



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES
HELD AT THE MOUNTAIN LAKES CLUB, 18 LAKE DRIVE, MOUNTAIN LAKES, NJ
07046
DECEMBER 9, 2019
PUBLIC SESSION – BEGINS AT 6:00 PM**

1) CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT STATEMENT – Mayor

This meeting is being held in compliance with Public Law 1975, Chapter 231, Sections 4 and 13, as notice of this meeting and the agenda thereof had been reported to The Citizen and the Morris County Daily Record and The Star Ledger on January 9, 2019 and posted in the municipal building.

2) ROLL CALL ATTENDANCE - Clerk

3) FLAG SALUTE – Mayor

4) COMMUNITY ANNOUNCEMENTS

5) SPECIAL PRESENTATIONS

Halloween Event Presentation by Lauren Brickner-McDonald

6) PUBLIC COMMENT

Please state your name and address for the record. Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

7) BOROUGH COUNCIL DISCUSSION ITEMS

Year-End Council Goals Review

8) ATTORNEY'S REPORT

9) MANAGER'S REPORT

10) RESOLUTION

R152-19 Resolution Authorizing a Professional Services Agreement for Affordable Housing Administrative Agent Services between the Borough of Mountain Lakes and CGP&H (Community Grants, Planning & Housing)

11) *CONSENT AGENDA ITEMS

Matters listed as Consent Agenda Items are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.

***RESOLUTIONS**

- a. R153-19 Resolution Authorizing the Payment of Bills
- b. R154-19 Resolution Authorizing the Redemption of Tax Title Lien 2017-001
- c. R155-19 A Resolution Authorizing the Borough of Mountain Lakes to Enter into a Cooperative Pricing Agreement and Member Participation in a Cooperative Pricing System
- d. R156-19 Resolution Authorizing the Transfer of Appropriations

***APPROVAL OF MINUTES**

11/25/2019 (Regular)

12) COUNCIL REPORTS

13) PUBLIC COMMENT

Please state your name and address for the record. Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

14) NEXT STEPS AND PRIORITIES

BOROUGH OF MOUNTAIN LAKES

DECEMBER 9, 2019

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15) ADJOURNMENT

Halloween Safe Zone 2019

LOGISTICS:

Treat/Candy Breakdown

1. MLPD:

\$2,000.00 purchase at Costco = 18,750 pieces

2. Mtn. Lakes Resident Contributions: + 38,603 pieces

Total Trick or Treat pieces **57,353 pieces**

Doing the Math:

2019: 1,141 Trick or Treaters on Center Drive; Thursday, 4 - 8pm, cloudy/ short period of rain around 5:00 pm; 72 degrees.; 57,353 pieces total.

2018: 1,310 Trick or Treaters on Center Drive; Wednesday; 4 - 8pm; clear, 60 degrees; 58,627 pieces total.

Each home received 750 pieces (60 homes); last two days the donations were over 10,000 pieces (2018: 6,782 last two day donations).

Surplus treats available to residents throughout night delivered by CERT and 'visiting' residents from other parts of town. Requests for assistance with Trick or Treating at 10+ resident homes during 4-8pm. These 1- 2 hour shifts were fulfilled by CERT (more assistance was needed).

Page 2 Halloween 2019

Other Expenses and Needs:

\$46.06 - Rubbermaid boxes for all the drop off locations

\$57.61 - Halloween cutouts for "haunted trailer" at Wildwood for candy collection.

\$245.00 - Port-o- potties

2 of the 3 Light Towers loaned from County Office of Emergency Management.
One from DPW.

Patrol ATV - On loan from Board of Ed

Side by Side, & Electric Cart - On Loan from Board of Ed. Used to transport
CERT, Handicapped, Candy to homes, and sick/injured.

Signs for Halloween drop off locations created by friend of Chief Bennett's in TN
for no charge. This year only.

Four Officers (including Chief) and two Special Officer II's assigned to the area
for patrol and traffic control

Three Fire Department vehicles and personnel to assist with traffic control.

10 CERT members from Mountain Lakes and Denville.

Communications to residents through NextDoor.com before and on
Halloween

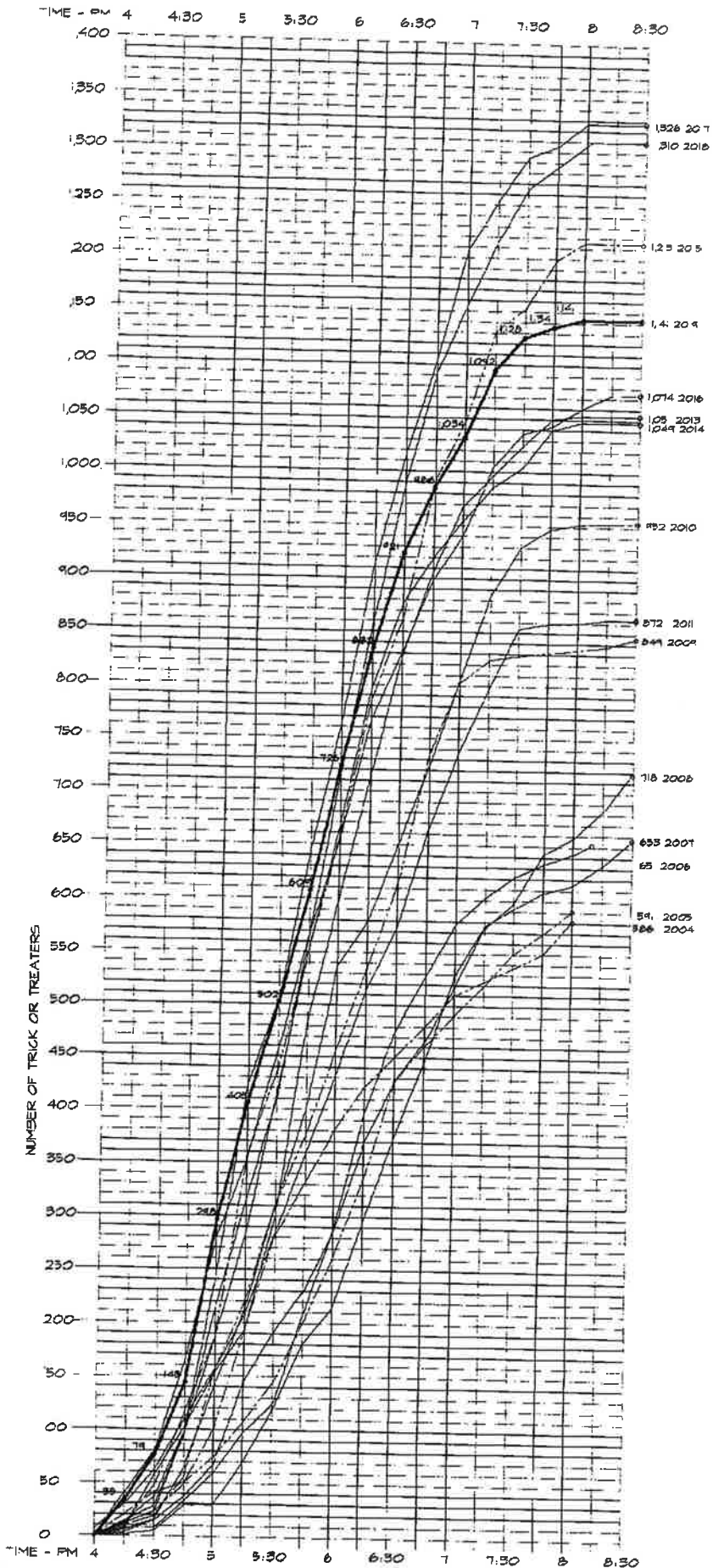
Coordination of candy pick-up, delivery, and locations to depot candy until
Halloween

Count and label candy as delivered at three sites in Safe Zone

Candy pick-up sites secured with resident (in garages) during timed pick-
up days

Teal Pumpkin Project (allergy free) coordination: collection, delivery, pick-
up prior to and after Halloween

Communication/coordination with Chief Bennett and Sgt. Benitez ongoing
for weeks prior to Halloween



MOUNTAIN LAKES HALLOWEEN COUNT DAY/DATE_THURSDAY '03/19__ NOTES PEAK = 262 BETWEEN 4:45 & 5:15
 WEATHER __MOSTLY CLOUDY SOME RAIN 68 - 70 F ADDRESS__7 Center Drive__



2019 Borough Council Goals

Fiscal Strength & Operational Effectiveness: Ensure efficient use of resources

- Adopt a fiscally responsible 2019 Operating and Capital Budget in alignment with Borough priorities
- Oversee the introduction of a rolling 10-year capital plan outlining the long-range needs of the community to ensure effective management of capital assets
- Support the pursuit of grant opportunities by the Borough administration and committees with a focus on streets and sidewalks, public safety facilities and equipment, infrastructure projects, recreation, and environmental initiatives
- Document best practices and procedures for Council, Committees, and Administration that improve efficiency, effectiveness and transparency

Openness & Responsiveness: Inform and engage the community

- Support continued improvement of communication to residents
- Foster volunteerism that is inclusive, connected and collaborative, including support for the successful recruitment, orientation and recognition of volunteers
- Enhance communication with schools, community organizations, local businesses, county officials, and neighboring communities to foster strong relationships

Services & Infrastructure: Provide high quality services, programs and infrastructure

- Identify opportunities for expanded shared services and evaluate existing arrangements for cost savings and/or improvement to service level
- Support the successful timely, on-budget completion of approved capital projects, including the Sunset Dam project, and new facilities at Island Beach and Birchwood Lake
- Review the Borough's solid waste and recycling program, and evaluate alternatives
- Adopt a plan to address Public Safety/Borough Hall facility needs and support preparations for maintaining Borough operations while construction/renovation work is in process

Environmental Stewardship & Community Development: Preserve ML's environmental resources and foster the unique character of the community

- Support environmental, recreational and historic preservation initiatives that support the Master Plan
- Support economic development initiatives that increase commercial rates and are a benefit to the community
- Oversee implementation of the Borough's Affordable Housing Plan



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Mitchell Stern
Borough Manager
mstern@mtnlakes.org

400 Boulevard
Mountain Lakes, NJ 07046
P -973-334-3131 ext.2006
F -973-402-5595

TO: Honorable Mayor and Borough Council
SUBJ: Manager's Report
CC: Marcy Gianattasio, Borough Clerk
Robert Oostdyk, Borough Attorney

The following represents the Manager's report for the Borough Council meeting of December 9, 2019.

Transfer of Funds Resolution - There will be a resolution for the transfer of funds on the agenda for the Borough Council meeting. Attached to this report is an explanation for the request.

Borough Hall / Public Safety Building Renovation Committee - During our least committee meeting, we reviewed the interior space layout along with department programming needs. Conversations about the public spaces and the exterior of the building also took place. To streamline efforts, I will be reviewing programming needs with our department heads, while other members of the committee will begin to focus on the public spaces and exterior of the building.

Our next meeting will include our project architect who will present several sketches laying out some ideas for the appearance of the new renovated and expanded Borough Hall. Once the committee begins to coalesce around one idea, we will present that to Borough Council.

2020 Budget Workshop Meetings - Since last year's budget workshop meetings were well received and very productive, we will continue with this format. I would like to schedule the first two sessions for January 13th and January 15th. I will confirm the date for the third (and fourth if needed) in early January.

Please reach out with questions or concerns.

Mitchell

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ
RESOLUTION -19**

“RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS”

WHEREAS, there were excess appropriations to the 2019 Appropriation Budget for the Current Fund; and

WHEREAS, other appropriations are insufficient to meet current needs.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey that, as authorized by N.J.S.A. 40A:4-58, the Chief Financial Officer (CFO) is hereby authorized and directed to make the following transfers:

FROM:		
<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>OTHER EXPENSES:</u>		
01-201-25-240-020	POLICE O/E	\$30,000.00
01-201-26-305-020	SOLID WASTE O/E	\$10,000.00
01-201-26-290-020	STREETS & ROADS O/E	\$10,000.00
01-201-22-195-001	UNIFORM CONSTRUCTION CODE S&W	\$ 5,000.00
01-201-28-375-020	MAINT. OF PARKS/BEACHES O/E	\$12,200.00
01-201-31-456-010	RESERVE FOR SALARY ADJUSTMENT S&W	<u>\$15,500.00</u>
	TOTAL	<u>\$82,700.00</u>
TO:		
<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>OTHER EXPENSES:</u>		
01-201-25-240-001	POLICE S&W	\$50,000.00
01-201-20-165-020	ENGINEERING O/E	\$10,400.00
01-201-26-290-001	STREETS & ROADS S&W	\$15,000.00
01-201-36-477-020	DCRP – EMPLOYERS’ SHARE	\$ 2,300.00
01-201-31-472-020	SOCIAL SECURITY	<u>\$ 5,000.00</u>
	TOTAL	<u>\$82,700.00</u>

BOROUGH OF MOUNTAIN LAKES
BUDGET TRANSFERS 2019
EXPLANATION OF TRANSFERS

Current Budget:

Funds Available

Police O/E

The police education line item will not be charged during 2019 since no officers were attending college. 30,000

Solid Waste O/E

There are funds available because the estimated amount for tipping fees will come in under budget. 10,000

Streets & Roads O/E

There are funds remaining in the pothole repair line item, not as many repairs were needed during 2019. 10,000

Uniform Construction Code S&W

Additional funds were budgeted in this line item to cover anticipated additional inspections, we did not spend as much as budgeted. 5,000

Maintenance of Parks/Beaches O/E

Funds are available in the nutrient inactivation contract and sampling program for the lakes. 12,200

Reserve for Salary Adjustment

Funds were budgeted in case salary adjustments were made during the year. These funds are available for transfer. 15,500

Funds Needed

Police S&W

Funds are needed for overtime primarily due to officers being out for injuries requiring surgery. 50,000

Engineering O/E

Funds are needed to cover the engineering costs for Grunden's Pond. 10,400

Streets & Roads S&W

Funds are being transferred to cover anticipated overtime due to snow for the remainder of the year. 15,000

DCRP – Employers' Share

A new part time employee was hired in the finance office and the construction code office this year, both employees are required to join the DCRP retirement plan therefore, more funds are needed in this line item. 2,300

Social Security

Due to the additional overtime for police and streets & roads more funds will be needed to cover the additional social security. 5,000

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 152-19

“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES BETWEEN THE BOROUGH OF MOUNTAIN LAKES AND CGP&H (COMMUNITY GRANTS, PLANNING & HOUSING)”

WHEREAS, there exists the need for Affordable Housing Administrative Agent Services for the Borough of Mountain Lakes; and

WHEREAS, **CGP&H** has submitted a proposal indicating that Affordable Housing Administrative Agent Services will be provided for an annual fee not to exceed \$22,000 per year; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey:

Section 1. The Borough Manager and Borough Clerk are hereby authorized and directed to execute a contract with **CGP&H** for Affordable Housing Administrative Agent Services for the Borough of Mountain Lakes as set forth in a proposal dated October 18, 2019, for an annual fee not to exceed \$22,000 per year.

Section 2. This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

Section 3. The term of this agreement shall be for one year, from December 9, 2019 to December 8, 2020.

Section 4. A notice of this action shall be printed once in the legal newspaper of the Borough of Mountain Lakes.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on December 9, 2019.

Marcy Gianattasio, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Horst						
Korman						
Lane						
Menard						
Shepherd						
Barnett						

Memo

November 18, 2019

To: Mitchell Stern

From: Blair Schleicher Bravo

Re: Administrative Agent

I spoke with Randy Gottesman of CGP&H on Friday, November 15 to get a better understanding of the costs to administer the accessory apartment program. The following is a synopsis of the conversation:

- **Subsidy for homeowner:** The subsidy for newly created accessory apartments is \$20,000 for moderate income units and \$30,000 for low income units.
- **The subsidy for turning illegal apartments into deed restricted accessory apartments is zero.** The incentive is to continue to allow the apartment to exist by allowing the deed restriction.
- The Borough will need to deal with the illegal apartments. Borough can threaten with demolition or issue a cease and desist if the homeowner is not willing or interested in the exchange for a deed restricted apartment.
- Subsidies cannot be paid back by the homeowner. The deed restriction runs with the property and is in place for 10 years.
- **Accessory Apartment Operating Manual:** CGP&H has a template and adapt it for the particulars of the local municipality. They prefer to start with the template rather than reviewing and redoing an existing manual. Randy feels it will be less expensive to use their documents tailored for Mtn Lakes than any existing document we might have.
- **Deed restriction for Accessory Apartment units:** CGP&H recommends 10 years.
- **Cost to homeowners:** will be nominal. Typically the costs to the homeowners includes the cost of permitting and approvals. However, since Mtn Lakes will not be creating NEW accessory apartments as it plans to encourage exchanging a deed restrict unit for existing illegal apartment, the costs to the homeowner are nominal.
- **Affirmative Marketing:** The Borough pays for initial affirmative marketing of the accessory apartment units. For family affordable rental program, the landlord pays for the subsequent rentals. CGP&H recommends the Borough pay for the marketing of the accessory apartments – for both the initial and subsequent rentals that come online. It is estimated to be an additional \$1,000/unit for a re-rental that covers the costs of affirmative marketing and application selection. There are no annual recertifications. The homeowner has control over who ultimately can rent their unit.
- CGP&H will conduct a mass mailing for the units throughout the Borough. They recommend a letter from the mayor and council on the Borough letterhead with CGP&H writing the letter to mail out Boroughwide or include the flyer in the tax bill.
- **Program Implementation: Up to \$7,000/unit.** The cost is to cover the time to set up the new program. Setting up an accessory apartment program is more labor intensive than other affordable housing programs. See proposal answer #2.

- **Cost to Borough:** The costs to the Borough for the first year will consist of set up at \$2,000 and creating the marketing materials \$1,000. These costs are not carried forward.
- CGP&H tracks its hours and invoices are detailed on how the time was spent.

CGP&H works with 70-80 municipalities in NJ on their affordable housing plan. They have experience in working with municipalities to establish and implement an accessory apartment program. In addition to their affirmative marketing program, they use an online system that would be a page on the Borough's website where interested applicants can see the listing of affordable units; apply, etc.

Next steps:

- Hire the administrative agent
- Send the new agent Mtn Lakes Accessory Apartment ordinance, Fair Share Plan
- Invite new administrative agent to meet with accessory apartment subcommittee.

**Borough of Mountain Lakes
Contract Review Checklist**

Vendor/Professional: CGP+H

Financial Impact: _____

Item	Applicability	Standard	Verified	Reviewer
Affirmative Action	Goods and Services; Professional Services	Employee information report provided	✓	AK
Business Registration	Goods and Services; Professional Services	Copy of Registration provided	✓	AK
Attorney Review	All Contracts	Confirmation that the agreement has been reviewed by the Borough Attorney	✓	AK
Confidentiality	Professional Services; Goods and Services	Provisions when appropriate included in the contract	✓	AK
Corporate Disclosure	Goods and Services; Professional Services	Disclosure affidavit provided.	✓	AK
Insurance	All Contracts	Proof of insurance as required by RFP, Specifications, or Contract	✓	AK
Debarment	Public Works	Vendor not currently on the State debarment list	✓	AK
Invoice Process	All Contracts	Consistent with Local Public Contracts law and Borough procedures.	N/A	AK
Non-collusion	All Contracts	Non-collusion affidavit has been signed	✓	AK
Non-performance	All Contracts	Provision addressing consequences for non-performance or breach of agreement.	N/A	AK
Political Contribution Disclosure	Professional Services	Disclosure language in contract; form completed	✓	AK
Payment Terms	All Contracts	Do standard payment terms apply?	✓	AK
Professional Appointment	Professional Services	Has a resolution of appointment been adopted	✓	AK
Qualifications	Professional Services	Proof of professional licenses/certifications	✓	AK
Renewal	Professional Services; Goods and services	Provision concerning renewal included where appropriate	✓	AK
Term	All Contracts	One year term for professional services, two years for goods and services, or Statutory exception.	N/A	AK
Termination	All Contracts	Right to terminate included when appropriate	✓	AK
Financial	All contracts	Has the economic impact of the transaction been evaluated?	✓	AK

Date: _____

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
BOROUGH OF MOUNTAIN LAKES

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that CGP&H, LLC Name of company has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2021 to any of the contract date following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Council of the Borough of Mountain Lakes as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Lauren Barnett	Cynthia Korman
Janet Horst	Audrey Lane
David Shepherd	Thomas Menard
Daniel Happer	

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership
 Corporation
 Sole Proprietorship
 Subchapter S Corporation
 Limited Partnership
 Limited Liability ~~Company~~ **Company**
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Randall Gottesman	11 Inverness Lane, East Windsor, NJ 08520

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: CGP&H, LLC

Signed: [Signature] Title: President
 Print Name: Randall Gottesman Date: 12/4/2015

Subscribed and sworn before me this 4th day of December, 2019 Stephanie C. Rubin
 My Commission expires: _____
[Signature]
 (Affiant)
Randall Gottesman, President
 Print name & title of affiant) (Corporate Seal)



BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
BOROUGH OF MOUNTAIN LAKES

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3. | <p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br/><b>CGP&amp;H, LLC</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>S</u></p> <p><small><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶</p> | <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) <u>n/a</u></p> <p>Exemption from FATCA reporting code (if any) <u>n/a</u></p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> |
|                                                        | <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.<br/><b>1249 South River Road, Suite 301</b></p> <p><b>6</b> City, state, and ZIP code<br/><b>Cranbury, NJ 08512</b></p> <p><b>7</b> List account number(s) here (optional)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Requester's name and address (optional)</p>                                                                                                                                                                                                                                                      |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |   |   |   |   |   |   |   |   |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|---|
| <b>Social security number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |   |   |   |   |   |   |   |   |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | - |   | - |   |   |   |   |   |   |   |
| <b>or</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |   |   |   |   |   |   |   |
| <b>Employer identification number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |   |   |   |   |   |   |   |   |
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| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 6 | - | 1 | 2 | 6 | 6 | 7 | 4 | 7 |   |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                            |                       |
|------------------|----------------------------|-----------------------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ <u>12-4-19</u> |
|------------------|----------------------------|-----------------------|

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** CGP&H, LLC  
**Trade Name:**  
**Address:** 101 INTERCHANGE PLZ STE 301  
CRANBURY, NJ 08512-3716  
**Certificate Number:** 1363338  
**Effective Date:** September 27, 2007  
**Date of Issuance:** November 11, 2015

**For Office Use Only:**  
**20151111095325929**

Certification 41169

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**  
**RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-DEC-2014** to **15-DEC-2021**

CGP&H, LLC  
101 INTERCHANGE PLAZA, STE 301  
CRANBURY NJ 08512



Andrew P. Sideman-Eristoff  
State Treasurer



# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I - Vendor Information

|              |                                  |        |       |
|--------------|----------------------------------|--------|-------|
| Vendor Name: | CGP&H, LLC                       |        |       |
| Address:     | 1249 South River Road, Suite 301 |        |       |
| City:        | Cranbury                         | State: | NJ    |
|              |                                  | Zip:   | 08512 |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

  
Signature

Randall Gottesman  
Printed Name

President  
Title

## Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
|------------------|----------------|------|---------------|
| None             |                |      | \$            |
|                  |                |      |               |
|                  |                |      |               |
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|                  |                |      |               |

Check here if the information is continued on subsequent page(s)

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.  
**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- Partnership                       Corporation                       Sole Proprietorship  
 Limited Partnership               Limited Liability ~~Company~~ <sup>Corporation</sup>               Limited Liability Partnership  
 Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

|                                                                                          |                            |
|------------------------------------------------------------------------------------------|----------------------------|
| Name:<br>Randall Gottesman<br>Home Address:<br>11 Inverness Lane, East Windsor, NJ 08520 | Name:<br><br>Home Address: |
| Name:<br><br>Home Address:                                                               | Name:<br><br>Home Address: |
| Name:<br><br>Home Address:                                                               | Name:<br><br>Home Address: |

Subscribed and sworn before me this 4<sup>th</sup> day of December, 2019  
\_\_\_\_\_  
(Notary Public) Stephanie C. Rubin  
My Commission expires:  
  
Randall Gottesman  
(Affiant)  
Randall Gottesman, President  
(Print name & title of affiant)  
  
(Corporate Seal)

STEPHANIE C RUBIN  
Commission # 50098692  
Notary Public, State of New Jersey  
My Commission Expires  
February 12, 2024

N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

APPENDIX A  
AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability

The Contractor and the Borough (hereafter "Owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S21 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. If its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

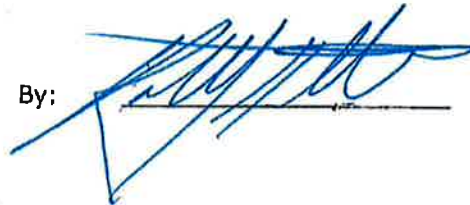
It is expressly agreed and understood that any approval by the Owner of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Date:

12/4/15

By:





# *Fee Proposal*

## **Affordable Housing Administrative Agent Services**

### ***Borough of Mountain Lakes New Jersey***

*October 18, 2019*



**CGPH**

Community Grants, Planning & Housing  
*Good People. Great Results. Since 1993.*

1249 South River Road, Suite 301

Cranbury, NJ 08512

(609) 642-4855 (direct line)

randy@cgph.net



# Fee Proposal

## CGP&H Fee Proposal Overview

The following table is an overview of the fees CGP&H will charge for affordable housing Administrative Agent Services for to the Borough of Mountain Lakes. Below this table are additional tables that break down by line items the fees in each category.

| <b>Total Budget Required for Comprehensive Administrative Agent Management and Accessory Apartment Services</b> |                 |
|-----------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Total for Accessory Apartment Program</b><br>(See Table A below for details)                                 | \$16,150        |
| <b>All Other Identified Administrative Agent Services</b><br>(See Table B below for details)                    | \$5,850         |
| <b>TOTAL COMBINED EXPECTED COST TO MOUNTAIN LAKES</b>                                                           | <b>\$22,000</b> |

The remaining costs of providing administrative agent services in the Borough of Mountain Lakes are expected to be paid by landlords and owners of deed-restricted units. See Table C for the pricing that CGP&H will charge landlords/developers for that work. Please note the Borough of Mountain Lakes would normally not be responsible for any of the fees in Table C.

| <b>A. Fees for Accessory Apartment Program Paid by Mountain Lakes</b>            |                                                                                                                                |                                                           |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Service</b>                                                                   | <b>Billing Terms</b>                                                                                                           | <b>Budget</b>                                             |
| <b>1. Accessory Apartment Program Setup</b>                                      | Not to exceed \$2,000 for first contract year, billed at \$120/hour.                                                           | Maximum amount without approved change order: \$2,000     |
| <b>2. Accessory Apartment Program Implementation</b>                             | Estimated not to exceed \$7,000 per unit billed at \$120/hour, except for income eligibilities which will be at \$85 per hour. | For two units per year, estimated not to exceed: \$14,000 |
| <b>3. Reimbursement of Expenses</b>                                              | Expenses reimbursed as incurred on monthly invoices                                                                            | Not to exceed \$150 per year                              |
| <b>TOTAL FOR ACCESSORY APARTMENT PROGRAM (Assuming two accessory apartments)</b> |                                                                                                                                | <b>\$16,150</b>                                           |

- 1. Accessory Apartment Program Setup:** This includes, but is not limited to, working with Borough representative(s) to set program terms; creation of operating manual, forms and appropriate outreach materials. Anticipates a maximum of one in person meeting may be required.
- 2. Accessory Apartment Program Implementation:** This includes, but is not limited to, the ongoing efforts to market the program to existing property owners, distribute marketing materials, answer homeowner inquiries; taking both owner participation applications from initial submission through to case closing and then subsequently working with interested tenant applicants. The Borough can decide whether it wants owners of future accessory units to pay CGP&H to market and fill their vacancies whenever that occurs, or whether the Borough will cover this periodic expense.
- 3. Reimbursement of Expenses:** CGP&H will bill Mountain Lakes for direct costs related to annual mailings to homeowners and regional mailings conducted as part of required affirmative marketing. All direct costs will be based on actual costs incurred only.

The following Table B is if the Borough wants CGP&H to also be its overall administrative agent, help prepare annual reports, etc.

| <b>B. Administrative Agent Fees Paid by Mountain Lakes</b>                                 |                                                                                                                                  |                                                                                            |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Service</b>                                                                             | <b>Billing Terms</b>                                                                                                             | <b>Budget</b>                                                                              |
| <b>1. Project Setup (only in first year)</b>                                               | One-time not-to-exceed fee of \$1,500 billed at a rate of \$120 per hour for senior staff and \$80 per hour for all other staff. | \$1,500                                                                                    |
| <b>2. General Administration &amp; Reporting</b>                                           | Annual not-to-exceed fee of \$3,750 billed at rate of \$120 per hour for senior staff and \$80 per hour for all other staff.     | \$3,750                                                                                    |
| <b>3. Waiting List Fee (Existing Affordable Sale Units)</b>                                | Annual fee of \$30 per existing affordable sale unit in the Borough.                                                             | Estimated \$300.<br>Amount to be determined by number of restricted units managed by CGP&H |
| <b>4. Reimbursement of Expenses</b>                                                        | Expenses reimbursed as incurred on monthly invoices                                                                              | \$300                                                                                      |
| <b>TOTAL FOR ADMINISTRATIVE AGENT SERVICES (Not including accessory apartment program)</b> |                                                                                                                                  | <b>\$5,850</b>                                                                             |

- 1. Project Setup:** This includes but is not limited to creating administrative agent manual, creation of or revisions to a municipal Affirmative Marketing Plan, and creating webpages on AffordableHomesNewjersey.com for affordable housing opportunities in Mountain Lakes.
- 2. General Administration & Reporting:** This includes but is not limited to: taking calls from families interested in affordable homes, affirmatively marketing affordable homes, annual mailings to deed restricted homeowners in compliance with UHAC regulations, and, dealing with most foreclosure and enforcement issues that may arise. CGP&H will expertly perform all mandated annual reporting. In addition, using our uniquely capable database system, CGP&H will provide the Borough with additional value-added reports on various aspects of the Borough’s affordable housing portfolio which include easy-to-read graphics and charts that will make some of the more mundane data colorful and interesting to have on the Borough’s website. This line item also includes responding to general affordable housing inquiries and advising Mountain Lakes and/or developers on affordable housing requirements and/or pricing of new developments, up to the allocated budget.
- 3. Waiting List Management (Existing Affordable Sale Units):** CGP&H has invested in the web-based Affordable Homes New Jersey Profile outlined throughout this proposal which will be utilized to maintain Mountain Lakes’ waiting lists (for affordable sales and affordable rentals). For the sales units, this online system has the dual benefit to both applicants and affordable housing sellers alike by providing around the clock, user friendly and robust on-line tools for affordable housing applicants,

while also increasing user turnaround times and cost efficiencies in our provision of these services. It will also allow for very robust and informative reports, including charts, with second to none informative data that can be shared on the Borough's website, as part of the Borough's mandated series of required reports from its approved settlement agreement.

- 4. Reimbursement of Expenses:** CGP&H will bill Mountain Lakes for direct costs related to annual mailings to homeowners and regional mailings conducted as part of required affirmative marketing. All direct costs will be based on actual costs incurred only.

The following Table C explains fees that could be charged to new developments in Mountain Lakes that utilize CGP&H for required Administrative Agent services.

| C. Fees Usually Paid by Developer/Landlord (not the Borough) |                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Waiting List Management (Rental Units)</b>             | \$300 per year for projects with fewer than ten (10) affordable units. \$30 per unit per year for projects with ten (10) or more affordable units.                                                                                                             |
| <b>2. Rental Fees</b>                                        | Flat fee of \$800 per income certification<br>CGP&H will not bill for applicants found ineligible.                                                                                                                                                             |
| <b>3. Annual Lease Renewal Fee</b>                           | \$30 per lease renewal reviewed and filed                                                                                                                                                                                                                      |
| <b>4. Existing Ownership Fees</b>                            | 3% of the sale price of the home for sales or minimum of \$2,500.<br>\$175 flat fee to process refinancing request<br><i>These fees are paid by the affordable home owner/seller.</i>                                                                          |
| <b>5. New Ownership Sale Fees</b>                            | Total fee of \$2,000 per sale unit. \$1,000 will be billed at the time each home goes under contract and \$1,000 will be billed at closing. In the event that a buyer goes under contract and does not close, the first \$1,000 payment would not be returned. |
| <b>6. Set-up New Projects</b>                                | Flat fee based on the number of units in each newly constructed project that needs to be affirmatively marketed. For projects with five affordable units or fewer the fee is \$500. For projects with more than five affordable units, the fee is \$1,000.     |

1. **Waiting List Management (Rental Units):** The waiting list management fee will allow us to maintain the waiting list on our web-based Affordable Homes New Jersey Profile ([affordablehomesnewjersey.com](http://affordablehomesnewjersey.com)). This unique online system provides around-the-clock, user-friendly and robust online tools for applicants, while also increasing our turnaround times. First launched in early 2016, it has become a game changer for both Landlords and applicants alike. To join the waiting list, applicants submit a short online form and every applicant who meets the income requirements has access their own Affordable Homes New Jersey Profile page. On that page, they can see the information that we have on file for them such as annual income and household size and update it directly from their profile if needed without calling CGP&H. The personalized profile enables applicants to verify that we always have their most current information on file and to quickly update their information themselves. After initial lease-up, all applicants will be required to update their information annually. As a result, the waiting list is always current, allowing CGP&H to quickly find interested tenants when there are vacancies in the future. CGP&H currently has over 40,000 households on its waiting lists, with dozens more joining every day, 365 days a year.
  
2. **Rental Fees:** CGP&H will contact the next applicant on the waiting list to prescreen them for eligibility. Applicants determined to be preliminarily eligible will be referred to the landlord and invited to submit a full application if they pass the landlord tenant selection criteria and want to rent the unit.

CGP&H will collect and review extensive documentation from the applicant households to determine their eligibility for an affordable rental unit. Eligibility determination fees do not include credit or background checks, which are generally done by the landlord. Usually, all of these fees are paid for by each landlord, but the Borough has the option of paying all or part of these fees. It is our understanding that the turnover rate in Mountain Lakes is very low. With a five percent turnover rate, for example, this fee will be triggered only about one to two times per year.

3. **Annual Lease Renewal Fee:** CGP&H will advise the landlord of the maximum rental amount before each new lease is executed and we will review all executed leases and maintain copies in our files. Again, these fees are almost always paid for by the Landlord, however, if the Borough wants to help to more gradually transition Landlords into this newer model, the Borough can absorb this fee
4. **Existing Ownership Fees:** CGP&H charges a fee of 3 percent of the sales price to resell an existing affordable owner-occupied unit. This includes referring as many interested and pre-qualified buyers to the seller, coordinating with both the seller and all interested applicants throughout the duration of the sale process, income certifying as many prospective buyers as needed, preparing the closing documents, often attending closings, and performing numerous other duties related to the closing. This fee is paid by the owner directly to CGP&H at closing. Due to the expansive services provided by CGP&H, nearly all affordable housing sellers decide that they do not need to hire a realtor, thereby saving a significant (higher) broker fee. CGP&H also charges existing homeowners a fee to process requests for subordination or home equity loans. This fee will be paid by the homeowner requesting the review.
5. **New Ownership Sale Fees:** After random selection is completed, CGP&H will process the pre-applications, screen pre-applicants, and refer eligible households to the developer, income certify all buyers, coordinate with mortgage providers, and prepare affordable housing related closing documents for the project.
6. **Set-up New Projects:** When new projects are constructed, CGP&H will contract directly with developer to administer the programs.

If a housing rehabilitation program is required, CGP&H would be happy to provide a cost proposal for those services. Providing expert, turnkey housing rehabilitation services is a significant part of CGPH&H, consisting of six staff members who exclusively focus on providing housing rehabilitation services to 40 municipalities in New Jersey and two county clients in Eastern Pennsylvania at this time.





# CGPH

Community Grants, Planning & Housing  
*Good People. Great Results. Since 1993.*

## Qualifications and Experience

### ***Affordable Housing Administrative Agent Services***

Contact:

**Randy Gottesman, PP**

President of CGP&H

101 Interchange Plaza, Suite 301

Cranbury, NJ 08512

(609) 664-2769 Ext. 12

[randy@cgph.net](mailto:randy@cgph.net)

# Affordable Housing Services

## EXECUTIVE SUMMARY

CGP&H is a New Jersey Department of Community Affairs approved Affordable Housing Administrative Agent and we are currently providing Administrative Agent and Housing Rehabilitation Services in more than 85 municipalities throughout the State of New Jersey.

CGP&H specializes in all aspects of affordable housing, planning, affordable housing compliance, and the procurement of grants and loans for our clients. Founded in 1993, our involvement in affordable housing projects grows every year. CGP&H serves as the Administrative Agent for more than 2,500 affordable homes and has also managed the rehabilitation of more than 3,000 owner and renter occupied units. Currently, two-thirds of all the professional services that our 23-person firm provides are related to affordable housing. Please visit our company website, [CGPH.net](http://CGPH.net) for additional information about our company.

Some examples of the affordable housing-related work that our team has designed and implemented include:

- **Providing state of the art Administrative Agent Services in compliance with Uniform Housing Affordability Controls (UHAC);**
- **Administering Owner- and Renter-Occupied Housing Rehabilitation Programs;**
- **Implementing Accessory Apartment Programs;**
- **Designing and Implementing Innovative Market to Affordable Programs;**
- **Expertise with Foreclosure and Enforcement Issues;**
- **Creating and Implementing Creative Affordability Assistance Programs that work;**
- **Preparing Income Eligibility Determinations;**
- **Developing fully compliant and user-friendly Affirmative Marketing Plans; and;**
- **Planning Services to create or amend existing Housing Element & Fair Share Plans.**

CGP&H can quickly create customized policy and procedure manuals for Affordable Housing administration and Housing Rehabilitation programs that are proven, comprehensive and are often disseminated by the New Jersey Department of Community Affairs or Court Masters as model manuals.



## Administrative Agent Services

CGP&H is currently responsible for thousands of affordable housing units throughout dozens of New Jersey municipalities. Our staff are experts with state affordable housing regulations in the areas of income qualifications, affordable rents and sales prices, affirmative marketing plans, and much more to comply with the State's Uniform Housing Affordability Controls (UHAC). Over the past three decades, CGP&H has designed and successfully implemented every allowable approach to affordable housing in New Jersey and our staff of licensed planners has an excellent understanding of all State affordable housing rules and regulations. We ensure that each affordable housing project complies with State rules as well as each municipality's Housing Element and Fair Share Plan. From the challenges of rehabilitating an owner-occupied home, to acquiring market rate homes and reselling them under a Market to Affordable Program, CGP&H is the most comprehensive and experienced affordable housing implementation team operating in New Jersey today.

Applicants can log onto their own **Affordable Homes New Jersey Profile** to update their contact information and see exactly where they are on the affordable housing waiting list. No other firm in the state has capabilities that even begin to approach the efficacy, speed, responsiveness to applicant inquiries, and user-friendliness. [www.AffordableHomesNewJersey.com](http://www.AffordableHomesNewJersey.com) has transformed the way we provide Administrative Agent services and improved the applicant experience tremendously. Furthermore, these online tools and database enable us to administer affordable units in small inclusionary developments effectively and efficiently as well as large projects.

Detailed applicant information is stored in our secure database on the Salesforce platform enabling us to monitor the program and provide valuable insights into the housing portfolio and applicants. For example, we can report on how long it takes to rent or sell a unit, how many are currently for rent, and so much more.



CGP&H's Affordable Homes New Jersey website and profile is now so widely recognized that we receive inquiries from affordable home owners in municipalities not administered by CGP&H requesting that we list their home and administer the sale!

From the challenges of rehabilitating an owner-occupied home to acquiring market rate homes and reselling them under a Market to Affordable Program, CGP&H is the most comprehensive, experienced and capable affordable housing implementation team operating in New Jersey today.

## Housing Rehabilitation Services

CGP&H has overseen the rehabilitation of more than 3,000 homes in municipalities throughout New Jersey and Pennsylvania, currently providing housing rehabilitation services to 40 of our municipal clients and 2 county clients. CGP&H always ensures that every housing rehabilitation program is seamless and rooted in the principles of maximizing efficiencies while imparting a visible, long-term positive impact for communities. From program creation to full-case processing through completion of construction and issuance of warranties to homeowners, CGP&H offers a full-service turnkey housing rehabilitation solution second to none. Always compliant with regulatory requirements, our professionals ensure an optimal outcome every time.

Our municipal clients choose CGP&H, and fellow planners and attorneys consistently recommend us to their clients because our programs are carefully designed to comply with all state and federal regulations, produce the most units per dollar, and result in quality construction with satisfied homeowners and renters. Other areas where CGP&H continues to shine are:

- Comprehensive and extensively documented case files which municipal clients, HUD consultants, and state and federal auditors consistently praise
- Detailed work write-up specifications and bid documents that are second to none
- Progress inspections during the construction phase that increase contractor compliance
- Innovative, customized multi-media marketing to homeowners and contractors alike
- Local contractor outreach, encouraging participation from the best local contractors
- Successfully manage difficult contractors that prove to be sub-standard
- CGP&H customized home improvement program applicant and contractor website
- Friendly, always accessible, and bilingual staff
- Extensive phone support, and in person assistance whenever required

The satisfaction rate among our applicants and quality of our case files have set the benchmark on which other rehabilitation programs are judged. In fact, on many occasions, our firm has been brought in after municipal programs were severely mismanaged by either other consultants or in-house staff, such as Bound Brook, Freehold Borough, Fairfield (Salem), New Brunswick and the City of Passaic. In every case, CGP&H turned those programs into successes, lauded by the very state and federal agencies that previously had problems with those municipal programs. Whether working with a problem situation, or in a municipality that is brand new to housing rehabilitation, or even taking over administration of a currently successful program, our approach is consistent to achieve the desired results. These reasons, coupled with our highly-experienced management and case team members are the primary reasons for the successes for each of the housing rehabilitation programs we administer throughout New Jersey for our municipal clients, as well as the housing rehabilitation programs we administer in Pennsylvania.

# AFFORDABLE HOUSING

## Administrative Agent Locations



### Sussex County

- Sparta

### Morris County

- Hanover
- Long Hill

### Warren County

- Allamuchy
- Greenwich

### Hunterdon County

- Flemington
- Frenchtown
- High Bridge
- Raritan Township
- Readington
- Tewksbury

### Somerset County

- Bernardsville
- Bridgewater
- Franklin
- Montgomery
- Watchung

### Mercer County

- East Windsor
- Princeton

### Burlington County

- Evesham
- Hainesport
- Mount Laurel
- Springfield - Burlington

### Camden County

- Berlin
- Voorhees

### Gloucester County

- Swedesboro
- Washington

### Ocean County

- Barnegat
- Berkeley
- Manchester
- Ocean - Ocean
- Stafford

### Passaic County

- Bloomingdale
- Wanaque

### Bergen County

- Cresskill
- Edgewater
- Glen Rock
- Lyndhurst
- Rutherford
- Wood-Ridge

### Essex County

- Livingston
- Maplewood
- Montclair

### Hudson County

- Bayonne
- Hoboken

### Union County

- Berkeley Heights
- Clark
- Cranford
- Garwood
- Mountainside
- Scotch Plains
- Springfield - Union
- Union Township
- Westfield

### Middlesex County

- Edison
- Highland Park
- Old Bridge
- Piscataway
- Sayreville
- Woodbridge

### Monmouth County

- Freehold Township
- Holmdel
- Howell
- Marlboro
- Ocean - Monmouth
- Red Bank
- Upper Freehold
- West Long Branch



# HOME IMPROVEMENT PROGRAMS

## Sussex County

- Sparta

## Passaic County

- Bloomingdale
- Little Falls
- Passaic
- Totowa

## Morris County

- Lincoln Park

## Hunterdon County

- Flemington

## Somerset County

- Bernardsville
- Bound Brook
- Montgomery
- Raritan Borough
- Watchung

## Burlington County

- Beverly
- Mount Holly
- Palmyra

## Salem County

- Pittsgrove

## Ocean County

- Manchester
- Ocean - Ocean
- Stafford

## Bergen County

- Mahwah
- Montvale

## Essex County

- Glen Ridge
- Livingston
- Maplewood

## Union County

- Clark
- Cranford
- Roselle Park
- Scotch Plains

## Middlesex County

- Cranbury
- Milltown
- New Brunswick
- Old Bridge
- Sayreville
- Woodbridge

## Monmouth County

- Freehold Borough
- Holmdel
- Howell
- Marlboro
- Spring Lake
- Upper Freehold



## *Pennsylvania*

### Lehigh County

- ◆ 23 Municipalities

### Montgomery County

- ◆ County Program
- ◆ Norristown Program

## THE CGP&H APPROACH - ADMINISTRATIVE AGENT SERVICES

The CGP&H approach is ideally suited to administer any New Jersey municipality's existing and planned portfolios of affordable homes. CGP&H's proprietary **Affordable Homes New Jersey** website, database, and applicant profile system allows us to keep the applicant waiting lists for current, find prequalified applicants quickly when needed; track compliance; and, ensure regular affirmative marketing is undertaken. The key aspects of our approach that sets us apart from other Administrative Agents is described below:

### Affirmative Marketing

CGP&H will affirmatively market the affordable units to maintain a list of interested applicants. Information will be posted on [AffordableHomeNewJersey.com](http://AffordableHomeNewJersey.com). We will send out mailings quarterly to our existing distribution list of approximately 250 community groups, major employers, and social service providers in the client's region. We will share our list with municipal staff to see if the municipality would like to add any community groups, major employers or social service providers to our comprehensive list. All units will also be posted on NJHRC.gov as well as Twitter, Instagram and Facebook where CGP&H has over 2,000 followers.

### Household Certification

CGP&H will maintain a waiting list of households interested in purchasing or renting affordable units in the client municipality.

CGP&H ensures that our waiting lists are filled with applicants that are still interested in affordable housing so that when specific opportunities arise, less time will be spent inviting dozens on the waiting list who have moved on to other housing options. CGP&H's online system requires that our applicants re-affirm their interest in remaining on the waiting list. The positive impact on how quickly this approach can fill vacant units is nothing short of remarkable. CGP&H will complete income certifications for all households that submit full applications.

There is no other firm in the entire state that provides such a robust and user-friendly online database, with so much transparency for applicants. Through our online profile system, applicants can add or remove themselves from the municipality's waitlist, update personal information (such as income, children born, marriage/divorce etc.), and much more. This 24-7 access is available right on their computer, smart phone, or any other device with an internet connection. CGP&H's system has earned accolades from applicants, landlords and sellers of affordable housing as these technological advances have brought the modern-day convenience and access of the latest mobile and web technologies to the processes of renting, leasing, selling and purchasing of affordable homes with exemplary results.

Affordable Homes New Jersey Website

CGP&H will set-up a dedicated webpage, like the one shown below, for each affordable housing development or sale unit in each client municipality. This website, [AffordableHomesNewJersey.com](http://AffordableHomesNewJersey.com), provides excellent exposure for the affordable units with current web activity at approximately 40 new preliminary applications submitted daily online (almost 15,000 new households added annually).

**Affordable Homes New Jersey**    AFFORDABLE OPPORTUNITIES    APPLY NOW    FAQ

**SAMPLE TOWNSHIP**  
Home → All Opportunities → **Sample Township**

**HOW TO APPLY**  
If you want to join the waiting list, click to submit a Preliminary Application online. Make sure to visit your Affordable Homes New Jersey Profile to join waiting lists.  
[Submit Preliminary Application](#)

**AVAILABILITY**  
Search for the Current Listings in your area of interest. Click on the listing to view details.

**CURRENT LISTINGS**  
Click on the listing to view details or contact the Affordable Homes New Jersey representative for more information. [View All](#)

- Whitebridge Village Condominiums Sale  
401 Quail Rd  
\$75,299 | 2 bed | 1 bath | Low
- Whitebridge Village Condominiums Sale  
2201 Rabbit Run Rd  
\$112,302 | 2 bed | 1 bath | Moderate
- Whitebridge Village Condominiums Sale  
801 Quail Rd  
\$79,292 | 2 bed | 1 bath | Low
- Whitebridge Village Condominiums Sale  
1201 Squirrel Rd  
\$114,900 | 2 bed | 1 bath | Moderate

**LOCATIONS**  
Click on the location to view details or contact the Affordable Homes New Jersey representative for more information. [View All](#)

- Berkshire Woods Sale  
2 Bed + 3 Bed | Low + Moderate | 6 Townhomes

**BURLINGTON COUNTY EVESHAM**

**HAVE A QUESTION?**  
For more information on the application process, click on the [FAQ](#) for answers to questions listed:  

- What are the steps involved in the affordable housing process?
- Are there any delays in the process?
- Can I be on the waiting list if I am not currently on the list?
- Can I be on the waiting list if I am not currently on the list?

**INTERESTED IN OTHER LOCATIONS?**  
Click on the [Current Listings](#) page to view all the properties available in all locations.

**FOLLOW US**

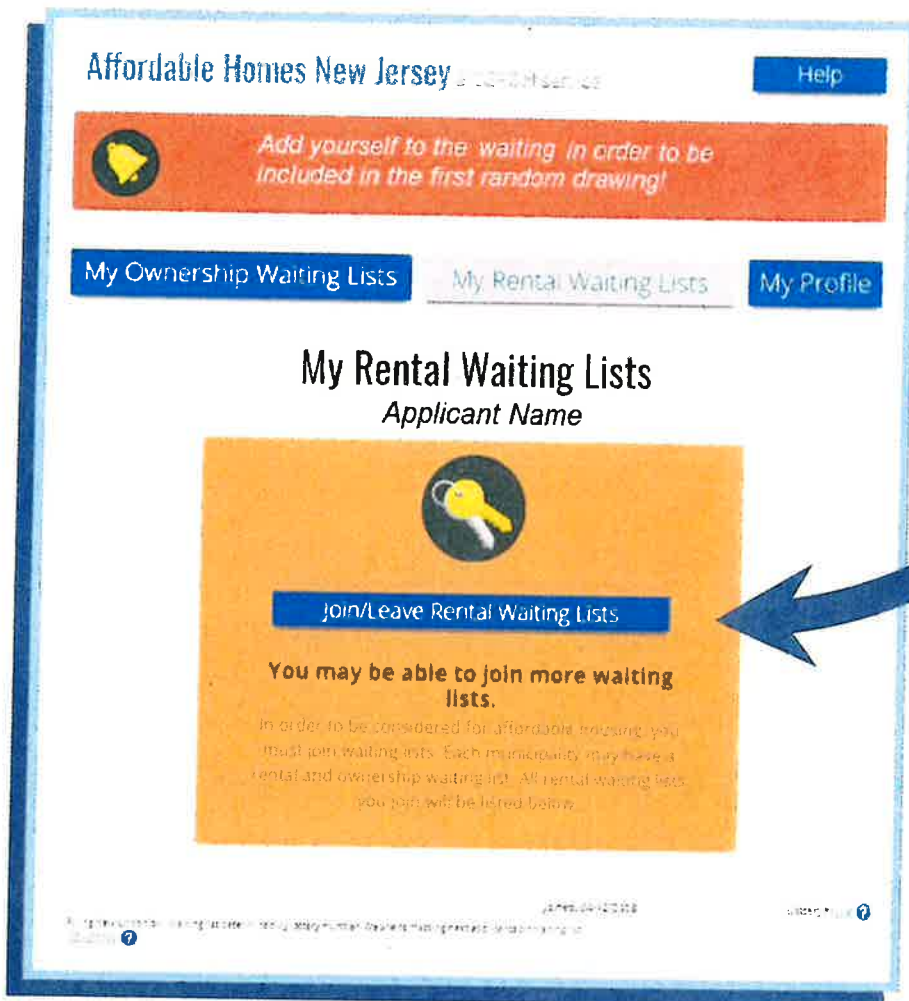


### Online Preliminary Application

When an applicant is interested in being added to the municipality's waiting list for affordable housing, they will be able to submit a pre-application online directly from the **AffordableHomesNewJersey.com** website. This short Pre-Application will ask basic information about the applicant's household size and income to determine whether the household may qualify for affordable housing. If an applicant does not have access to a computer or phone, they will be mailed a preliminary application, or we will assist them over the phone.

### Online Affordable Homes New Jersey Profile

Every applicant who applies to rent or purchase a home in the municipality will be able to access their own **Affordable Homes New Jersey Profile** page like the one shown in the following figure. On that page, they will be able to see the information we have on file for them such as annual income and household size. If the applicant needs to update their income or phone number for example, they can click the "Update My Profile Information" button. The personalized profile enables applicants to verify that we always have their most current information on file and to quickly update their information themselves. The profile page also will also show that they are on the waiting list to purchase or rent a home in the municipality and shows available homes that they may qualify for.



*Applicants can add themselves to the municipality's waiting list right from their own profile page!*

## Streamlined Digital Communication with Applicants

When applicants submit their online preliminary application, we use an email verification tool to make sure that the email address the applicant provided is correct and our email is not blocked by spam blocker. Our ability to communicate with applicants is critical because we email applicants notifications when we get to their name on the waiting list for an available unit. These emails provide applicants more information about the available home and applicants can "Request to Visit" the home or "Skip This Unit" by clicking a button directly from the email.

*Applicants receive emails where with one click they can "Request to Visit" or "Skip This Unit"*

### Affordable Homes New Jersey

An affordable home has become available and your name is in the next group of potential applicants. To confirm your interest, please review the listing below (which includes all the information we have at this time)

• PLEASE NOTE THE DEADLINE TO RESPOND. If you do not take action by this deadline, we will assume you are not interested in this home and we will move to the next person on the waiting list. You will not be contacted about this home again.

Please respond by: 07/26/2018



600 Harrison, unit ##, Hoboken, Hudson County



1 bed 1 bath

\$ 750

|                  |                |
|------------------|----------------|
| Request to Visit | Skip This Unit |
|------------------|----------------|

We typically need to contact at least ten applicants for every applicant that rents a unit. During this outreach we screen for eligibility (such as income and household size) and provide additional information about the units and landlord policies. Though an applicant may be next on the waiting list for an affordable unit, there are numerous reasons why that applicant may choose not to proceed with that particular unit. For example, they may have moved on to another housing option or are currently in the middle of a lease they cannot break. Our streamlined communication system allows us to learn quickly if an applicant is not interested in a unit, so we can move on to the next applicant on the list as soon as possible. CGP&H strives to make this component of the process as efficient as possible so applicants can get much needed affordable housing quickly and landlords can rent units in a timely fashion. When an applicant is interested in a unit and clicks "Request to Visit", they will be asked additional questions to confirm they qualify for the specific unit, and if so they will be referred to the landlord.

Applicants will be notified immediately via email if they are not eligible because, for example, they are over the income limit or their household size is too large for the available unit. This immediate processing allows us to move onto the next preliminary applicant to fill the affordable units as quickly as possible. Our automated email communications provide detailed information to applicants on the waiting the waiting list 24/7, so they know their change in status, without any delays. Due to the advanced interactive nature of our database, applicants being notified that they are ineligible can immediately request a review online via a link from their email and update their information if applicable.



### Online Full Application

Before an applicant can rent or purchase an affordable home, they will be sent a link to an online application form to start the full income certification process. We have received positive feedback from applicants who prefer to complete the form online rather than a hard copy application. The online form is user friendly and applicants can save their progress while they input bank account and other income-related information requested in the application.

### Online Annual Renewal

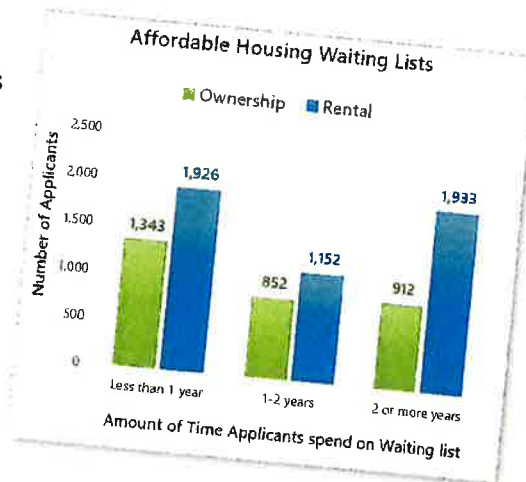
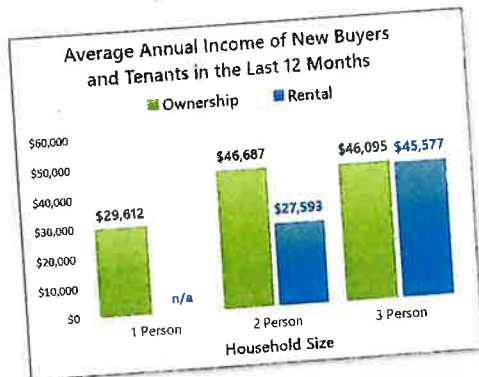
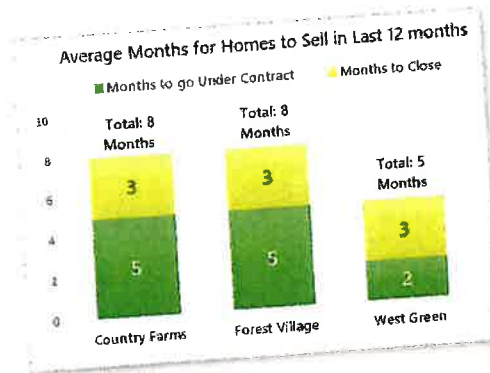
Applicants can update their contact information, income, household size and other qualifying information any time from their **Affordable Homes New Jersey Profile**. If applicants have not updated in the last year, we will email them a series of emails notifying them that their profile will expire and they will be removed from the waiting list if they do not submit an update via the link provided in the email. If they fail to respond to multiple email requests to update, they will be sent a final email notifying them that they have been removed from the waiting list.

Applicants without email addresses will be mailed annual renewal requests.

### Reporting

Another benefit of the **Affordable Homes New Jersey** database is that CGP&H prepares additional reporting on municipal affordable housing inventory and waiting list. Our client municipalities are telling us that this system is giving them composite data as to what is going on with affordable housing in their community in a way that was never available to them before. Information we can provide on units that we directly administer can include:

- Applicant information such as how many people with disabilities, how many veterans, single family head of households, and so much more
- Affordable Housing inventory of currently occupied and currently available units
- Average time from listing to sale or from vacancy to leasing
- Average sale price of homes sold or monthly rent of rental units by unit size
- Average incomes of new buyers/renters
- Current waitlist size with length of time applicants have been on waiting list



# THE CGP&H APPROACH - HOUSING REHABILITATION SERVICES

## Program Design and Marketing:

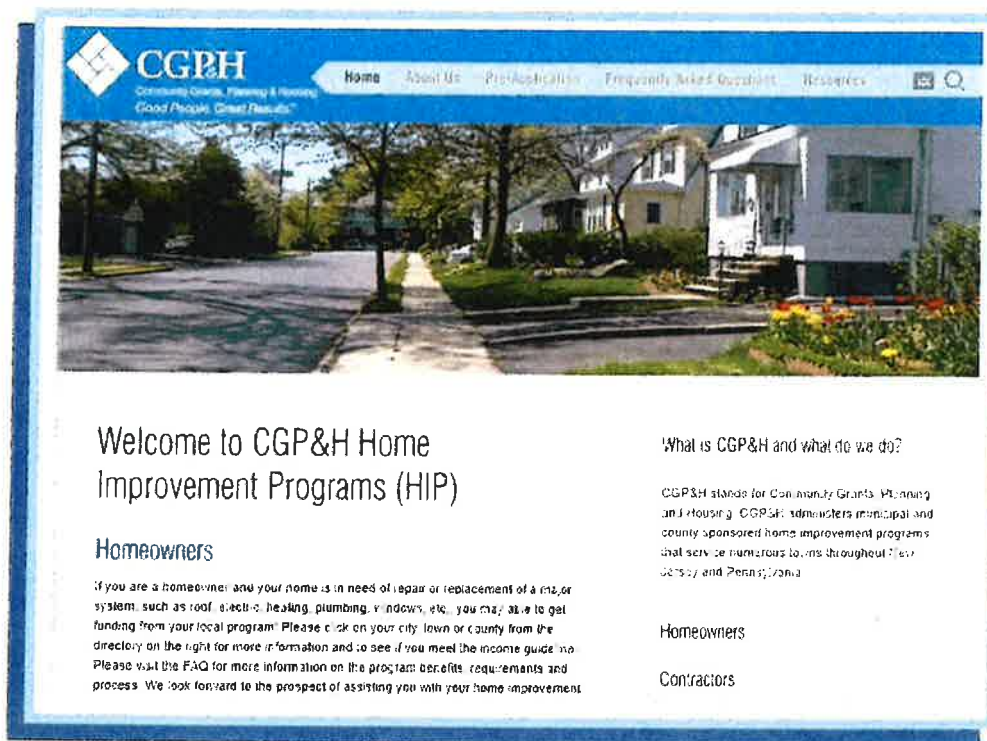
In coordination with client municipality's staff, elected officials, its attorney and planner, CGP&H will create and/or update the municipality's Program Policies and Procedures manual and forms to ensure effective implementation of the program that meets all State and Superior Court requirements.

CGP&H will implement an Affirmative Marketing Plan to recruit interested homeowners to the program. In consultation with the municipality, CGP&H will employ a variety of proven free and low-cost strategies to advertise the program within the municipality which will likely include, but not be limited to advertising on the municipal website, appending announcements and/or flyers to appropriate municipal mailings, creating 11" by 17" laminated posters and complementary flyers and more detailed brochures for display and distribution at key high visibility locations. We also utilize free local cable TV advertising, if available, to establish the program's applicant pool/waiting list and expand contractor interest as well. We also use email blasts, twitter, and Facebook in cases where the municipality already provides such services to its residents. If future program marketing is needed, CGP&H will also periodically prepare press releases for a series of free advertising opportunities. We will offer to make group presentations to community organizations or to the public at large at the client's municipal building, and even to local contractors to explain the program and its benefits to them. Paid newspaper advertisements will be utilized as a last resort, when deemed necessary and appropriate and is almost never necessary. The methods to be used and the order of their deployment will be analyzed to implement the most effective combination of strategies at the right time. Extensive marketing efforts are essential for all successful housing rehabilitation programs to meet their productivity objectives. Our tried and true approach to marketing is one of the many phases of a strong rehabilitation program that differentiates us from any other provider. Outreach marketing samples are available upon request.



## AFFORDABLE HOUSING SERVICES

Each of our municipal Housing Rehabilitation Programs are also featured on our website, [www.hip.cgph.net](http://www.hip.cgph.net). This easy to navigate website allows interested homeowners and contractors to review program requirements, to learn more about the program and even to apply. It will make it easy for applicants to quickly submit a one-page electronic preliminary application and for contractors to obtain a contractor application at their convenience. Additionally, the website provides an overview of the housing rehabilitation process via a *Frequently Asked Questions* page, as well as *before and after photos* of housing rehabilitation projects and homeowner testimonials to help potential applicants visualize the program benefits. A *Resources* page provides other possible funding sources and related services, as well as house maintenance, fire safety and lead hazards information. The *Resources* page also provides links to the state Division of Consumers Affairs codes and standards, as well as home improvement contractors. Please visit [www.hip.cgph.net](http://www.hip.cgph.net) to get a graphic view of how our specialized website would serve the municipality's residents.



### Reporting and Required Meetings (On-Going):

CGP&H will provide the housing rehabilitation data required for annual State or Court reporting, as well as provide periodic reporting to suit the municipality's needs. Samples of program reports can be provided upon request.

### Case Management:

CGP&H will administer the applicant case processing and rehabilitation of eligible program participants within the municipality. The following items are included within the scope of services that will be provided by CGP&H during the daily administration of the municipality's Housing Rehabilitation Program.



## AFFORDABLE HOUSING SERVICES

For accuracy and efficiency purposes, most of our documents are in either Microsoft Excel or Access, and our standard bid, closing, and all other program forms will be designed to cost-effectively merge with the applicant's information, so that more of our professional time can be spent on higher level matters with applicants, homeowners, and contractors, another difference between our company and others.

### Application Processing:

CGP&H will process potential program participant applications to ensure that their dwellings are occupied by income eligible households at the time of application. This is accomplished by verifying applicants' income and assets and finalizing the eligibility determination of each applicant.

This process starts with an applicant either submitting an easy online preliminary application to CGP&H or CGP&H pre-qualifying interested households by phone, whichever is the applicant's preference, and then placing them in the program's waiting list/applicant pool. The preliminary application process serves a dual benefit of not wasting the applicants' nor the program's time if the household does not meet several basic eligibility criteria. Once a household is prequalified, formal application invitations will be mailed or emailed per the applicant's preference, while program openings are currently available. Upon receipt of a completed application, we assign a case number to protect the applicant's confidentiality, set up a case file, and assign a case manager to guide the applicant through the process. All case files are kept securely in locked file cabinets.

Since applications are rarely complete at the initial application submission, we work with each household as applications are received to help them through the eligibility certification process. We have three bilingual staff members to assist those in need of either Spanish translation or Hindi language services. For communities that have a significant Spanish-speaking population, our promotional materials will also be made available in Spanish as part of our basic services.

To ensure the utmost accuracy of an applicant's income qualification, our case managers are trained in DCA (COAH) and HUD income determination methods. Our proven HUD- and DCA/Court-compliant systems for verifying income includes an additional step we call "peer review" where a second case manager reviews the income calculation methodology and all the supporting documents before the case is sent over to our program manager for formal review and approval of the case findings. Once a qualified applicant is approved in writing for program participation via a certificate of eligibility, the case manager then coordinates the comprehensive property inspection with the program participant and our licensed CGP&H program inspector.

### Initial Inspections & Bid Specifications:

Once an applicant is approved for program participation, the Program coordinates for the approved homeowner to complete a pre-inspection questionnaire. The questionnaire prepares the homeowner as well as assists the inspector identify any reasons, such as hoarding or active private repairs, which would postpone or prevent a successful inspection. Upon receipt and review of the completed questionnaire with no indicators to prevent the inspection, the Program Inspector will schedule the house inspection. The CGP&H inspector will then conduct a comprehensive property inspection to identify building, electrical, and plumbing code violations, and health and safety conditions requiring repair or replacement. To expedite

## AFFORDABLE HOUSING SERVICES

our inspection services during our highly productive periods, CGP&H may subcontract with a qualified licensed home inspector to assist with inspection services under the guidance of our Chief Inspector.

Our inspector will become familiar with municipality's local ordinances, to ensure that each dwelling unit will have specifications prepared to bring each unit up to state code and/or local ordinance, whichever is stricter. Upon arrival at the residence, the assigned CGP&H inspector will reinforce previous communications with the owner that the intent of the program is to bring units into compliance with local and state building code standards. At this meeting with the program participant(s), our inspector will also discuss eligible and ineligible improvements indicated in the initial inspection.

The CGP&H program inspector will prepare the detailed work write-up specifications and cost estimates for each property that specify each work task line item by line item. CGP&H will then incorporate that into a bid package for each project which includes other critical program specific documentation designed to protect the municipality and to fully explain the program's requirements and expectations to all prospective contractors. Bid packages circulated to bidding contractors do not include any cost estimates. Upon request, we would be happy and proud to provide sample cost estimates and a complete bid package, including a work write-up of an actual case file that would be within the price range of the Program's anticipated per-property rehabilitation cost.

CGP&H inspectors take an extensive number of property photos throughout the entire case process including before and after photos, and progress inspection photos. The photos not only serve to document case progress but are a wonderful tool to assist in preventing and/or resolving any contractual disputes. At the completion of every case, these photos are compiled onto a CD and placed in the permanent case file for the municipality's future reference as well.

Though most programs are not expected to have a specific lead paint component, our lead licensed inspectors are well qualified to ensure the contractors comply with the Environmental Protection Agency Renovation, Repair and Painting Rules (40 CFR Part 745) for houses built prior to 1978 with lead paint hazard reduction work. Our inspectors clearly identify the applicable work item(s) marked with the EPA-RRP Rule in the work specifications, as well as spell out the EPA requirements in the General Conditions of the work specifications.

### **Bidding:**

Prior to bid solicitation, the owner is required to review the work write-up that was created for their unit(s) by the CGP&H Inspector who performed that work. The purpose of this review process is to provide owners with a thorough understanding of the proposed/recommended scope of work, to address any questions they may have and to obtain their written approval of the work write-up to avoid future participant-initiated change order requests. Additionally, during this phase the owner also reviews the list of contractors and can add or delete any contractor from this list prior to sending out bid notices to contractors. This step serves two important purposes. First, reviewing potential contractors with the owner and inviting them to add or delete to the contractor list makes the owner an integral part of the contractor selection process. Secondly, it often helps us build up our list of local contractors that can be added to the program's ongoing contractor list (once they become pre-qualified).



## AFFORDABLE HOUSING SERVICES

CGP&H's staff will notify contractors of the municipality's program requirements, including procedures that impact bidding, contract award, preconstruction, work write-ups and contractor payments. CGP&H inspectors are also available via telephone over an extended day (earlier and later than normal business hours, to be convenient to both owners and contractors), to answer the many questions that arise. Currently, many participating contractors already receive their bid documents via email, which is both convenient and effective for the contractor.

CGP&H staff always conducts a thorough contractor vetting process, reviewing and confirming each contractor's qualifications prior to awarding a job to ensure the contractor meets all the program contractor requirements including but not limited to proper licenses, certifications, insurance and reference checks. The contractor list is updated regularly to ensure these documents are kept current. We also have probation and termination procedures for those occasions when warranted. This vetting process is just another reason why our company can boast such a small number of contractor disputes occurring during the construction period.

### Construction Phase:

CGP&H coordinates the selection of the contractor with the owner. CGP&H will then prepare all necessary agreements and loan documents related to the Housing Rehabilitation Program which will be executed at a Pre-Construction Conference to be attended by the CGP&H inspector (to preside over the closing and perform notary functions), the contractor and the owner. CGP&H case managers are responsible for creating all lien documents and facilitating the recording of mortgages and modifications to mortgages.

The Municipal Construction Office will receive a copy of the work write up from the case manager following the Pre-Construction Conference. Construction officials can then reference the work write-up when the contractor applies for building permits. This gives the municipality's construction inspection department full insight and a cross reference to help determine which permits are required.

CGP&H inspectors will usually perform at least one interim payment inspection and one final payment inspection during the construction phase to monitor compliance with program requirements, and to control and carefully document contract change orders, progress inspections and payments, scheduling and completion of the final inspection and case record completion.

CGP&H will generate progress inspection reports for contractor payments. Typically, CGP&H will prepare progress (50%), completion (40%), and retention (10%) payment documents supported by applicable inspections and warranties, as required. Tracking contractor payments is a critical element of a successful housing rehabilitation program. The customized Progress Inspection Report that CGP&H has created for these programs clearly indicates the line items that are included in a particular contractor payment. In the case of a partial payment, the percentage of completion is also included. We have noticed that the Progress Inspection Report form we have been using since 2001 has successfully eliminated any confusion of the value of the work that is eligible for payment following a partial payment inspection.

CGP&H is very proud to report that we help to keep owner and contractor disputes to a minimum. We accomplish the prevention of typical owner/contractor disputes by the quality and clarity of our work specifications, combined with our processes that include a detailed Pre-Construction meeting with the owner and contractor both present, with our inspector reviewing all work items line by line, clarifying any

## AFFORDABLE HOUSING SERVICES

owner or contractor questions, and reviewing program rules and responsibilities of both parties to one another. In addition, prevention of disputes is facilitated by tight construction controls and the inspector's monitoring throughout the entire rehabilitation process, addressing potential problems before they escalate. However, there will still be occasional disputes with the contractor that is selected by the owner and then approved by us. Sometimes it is the owner that is not satisfied with certain aspects of the contractor's job performance, cleanliness, timeliness, manners, work product, etc., and sometimes it is CGP&H's inspectors who are not satisfied with the actual quality of the contractor's work. If the contractor ever initiates a dispute, it is generally due to either refusal by the owner or inspector to make payment, or very occasionally due to lack of access or poor treatment of workers by a program participant. In any circumstance, our highly trained, patient, and skilled inspectors and management team will intervene when required to quickly resolve the matter in a way that is fair to all parties, respectful, and fact based. In addition, there has never been a finding against either CGP&H or against one of our municipal clients throughout all these years and cases. CGP&H always maintains our high standards, even during delicate and difficult occasions when disputes arise.

### Case Close-Out:

The case close-out phase begins with the contractor providing a signed Release of Liens to the owner as well as all applicable material and equipment warranties. That is followed by the filing of the approved municipal permits, receipt of all certificates of approval(s) and the approval of the final payment, all to be placed in the case file. The case manager then sends the owner a case closeout letter explaining the warranty period, importance of program documents for personal record keeping, explaining the homeowner's responsibility to continue to maintain the home, providing the homeowner with a home maintenance checklist as guidance, thanking the owner for program participation, encouraging him/her to recommend the program to other households in the community, and when applicable reminding homeowner of the affordable housing rental requirements listed in the program lien documents and deed restriction.

CGP&H establishes and maintains complete files on each assisted property/unit to verify eligibility and to document the bidding, legal documents and completion of rehabilitation activities. Completed case files are transferred to the municipality and organized in a user-friendly manner for the municipality's permanent records and future reference if ever needed. We are also very proud that CGP&H has consistently received accolades from our municipal clients, state and federal representatives alike for our detailed, complete and well-organized case files. Upon request, we are happy to provide sample case files for review.

## KNOWLEDGE OF AFFORDABLE HOUSING REGULATIONS

There is no Administrative Agent in the state of New Jersey with more knowledge of New Jersey Affordable Housing regulations than CGP&H. Our president, Randall Gottesman, has been practicing both before and during COAH's coming into existence in the mid-1980s, and ever since, has dedicated much of his career towards being expert in all the requirements, its implications to municipalities, and how to most cost effectively help our clients comply with all of the rules and regulations. In fact, in 2006, CGP&H was so highly recognized for its expertise in this area, that it was awarded a competitive contract to make a companion guide to the *Uniform Housing Affordability Controls* (UHAC), which CGP&H prepared for the state, and was ultimately entitled, "Understanding UHAC." Thirteen years later, "Understanding UHAC" is still considered a valuable reference tool for those in the industry. In addition, to stay current, CGP&H regularly attends training and educational workshops, and Randall Gottesman, is a founding member of a professional association called, "Affordable Housing Professionals of New Jersey", and has served on its Board since its inception in 2006, having served three of those years as its President. As the current co-chair of that organization's Policy Committee, Mr. Gottesman continues to remain on the cutting edge of knowledge with regard to COAH compliance matters, legislative and legal matters and current events and issues. CGP&H remains committed to continuing its pursuit of full knowledge in this arena to always represent our clients to the best of our abilities.

Randy Gottesman has been on the AHPNJ Education Committee for many years, and has helped conceptualize, review and edit virtually all the curriculum created for AHPNJ's certification program over the years

Our staff has completed the following affordable housing training programs offered by the state of New Jersey:

- Module I
- Module II – Records Management
- Module III – Ethics
- Module IV – Qualifying Households
- CTM Project/Unit Monitoring
- CTM Affordable Housing Trust Fund Monitoring

Our staff has also completed all of the training programs offered to date by the Affordable Housing Professionals of New Jersey (AHPNJ):

- Introduction to Affordable Housing for NJ Municipalities
- Fair Housing
- Qualifying for Affordable Housing: Program Distinctions
- Ethics for Affordable Housing for Affordable Housing
- Community Placement of Affordable Housing Units
- Records Management

Among many others in the company, Vice Presidents Megan York and Corinne Markulin who will oversee the day-to-day operations of the administrative agent activities and the housing rehabilitation program respectively, have completed the Affordable Housing Professionals of New Jersey Certification program.



**Randall Gottesman, PP**  
**President of CGP&H**

**38 years of experience in:**

- *Affordable Housing Planning & Administration*
- *Housing Rehabilitation Administration*
- *Grant Writing*
- *HOME, CDBG, NSP, and various other HUD Grant Management & Reporting*
- *Master Planning, Redevelopment Planning and Re-Examination Reports*

**Education:**

- *MCRP Rutgers University 1981*
- *BA Psychology and Social Welfare, Ohio Wesleyan University*

**Associations & Licenses:**

- *Affordable Housing Professionals of NJ (AHPNJ), 2006 Founding Member and President 2010-2012*
- *American Planning Association, New Jersey Chapter since 1981*
- *Licensed New Jersey Professional Planner since 1983*

**Randall Gottesman, President of CGP&H** is recognized throughout the state for his professional accomplishments. Mr. Gottesman's skills and track record in Affordable Housing administration, planning and implementation of municipally based programs are among the best in the industry. He has written many Operating Manuals and Affirmative Marketing Plans for his clients, and is experienced in every aspect of affordable housing administration. Mr. Gottesman co-authored a supplementary manual to the State's Uniform Housing Affordability Controls, called "Understanding UHAC." That manual is still a major reference document for many Municipal Housing Liaisons, Administrative Agents and others throughout the state.

During his career, Mr. Gottesman has also been involved in the development of numerous affordable housing projects, the securing of more than \$270 million in state and federal grant funding, and the writing and implementation of more than 200 professional planning documents. Prior to forming CGP&H in 1993, he spent 10 years with a central New Jersey consulting firm where he was responsible for supervising all planning, grant and affordable housing operations. His first three years of experiences after graduate school included Senior Planner positions in Newark and Hoboken, New Jersey.

Mr. Gottesman received his Master's Degree in City and Regional Planning in 1981. He is also a licensed Professional Planner since 1984 (License # 3016). A hallmark of CGP&H's commitment to quality is Mr. Gottesman's involvement in all projects from conception to completion. He cost-effectively provides the benefits of his experience and a team approach to all assignments.

Mr. Gottesman has served on a local community bank's Community Reinvestment Advisory Board. Mr. Gottesman is a member of the American Planning Association, its New Jersey Chapter, and has been a highly active member on its Affordable Housing Committee. He is also a member of the National Low Income Housing Coalition, New Jersey Planning Officials, and the Housing and Community Development Network of New Jersey. In addition, in 2006, Mr. Gottesman worked with other affordable housing professionals to form the Affordable Housing Professionals of New Jersey. This non-profit organization is dedicated to improving statewide the education, ethics, and efficiencies of affordable housing professionals. Mr. Gottesman recently completed three one-year terms as its President and currently remains an active member of the Board. He is also regularly asked to speak at seminars concerning his specialties in affordable housing and grant writing. During his children's formative years, Mr. Gottesman completed three terms on the East Windsor Regional School District, having served two terms as its president.





**Megan York, PP, AICP**  
**Vice President of CGP&H**

**20 years of experience in:**

- *Affordable Housing Planning and Administration*
- *Community Planning*
- *Grant Writing*
- *HOME, CDBG, NSP and various other HUD Grant Management & Reporting*

**Education:**

- *MS Geography, University of Tennessee - Knoxville*
- *BA History and Geography, Macalester College*

**Associations & Licenses:**

- *Affordable Housing Professionals of NJ (AHPNJ) Certification*
- *American Planning Association, NJ Chapter*
- *Licensed New Jersey Professional Planner*
- *American Institute of Certified Planners (AICP)*
- *AHPNJ Policy Committee Co-Chair*

**Megan York, Vice President of CGP&H** has more than 20 years of experience in affordable housing, planning, grant writing, and community development. At CGP&H, Ms. York has prepared housing elements and fair share plans for municipalities throughout New Jersey and has extensive experience navigating rules and regulations relating to affordable housing in New Jersey. Ms. York currently manages a portfolio of over 2,000 affordable housing owner-occupied and rental units in over 60 locations throughout New Jersey. She has also designed and implemented a variety of affordable assistance programs.

Ms. York is dedicated to improving the administration of affordable housing in New Jersey using technology and web-based services to innovate how services are provided. She has overseen the creation of the Affordable Homes New Jersey database, website, and personalized profile services which has transformed how CGP&H manages affordable housing programs.

As a community and neighborhood planner, Ms. York has worked with a variety of governmental entities as well as non-profit groups to identify community needs and develop comprehensive strategies to address those needs. She also assists municipalities and non-profits secure grants for a wide variety of programs including planning grants, infrastructure improvements, public safety initiatives, and education-related grants.

Prior to joining CGP&H, Ms. York was a Senior Planner with Group 70 International, a Honolulu based planning firm specializing in community planning. She began her career at Gregory House Programs, a HIV/AIDS housing provider in Honolulu where she managed all aspects of the affordable housing programs.

Ms. York received her Master's Degree in Urban Geography in 1997 from the University of Tennessee and her Bachelor's Degree in Geography and History from Macalester College in 1994. She is a licensed New Jersey Professional Planner and a certified planner with the American Institute of Certified Planners. She is current co-chair of the AHPNJ Policy Committee and she regularly participates in national studies and panels conducted by Grounded Solutions and the Center for Housing Policy on best practices in affordable housing and the administration of inclusionary housing.





**Corinne Markulin,  
Vice President**

**22 years of experience in:**

- *Housing Rehabilitation Program administration and management*
- *CDBG, HOME, COAH Regional Contribution Agreement fund programs*
- *Federal Home Loan Bank's Affordable Housing Program*

**Education:**

- *Mercer County Community College Associates Degree in General Business*

**Certifications & Training:**

- *Affordable Housing Professionals of NJ (AHPNJ) Certification*
- *HUD Workshops & Online Webinars*
- *Lead Compliance workshops*
- *Certified EPA Lead Renovator*
- *Certified Dust Wipe Sampling*

**Corinne Markulin, Vice President** for all CGP&H housing rehabilitation programs. Besides her college education, she has over thirty years of administrative and management experience including over twenty years specifically dedicated in housing program administration and management. Ms. Markulin has completed training in a variety of housing rehabilitation, affordable housing and lead compliance activities including being certified as both an EPA Lead Renovator and Dust Wipe Lead Sampling Technician.

Ms. Markulin has been with CGP&H since 1997 and has provided supervision, technical assistance and hands-on administrative services for over 35 housing programs including complex programs which have multiple funding sources, including CDBG, HOME Investment Partnership Program, Federal Home Loan Bank's Affordable Housing Program, COAH Regional Contribution Agreement funds and locally funded government programs. Many of the programs are repeat clients that we have served in multi-year and even decade long program renewals. Ms. Markulin's attention to detail, commitment to all affordable housing issues, and professional experience has led her to become an expert in providing administrative agent services, as well as administering all COAH-related programs and projects.

From Ms. Markulin's extensive background in housing administration, she has written programs' policies and procedure manuals. Among her other duties and responsibilities, she has created and presented affordable housing and home improvement presentations to homeowners; created and conducted contractor orientations; and has vast experience in the marketing of housing programs. In the past, Ms. Markulin has developed and implemented accessory housing programs, write down buy down programs as well as also developed procedures for implementing cost-certifications of sale, rental, resale and rental projects, affirmative marketing plans and supervised the implementation of those projects.



**Richard Panizzi, Jr.**  
**Chief Housing Inspector**

**37 years of experience in:**

• *Construction, renovation, and inspection industry*

**Current Licenses:**

- *NJ Licensed Building Inspector (ICS) since 1994*
- *PA Certified Residential Building Inspector*
- *NJ & PA Certified Lead Inspector / Risk Assessor*
- *International Code Council Member*

**Certifications & Training:**

- *NJ Home Inspector License*
- *NJ Inspector of Hotels & Multiple Dwellings*
- *NJ Fire Official*
- *NJ Commercial Pesticide Applicator*
- *NJ Radon measurement Technician*

**Richard Panizzi, Chief Housing Inspector** has been working for CGP&H since 2008. He has been a New Jersey Licensed Building Inspector (ICS) since 1994 and is also a Pennsylvania Certified Residential Building Inspector. Mr. Panizzi is also a certified Lead Inspector/Risk Assessor in New Jersey and Pennsylvania. He has also previously held the following licenses and certifications; New Jersey Home Inspector License, N.J. Inspector of Hotels & Multiple Dwellings, N.J. Certified Fire Official, N.J. Certified Commercial Pesticide Applicator, N.J. Certified Radon Measurement Technician, International Code Council Certification as a Residential Building Inspector. Mr. Panizzi is also a member of the International Code Council.

Mr. Panizzi has worked in the construction, renovation and inspection industry since 1981. He has operated his own home improvement company and was a jobsite supervisor for an insurance restoration company.

In his role as a Building Inspector/Cost Estimator, Mr. Panizzi is responsible for comprehensive initial site inspections for housing rehabilitation programs to determine existing interior and exterior code violations and other housing rehabilitation needs; preparing work specifications and cost estimates, developing project specific scopes of work that maximize the use of public funds while always successfully conforming to all program rules and funding limits, reviewing bids, presiding over construction and loan agreement closings, and ongoing construction monitoring. In addition, he conducts lead risk assessments, lead inspections, and lead clearances testing.

Prior to construction, Mr. Panizzi meets with the homeowner and contractor to review the terms of their construction agreement and to witness the signing of program documents. In fact, as an extra convenience, Mr. Panizzi is a licensed notary in both New Jersey and Pennsylvania. Like all of our inspectors, during construction, Mr. Panizzi meets regularly with homeowners and contractors to inspect the construction work and for processing of contractor payments. He prides himself on his technical knowledge and his willingness to share his experience and expertise with others.



**Michelle Lamar, Esq., PP**  
**Senior Planner, Corporate**  
**Counsel**

**41 years of experience in:**

- Grant Writing
- Municipal Land Use Law
- Housing and Community Development Planning
- Representing clients Before Zoning and Planning Boards

**Education:**

- BA Political Science, Williams College
- MA Political Science, MCRP, and Juris Doctorate, Rutgers University

**Associations & Licenses:**

- American Planning Association, NJ Chapter
- Licensed New Jersey Professional Planner
- Licensed Attorney in New Jersey and Pennsylvania
- Member, Board of Directors of the Land Use Section of the NJ State Bar Association
- NJ Supreme Court Committee on Women in the Courts

**Michelle Lamar, Senior Planner, Corporate Counsel** has more than 41 years' experience in grant-writing, planning and law with expertise in municipal land use law, housing, and community development planning. At CGP&H, she specializes in assisting our municipal and county clients with preparing grants applications encompassing a wide range of federal and state grant funding programs.

Ms. Lamar began her career in New Jersey as an Assistant Planner with the Middlesex County Planning Board, working on funding issues through the County Community Development Block Grant program. She then served as City Planner for the City of Woonsocket, Rhode Island, and subsequently as Planner with the Providence Foundation in Providence, Rhode Island (a joint funding effort of the City of Providence Chamber of Commerce and the Rhode Island Historical Society to secure funds to facilitate the transformation of the downtown area). Returning to New Jersey, Ms. Lamar was Assistant Director of the Targeted Jobs Demonstration Program Evaluation (a review of a nationwide demonstration grant program seeking to coordinate employment programs with economic development efforts), undertaken by the Eagleton Institute at Rutgers University.

Upon attending law school, Ms. Lamar was employed by McCarter & English as a litigation associate, worked as an attorney with the New Jersey Housing and Mortgage Finance Agency (NJHMFA), which included administration of the agency's various grant and loan programs, and eventually became a partner practicing land use law with Sterns & Weinroth in Trenton, New Jersey. As a land use attorney, Ms. Lamar represented applicants and objectors before planning and zoning boards, as well as the Washington (now Robbinsville) Township Housing Board and the Hamilton Township (Mercer County) Zoning Board.

Ms. Lamar received her Bachelor's degree in Political Science with a concentration in Environmental Studies from Williams College, Williamstown, Massachusetts, and her Masters in City and Regional Planning, Masters of Arts in Political Science and Juris Doctorate at Rutgers University, where she was an Eagleton Fellow at the Eagleton Institute of Politics.

Ms. Lamar is a New Jersey-licensed Professional Planner and licensed as an attorney in New Jersey and Pennsylvania. She is a member of the Board of Directors of the Land Use Section of the New Jersey State Bar Association and serves on the New Jersey Supreme Court Committee on Women in the Courts.





**Dan Levin, AICP**  
**Senior Planner**

**14 years of experience in:**

- *Urban and Regional Planning*
- *Economic Development*
- *Community Engagement*

**Education:**

- *MA City Planning, University of Pennsylvania*
- *BA Urban Planning, University of Illinois at Urbana-Champaign*

**Associations & Licenses:**

- *American Institute of Certified Planners (AICP)*

**Dan Levin, Senior Planner** Dan Levin, Senior Planner, has over 14 years of experience working as an urban planning and economic development professional, with expertise in site selection and community engagement. At CGP&H, Dan is responsible for overseeing the organization's Market to Affordable rental program, as well as providing support on grant applications and planning assignments.

Before coming to CGP&H, Dan served as project director for the Wilmington Renaissance Corporation in Wilmington, Delaware, where his projects included "Vacant to Vibrant", a creative placemaking endeavor in West Center City Wilmington, and developing a business plan for a proposed kitchen incubator in Wilmington. Dan also acted as the Special Project Manager at The Enterprise Center Community Development Corporation, a non-profit organization devoted to minority business development and entrepreneurship located in West Philadelphia.

While at TEC-CDC, Dan's accomplishments included overseeing the successful update to the Walnut Hill Neighborhood Plan 2016 including its approval by Philadelphia's City Planning Commission; as well as managing the construction of Common Table, a restaurant incubator space within the Center For Culinary Enterprises. Dan also was tasked with facilitating the development of the Enterprise Heights project, a proposed mixed-use development at the southwest corner of 46th & Market streets in West Philadelphia; and he provided technical assistance to various business clients of TEC.

Dan also brings international experience to CGP&H, as he spent the first seven years of his career in Melbourne, Australia working in both the private and public sectors as an Urban Planner. While in Melbourne, Dan specialized in town center planning as well as economic development techniques, with his key achievements including drafting local planning policies/ordinances, developing a neighborhood shopping centers strategy, and facilitating public meetings between applicants and objectors.

Dan is originally from St. Louis, MO, however today he calls Philadelphia home. In his personal time Dan volunteers as a Football Coach for middle-school aged boys in Delaware County, PA.

Dan holds a Bachelor's degree in Urban Planning from the University of Illinois at Urbana-Champaign and a Masters degree in City Planning from the University of Pennsylvania.



**John Burton, Chief Operating Officer**, is responsible for ongoing business operations at CGP&H and for leading the administrative support team providing logistical support for all departments at CGP&H. In addition, he provides Salesforce system administration and database management. He has many years of experience working mainly in the non-profit sector. John holds a Bachelor's degree from the University of California at Berkeley and is currently pursuing a Master of Public Administration (MPA) degree through Penn State's World Campus where he has already earned a Graduate Certificate in Public Budgeting and Financial Management.



**Ximena Calle, Administrative Agent Manager**, has been with CGP&H since 2004. During that time, she has developed a deep understanding of the State's affordable housing regulations. Ms. Calle came to us with more than 8 years administrative experience in New Jersey as well as in her native Ecuador. She supervises the case management staff and oversees administrative agent projects including maintaining waiting lists, income certifying buyers and renters of affordable units, and liaising with landlords and developers. She also provides verbal and written translation services to Spanish-speaking homebuyers and sellers as needed. Ms. Calle is certified by the Affordable Housing Professionals of New Jersey.



**Jim Crane, Project Coordinator**, recently joined CGP&H, after spending 17-years managing environmental remediation and transportation planning projects for non-profit organizations based in Central New Jersey. During this time, he developed new program concepts, managed programs, oversaw budgets, led client engagement efforts, and was primarily responsible for all deliverables. In addition, he has developed expertise in community engagement, municipal assistance, grant writing and administration, program evaluation, and compliance reporting. Mr. Crane holds a Bachelor's degree in Political Science from the Rockefeller College of Public Affairs & Policy at the University at Albany, and a Master's degree in Public Administration from Fairleigh Dickinson University.



## AFFORDABLE HOUSING SERVICES



**Mary Alice Goss, Case Manager**, has been with CGP&H since 1999, coming to us with more than 12 years of prior supervisory experience with non-profits as well as a successful enterprise in international business to her role as Affordable Housing Case Manager. For the past 19 years, Mary Alice has been responsible for managing housing rehabilitation cases from application through construction in programs including but not limited to Lehigh County, Norristown, the City of Passaic, Maplewood Township, Freehold Borough, and New Brunswick. She is also expert in recertifying existing tenants.



**David Landri, Case Manager**, came to CGP&H with over 10 years of combined experience in case management and income certification in the fields of mental health, disaster recovery, and nonprofit social service assistance. He holds a Bachelor's degree in Psychology from Monmouth University and Mr. Landri spent three years providing case management for New Jersey Hurricane Sandy recovery programs, working directly with applicants through the eligibility determination process, developing comprehensive recovery plans, and supporting clients through the completion of residential construction projects. Mr. Landri joined CGP&H in 2016 and manages applicant pools, contractor records, and case files from application intake, through pre-construction to case completion.



**Katherine Ritenband, Case Manager**, joined CGP&H in 2013. She is a graduate of Westminster College in Utah. Ms. Ritenband income certifies applicants for rental and purchase units. In addition, she is responsible for regional affirmative marketing mailings, annual newsletters to homeowners, preparing closing documents, and conducting lotteries.

AFFORDABLE HOUSING SERVICES



**Noopur Shah, Case Manager**, is responsible for income certifying applicants for rental and purchase units, regional affirmative marketing mailings, annual newsletters to homeowners, preparing closing documents, and conducting lotteries. Noopur holds a bachelor's degree in Psychology from Rutgers University and comes to CGP&H with experience in the fields of mental health and non-profit organizations.



**Nick Sciortino, Data Records Manager**, oversees the online application and pre-application submissions and random selection process. He maintains all waiting list for affordable housing and each municipality's rental and purchase inventory. He also provides Affordable Homes New Jersey technical support to the entire CGP&H team. Mr. Sciortino is a graduate of Westminster College in Utah and has been with CGP&H since 2013.



**Mike Butkocy, Case Manager**, recently joined CGP&H as a Certified Affordable Housing Professional with experience in community development. Mike's main duties include liaising with developers and landlords, applicant outreach, and assisting applicants with the application process. Mike is a graduate of Monmouth University, where he received his Masters Degree in Public Policy and Bachelors Degree in Political Science.



***Tilah Young, Affordable Housing Assistant***, recently joined CGP&H and provides support to the affordable housing administrative agent case managers by assisting with applicant outreach, records management, and other logistical support functions. Tilah holds a bachelor's degree in Business Administration from Monmouth University and comes to CGP&H with experience in real estate and business logistics.



***Corinne Dexter, Assistant Case Manager***, recently joined CGP&H and provides support to the affordable housing administrative agent case managers by assisting with applicant outreach, records management, and other logistical support functions. Corinne is a graduate of Rutgers University where she received her Bachelors in Sociology and Spanish. Her previous experience is in the residential care and public health sector.



***Stephanie Rubin, Administrative Assistant***, provides administrative support to all staff at CGP&H. She graduated from the University of Delaware with a degree in Fine Arts and has extensive experience in graphic design, logistics and general office administration.

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 153-19**

**“RESOLUTION AUTHORIZING THE PAYMENT OF BILLS”**

**WHEREAS**, the Borough Manager has reviewed and approved purchase orders requested by the Department Heads; and

**WHEREAS**, the Finance Office has certified that funds are available in the proper account; and

**WHEREAS**, the Borough Treasurer has approved payment, upon certification from the Borough Department Heads that the goods and/or services have been rendered to the Borough.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the current bills, dated December 9, 2019 and on file and available for public inspection in the Office of the Treasurer and approved by him for payment, be paid.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on December 9, 2019.

\_\_\_\_\_  
Marcy Gianattasio, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Lane     |        |        |     |     |        |         |
| Menard   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |

**List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT**

Meeting Date: 12/09/2019 For bills from 11/20/2019 to 11/22/2019

| Check# | Vendor                                            | Description                                  | Payment      | Check Total  |
|--------|---------------------------------------------------|----------------------------------------------|--------------|--------------|
| 16564  | 2661 - AERO ENVIRONMENTAL SERVICES, INC.          | PO 21272 STREETS & ROADS - TRAINING          | 1,779.85     | 1,779.85     |
| 16565  | 4093 - CHALLENGER FENCE, INC.                     | PO 21230 ISLAND BEACH PROJECT - TEMPORARY F  | 2,200.00     | 2,200.00     |
| 16566  | 2196 - CHRISTINA WHITAKER                         | PO 20456 2019 HEALTH BENEFITS REIMBURSEMENT  | 472.82       | 472.82       |
| 16567  | 1481 - CORE & MAIN, LP                            | PO 21195 WATER DEPARTMENT - EQUIPMENT        | 10,140.00    | 10,140.00    |
| 16568  | 519 - COUGAR PRESS                                | PO 20953 POLICE DEPT: OFFICE SUPPLIES        | 237.00       | 237.00       |
| 16569  | 3109 - FERRIERO ENGINEERING, INC                  | PO 21321 CLIENT NO: ML100 -AUGUST 2019 PROFE | 5,526.50     | 5,526.50     |
| 16570  | 2517 - FF1 FIREFIGHTER ONE, LLC                   | PO 21320 FIRE DEPT: ANNUAL MAINTENACE ENGINE | 1,620.00     |              |
|        |                                                   | PO 21319 FIRE DEPT: ANNUAL MAINTENANCE/ENGIN | 1,620.00     | 3,240.00     |
| 16571  | 503 - HERBERT J. COHRS                            | PO 20454 2019 HEALTH BENEFITS REIMBURSEMENT- | 1,140.26     | 1,140.26     |
| 16572  | 1082 - KIWANIS AMBULANCE SERVICE                  | PO 20975 2019 KIWANIS AMBULANCE SERVICE - B  | 3,750.00     | 3,750.00     |
| 16573  | 1338 - MGL PRINTING SOLUTIONS, LLC                | PO 21150 CLERK:2020 DOG/CAT LICENSES         | 404.00       | 404.00       |
| 16574  | 1311 - MORRIS CTY TREASURER                       | PO 20448 2019 COMMUNICATIONS DISPATCH SERVIC | 26,597.42    | 26,597.42    |
| 16575  | 1371 - MTN. LAKES BOARD OF EDUCATION              | PO 21313 DEC 2019 MTN LAKES SCHOOL DISTRICT  | 1,782,856.50 | 1,782,856.50 |
| 16576  | 1472 - MURPHY, MCKEON P.C.                        | PO 20447 2019 RETAINER FEES - BLANKET        | 4,166.66     | 4,166.66     |
| 16577  | 4005 - NATIONAL ASSOC. OF FIELD TRAINING OFFICERS | PO 20024 POLICE: TRAINING                    |              | 225.00 225.0 |
| 16578  | 1435 - NAZZARENO MOSCARINI                        | PO 20457 2019 HEALTH BENEFITS REIMBURSEMENT  | 570.12       | 570.12       |
| 16579  | 881 - NCX                                         | PO 19879 BLANKET: 2019 DNS HOSTING / ACCT# G | 21.95        | 21.95        |
| 16580  | 2676 - NORTH JERSEY COPY                          | PO 21213 POLICE: 2019 HOLIDAY DINNER INVITAT | 381.93       | 381.93       |
| 16581  | 3990 - RICH TREE SERVICE, INC.                    | PO 21042 DPW -TREE REMOVAL                   | 7,275.00     | 7,275.00     |
| 16582  | 2397 - ROCKAWAY AUTO RESOURCES, LLC               | PO 20966 DPW - VEHICLE MAINTENANCE & REPAIRS | 655.68       | 655.68       |
| 16583  | 1884 - SIRCHIE FINGER PRINT LABS, INC             | PO 21210 POLICE TAPE/FINGERPRINK INK PADS    | 144.88       | 144.88       |
| 16584  | 1916 - STICKEL, KOENIG, SULLIVAN & DRILL,         | PO 20446 2019 PROFESSIONAL SERVICES FOR MICH | 3,000.00     | 3,000.00     |
| 16585  | 253 - THOMAS BARBATO                              | PO 20455 2019 HEALTH BENEFITS REIMBURSEMENT- | 581.88       | 581.88       |
| 16586  | 1326 - THOMAS D MENARD                            | PO 21329 REIMBURSEMENT                       | 150.00       | 150.00       |
| 16587  | 3617 - BLOOMFIELD HEALTH DEPARTMENT               | PO 20451 2019 PUBLIC HEALTH SERVICES CONTRAC | 6,419.50     | 6,419.50     |
| 16588  | 603 - TOWNSHIP OF DENVILLE                        | PO 20450 2019 SHARED MUNICIPAL COURT SERVICE | 14,213.75    | 14,213.75    |
| 16589  | 1424 - TOWNSHIP OF MONTVILLE                      | PO 21314 4THQ2019 CONTRACT & SERVICE CHARGES | 1,571.98     |              |
|        |                                                   | PO 21314 4THQ2019 CONTRACT & SERVICE CHARGES | 1,163.87     | 2,735.85     |
| 16590  | 1736 - TWP OF PARSIPPANY - TROY HILLS             | PO 20452 2019 SEWER MAINTENANCE CHARGES - BL | 33,373.00    | 33,373.00    |
| TOTAL  |                                                   |                                              |              | 1,912,259.55 |

Summary By Account

| ACCOUNT           | DESCRIPTION                              | CURRENT YR       | APPROP. YEAR | NON-BUDGETARY       | CREDIT              |
|-------------------|------------------------------------------|------------------|--------------|---------------------|---------------------|
| 0120120100020     | GENERAL ADMIN - OTHER EXPENSE            | 150.00           |              |                     |                     |
| 0120120140020     | COMPUTER SERVICES                        | 21.95            |              |                     |                     |
| 0120120155020     | LEGAL SERVICES - OTHER EXPENSE           | 4,166.66         |              |                     |                     |
| 0120121185020     | BD OF ADJUST - OTHER EXPENSES            | 3,000.00         |              |                     |                     |
| 0120123220020     | GROUP INSURANCE PLANS-EMPLOYEE           | 2,765.08         |              |                     |                     |
| 0120125240020     | POLICE DEPT - OTHER EXPENSES             | 988.81           |              |                     |                     |
| 0120125250020     | INTERLOCAL SERVICES: MC DISPATCH - OE    | 26,597.42        |              |                     |                     |
| 0120125251020     | INTERLOCAL SERVICES: DENVILLE COURT - OE | 14,213.75        |              |                     |                     |
| 0120125260020     | VOL. AMBULANCE SQUAD CONTRIB             | 3,750.00         |              |                     |                     |
| 0120126290020     | STREETS & ROADS - OTHER EXP.             | 1,779.85         |              |                     |                     |
| 0120126300020     | SHADE TREE COMMISSION - O/E              | 7,275.00         |              |                     |                     |
| 0120126315020     | VEHICLE REPAIRS & MAINTENANCE            | 3,895.68         |              |                     |                     |
| 0120127330020     | BOARD OF HEALTH - OTHER EXP.             | 6,419.50         |              |                     |                     |
| 0120127340020     | DOG REGULATION-OTHER EXPENSES            | 1,567.87         |              |                     |                     |
| 0120755000000     | LOCAL SCHOOL TAXES PAYABLE               |                  |              | 1,782,856.50        |                     |
| 0126005100        | DUE TO CLEARING                          |                  |              | 0.00                | 1,859,448.07        |
| <b>TOTALS FOR</b> | <b>Current Fund</b>                      | <b>76,591.57</b> | <b>0.00</b>  | <b>1,782,856.50</b> | <b>1,859,448.07</b> |
| 0421555982000     | 2016 CAPITAL ORDINANCE 06-16             |                  |              | 2,200.00            |                     |
| 0421555983000     | 2017 CAPITAL ORDINANCE 05-17             |                  |              | 5,526.50            |                     |
| 0426005100        | DUE TO CLEARING                          |                  |              | 0.00                | 7,726.50            |
| <b>TOTALS FOR</b> | <b>General Capital</b>                   | <b>0.00</b>      | <b>0.00</b>  | <b>7,726.50</b>     | <b>7,726.50</b>     |



Summary By Account

| ACCOUNT           | DESCRIPTION                      | CURRENT YR       | APPROP. YEAR | NON-BUDGETARY   | CREDIT           |
|-------------------|----------------------------------|------------------|--------------|-----------------|------------------|
| 0520155520520     | Water Operating - Other Expenses | 10,140.00        |              |                 |                  |
| 0526005100        | DUE TO CLEARING                  |                  |              | 0.00            | 10,140.00        |
| <b>TOTALS FOR</b> | <b>Water Operating</b>           | <b>10,140.00</b> | <b>0.00</b>  | <b>0.00</b>     | <b>10,140.00</b> |
| 0720155520520     | Sewer Operating - Other Expenses | 33,373.00        |              |                 |                  |
| 0726005100        | DUE TO CLEARING                  |                  |              | 0.00            | 33,373.00        |
| <b>TOTALS FOR</b> | <b>Sewer Operating</b>           | <b>33,373.00</b> | <b>0.00</b>  | <b>0.00</b>     | <b>33,373.00</b> |
| 1326005100        | DUE TO CLEARING                  |                  |              | 0.00            | 1,571.98         |
| 1328656000000     | RESERVE - ANIMAL LICENSE FUND    |                  |              | 1,571.98        |                  |
| <b>TOTALS FOR</b> | <b>Animal Trust</b>              | <b>0.00</b>      | <b>0.00</b>  | <b>1,571.98</b> | <b>1,571.98</b>  |

|                                               |                     |
|-----------------------------------------------|---------------------|
| Total to be paid from Fund 01 Current Fund    | 1,859,448.07        |
| Total to be paid from Fund 04 General Capital | 7,726.50            |
| Total to be paid from Fund 05 Water Operating | 10,140.00           |
| Total to be paid from Fund 07 Sewer Operating | 33,373.00           |
| Total to be paid from Fund 13 Animal Trust    | 1,571.98            |
|                                               | <u>1,912,259.55</u> |



**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION R154-19**

**“RESOLUTION AUTHORIZING THE REDEMPTION OF TAX TITLE LIEN 2017-001”**

**WHEREAS**, the Tax Collector has received payment for the redemption of **Tax Title Lien No. 2017-001**, representing 2016 Property Tax and/or Water and Sewer Utility charges on **Block 2 Lot 8 382 Route 46** and assessed to 46 PROPERTIES LLC; and

**WHEREAS**, reimbursement is now required to be made to the following lien holder for the required redemption amounts as shown below:

|                          |                                                                |                  |
|--------------------------|----------------------------------------------------------------|------------------|
| To:                      | M & P RETIREMENT PLAN<br>PO BOX 2051<br>Cedar knolls, NJ 07927 |                  |
| Redemption Amount:       | Tax Title Lien #2017-001                                       | \$ 840.83        |
|                          | Tax Premium                                                    | <u>\$ 100.00</u> |
| Total from Current Fund: |                                                                | \$ 940.83        |

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the Borough Treasurer is authorized to prepare the necessary check as stated above and to forward same to the lien holder.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer and Tax Collector.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on December 9, 2019.

\_\_\_\_\_  
Marcy Gianattasio, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Lane     |        |        |     |     |        |         |
| Menard   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ  
RESOLUTION 155-19**

**A RESOLUTION AUTHORIZING THE BOROUGH OF MOUNTAIN LAKES  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT AND MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on December 9, 2019 the governing body of the Borough of Mountain Lakes, County of Morris, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**Title:** This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Borough of Mountain Lakes.

**Authority:** Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Borough Manager is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**Contracting Unit:** The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**Effective Date:** This resolution shall take effect immediately upon passage.

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on December 9, 2019.

\_\_\_\_\_  
Marcy Gianattasio, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Lane     |        |        |     |     |        |         |
| Menard   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |



**Hunterdon County Educational Services Commission**

**Cooperative Purchasing**

**37 Hoffmans Crossing Road**

**Califon, NJ 07830**

**Phone: 908-439-4280 Fax: 908-975-3753**

**<http://purchasing.hcesc.com>**

**RE: Hunterdon County Educational Services Commission  
Cooperative Pricing System Identifier #34HUNCCP**

We here at the Hunterdon County Educational Services Commission have recently received inquiries from some prospective Members as to whether projects bid on behalf of the HCESC Cooperative Pricing System comply with the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.). Please accept this letter as formal confirmation that the HCESC Cooperative Pricing System is explicitly authorized by the LPCL and the relevant regulations (N.J.A.C. 5:34-7.1 et seq.), and that all purchases made by the HCESC are in accordance with the requirements of the LPCL.

As required by law, the Cooperative Pricing System has been formally approved by the Division of Local Government Services in the Department of Community Affairs and has been assigned a system identifier accordingly. Pursuant to N.J.S.A. 40A:11-11 and N.J.A.C. 5:34-7.4, HCESC serves as "lead agency" and "joint contracting agent" on behalf of the Cooperative Pricing System. In its role as lead agency/joint contracting agent, the HCESC is responsible for complying with all of the bidding requirements of the PSCL (see N.J.S.A. 40A:11-11(4)), and the contracts awarded by the HCESC on behalf of the Cooperative Pricing System can be used by its Members as though the Members have bid the projects themselves.

If any Member has any questions regarding either the legal authority or process for utilizing HCESC contracts, please do not hesitate to contact us.

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ  
RESOLUTION 156-19**

**“RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS”**

**WHEREAS**, there were excess appropriations to the 2019 Appropriation Budget for the Current Fund; and

**WHEREAS**, other appropriations are insufficient to meet current needs.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey that, as authorized by N.J.S.A. 40A:4-58, the Chief Financial Officer (CFO) is hereby authorized and directed to make the following transfers:

|                        |                                   |                           |
|------------------------|-----------------------------------|---------------------------|
| <b>FROM:</b>           |                                   |                           |
| <u>ACCOUNT NO.</u>     | <u>DESCRIPTION</u>                | <u>AMOUNT</u>             |
| <u>OTHER EXPENSES:</u> |                                   |                           |
| 01-201-25-240-020      | POLICE O/E                        | \$30,000.00               |
| 01-201-26-305-020      | SOLID WASTE O/E                   | \$10,000.00               |
| 01-201-26-290-020      | STREETS & ROADS O/E               | \$10,000.00               |
| 01-201-22-195-001      | UNIFORM CONSTRUCTION CODE S&W     | \$ 5,000.00               |
| 01-201-28-375-020      | MAINT. OF PARKS/BEACHES O/E       | \$12,200.00               |
| 01-201-31-456-010      | RESERVE FOR SALARY ADJUSTMENT S&W | \$15,500.00               |
|                        | <b>TOTAL</b>                      | <b><u>\$82,700.00</u></b> |

|                        |                         |                           |
|------------------------|-------------------------|---------------------------|
| <b>TO:</b>             |                         |                           |
| <u>ACCOUNT NO.</u>     | <u>DESCRIPTION</u>      | <u>AMOUNT</u>             |
| <u>OTHER EXPENSES:</u> |                         |                           |
| 01-201-25-240-001      | POLICE S&W              | \$50,000.00               |
| 01-201-20-165-020      | ENGINEERING O/E         | \$10,400.00               |
| 01-201-26-290-001      | STREETS & ROADS S&W     | \$15,000.00               |
| 01-201-36-477-020      | DCRP – EMPLOYERS’ SHARE | \$ 2,300.00               |
| 01-201-31-472-020      | SOCIAL SECURITY         | \$ 5,000.00               |
|                        | <b>TOTAL</b>            | <b><u>\$82,700.00</u></b> |

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on December 9, 2019.

\_\_\_\_\_  
Marcy Gianattasio, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Lane     |        |        |     |     |        |         |
| Menard   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |



BOROUGH OF MOUNTAIN LAKES  
BUDGET TRANSFERS 2019  
EXPLANATION OF TRANSFERS

**Current Budget:**

**Funds Available**

Police O/E

The police education line item will not be charged during 2019 since no officers were attending college. 30,000

Solid Waste O/E

There are funds available because the estimated amount for tipping fees will come in under budget. 10,000

Streets & Roads O/E

There are funds remaining in the pothole repair line item, not as many repairs were needed during 2019. 10,000

Uniform Construction Code S&W

Additional funds were budgeted in this line item to cover anticipated additional inspections, we did not spend as much as budgeted. 5,000

Maintenance of Parks/Beaches O/E

Funds are available in the nutrient inactivation contract and sampling program for the lakes. 12,200

Reserve for Salary Adjustment

Funds were budgeted in case salary adjustments were made during the year. These funds are available for transfer. 15,500

**Funds Needed**

Police S&W

Funds are needed for overtime primarily due to officers being out for injuries requiring surgery. 50,000

Engineering O/E

Funds are needed to cover the engineering costs for Grunden's Pond. 10,400

Streets & Roads S&W

Funds are being transferred to cover anticipated overtime due to snow for the remainder of the year. 15,000

DCRP – Employers' Share

A new part time employee was hired in the finance office and the construction code office this year, both employees are required to join the DCRP retirement plan therefore, more funds are needed in this line item. 2,300

Social Security

Due to the additional overtime for police and streets & roads more funds will be needed to cover the additional social security. 5,000

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**BOROUGH OF MOUNTAIN LAKES  
INTEROFFICE MEMORANDUM**

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**TO:** Mitchell Stern, Borough Manager

**SUBJECT:** 2018 Capital Ordinance – State Aid

**DATE:** December 4, 2019

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Due to a decrease in the total cost of the North Pocono Road job due primarily to the decrease in asphalt prices, the total amount of reimbursable costs that can be submitted to the State are \$298,905.24. The total amount of the grant award was \$345,000.00. The difference of \$46,094.76 will not be received by the Borough. The receivable balance will need to be cancelled, however there are no remaining funds in the capital account to offset this receivable balance. The reason for this is because the police outside services costs totaled \$51,229.92 but the contract bid had an amount of \$21,600 for police outside services. There was also work done on Craven Road in the amount of approximately \$15,000 that was not originally planned for in this ordinance. The ordinance will have to be amended to decrease the amount of the State Aid grant to \$298,905.24 and increase the authorized debt by the difference of \$46,094.76. This will need to be done in the beginning of 2020.

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Monica Goscicki  
Chief Financial Officer