, NJ 08103

Subject: Green Acres Project #0408-17-014
Multi-Parks Development
Camden City, Camden County

Dear Ms. Bryant:

Enclosed for your files is a fully executed Green Acres Project Agreement for the above-referenced project. Please keep the executed Project Agreement accessible, as Camden City will be asked to remove and record the original Declaration of Encumbrance and Recreation and Open Space Inventory upon receipt of Green Acres funding.

Please note that the project period expires on February 7, 2022. The project must be completed and funding must be disbursed within this time period.

Please feel free to contact me at cecile.murphy@dep.nj.gov or (609) 984-0619 if you have any questions about the Project Agreement and funding procedures.

Sincerely,

Cecile M. Murphy, Project Manager
Park Development Team

Enclosure

The State of New Jersey is an equal opportunity employer. Printed on recycled and recyclable paper.

Prepared By: Cecile M. Murphy

Green Acres Program
Department of Environmental Protection
(609) 984-0570

GREEN ACRES PROJECT AGREEMENT

BETWEEN

THE STATE OF NEW JERSEY

BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

AND

CAMDEN CITY

CAMDEN COUNTY

____ Green Acres Copy
X Local Government Unit Copy

File No. 0408-17-014
Dated: 2/7/20

THE STATE OF NEW JERSEY
BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION
GREEN ACRES PROGRAM

GREEN ACRES PROJECT AGREEMENT

BETWEEN Camden City, Camden County, having offices at 520 Market Street, City Hall, 4th Floor, P.O. Box 95120, Camden, New Jersey 08101, hereinafter "Local Government Unit", and

The State of New Jersey by the Department of Environmental Protection, Green Acres Program, Mail Code 501-01, P. O. Box 420, Trenton, New Jersey 08625-0420, hereinafter "State" (collectively the "Parties"),

WITNESSETH:

WHEREAS, The Local Government Unit has submitted an application to the State for financial assistance under the Green Acres Program; and

WHEREAS, the State has reviewed said application and has found it to be in conformance with the scope and intent of the Green Acres Program and has approved The Local Government Unit's request and awarded funding ("Green Acres Funds"); and

WHEREAS, the Parties wish to execute this Green Acres Project Agreement ("Project Agreement") to govern the Local Government Unit's use of Green Acres Funds; and

WHEREAS, The Local Government Unit has agreed to utilize the Green Acres Funds and to hold and use the premises hereinafter described in accordance with the Green Acres Laws; and

NOW, THEREFORE, in consideration of the principles, assurances and premises contained herein, the Parties agree to perform in accordance with the provisions, terms and conditions set forth in this Project Agreement.

APPROVED PROJECT DESCRIPTION

LOCAL GOVERNMENT UNIT: Camden City

PROJECT NUMBER: 0408-17-014

TYPE OF PROJECT: _____ Acquisition X Development

PROJECT TITLE: Multi-Parks Development

APPROVED PROJECT SCOPE:

The City of Camden, in partnership with Coopers Ferry Partnership and the Camden Special Services District, proposes the development of multiple parks in the City. To begin, as part of the North Camden Waterfront Development Project, the City will create RCA Pier Park on a former industrial pier currently used for parking. The 2.5 acre park project will involve shore stabilization; replacement of existing paved areas with a lawn area; installation of landscaping, lighting, walkways, stormwater management improvements, and park amenities (benches, trash cans, drinking fountains).

PROJECT LOCATION (a lot and block description of the premises to be acquired or developed):

Block 80, Lots 2.03 and 2.04
Block 81.06, Lot 3.05

ALLOCATION OF PROJECT COST:

Funds directly from Local Government Unit	$500,000 ✓	
LOCAL SHARE		$500,000 ✓
State Loan	$0	
State Grant	$1,500,000 ✓	
STATE SHARE*		$1,500,000 ✓
OTHER SHARE		$6,000,000
ESTIMATED TOTAL COST FOR APPROVED PROJECT		$8,000,000

State Funds Governed under this Project Agreement:		Grant:	Loan:
P.L. 2017 C.146 ✓	75% Matching Grant	$1,000,000 ✓	$0
JBOC #49 ✓	75% Matching Grant	$500,000 ✓	$0

BUREAU OF GRANTS MANAGEMENT GRANT SUMMARY FORM

INITIAL R EPORT _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:			MULTI-PARKS DEVELOPMENT PROJECT			
GRANT #:						
CITY CONTRACT DATE:				CITY CONTRACT #:		
APPLICATION RESOLUTION #:				APPROPRIATION CODE		
FUNDING SOURCE:			COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)			
PASS THROUGH:	Y	N	SOURCE:			
AMOUNT OF GRANT:			$1,500,000.00			
LOCAL MATCH:	Y	N	CASH:		IN-KIND:	
BUDGET INSERTION RESOLUTION # & DATE:				ACCEPTING GRANT RESOLUTION # MC:		
TERM OF GRANT:				LOCATION OF ACTIVITY:	Waterfront Area	
DATE OF ANALYSIS:				REVIEWED BY:		

Summary:

4/20/20 Processing Request for City Council Approval for 5/12/20 meeting for the acceptance of a State of New Jersey, Department of Environmental Protection Green Acres Grant in the amount of $1,500,000.00 to be utilized for Camden City's Multi-Parks Development Project.
Project # 0408-17-014

✓ 4/20/20 Processing Request for City Council Approval for 5/12/20 meeting for a budget insertion of a State of New Jersey, Department of Environmental Protection Green Acres Grant in the amount of $1,500,000.00 to be utilized for Camden City's Multi-Parks Development Project.
Project # 0408-17-014

Project Budget $
Balance Available $

Time Lines: Anticipated commencement
Anticipated completion

Problematic Areas/Recommendations:

Cabinet # 1	Drawer # 1

4/20

Amended at May 5th, 2020 Caucus meeting
Please note that items within boxed area (s) are items added.
Items on consent Agenda include Resolutions: 1-29, 31-39

CITY COUNCIL AGENDA

TUESDAY, MAY 12, 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

1. Check registers of the City of Camden for the period of March 25, 2020 through April 30, 2020

2. Payroll registers of the City of Camden for the period of March 15, March 29th, April 12th, April 24th, and April 26th, 2020

OLD BUSINESS

Department of Administration
Tabled on second Reading 4/14/20

1. Ordinance authorizing the acquisition of certain parcels of land in the City of Camden by eminent domain for the purpose of constructing low-mod income housing

Department of Planning & Development
Tabled 4/14/20

2. Resolution authorizing the execution of a shared services agreement between the City of Camden and the Camden Redevelopment Agency ("CRA") for the Michael Development Project in conjunction with the Camden Housing Authority

Department of Finance
Tabled 4/14/20

3. Resolution authorizing amendment to contract #11-19-173 between the City of Camden and Camden County Historical Society to increase and extend the term of the contract

Office of the City Attorney
Tabled 4/14/20

4. Resolution waiving the twenty 20 day waiting period for the ordinance authorizing the acquisition of certain parcels of land in the City of Camden by eminent domain for the purpose of constructing low-mod income housing

ORDINANCES – FIRST READING

Department of Public Works

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

2. An Ordinance authorizing the upgrade to personalized signage of a certain location of is handicapped parking privileges

ORDINANCES – SECOND READING & PUBLIC HEARING

Department of Public Works

1. An Ordinance authorizing the upgrade to personalized signage of a certain location of is handicapped parking privileges

2. Ordinance amending Ordinance MC-38 to create a loading and unloading zone at 800 Haddon Avenue

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

4. An Ordinance authorizing the removal of Handicap Parking Privileges in certain locations in the City of Camden

5. An Ordinance designating certain areas in the City of Camden "As Handicap Parking Only"

Office of the City Attorney

6. Ordinance authorizing the exposure to public sale certain City owned properties

Office of City Council

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

RESOLUTIONS

Office of City Council

1. Resolution appointing Martha F. Wilson as an honorary member of Camden City Council of the first ward

2. Resolution appointing members of the Municipal Appointment Committee of City Council for a term of one (1) year

3. Resolution appointing Derek Davis as commissioner to the Camden Redevelopment Agency of the City of Camden for a term of five (5) years, commencing May 12, 2020 and ending May 11, 2025

4. Resolution appointing Steven Lee as a Class IV member on the City of Camden Planning Board for a four (4) year term, commencing May 12, 2020 and ending May 11, 2024

Office of the City Attorney

5. Resolution amending Resolution #R-7 (MC-7236) adopted on December 10, 2019 "Authorizing the amendment #4 to the shared services agreement between the City of Camden and Camden Redevelopment Agency (CRA) for affirmative action officer and compliance services"

6. Resolution authorizing the execution of a shared services agreement between the City of Camden and the Camden Redevelopment Agency ("CRA") for affirmative action officer services & compliance officer services

7. Resolution authorizing amendment #2 to contract #11-19-162 with Brown & Connery, LLP for general legal services

Department of Administration

8. Resolution authorizing a memorandum of understanding with the State of New Jersey, Department of Community Affairs, Division of Local Government Services on receipt of 2020 fiscal year transitional aid to the City of Camden

9. Resolution requiring mandating direct deposit of net pay for all employees pursuant to MOU with the State of New Jersey transitional aid program (Section H-10)

10. Resolution authorizing a contract with Maple Leaf Lawncare, Inc., 153 McKinley Avenue, Turnersville, NJ 08012, pursuant to a competitive bidding process conducted through the Camden County Cooperative Pricing System, ID #57-CCCPS, for grass cutting, trimming and grounds keeping of areas located in Group 9

11. Resolution authorizing a contract with Office Basics, Inc., 22 Creek Circle, Boothwyn, PA 19061, pursuant to a competitive bidding process conducted through the Camden County Cooperative Pricing System, ID #57-CCCPS, for office supplies

Department of Planning & Development

12. Resolution concurring with Cooper's Ferry Partnership for a change order #3 to a construction contract to Lexa Concrete, LLC in connection with the River Road Improvements, Cramer Hill (Construction) project

13. Resolution concurring with Cooper's Ferry Partnership for a change order #4 to a construction contract to Lexa Concrete, LLC in connection with the River Road Improvements, Cramer Hill (Construction) project

14. Resolution authorizing a contract to Buchart Horn, Inc., Suite 110, 2 Eves Drive, Marlton, NJ 08053 for general engineering services for City of Camden's water and sewer system

15. Resolution awarding a professional services contract to Environmental Resolutions, Inc., Mount Laurel, NJ for municipal and consulting engineering services for an amount not to exceed $100,000.00

16. Resolution approving the release of performance guaranty in the amount of $823,198.80 to CP Mt. Ephraim, LLC, 1575 Mt. Ephraim Avenue, Block 443, Lot 3 for the completion of the Virtua Hospital Project

17. Resolution authorizing an amendment #1 to contract #11-19-170 between the City of Camden and Neighborhood Housing Services

18. Resolution amending agreement between the City of Camden and Kathleen Haynicz

19. Resolution amending agreement between the City of Camden and SPS Holdings, LLC

20. Resolution amending agreement between the City of Camden and Lindenwold PH, LP #GAD078

21. Resolution amending agreement between the City of Camden and Lindenwold PH, LP #CHC002

22. Resolution amending agreement between the City of Camden and Fox Ridge Apartments GAD049

23. Resolution amending agreement between the City of Camden and Tamarack Apartments #CHC031

24. Resolution authorizing an agreement between the City of Camden and Springdale Urban Renewal Associates, LLC #CHC004

25. Resolution authorizing an agreement between the City of Camden and WS Affordable Urban Renewal, LLC #CHC027

26. Resolution authorizing an agreement between the City of Camden and Leon Humphrey #CHC061

27. Resolution authorizing and agreement between the City of Camden and Alfred Gibson #GAD090

Department of Finance

28. Resolution authorizing cancellation of stale dated checks in the amount of $714,088.06

29. Resolution requesting authorization to cancel the remaining appropriation account funds under the 2007 American Society for the Prevention of Cruelty to Animals (ASPCA)

30. Resolution authorizing the execution of a shared services agreement between the City of Camden and the Camden Redevelopment Agency ("CRA")

31. Resolution authorizing the City of Camden to apply for the Coronavirus emergency supplemental funding program: FY 2020 formula grant solicitation in an amount of $526,710.00

32. Resolution authorizing a memorandum of understanding (MOU) between the City of Camden and Camden County under the FY 20 Coronavirus Emergency Supplemental Funding (CESF) program formula grant solicitation

33. Resolution authorizing Michelle D. Hill, Tax Collector to be an authorized signer on the City of Camden's 3rd party lien account

34. Resolution authorizing the City of Camden to relinquish municipal responsibility for the Camden Economic Development Corporation

Department of Public Works

35. Resolution authorizing the purchase of updated led lightbulbs for street lights on the 900 Block of Everett Street

36. Resolution authorizing and ratifying emergency procurement and payment of same to the Original Hargrove Demolition Co., for the partial demolition of 818 North 27th Street, Camden, NJ Block 948, Lot 1 and impose a municipal lien against property

37. Resolution authorizing and ratifying emergency procurement and payment of same to the Original Hargrove Demolition Co., for the demolition of 1222 South 4th Street, Camden, NJ, Block 334, Lot 72 and stucco the walls of 1224 South 4th Street and impose a municipal lien against the property

38. Resolution authorizing the acceptance of a $1,500,000.00 Green Acres Program Grant from the NJDEP

39. Resolution authorizing the insertion of a special item of revenue in the amount of $1,500,000.00 through the New Jersey Department of Environmental Protection Green Acres Program Grant into the fiscal year

2020 budget of the City of Camden, County of Camden pursuant to N.J.S.A. 40A:4-87

Department of Finance

40. Resolution authorizing the transfer of appropriations in the local budget of the City of Camden for fiscal year 2020

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.

PJK/dc
05-12-2020

RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS IN THE LOCAL BUDGET OF THE CITY OF CAMDEN FOR FISCAL YEAR 2020

WHEREAS, Section 40A: 4-58 of the Revised Statutes of New Jersey authorizes the transfer of appropriations, during the last two (2) months of the fiscal year, to said budget where adopted heretofore by the following governing body by two-thirds vote thereof; now, therefore

BE IT RESOLVED by the City Council of the City of Camden, as follows:

1. That the excess in the appropriations listed in the column designated "From" be transferred to the appropriations listed in the column designated "To" as follows:

Descriptions	**Transfer from**	**Transfer To**
Current Fund	**$**	**$**
Mayor's Office-Other Expenses	30,000.00	
Municipal Court Sal & Wages	45,000.00	
Business Administration-Other expenses	38,000.00	
Finance-Accounts & Controls Sal & Wages	3,500.00	
Finance-Treasures' Office Sal & Wages	9,300.00	
Public Works-Neighborhood Sal & Wages	150,000.00	
Public Works-Directors' Off. Other Exp.	80,000.00	
Public Works-Traffic Engineer Sal & Wages	32,000.00	
Capital Improvement-Other expenses	10.00	
Utilities (All Depts) – Other Expenses	60,000.00	
Office of Municipal Clerk Sal & Wages		45,000.00
Attorney Office – Other Expenses		260,000.00
Business Administration-Sal & Wages		38,000.00
Finance-Payroll Dept. Sal & Wages		3,500.00
Code Enforce-Directors Off. Sal & Wages		9,300.00
PW-Fleet Management Sal & Wages		32,000.00
Loan Repayments/Prin. & Interest		10.00
Information Technology – Other Expenses		60,000.00
TOTALS	**$447,810.00**	**$447,810.00**

2. The City Clerk is hereby authorized and directed to transmit to the Director of Finance and the Chief Financial Officer, of the City of Camden, a certified copy of this resolution.

3. This resolution shall take effect immediately.

4. A copy of this resolution shall be filed forthwith with the Director of the New Jersey, Division of Local Government Service.

Adopted at a regular meeting of City Council, of the City of Camden, held on May 12, 2020.

On Motion Of: _____

Dated: May 12, 2020

The above has been reviewed and approved as to form.

_____
City Attorney

_____
President, City Council

APPROVED:

ATTEST: _____
Municipal Clerk

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: ~~Special~~, May 12, 2020

TO: Jason J. Asuncion, Business Administration

DATE: April 22, 2020

FROM: Patrick J. Keating, Director of Finance

Department Making Request: **FINANCE**

TITLE OF RESOLUTION/ORDINANCE:

Resolution Authorizing the Transfer of Appropriations In the Local Budget of the City of Camden For Fiscal Year 2020

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

A review of the budget operations has determined there several transfers among the appropriations to cover potential shortfalls in budgetary line items.

APPROPRIATION ACCOUNT(S): (*If applicable*) N / A
AMOUNT: *(If applicable)*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director:		(If applicable)
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:		
Received by City Attorney:	5/5/20	

	(Name) Please Print	***(Extension #)***
Prepared By:	Patrick J. Keating	7261
Contact Person:	Patrick J. Keating	7261

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******