1. Meeting Agenda

   Documents: 01-19-16 AGENDA APPROVED.PDF

2. Meeting Packet

   Documents: 01-19-16 AGENDA PACKET 1311.PDF

Common Council of the City of Summit

Closed Session Agenda for Tuesday, January 19, 2016

***6:45*pm – 7:20pm**

(Produced by the Office of the Secretary to the Mayor and Council)

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RESOLUTION – Authorize Closed Session

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ADJOURN CLOSED SESSION

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7:30 PM

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Tuesday 1:00 pm – 1:30 pm DCS Conference Room
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Sun, Lizza, Cascais

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Ogden, Naidu, Licatese, Ghelli

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SAFETY

(ID # 3908)	Amend Traffic Ordinance - Parking Restriction Near Mountain Avenue *(Prohibit Parking on a Section of Morris Avenue near Mountain Avenue)*	2/2/16

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*(Staff reports are attached as appropriate. Items are listed according to Council Committees, those in **italics** indicate secondary committee reference. Unless otherwise indicated, or desired by Committee Chair, or a Council member advises that they will be voting in the negative, all Committee resolutions may be voted on at once.)*

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(ID # 3940)	Authorize Contract Execution - Parking Utility Assessment - Level G Associates, LLC - $12,500.00

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(ID # 3930)	1.	Authorize 2016 Financial Services - Municipal Auditor - Ferraioli, Wielkotz, Cerullo & Cuva, PA - Not to Exceed $56,000.00
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CONSENT AGENDA

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City Clerk' Office

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer

DATE: December 14, 2015

SUBJECT: Amend Ordinance to Prohibit Parking on a Section of Morris Avenue near Mountain Avenue.

Attached please find a memo from Lt. David Richel requesting a parking restriction on Morris Avenue. I agree with the Lt. Richel's memo and take no exception to the amendment to the ordinance or the subsequent striping and signage that will be required if passed.

ORDINANCE #	(ID # 3908)
Introduction Date:	1/19/2016
Hearing Date:	2/2/2016
Passage Date:	
Effective Date:	

An Ordinance Amending the Code, Chapter VII, Traffic, Section 7-8, Parking, Subsection 7-8.5 Parking Time Limited on Certain Streets and Subsection 7-8.7, Parking Prohibited at All Times on Certain Street (Ordinance Summary: Amend Ordinance to prohibit all parking on a portion of the east side section of Morris Avenue between Beauvoir Avenue and Mountain Avenue.)

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, as follows:

Section 1. That Subsection **7-8.5, Parking Time Limited on Certain Streets, --** No person shall park a vehicle for longer than the time limit shown below at any time (except Sundays and holidays) between the hours listed upon any of the following described streets or parts of streets, -- of the Code, shall be amended and supplemented as follows:

7-8.5, Parking Time Limited on Certain Streets

Name of Street	*Sides*	*Time Limit*	*Hours*	*Location*
Morris Avenue	East	2 hr.	8:00 a.m. - 6:00 p.m.	~~Beauvoir Avenue to a point 115 feet north of Mountain Avenue.~~ From a point 115 north of the northerly curbline of Mountain Avenue extended to a point 317 feet northerly therefrom.
Morris Avenue	East	2 hr.	8:00 a.m. - 6:00 p.m.	Beauvoir Avenue to a point 424 feet southerly therefrom.

Section 2. That Subsection **7-8.7, Parking Prohibited at All Times on Certain Streets**, - No person shall park a vehicle at any time upon any of the following described streets or parts of streets - of the Code, shall be amended and supplemented as follows:

7-8.7, Parking Prohibited at All Times on Certain Streets

Name of Street	*Side*	*Location*
Morris Avenue	East	From a point 432 feet north of the northerly curbline of Mountain Avenue extended to a point 112

		feet northerly therefrom.

Section 3. All ordinances or parts of ordinances inconsistent herewith are hereby repealed and this ordinance shall take effect upon certification by the City Engineer and after final passage and publication as provided by law and upon approval of the Union County Board of Freeholders.

(Last additions in text indicated by underline; deletions by strikeouts)

Dated:

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing ordinance was duly passed by the Common Council of said City at regular meeting held on Tuesday evening,

Approved:

City Clerk

Mayor

SUMMIT POLICE DEPARTMENT
SUPPORT SERVICES DIVISION
MEMORANDUM

To: Chief Robert K. Weck

From: Lt. David L. Richel

Re: No Parking Ordinance

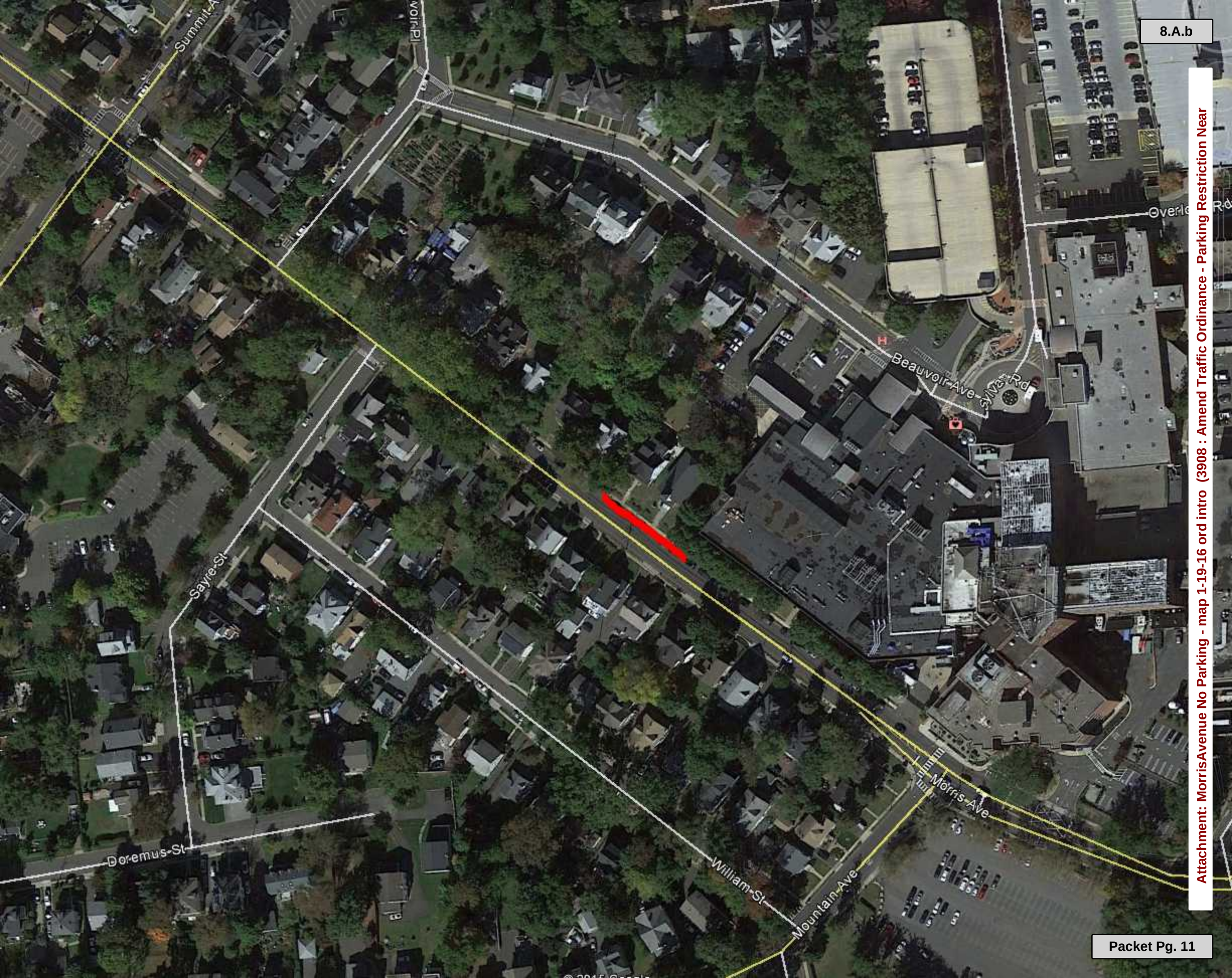
Date: November 20, 2015

I have had numerous concerns/complaints with regards to the parking on Morris Avenue (2 hour zone) between Mountain Avenue and Beauvoir Avenue. The majority of concerns have come from the congregation of the Mount Olive Church, which is located just west of the Overlook Hospital campus. I have also met and spoke with a resident that cannot see when she exits her driveway due to the 2 hour zone parking.

The main concern for the Church is that their congregation is getting older and they have nowhere to park, or drop off their members, due to Overlook Hospital employees continually parking in the 2 Hour Zone. They state that this includes Saturday and Sunday.

I recently advised them that I agree that there should be an area that would be designated no parking in front of their church and two adjacent properties. This would provide an area for the congregants to be dropped off, and the residents that utilize their driveways, a safe line of sight for egress of their properties. It should be noted that Mount Olive Church does not have a parking area or driveway. The only access to their Church is a steep stairway from Morris Avenue.

The proposed ordinance would be from a point 432 feet west of Mountain Avenue to a point 112 feet there to. This would provide a safe area for drop off and pick up of congregants, and a clear sight line for residents that wish to utilize their driveways.



Attachment: MorrisAvenue No Parking - map 1-19-16 ord intro (3908 : Amend Traffic Ordinance - Parking Restriction Near

AUTHORIZE CONTRACT EXECUTION - PARKING UTILITY ASSESSMENT - LEVEL G ASSOCIATES, LLC - $12,500.00

WHEREAS, Level G Associates, LLC, has submitted a proposal dated January 8, 2016 to perform a Parking Utility Assessment which includes an Operational Evaluation for $9,750.00 and a Fiscal Evaluation for $3,750.00 for a total of $12,500.00 including a $1,000.00 discount, and

WHEREAS, in a memo dated January 12, 2016, the Parking Services Manager recommends authorizing an agreement with Level G Associates, LLC, for both services for a total of $12,500.00, and

WHEREAS, funds in the amount of $12,500.00 will be certified from the Parking capital outlay upon adoption of the 2016 Parking Utility Operating Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the Mayor and the City Clerk are hereby authorized and directed to sign an agreement with Level G Associates, LLC, 34 Lark Avenue, Old Bethpage, NY 11804, for a Parking Utility Assessment described above.

2. That this contract is awarded, without competitive bidding in accordance with N.J.S.A. 40A:11-6.1(a) of the Local Public Contracts law because it is under the current bid threshold.

3. That this contract is awarded subject to Level G Associates, LLC meeting the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Affirmative Action), and N.J.S.A. 52:32-44 (Business Registration) and the City's normal insurance requirements.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

LEVEL G ASSOCIATES, LLC
34 LARK AVENUE
OLD BETHPAGE, NY 11804
PHONE: (516) 756- 4750 FAX: (516) 756- 4738

January 8, 2016

Mr. Michael F. Rogers, City Administrator
City of Summit
City Hall
512 Springfield Avenue
Summit, NJ 07901-2667

Re: Proposal for Parking Consultant Services
City of Summit, NJ / Our No. 15-7501

Dear Mr. Rogers:

This letter describes the services that Level G Associates, as parking consultant, will provide to the City of Summit, as client, with respect to conducting parking evaluations for the City of Summit. The letter also describes our understanding of the project and the fees that will be charged for and in consideration of providing these services.

Project Understanding & Purpose

Like many cities and towns with active and successful downtown business districts, the City of Summit struggles with balancing the diverse parking needs of its residents, commuters, workforce, downtown shoppers / visitors, and the business community. In response to this, the City has developed a robust offering of parking regulations and specialized parking programs designed to accommodate various user groups and incentivize certain parking options. Among these are: Parking Rewards Coupons, Parking Smart Cards, Parkmobile, Visitor Passes, and a variety of resident and non-resident permit parking options. In addition, the City has contracted with a parking garage design firm to explore the feasibility of developing additional structured parking in the central business district.

With respect to parking system economics, there is not a clear picture of the effectiveness and performance of the various municipal parking facilities.

The purpose of this assignment is twofold:

- Operational Evaluation - Meet with City officials and stakeholders, conduct observations and evaluations of the municipal parking system, and prepare a series of coordinated recommendations designed to improve the parking experience and the delivery of parking services in downtown Summit;

- Fiscal Evaluation - Evaluate the economic performance of the municipal parking system, determine its general capacity for financing new projects, and prepare recommendations designed to improve the financial performance of the municipal parking system.

Attachment: LGA (3940 : Authorize Contract Execution - Parking Utility Assessment - Level G Associates, LLC, $12,500.00)

Scope of Work

Service A – Operational Evaluation

1. A project start-up meeting with City of Summit officials to discuss current parking issues, the current downtown business / redevelopment environment, project schedule, project goals and related items;
2. Review previously submitted reports and documents pertaining to parking, traffic, circulation or economic development in downtown Summit;
3. Coordinate and participate in up to two meetings with local stakeholders and /or the business community to learn about specific parking concerns of various businesses, business groups, or downtown districts;
4. Conduct or verify the inventory of municipal parking spaces in the evaluation area(s) including fees, classifications, regulations, time limits, hours of operation, restrictions, equipment, etc.;
5. Conduct occupancy counts of selected on-street and off-street municipal parking facilities on a typical weekday and a Saturday. Final count dates and times will be determined with input from the City of Summit;
6. General observations of on-street and off-street parking patterns by senior personnel;
7. Conduct tactical assessments and / or observations of specific parking patterns in the CBD such as enforcement / compliance analyses, or parking duration surveys, among others;
8. Evaluations to determine appropriate and / or potential sites for parking expansion;
9. An examination of the age, capability, and effectiveness of the City's parking meter stock;
10. Review and evaluate the City's parking policies, regulations and programs to determine their effectiveness in meeting the unique parking requirements of downtown Summit;
11. Review and evaluate Redevelopment proposals or other proposals to estimate their potential impact on downtown parking;
12. A review of parking system staffing, facilities, equipment, scheduling, operating protocol, and interface with other City departments or agencies;
13. Using the evaluation results, prepare a series of coordinated recommendations designed to improve the utilization and efficiency of the municipal parking system. Such recommendations may include but not be limited to adjustment of parking supply, regulations, pricing, enforcement, operating criteria, and other parking management strategies;
14. Present preliminary findings and recommendations to the City of Summit, and/or others as directed, for input and feedback;
15. Prepare a Draft Report describing our findings, conclusions, and recommendations with respect to improving parking conditions and / or upgrading the parking system. The document will include preliminary cost estimates and the rationale used in developing the various recommendations and strategies;
16. After allowing proper time for review of the Draft Report, meet with City officials to discuss a final recommended program;
17. Prepare and submit a Final Report based on input and feedback from the City. The report will include such charts, graphs, tables, and illustrations necessary to accurately and professionally convey the findings and results.

Note: Field evaluations will generally be limited to areas of the City of Summit where a fee is charged for parking or where certain parking patterns or shortages are problematic.

Attachment: LGA (3940 : Authorize Contract Execution - Parking Utility Assessment - Level G Associates, LLC, $12,500.00)

Service B – Fiscal Evaluation

1. Review financial records of the parking system including but not limited to revenue, expense, budget, service contracts, fees, leases, outsourcing, capital programs, or any other records related to or affecting the financial performance of the municipal parking system;
2. A breakdown and summary of income generated by the municipal parking supply on a "per facility" and / or categorical basis (i.e. monthly permit, meters, validations, etc.);
3. A breakdown and summary of the expenses of the municipal parking system including personnel, operating expenses, maintenance, debt (if applicable) and budget appropriations;
4. A description of recent parking system upgrades, programs, developments, or projects / proposals and an estimation of their economic impacts on the parking system;
5. Preparation of a 20 year pro forma detailing the projected performance of the municipal parking system taking into account a series of assumptions to be mutually determined by the consultant and the City;
6. Present preliminary results and findings to the City of Summit and/or others (i.e. bond counsel) as directed, for input and feedback;
7. Prepare a Draft Report describing our findings, conclusions, and recommendations with respect to parking project financing and / or improving the financial performance of the parking system;
8. After allowing proper time for review of the Draft Report, meet with City officials to discuss a final recommended financial management program;
9. Prepare and submit a Final Report based on input and feedback from the City. The report will include such charts, graphs, tables, and illustrations necessary to accurately and professionally convey the findings and results.

Note: We will require the City's assistance with respect to gaining access to facilities, records, and other documents that will be essential to the preparation of the report.

Assuming authorization to proceed by the end of January 2016, timely access to required records / documents, favorable weather conditions for field observations, and timely reviews by the City it is estimated Services A & B will both be completed by the end of April 2016.

Fee Proposal

We will charge you, for and in consideration of rendering the services described above on a lump sum basis in accordance with the following schedule:

Service A	$ 9,750.00		
Service B	$ 3,750.00	Service A & B	$ 12,500.00

The above fee for "Service A & B" includes a $1,000 discount due to shared trips, meetings, and other efficiencies that will result from conducting the two assignments simultaneously.

We will submit invoices to the client on a monthly basis representing the actual percentage of completed work. Each invoice will include the billing period, description of work performed, and the remaining contract value. Invoices will not be submitted during months with little or no project activity. In the case of the former, the non-invoiced fee will carry over to the next month.

Attachment: LGA (3940 : Authorize Contract Execution - Parking Utility Assessment - Level G Associates, LLC, $12,500.00)

Extra Work / "On Call" Services

Should the client require services that are beyond the Scope of Services described herein, the attached fee schedule will be used to calculate the resulting fee(s) for such additional services. These services may include but not be limited to:

- General advice and guidance with respect to parking related matters of interest or concern to the City;
- Preparation of evaluations, analyses, spreadsheets, memoranda, special reports, parking layouts, or other such plans or documents that will enable the City to institute programs and make specific and informed decisions regarding a broad range of parking issues;
- Presentations or attendance at meetings at the request of the City.

The services provided herein are for planning and design purposes only and are performed pursuant to a "design intent" standard. Products generated by Level G in the course of this assignment may include design concepts, sketches, design guidelines or technical drawings but these products are not intended to serve as construction documents.

This proposal shall remain firm and in effect until February 29, 2016, however there shall no expiration date for the period of time to perform the scope of work or provide additional services.

Acceptance

If the terms and conditions of this proposal are acceptable to the City, kindly indicate your acceptance by an appropriate signature in the space provided and return a copy to us via fax (516-756-4738), email (ggiosa@levelgassociates.com), or U.S. Mail.

We are pleased to have the opportunity to submit this proposal to you and thank for your consideration of Level G Associates. If you have any questions, or would like to discuss this proposal in further detail, please contact me at (516) 756-4750 or ggiosa@levelgassociates.com.

Respectfully submitted,
Level G Associates, LLC

Gerard Giosa
Principal

Cc: File 15-7501
Encl.

Attachment: LGA (3940 : Authorize Contract Execution - Parking Utility Assessment - Level G Associates, LLC, $12,500.00)

Level G Proposal No. 15-7501
Parking Consulting Services to the City of Summit, NJ

ACCEPTED BY THE CITY OF SUMMIT, NEW JERSEY:

☐ Accept "Service A" Only
☐ Accept "Service B" Only
☐ Accept "Service A & B"

Signature: _____

Name: _____

Title: _____

Date: _____

* * * * *

Prevailing Labor Rates – 2015 / 2016

Discipline:	**Hourly Rate**
Principal	$ 135.00
Senior Parking or Traffic Specialist	$ 125.00
Senior Planner / Grant Writer	$ 125.00
Analyst	$ 95.00
CADD Operator	$ 80.00
Assistant Analyst	$ 65.00
Technician / Technical Typist	$ 50.00

Reimbursable Expenses

Travel outside of the New York metropolitan area at the customer's request, including airfare and car rentals, at actual verified cost, or prevailing IRS rate for auto travel. Printing, shipping, courier service, lodging, subsistence, tolls, parking, and other non-labor based project related costs agreed to by the client during the course of work will be charged at actual verified cost.

LEVEL G ASSOCIATES, LLC

Attachment: LGA (3940 : Authorize Contract Execution - Parking Utility Assessment - Level G Associates, LLC, $12,500.00)

PARKING SERVICES AGENCY

CITY HALL, 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901
908-522-5100
PARKING@CITYOFSUMMIT.ORG
WWW.CITYOFSUMMIT.ORG

MEMORANDUM

To: Mayor Radest and Members of Common Council
cc: City Clerk Rosemary Licatese
From: Rita M. McNany, Parking Services Manager
Date: January 12, 2016
Re: Authorize Contract Award – Parking Utility Assessment

Attached, hereto, is a proposal for an assessment of the operation of Summit's Parking Utility, which includes the following two components:

Operational Evaluation - Meet with City officials and stakeholders, conduct observations and evaluations of the municipal parking system, and prepare a series of coordinated recommendations designed to improve the parking experience and the delivery of parking services in downtown Summit;

Fiscal Evaluation - Evaluate the economic performance of the municipal parking system, determine its general capacity for financing new projects, and prepare recommendations designed to improve the financial performance of the municipal parking system.

For a full list of tasks to be performed, please see attached proposal.

Fee Proposal -

Service A	$ 9,750.00
Service B	$ 3,750.00
Service A & B	$12,500.00 – includes $1,000 discount

General Services has reviewed the attached proposal and is requesting Council approve both Services A&B for a total of $12,500.00 which is at a savings of $1,000, to be performed by Level G Associates, LLC, 34 Lark Avenue, Old Bethpage, NY 11804.

The funds for this contract will be funded by the Parking capital outlay, out of the 2016 operating budget of the Parking Utility.

Therefore, attached for your consideration is a resolution to authorize contract award for consultant services for a Parking Utility Assessment.

Attachment: Memo-Authorize Contract Award Parking Utility Assessment (3940 : Authorize Contract Execution - Parking Utility Assessment -

Resolution (ID # 3930)
January 19, 2016

AUTHORIZE 2016 FINANCIAL SERVICES - MUNICIPAL AUDITOR - FERRAIOLI, WIELKOTZ, CERULLO & CUVA, PA - NOT TO EXCEED $56,000.00

WHEREAS, there exists a need for audit services as follows:

A. 2016 Statutory Audits, $47,000.00:
   a. Current Fund, Trust Fund, Capital Fund, Free Public Library, Bond and Interest Accounts, Payroll Accounts, Federal and State Programs, General Fixed Assets Account Group, and various other offices as prescribed by the Division of Local Government Services including review of 2015 Unaudited Financial Statement, review of 2016 Annual Budget and review of Annual Debt Statement
   b. Sewer Utility Operating and Capital Funds
   c. Parking Utility Operating and Capital Funds
B. Preparation of Secondary Market Disclosure, $2,200.00
C. Additional 2016 audit services that may be required, not to exceed $6,800.00, and

WHEREAS, the City of Summit has a need to acquire audit services as a fair and open contract pursuant to the provisions N.J.S.A. 19:44A-20.5, and

WHEREAS, the maximum total amount of the contract is $56,000.00 and availability of funds are subject to appropriations in the respective 2016 operating budgets:
   a. $33,400.00 (Current) Account #6-01-20-135-000-200
   b. $7,900.00 (Sewer) Account #6-07-55-502-001-504
   c. $5,700.00 (Parking) Account #6-09-55-502-001-504
   d. $9,000.00 Account #6-01-20-130-000-505, and

WHEREAS, the anticipated term of this contract is from the January 1to December 31, 2016 or until the completion of the scope of services, and

WHEREAS, Ferraioli, Wielkotz, Cerullo & Cuva, PA, has submitted a proposal dated November 30, 2015, indicating it will provide the above named audit services for a cost not to exceed $56,000.00 for the 2016 Statutory Audit, Sewer Utility Operating and Capital Funds, Parking Utility Operating and Capital Funds, Preparation of Secondary Market Disclosure, and additional 2016 services, and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That Ferraioli, Wielkotz, Cerullo & Cuva, PA, 401 Wanaque Avenue, Pompton Lakes, New Jersey 07422, is hereby appointed Auditor for the City of Summit for the audit services as described herein.

2. That it authorizes the Mayor and City Clerk to enter into a contract with Ferraioli,

Wielkotz, Cerullo & Cuva, PA, 401 Wanaque Avenue, Pompton Lakes, New Jersey 07422, for audit services as described herein.

3. That this contract is awarded subject to Ferraioli, Wielkotz, Cerullo & Cuva, PA meeting the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

City Administrator's Office
R - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3930)

DOC ID: 3930

TO: Mayor and Common Council

FROM: Michael Rogers, City Administrator

DATE: December 30, 2015

I recommend authorizing an agreement with Ferraioli, Wielkotz, Cerullo & Cuva, PA for 2016 Audit Services in an amount not to exceed $56,000.

This contract is for services to be rendered during 2016 and the early part of 2017 that are certified in the 2016 budget. While the basic agreement ($47,000 - a 2.2% increase over 2015) is for statutory audit services, this proposal includes the preparation and filing of Secondary Market Disclosure information with the Municipal Securities Rulemaking Board (MSRB) at an additional cost of $2,200. It is a requirement of the MSRB that municipalities keep their annual disclosure up to date and Ferraioli, Wielkotz, Cerullo & Cuva, PA has the expertise to accomplish this.

The remainder of the authorization ($6,800) relates to accounting services that *may* be required during 2016, including assistance preparing the Annual Financial Statements - which facilitates the 2015 audit - and the "user friendly budget", whose guidelines were recently promulgated by the Division of Local Government Services.

Costs for services related to any bond or note sales are additional and will be charged at the hourly rate indicated in the attached proposal. These costs are generally charged directly to the capital ordinances included in the respective sales.

CITY OF SUMMIT

QUALIFICATIONS TO PERFORM AUDITING SERVICES

FOR THE YEAR ENDED DECEMBER 31, 2016

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

Ferraioli, Wielkotz, Cerullo & Cuva, P.A.

Charles J. Ferraioli, Jr., MBA, CPA, RMA
Steven D. Wielkotz, CPA, RMA
James J. Cerullo, CPA, RMA
Paul J. Cuva, CPA, RMA
Thomas M. Ferry, CPA, RMA

Certified Public Accountants
401 Wanaque Avenue
Pompton Lakes, New Jersey 07442
973-835-7900
Fax 973-835-6631

Newton Office
100B Main Street
Newton, N.J. 07860
973-579-3212
Fax 973-579-7128

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

November 30, 2015

Honorable Members of the City Council
The City of Summit
City Hall
512 Springfield Avenue
Summit, NJ 07901

Honorable Members of the City Council:

We are pleased to submit our qualifications to serve as the independent auditors for the City of Summit ("the City") for the year ended December 31, 2016.

We understand that in selecting auditors for the year 2016, the City is interested in seeking a firm which will provide personal, timely and cost-effective audit services and have the capability to provide counseling/management consulting services, if needed, in related areas. At a minimum, we believe your organization requires accountants and auditors that provide the following essential services:

Accounting and auditing

These services must be provided by professionals who not only understand state and federal reporting requirements of municipalities, but also have the knowledge and relationships to represent the City within the financial and investment communities.

Financial advisory services

Since financial advisory services are directly related to the detailed financial information presented in your books and records, our accounting firm is best suited for providing these services. A good financial advisor would provide the City with the necessary guidance to develop the most cost-effective long term debt analysis.

FWCC

General consulting

Your accounting firm must have the ability and resources to meet the needs and challenges which face the City on a regular basis:

- Bond financing
- Upgrades on computer system
- Fixed asset management
- Accounting training
- Accounting manuals
- Operational reviews

While you may not need all of the above services all the time, our engagement team approach allows us to service our client with various professionals disciplined in specific areas. You only pay for services rendered, but you have a team that does not have to retool for each new project. We have been servicing the industry for many years.

Based upon our understanding of your organization, we will be required to perform the following services:

- Annual Audit
- Unaudited Annual Financial Statement
- Annual Debt Statement
- Assistance in Preparation of the Budget
- Supplemental Debt Statements
- Capital Budget Amendments
- Assistance with Debt Issues
- Secondary Market Disclosure

We believe that our qualifications demonstrate our outstanding credentials as auditors. I have attached our firm resume and listing of clients for your review.

We are pleased to have this opportunity to present our qualifications to be auditors for the City. We believe that the Ferraioli, Wielkotz, Cerullo & Cuva, P.A. professional team will provide the outstanding quality of service which the City desires, and we look forward to working with you. Should you have any questions on our proposal please contact Charles J. Ferraioli, Jr. at (973) 835-7900 ext. 204.

Very truly yours,

Ferraioli Wielkotz Cerullo & Cuva P.A.

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
Certified Public Accountants

FWCC

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

EXECUTIVE SUMMARY

The following information is contained in the following pages of our Qualifications to Perform Auditing Services:

- **SECTION I - RELATED EXPERIENCE**

  This Section describes other types of related engagements we have performed in addition to governmental audits.

- **SECTION II - PROFESSIONAL STAFF AND STAFFING ARRANGEMENTS**

  This Section describes how we select and organize our staff to meet the specific needs of each client. In addition, this Section contains our Firm resume as well as our Firm's current client list.

- **SECTION III - AUDIT SCOPE**

  This Section describes how we implement our audit examinations from start to finish.

- **SECTION IV - COST PROPOSAL**

  This Section gives a description of the services we will provide along with the proposed cost.

- **SECTION V - OTHER INFORMATION**

  This Section contains references, Firm affiliations, years of Firm's practice and other relative information.

- **SECTION VI -**

  This Section contains copies of the Firm's certifications and all the Appendixes required by this Request for Qualifications.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

SECTION I

RELATED EXPERIENCE

Personnel from our offices have conducted the following governmental audits and related engagements (see attached client list).

In addition to audit work for the above clients, we have performed the following types of related engagements.

- Financial advisory services
- Verification of mathematical accuracy of advanced refundings
- Consultants in project financings
- Tax rate projections
- Cash flow projections
- Assistance in preparation of annual budget
- Assistance in preparation of financial statements supporting the budget
- Training of personnel in accounting functions
- Assistance in the installation of computerized accounting systems
- Appearances before the Local Finance Board
- Preparation of financial addendums to the New Jersey Wastewater Treatment Trust
- Preparation of Official Statements for the Municipalities

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

SECTION II

PROFESSIONAL STAFF AND STAFFING ARRANGEMENTS

One of the most important elements in providing auditing services is selecting and organizing professional personnel with the appropriate skills. Accordingly, we will select personnel for this engagement who have considerable experience in financing, compliance audits, fund accounting, state and local government practices and in rendering accounting, auditing, and financial services to entities that relate directly to your concerns. Our professional staff will organize to facilitate the performance of the engagement in an expeditious, timely and competent manner at the least cost to you. In addition, we have individuals with other specialized skills to be available during the engagement should the need arise for their expertise.

Our approach to client service has been characterized as a business approach to accounting services. The approach stresses our understanding of our clients' operations and their understanding of our work.

Our organization is structured to encourage and enhance the responsiveness of our professional people. Partners are responsible for all aspects of service to those clients for whom they have responsibility. They call upon the resources of their offices and, as necessary, the total resources of the firm to provide this service. They utilize people, organize engagement staff and exercise supervisory and review functions, but they also stay close enough to the job to see that the work is done well and to the client's satisfaction. The line and staff organizations of the firm are designed to support the Partners and the professionals who work with them servicing our clients.

The day-to-day client services are the responsibility of the engagement partner and his team of managers and staff.

Our method of conducting the audit will be by placing a partner in the field, along with a senior and junior accountant to work directly with the staff of the City.

Interim audit work will commence within two weeks of our appointment.

For a client such as you, we believe that our organizational approach enables us to deliver the full range of competence which only a large firm can provide on a timely basis.

The resume of the firm follows.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

A PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

NAME:

Ferraioli, Wielkotz, Cerullo & Cuva, P.A.
Certified Public Accountants

OFFICES:

Passaic County:
401 Wanaque Avenue
Pompton Lakes, NJ 07442
Telephone: (973) 835-7900
Fax: (973) 835-6631

Sussex County:
100B Main Street
Newton, NJ 07860
Telephone: (973) 579-3212
Fax: (973) 579-7128

PARTNERS, MANAGERS AND CONSULTANTS:

	Ownership %
James J. Cerullo, C.P.A., R.M.A., P.S.A.	23.75%
Paul J. Cuva, C.P.A., R.M.A., P.S.A.	23.75%
Charles J. Ferraioli, Jr., M.B.A., C.P.A., R.M.A., P.S.A.	23.75%
Steven D. Wielkotz, C.P.A., R.M.A., P.S.A.	23.75%
Thomas M. Ferry, C.P.A., R.M.A., P.S.A.	5.00%

OTHER PERSONNEL:

In addition, there is a staff of experienced, well-trained accountants, including Certified Public Accountants, Registered Municipal Accountants, and Public School Accountants.

At present, the Firm employs:
- 5 partners
- 4 managers
- 5 senior accountants
- 16 staff accountants

GOVERNMENTAL ACCOUNTING:

Municipal Government, County Government, Boards of Education, Authorities:
Governmental auditors, beginning as early as 1961 to date for New Jersey Municipalities, County Government, Boards of Education, Authorities and Commissions.

COMMERCIAL ACCOUNTING:

Individual, partnership, corporate, estate and fiduciary accounting, auditing and tax services.

OTHER RELATED WORK:

Financial Advisors, Verification Agents, Sewer Authorities, Municipal Utility Authorities, Housing Authorities, Solid Waste Management Authorities, Home Owners Associations and Nonprofit Organizations.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

GOVERNMENTAL ACCOUNTING
PARTNERS AND PRINCIPALS

Charles J. Ferraioli, Jr. is a Certified Public Accountant, Registered Municipal Accountant, Licensed Public School Accountant and is a Certified Financial Officer with over forty years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities and school districts. Mr. Ferraioli is responsible for oversight of all accounting, auditing and financial management of the firm's governmental clients.

Mr. Ferraioli received a Bachelor of Science Degree from Salem College in West Virginia; and a Masters Degree in Business Administration from Fairleigh Dickinson University.

Mr. Ferraioli is the former Treasurer of the Association of Environmental Authorities.

Steven D. Wielkotz is a Certified Public Accountant, Registered Municipal Accountant and Licensed Public School Accountant with over thirty years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities and school districts in New Jersey. Mr. Wielkotz is also responsible for the planning of the governmental audits and oversight of the audit engagements.

Mr. Wielkotz received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Fairleigh Dickinson University.

James Cerullo is a Certified Public Accountant, Registered Municipal Accountant, Licensed Public School Accountant and is a Certified Financial Officer with over thirty years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities and school districts in New Jersey. Mr. Cerullo is also responsible for the oversight of the day to day field work in the performance of audits for the firm's governmental clients.

Mr. Cerullo received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Seton Hall University.

Paul Cuva is a Certified Public Accountant, Registered Municipal Accountant, Licensed Public School Accountant and is a Certified Financial Officer with over thirty-five years experience in performing accounting, auditing and financial consulting matters for commercial businesses, municipal governments, water and sewer authorities and school districts in New Jersey. Mr. Cuva is responsible for the planning of the governmental audits and oversight of the audit engagements.

Mr. Cuva received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Seton Hall University.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

GOVERNMENTAL ACCOUNTING
(CONTINUED)
PARTNERS AND PRINCIPALS

Thomas M. Ferry is a Certified Public Accountant, Registered Municipal Accountant and Licensed Public School Accountant with over twenty five years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities, school districts in New Jersey. Mr. Ferry is also responsible for the oversight of the day to day field work in the performance of audits for the firm's governmental audits and nonprofit organizations and is responsible for the oversight of the Firm's Newton office.

Mr. Ferry received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Fairleigh Dickinson University.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

GOVERNMENTAL ACCOUNTING
(CONTINUED)
MANAGERS

David Bottge is a Certified Public Accountant and Registered Municipal Accountant with over twenty years experience in performing accounting, auditing and financial consulting matters for municipal governments, water and sewer authorities and school districts in New Jersey. Mr. Bottge is also responsible for the oversight of the day to day field work in the performance of audits for the firm's governmental audits.

Mr. Bottge received a Bachelor of Arts Degree in Accounting from William Paterson College.

Edward J. Winkle is a Certified Public Accountant with over eighteen years experience in performing accounting and auditing services for municipal governments, sewer authorities, and school districts in New Jersey.

Mr. Winkle received a Bachelor of Science Degree in Business Administration with a Major in Accounting from Montclair State University.

Sean Ferguson has been performing accounting, auditing and financial consulting services for municipal governments for over eighteen years. Mr. Ferguson is responsible for the day to day oversight of various municipal and school audit engagements throughout Bergen County. Mr. Ferguson has been the lead manager on the audits of the County of Bergen, County of Passaic, and numerous other municipal, school district and authority engagements.

Mr. Ferguson received a Bachelor of Science Degree in Accounting from Kean College of New Jersey.

Kari Ferguson has been performing accounting, auditing and financial consulting services for municipal governments for over eighteen years. Ms. Ferguson is responsible for the day to day oversight of various municipal and school audit engagements throughout Bergen and Passaic Counties.

Ms. Ferguson received a Bachelor of Science Degree in Accounting from Western Michigan University and is a Certified Public Accountant and Registered Municipal Accountant.

Robert McNinch is a Certified Public Accountant, Certified Fraud Examiner and Licensed Public School Accountant with over twelve years experience in performing accounting and auditing services for commercial businesses, municipal governments, water/sewerage authorities, non-profit organizations, HUD-assisted mortgage companies, libraries and school districts in New Jersey.

Mr. McNinch received a Bachelor or Science Degree in Accounting from Ramapo College of New Jersey and a Masters Degree in Governmental Accounting from Rutgers School of Business.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
MUNICIPAL CLIENTS

BERGEN COUNTY

Bergen County

Bergen County Board of Social Services
Borough of Allendale
Borough of Bogota
Borough of Edgewater
Borough of Englewood Cliffs
Borough of Fair Lawn
Borough of Fairview
Borough of Fort Lee
Borough of Maywood
Borough of Northvale
Borough of Norwood
Borough of Oradell
Borough of Palisades Park
Borough of Ridgefield
Borough of River Edge
Borough of Rutherford
Township of Saddle Brook

ESSEX COUNTY

Township of Bloomfield
City of East Orange

HUNTERDON COUNTY

Borough of Milford

HUDSON COUNTY

Town of Guttenberg
City of Hoboken
Town of Kearny

MIDDLESEX COUNTY

City of Perth Amboy

MORRIS COUNTY

Township of Jefferson
Borough of Lincoln Park
Town of East Hanover

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
MUNICIPAL CLIENTS
(CONTINUED)

PASSAIC COUNTY

County of Passaic

Passaic County Board of Social Services
Borough of Haledon
Borough of North Haledon
Borough of Pompton Lakes
Borough of Prospect Park
Borough of Ringwood
Borough of Wanaque
Township of West Milford
Borough of Woodland Park

SUSSEX COUNTY

Borough of Andover
Borough of Branchville
Borough of Franklin
Township of Frankford
Township of Green
Township of Hampton
Township of Hardyston
Town of Newton
Borough of Ogdensburg
Township of Sparta
Borough of Sussex
Township of Walpack
Township of Wantage

UNION COUNTY

Borough of Kenilworth
Borough of New Providence
City of Summit
Township of Winfield

WARREN COUNTY

Township of Mansfield
Borough of Washington

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
BOARD OF EDUCATION CLIENTS

BERGEN COUNTY

Borough of Cliffside Park
Borough of Englewood Cliffs
Borough of Fairview
Borough of Fort Lee
City of Hackensack
Borough of Palisades Park
Borough of Ramsey

HUDSON COUNTY

Town of Guttenberg

MORRIS COUNTY

Borough of Butler
Mt. Olive Township

MONMOUTH COUNTY

Borough of Spring Lake
Borough of Tinton Falls

PASSAIC COUNTY

Borough of Bloomingdale
Borough of Haledon
Manchester Regional High School
Passaic County Educational Services Commission
Passaic County Vocational Technical High School
Borough of Pompton Lakes
Borough of Ringwood
Borough of Wanaque
Township of West Milford
Borough of Woodland Park

SUSSEX COUNTY

Township of Byram
Sussex County Educational Services Commission

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
OTHER CLIENTS

AUTHORITIES/COMMISSIONS/COMPANY

Bloomfield Parking Authority
Fayson Lakes Water Company
Fort Lee Parking Authority
Hardyston Township Municipal Utilities Authority
Jersey City Municipal Utilities Authority
Kearny Municipal Utilities Authority
Manchester Utility Authority
Morris County Improvement Authority
Northwest Bergen County Utilities Authority
Passaic County Utilities Authority
Passaic Valley Water Commission
Pequannock River Basin Regional Sewerage Authority
Pompton Lakes Borough Municipal Utilities Authority
Rockaway Valley Regional Sewerage Authority
Secaucus Municipal Utilities Authority
South Monmouth Regional Sewerage Authority
Sussex County Municipal Utilities Authority
Town of Newton Parking Authority
Two Bridges Sewerage Authority
Union City Redevelopment Agency
Vernon Township Municipal Utilities Authority
Wanaque Valley Regional Sewerage Authority
Warren Township Sewerage Authority
West Milford Township Municipal Utilities Authority

LIBRARIES

Borough of Allendale Public Library
Boonton Holmes Public Library
Library of the Chathams
Chester Library
Township of Denville Public Library
Borough of Fort Lee Public Library
City of Hackensack Free Public Library
Borough of Haledon Public Library
Township of Jefferson Public Library
Borough of Kenilworth Public Library
Borough of Lincoln Park Public Library
Township of Little Falls Public Library
Township of Long Hill Library

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
OTHER CLIENTS
(CONTINUED)

LIBRARIES

Borough of New Providence Public Library
Borough of Norwood Public Library
Borough of North Haledon Public Library
Borough of Oradell Public Library
Borough of Paramus Library
City of Perth Amboy Public Library
Borough of Ridgefield Public Library
Borough of River Edge Public Library
Township of Rockaway Public Library
Borough of Rutherford Public Library
Borough of Wanaque Public Library
Township of West Milford Public Library

JOINT INSURANCE FUNDS

Municipal Excess Liability Residual Claims Fund

NONPROFIT ORGANIZATIONS

Center for Family Resources
Frankford Volunteer Fire Company
Hampton Township Volunteer Fire Company
Hudson-Essex-Passaic Soil Conservation District
New Jersey Association of County Tax Boards
Passaic River Basin Alliance Inc.
Pompton Lakes Management Partnership Corporation
Special Municipal Services Districts
Sussex County Prosecutor's Office
Sussex County Soil Conservation District
West Milford First Aid Squad

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

SECTION III

AUDIT SCOPE

The scope of our audit will include the financial statements of the City of Summit on the State required Comprehensive Basis of Accounting.

Our audit will be performed in accordance with generally accepted auditing standards, Governmental Auditing Standards, and audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and will include such tests of the accounting procedures and such other procedures as we deem necessary in the circumstances.

As part of our audit, we will review the City's system of internal accounting controls, as necessary, to enable us to form an opinion on the financial statements. We will then issue a letter of recommendation, if appropriate, with respect to these systems.

Under generally accepted auditing standards, the independent auditor has the responsibility, within the inherent limitations of the auditing process, to plan the examination and to search for errors or irregularities (as defined in authoritative professional literature) that would have a material effect on the financial statements. Our search for material errors or irregularities ordinarily is accomplished by performing those auditing procedures that in our judgment are appropriate in the circumstances to form opinions on the financial statements as a whole.

In conducting our examination, we will be aware of the possibility that illegal acts (as defined in authoritative professional literature) may have occurred and may have a material effect on the financial statements.

Examinations, conducted in accordance with generally accepted auditing standards, are of limited effectiveness in discovering possible illegal acts and cannot be expected to provide assurance that illegal acts will be detected, although procedures that are performed primarily for the purpose of forming an opinion of the financial statements as a whole may also bring possible illegal acts to the auditor's attention.

<u>An efficient audit</u>

To facilitate the timely and cost-effective completion of our examination, our overall audit work plan is organized according to four distinct phases. The following section outlines the major procedures we typically perform during each phase of the engagement:

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

Phase I - Audit preparation stage

- Meet with key personnel to discuss our approach to the engagement so that it can be conducted in the most effective and efficient manner.
- Review changes, if any, in applicable statutes and regulations.
- Develop the preliminary auditing programs we will employ in the various areas, such as programs to be updated in Phase II.

Phase II - Accounting systems and evaluation of internal accounting controls

- Review the existing accounting systems. Such review would include updating of our documentation of system flowcharts, analysis of system strengths and weaknesses and formulation of a preliminary evaluation of the adequacy of internal controls in the system.
- Perform tests of transactions to the extent necessary in the circumstances. The results of such test will either confirm or reject our evaluation of the internal control system.
- Update the audit program (if necessary) for our audit of year-end account balances.
- Bring all significant findings in our observations on internal control and other matters to the attention of the administration for timely action.
- Review interim financial information as available.
- Identify, to the extent possible, all potential accounting and auditing problems; review them with key personnel and develop proposed solutions.
- Prepare requests for confirmation of cash balances, receivables and debt obligations.

Phase III - Examination of year-end account balances

- Mail confirmation requests, summarize and evaluate responses.
- Perform various audit procedures, including examination of supporting documentation to verify reasonableness of assets, liabilities, revenues, expenses and fund balances.
- Obtain representation regarding completeness of disclosure and integrity of accounting records.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

Phase IV - Reporting

- Review draft financial statements with appropriate personnel.
- Present audit report to the City's governing body.

While we will be in communication with you as necessary, we anticipate that our greatest requirement of management's time will be at the inception of our work and then, again, as the audit reaches its final stages. We will always strive to deal with the person who is directly responsible for a given area, thereby minimizing the time required of management.

In addition, to ensure the highest standards of service both now and in the years ahead, we will base our audit approach on locating authority and decision-making capability in the Partner; top-down planning and control; close communication with management; and the use of advanced audit technology on your engagement.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

SECTION IV

COST PROPOSAL

At Ferraioli, Wielkotz, Cerullo & Cuva, P.A. the concept of "quality service" includes the concept of "reasonable costs". This does not mean that we cut corners in the quality of our work, but rather that we use methods that promote the greatest efficiency in the conduct of our audit.

1. The compensation for **2016 FINANCIAL SERVICES - MUNICIPAL AUDITOR** shall not exceed the following:

    - Statutory Audits - $47,000
    - Preparation of Secondary Market Disclosure - $2,200
    - Additional audit services/hour - Total Not to Exceed $6,800
        - Partner - $150/hour
        - Manager - $115/hour
        - Senior - $105/hour
        - Staff - $85/hour
        - Administrative - $60/hour

2. The Municipal Auditor shall be reimbursed at cost for expenses incurred for duplication, filing fees, and other reasonable out-of-pocket expenses advanced and/or incurred by them. Municipal Auditor shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Municipal Auditor and or/their associated Firm in connection with the services provided, and shall include, but not be limited to:

    a. Telegrams, faxes, and long distance (Out-of-State) telephone calls;
    b. Payment of filing, application fees, review fees and similar charges;
    c. Computer expenses including time and proprietary program charges;
    d. Outside printing, reproduction, binding, collating and other graphic services;
    e. Messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items.

3. Monthly invoices shall be submitted detailing all services performed.

Accordingly we will submit requests for partial payments as the work progresses.

Ferraioli, Wielkotz, Cerullo & Cuva's maximum liability to the City of Summit arising for any reason relating to services rendered under this letter shall be limited to two times the amount of fees paid for these services.

Through written and personal communication, Ferraioli, Wielkotz, Cerullo & Cuva, P.A. will ensure that the audit plans are followed, deadlines are met, and the issues related to reporting, internal control, and other important matters are discussed and interpreted in a timely manner from the broadest perspective.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

SECTION V

OTHER INFORMATION

To our knowledge,

1. Affirmation Action - We have complied with all affirmative action requirements and attach our certification in Section VI.

2. The firm of Ferraioli, Wielkotz, Cerullo & Cuva, P.A. has been in business under this name since April of 1995 (20 years) and has maintained the same management as currently maintained.

3. The Firm is neither involved in as a party or a witness in any pending or threatened litigation, and has not had any adjudicated malpractice judgments in the past three years.

4. References -

Ms. Gail Bado
Chief Financial Officer
Borough of Ringwood
60 Margaret King Avenue
Ringwood, NJ 07456
973-475-7111

Ms. Marianne Smith
Township Manager
Township of Hardyston
149 Wheatsworth Road, Suite A
Hardyston, NJ 07419
973-823-7020

Mr. Thomas Carroll
Borough Administrator
Borough of Wanaque
579 Ringwood Avenue
Ringwood, NJ 07465
973-839-3000 ext. 7113

Mr. John Hatzelis
Administrator
Sussex County Municipal Utilities Authority
34 South Route 94
Lafayette, NJ 07848
973-579-6998 ext. 103

Professional affiliations and membership organizations:

New Jersey State Society of Certified Public Accountants
Registered Municipal Accountants Association
American Institute of Certified Public Accountants
Member of Association of Environmental Authority's

5. The Firm has never and is not now involved in any bankruptcy or re-organization proceedings.

6. Non union personnel.

7. No relatives of Firm personnel employed by the City of Summit.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

SECTION VI

ACCOUNTANTS PROFESSIONAL LIABILITY POLICY, BUSINESS REGISTRATION CERTIFICATE AND CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Appendix A - Letter of Qualification
Appendix B - Letter of Intent
Appendix C - Payment Conditions and Rate Schedules
Appendix D - Business Entity Disclosure Certification
Appendix E - Political Contribution Disclosure Form
Appendix F - Stockholder Disclosure Certification

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

NAVIGATORS INSURANCE COMPANY

Administrative Offices

6 International Drive
Suite 100
Rye Brook, NY 10573

Statutory Home Office

One Penn Plaza
32nd Floor
New York, NY 10119

THIS IS BOTH A CLAIMS MADE AND REPORTED INSURANCE POLICY.

THIS IS A CLAIMS MADE AND REPORTED POLICY. THIS POLICY APPLIES TO THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO THE COMPANY DURING THE POLICY PERIOD. UNLESS THIS POLICY IS OTHERWISE ENDORSED CLAIM EXPENSES ARE WITHIN AND REDUCE THE LIMIT OF LIABILITY. PLEASE READ THIS POLICY CAREFULLY.

ACCOUNTANTS PROFESSIONAL LIABILITY POLICY DECLARATIONS

COMPANY: NAVIGATORS INSURANCE COMPANY

POLICY NUMBER: CH15APL0A3WOLNV
RENEWAL OF: NY14APL0A3WOLNV

PRODUCER NAME & ADDRESS:

Lockton Affinity, LLC
7300 College Blvd., Suite 500
Overland Park, KS 66210

1. **NAMED INSURED:**

   Ferraioli, Wielkotz, Cerullo & Cuva, P.A

2. **ADDRESS:**

   401 Wanaque Avenue
   Pompton Lakes, NJ 07442

3. **POLICY PERIOD:** **FROM: January 1, 2015** **TO: January 1, 2016**
   12:01 A.M. Standard Time at the address of the Named Insured as stated in Number 2. above.

4. **LIMITS OF LIABILITY** (Inclusive of claim expenses):

   A. $2,000,000 Limit of Liability – Each Claim
   B. $4,000,000 Limit of Liability – Policy Aggregate

5. **DEDUCTIBLE** (Inclusive of claim expenses): $25,000 Each Claim

6. **PREMIUM: $27,674**

Navigators
Insuring A World In Motion

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
FERRAIOLI, WIELKOTZ, CERULLO, & CUVA, P.

TRADE NAME:

TAXPAYER IDENTIFICATION#:
222-037-794/000

SEQUENCE NUMBER:
1083757

ADDRESS:
16 POMPTON AVE
POMPTON LAKES NJ 07442

ISSUANCE DATE:
09/01/04

EFFECTIVE DATE:
06/19/74

Acting Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

Certification
5716

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-SEP-2012 to 15-SEP-2019

FERRAIOLI, WIELKOTZ, CERULLO & CUVA
401 WANAQUE AVENUE
POMPTON LAKES NJ 07442

Andrew P. Sidamon-Eristoff
State Treasurer

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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 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 forth 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, 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**.

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

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 personal 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	X
Employee Information Report Form AA302	_____

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance and EEP 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 and EEP for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27**.

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, PA.
Company Name

We are aware of our obligation to the State of New Jersey pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Ferraioli, Wielkotz, Cerullo & Cuva, P.A.
Signature

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

Ferraioli, Wielkotz, Cerullo & Cuva, P.A.

Charles J. Ferraioli, Jr., MBA, CPA, RMA
Steven D. Wielkotz, CPA, RMA
James J. Cerullo, CPA, RMA
Paul J. Cuva, CPA, RMA
Thomas M. Ferry, CPA, RMA

Certified Public Accountants
401 Wanaque Avenue
Pompton Lakes, New Jersey 07442
973-835-7900
Fax 973-835-6631

Newton Office
100B Main Street
Newton, N.J. 07860
973-579-3212
Fax 973-579-7128

APPENDIX A

LETTER OF QUALIFICATION

November 30, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Summit ("City"), dated November 3, 2015, in connection with the City's need for Financial Services - Municipal Auditor.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of Ferraioli, Wielkotz, Cerullo & Cuva, P.A.

Charles J. Ferraioli, Jr., Partner
Registered Municipal Accountant

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
Registered Municipal Accountants

Dated: 11/16/15

FWCC

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

Ferraioli, Wielkotz, Cerullo & Cuva, P.A.

Charles J. Ferraioli, Jr., MBA, CPA, RMA
Steven D. Wielkotz, CPA, RMA
James J. Cerullo, CPA, RMA
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Certified Public Accountants
401 Wanaque Avenue
Pompton Lakes, New Jersey 07442
973-835-7900
Fax 973-835-6631

Newton Office
100B Main Street
Newton, N.J. 07860
973-579-3212
Fax 973-579-7128

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

APPENDIX B

LETTER OF INTENT

November 20, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned, as a Respondent, has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ) issued by the City of Summit ("City"), dated November 3, 2015, in connection with the City's need for Financial Services - Municipal Auditor.

Ferraioli, Wielkotz, Cerullo & Cuva, P.A. HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.

3. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. acknowledges that all costs incurred by them in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by Ferraioli, Wielkotz, Cerullo & Cuva, P.A.

4. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. hereby declares that the only persons participating in this Qualification Statement as Principals are named herein and that no other person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.

FWCC

5. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall have any liability to Ferraioli, Wielkotz, Cerullo & Cuva, P.A. for any costs incurred by Ferraioli, Wielkotz, Cerullo & Cuva, P.A. with respect to the procurement activities described in this RFQ.

7. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. acknowledges that any contract executed with respect to the provision of auditing services must comply with all applicable affirmative action and similar laws. Ferraioli, Wielkotz, Cerullo & Cuva, P.A. agrees to take such actions as are required in order to comply with such applicable laws.

Charles J. Ferraioli, Jr., Partner
Registered Municipal Accountant

FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
Registered Municipal Accountants

Dated: 11/16/15

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

APPENDIX C

PAYMENT CONDITIONS AND RATE SCHEDULES

1. The compensation for **2016 FINANCIAL SERVICES – MUNICIPAL AUDITOR** shall not exceed the following:

- Statutory Audits - $47,000
- Preparation of Secondary Market Disclosure - $2,200
- Additional audit services/hour – Total Not To Exceed $6,800
  - Partner - $150/hour
  - Manager - $115/hour
  - Senior - $105/hour
  - Staff - $85/hour
  - Administrative - $60/hour

2. The Municipal Auditor shall be reimbursed at cost for expenses incurred for duplication, filing fees, and other reasonable out-of-pocket expenses advanced and/or incurred by them. Municipal Auditor shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Municipal Auditor and or/their associated Firm in connection with the services provided, and shall include, but not be limited to:

a. Telegrams, faxes and long distance (Out-of-State) telephone calls;
b. Payment of filing, application fees, review fees and similar charges;
c. Computer expenses including time and proprietary program charges;
d. Outside printing, reproduction, binding, collating and other graphic services;
e. Messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items.

3. Monthly invoices shall be submitted detailing all services performed.

Signature: The undersigned hereby acknowledges and accepts the established payment terms.

Name of Respondent/Firm: Ferraioli, Wielkotz, Cerullo & Cuva, PA

Print name and title: Charles J. Ferraioli, Jr., President

Signature: _____ Date: 11/11/15

ATTEST:

_____

Witness

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

RECEIVED
JAN - 8 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF SUMMIT – 2016

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *(name of business entity)* FWC&C 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 *(date of scheduled award by the governing body* **TO BE COMPLETED BY CITY***)* _____, 2016, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF SUMMIT** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

• Summit Municipal Democratic Committee (Mayor Nora Radest, Council members B. David Naidu, Richard Sun)	• Nora Radest for Mayor
	• McTernan for Council
	• New Jersey State Democratic Committee
• Summit Republican City Committee (Council members Patrick Hurley, Sandra Lizza, Mike McTernan, Mary Ogden, Robert Rubino)	• Naidu for Council
	• Dickson, Smith, Dill and Ogden
	• Rubino for Council
	• Sun for Summit Council

Part II – Ownership Disclosure Certification

[X] 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 ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
CHARLES J. FERRAIOLI, JR.	
STEVEN D. WIELKOTZ	
JAMES CERULLO	
PAUL J. CUVA	

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: FERRAIOLI, WIELKOTZ, CERULLO & CUVA, PA
Signed: _____ Title: PRESIDENT
Print Name: CHARLES J. FERRAIOLI, JR. Date: 01/07/16

Subscribed and sworn before me this 7th day of January, 2016

My Commission expires:

MARIA R CERULLO
Commission # 2342054
Notary Public, State of New Jersey
My Commission Expires
March 22, 2016

Maria Cerullo
(Affiant)

Maria Cerullo
(Print name & title of affiant) (Corporate Seal)

H:\CoS Shared Files\Purchasing Manual\Pay to Play forms\Pay to Play Business Disclosure Cert 2016.doc

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

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:	FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.				
Address:	401 WANAQUE AVENUE				
City:	POMPTON LAKES	State:	NJ	Zip:	07442

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	Printed Name	Title
	CHARLES J. FERRAIOLI, JR.	PRESIDENT

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
			$
	SEE ATTACHED		

RECEIVED
JAN - 8 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

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

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

POLITICAL CONTRIBUTION DISCLOSURE - 2014

Recipient Name	Dollar Amount
State:	None
Assembly and Senate:	
Bramnick for Assembly	500.00
PACS:	
Bogota United Committee	600.00
Good Government Committee	5,000.00
Citizens Organization for Responisble Government	4,000.00
PAC Essex	1,300.00
Reform NJ Now	1,000.00
Republicans for Good Government	500.00
Democrats for Reform	900.00
District 36 Democratic Club	900.00
GOTV PAC	7,200.00
HPC Statewide PAC	3,150.00
LADA	1,000.00
New Leadership Council of NJ	7,200.00

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

STOCKHOLDER DISCLOSURE CERTIFICATION

RECEIVED
JAN - 8 2016
CITY OF SUMMIT
OFFICE OF THE ADMINISTRAT

Name of Business: FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

☒ 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 Corporation ☐ Limited Liability Partnership
☐ Subchapter S Corporation

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

Stockholders:

Name: Charles J. Ferraioli, Jr.	Name: Steven D. Wielkotz
Home Address:	Home Address:
Name: James Cerullo	Name: Paul J. Cuva
Home Address:	Home Address:
Signed:	Title: President
Print Name: Charles J. Ferraioli, Jr.	Date: 01/07/16

Subscribed and sworn before me this 7th day of January, 2016.

(Notary Public)

MARIA R CERULLO
Commission # 2342054
Notary Public, State of New Jersey
My Commission Expires
March 22, 2016

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

Attachment: Ferraioli Wielkotz proposal p2p (3930 : Authorize 2016 Audit Services in Excess of $17,500.00)

Resolution (ID # 3929)
January 19, 2016

AUTHORIZE 2016 APPRAISAL SERVICES FOR TAX ASSESSMENTS - APPRAISAL CONSULTANTS CORP. - NOT TO EXCEED $30,000.00

WHEREAS, the City of Summit has a need to acquire professional valuation services for anticipated 2016 tax appeals, added and partial assessments and consulting services as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, and

WHEREAS, the anticipated term of this contract is from January 1 through December 31, 2016, and

WHEREAS, Appraisal Consultants Corp. has submitted a proposal dated November 24, 2015 indicating it will provide appraisal consultant services for $175 per hour for partner/s and $150 per hour for associate/s. Appraiser shall be reimbursed at cost for expenses incurred for duplication, filing fees, and other reasonable out of pocket expenses advanced and/or incurred by them. Appraiser shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Professional and or/their associated Firm in connection with the services provided, and shall include, but not be limited to telegrams, faxes and long distance (Out-of-State) telephone calls; payment of filing, application fees, review fees and similar charges; computer expenses including time and proprietary program charges; outside printing, reproduction, binding, collating and other graphic services; messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items; with said costs estimated by the City Treasurer not to exceed $30,000, and

WHEREAS, project specific invoices will be provided by the vendor upon assignment of individual projects to be determined during the term of the 2016 contract, and funds will be certified upon inclusion in and adoption of the 2016 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with Appraisal Consultants Corp., 293 Eisenhower Parkway, Suite 200, Livingston, New Jersey 07039-1711, as described herein.

2. That Appraisal Consultants Corp. shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on

Tuesday evening, January 19, 2016.

City Clerk

City Administrator's Office
R - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3929)

DOC ID: 3929

TO: Mayor and Common Council

FROM: Michael Rogers, City Administrator

DATE: December 23, 2015

The Tax Assessor periodically hires professional appraisers in the City's defense of homeowner appeals. Typically, appraisers have an expertise in either commercial or residential properties, so several firms are utilized to cover the various cases as they arise.

This resolution establishes these firms as appraisers for the City, to be used on an "as needed" basis. While it is not expected that each appraiser's fees will approach the $30,000 threshold, many times "trial ready" appraisals are ordered by the judge, which require a more detailed and time-consuming analysis. By establishing a higher threshold, the Assessor's office has the flexibility to assign the work as it arises throughout the year.

APPRAISAL CONSULTANTS CORP.

Real Estate Appraisers and Consultants

293 Eisenhower Parkway – Suite 200
Livingston, New Jersey 07039-1711

Richard M. Chaiken, MAI, CRE
Jon P. Brody, MAI, CRE
William H. Steinhart, MAI, CRE

Debra S. Ripoli
Cheryl S. Nobile
Jill H. Brody

Telephone: 973.994.7400
Writer's ext.: 101
Writer's e-mail: whs@appcon.com
Facsimile: 973.994.3493

November 24, 2015

Michael Rogers, City Administrator
City of Summit - City Hall
512 Springfield Avenue
Summit, NJ 07901-2607

Re: Response to Request for Bid Qualifications
City of Summit
Appraisal Services for Tax Assessments - 2016

Dear Mr. Rogers:

We would like to be considered for professional Real Estate Appraisal Services again for 2016. We enjoyed serving the City for the past seven years and hope the City was satisfied with our services.

These responses should be considered joint responses from all three designated appraisers (Richard Chaiken, Jon Brody, and William Steinhart), any one of which may serve as the appraiser in any given assignment for City of Summit. Historically, William Steinhart has handled the assignments for the City of Summit.

This response is comprised of two sections consisting of a six page response to your areas of inquiry, followed by fourteen pages of attachments, numbered from A1 – A14.

In response to Administrative Information Requirements, following are our submissions (numbered in the order of your inquiry):

Summit RFQ Section 3.2:

1. We are a well-known and experienced real estate appraisal firm. Originally started in the early 1960's we have over 125 years of combined experience. We have significant experience on appraisals and related advisory services for real estate tax appeals and have been noted in a number of reported decisions by the NJ Tax Court. We also have extensive experience in eminent domain matters and have also been noted in a number of reported decisions by the NJ Superior Court Appellate Division as well as two by the NJ Supreme Court. We have provided real estate appraisal services including expert testimony to many NJ municipalities, other governmental entities as well as property owners. Our work takes us to almost all of New Jersey's 21 counties.

   An abbreviated list of our public sector clients includes:

   - Intermittent periods over 30 years by the NJ Turnpike Authority

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

- Approximately five years for NJ Sports and Exposition Authority
- Intermittent periods over 10 years by the NJ Meadowlands Commission/Hackensack Meadowlands Commission
- Intermittent periods over 30 years with the NJ Department of Transportation.
- Over 25 years by the City of Atlantic City
- Over 25 years by the City of Linden
- Over 25 years by the Borough of Totowa
- Over 25 years by the Township of Springfield
- Over 20 years by the Township of Egg Harbor
- Over 20 years by the Township of Randolph
- Over 20 years by the Township of Denville
- Over 15 years by the Township of Wyckoff

We have three designated appraisers, two support staff/research analysts and one clerical person. For each and every engagement, the appraiser will inspect the subject, inspect all comparable data, make all analyses, draw all conclusions, write the report and testify at hearings and trials. Our support staff's only duties are to gather deeds/all pertinent public records, take photos of comparable data and assist the principal appraiser in exhibit preparation. Our office clerical staff's only duties are to photo copy reports and prepare them for shipping.

All work is done by the appraisers and staff of Appraisal Consultants Corp. We do not use the services of subcontractors.

2. An executed Letter of Qualification is attached.

3. Appraisal Consultants Corp.
293 Eisenhower Parkway, Suite 200
Livingston, NJ 07039
Tel: 973-994-7400

Key Contact Person: William H. Steinhart, Vice President
Tel: 973-994-7400 ext. 101
Email: whs@appcon.com

4. Appraisal Consultants Corp. is an "S Corporation". Each of the three principals own ⅓ of the stock.

(a)

Stockholder's Name	Business Address	% Ownership of Stock
Richard M. Chaiken	293 Eisenhower Parkway, Suite 200, Livingston, NJ 07039-1711	33.3%
Jon P. Brody	293 Eisenhower Parkway, Suite 200, Livingston, NJ 07039-1711	33.3%
William H. Steinhart	293 Eisenhower Parkway, Suite 200, Livingston, NJ 07039-1711	33.3%

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

(b) Not applicable
(c) Not applicable
(d) Appraisal Consultants Corp. as well as its appraisers comply with all Local, State and Federal laws, regulations, and requirements with respect to its business activities. Furthermore, as professional real estate appraisers licensed by the State of New Jersey and as designated members of the Appraisal Institute, please be advised that all of our work is done in conformity with the Uniform Standards of Professional Practice (USPAP) and in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.

5. An executed Letter of Intent is attached.
6. An executed Payment Conditions and Rate Schedules Form is attached.
7. A completed Business Entity Disclosure Form, Political Contributions Disclosure Form & a Stockholder Disclosure Certification are attached.
8. Approximately 26 years.
9. Approximately 26 years.
10. None.
11. None.
12. A copy of our Business Registration Certificate is attached.

Summit RFQ Section 3.3:

1. We have significant experience on Tax Appeals, testified before the NJ Tax Court hundreds of times, and have been noted in a number of reported decisions of the NJ Tax Court in matters on behalf of municipalities. Additionally two of the principals were the appraisers and were cited in State v. Federico R. Caoili., 135 N.J. 252 and 262 N.J. Super 591, a landmark eminent domain matter that was ultimately decided by the NJ Supreme Court.

   (a) In addition to providing real estate appraisal and expert testimony services to our municipal clients, should you wish to engage use, we additionally provide:

      - Litigation Support –

        - Pre-trial litigation support (assistance in formulating special interrogatory questions, assistance at depositions, meet with counsel and provide an overview of the matter from the appraisal standpoint, etc.).

        - Litigation support during trial (review property owner's appraisal and provide counsel with areas of cross examination).

        - Post-trial litigation support – In the event there are post-trial briefs or appeals, we often are call upon to assist the attorney in the preparation of these documents.

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

- Sales ratio –
  - Review and research selected sales transactions that may not be appropriate for use in the NJ Sales Ratio Study.
  - Provide certifications and/or expert testimony in regard to our sales transaction research.
  - Provide assistance to counsel in regard to valuation theory and inconsistencies between sales data and valuation methodology.

(b) Saul A. Wolfe, Esq.
Skoloff and Wolfe
293 Eisenhower Parkway
Livingston, NJ 07039
973-992-0900

Tim O'Connor, CTA
Tax Assessor City of Summit
City of Summit - City Hall, 512 Springfield Avenue
Summit, NJ 07901-2607
908-598-2177

John Lloyd, Esq.
Chiesa Shahinian & Giantomasi PC.
One Boland Drive
West Orange, NJ 07052
973-530-2098

Novelette Robinson, CTA
Tax Assessor - City of Atlantic City
1301 Bacharach Boulevard
Room 605
Atlantic City, NJ 08401-4603
609-347-5384

Terri Paglione, CTA
Tax Assessor – City of Camden
520 Market Street, City Hall, Room 329
Camden, NJ 08101-5120
856-757-7024

(c) Two of our appraisers have worked on behalf of municipal clients in real property tax assessment matters for 35 – 40 years (before the formation of the NJ Tax Court) and the third appraiser's tenure in such work is approaching 30 years. Our work has been all encompassing from setting assessments, reviewing municipal revaluations, preparing added assessments,

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

making appraisals (both preliminary and trial ready), providing expert testimony and litigation support.

2. All tasks listed above, are performed directly by our appraisers.

3. We do not use the services of any appraisal subcontractor. In the event that expertise in a discipline other than real estate appraisal (Professional Planner, Engineer, Architect, etc.) is required, such expert would be engaged by the City, at its discretion.

4. None of our appraisers or any other employee belong to any union. We have an extraordinarily low turnover rate. Of the three non-owner employees, two have been employed by our firm for over 25 uninterrupted years.

5. Copies of our detailed Professional Qualifications are attached. A brief thumbnail over is found in the chart below:

	William H. Steinhart	Jon P. Brody	Richard M. Chaiken
Post High School Degrees	Bachelor of Science – Syracuse University	Bachelor of Arts – University of Denver	Bachelor of Arts – Rutgers University
NJ Appraisal License – State Certified General Appraiser	All three appraisers have been licensed as State Certified General Appraiser since licensing commenced in the early 1990's.		
Years holding MAI designation	29	43	45
Other recognized professional designations	CRE	CRE	CRE, FRICS
Experience as real estate appraiser (years)	36	52	53
Experience in valuing properties for condemnation purposes (years)	29	Over 35	Over 35
Experience in valuing properties for tax appeals (years)	29	Prior to Tax Court Inception in 1980	Prior to Tax Court Inception in 1980
Experience in valuation of properties for open space acquisition (Approved NJ Green Acres Appraiser and "Yellow Book" Certification	29/Yes	52/Yes	52/Yes

6. Having worked on the City's behalf for the past 7 years, we have gained more than a fair amount of knowledge in regard the physical and economic composition of the properties in the City as well as the high level of sophistication of the owners. Those experiences have enabled us to provide relevant advice and professional services that enable our engagements to be cost effective.

   In past years, when requested we have met with your CFO and administrator. Should it be desired, we would be glad to attend any meetings and speak with your governing body or other designated representatives.

7. None.

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

Copies of our work product have been submitted previously to your Tax Assessor's office, should you wish to review it.

Should you have any questions or wish to discuss this response, please feel free to call me.

Respectfully submitted,

APPRAISAL CONSULTANTS CORP.

William H. Steinhart, MAI, CRE
NJ Certified General Appraiser: 42RG000391

Attachments:

1. City of Summit RFQ Appendix A Letter of Qualification – page A1
2. City of Summit RFQ Appendix B Letter of Intent – page A2
3. City of Summit RFQ Appendix C Payment Conditions and Rate Schedules – page A3
4. City of Summit RFQ Appendix D Business Disclosure Certification – page A4
5. City of Summit RFQ Appendix E C. 271 Political Contribution Disclosure Form – page A5
6. City of Summit RFQ Appendix F Stockholder Disclosure Certification – page A6
7. Business Registration Certificate – page A7
8. Certificate of Employee Information Report – page A7
9. Professional Qualifications – pages A8 – A14

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Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

APPRAISAL CONSULTANTS CORP.
Real Estate Appraisers and Consultants

293 Eisenhower Parkway – Suite 200
Livingston, New Jersey 07039-1711

Richard M. Chaiken, MAI, CRE
Jon P. Brody, MAI, CRE
William H. Steinhart, MAI, CRE

Debra S. Ripoli
Cheryl S. Nobile
Jill H. Brody

Telephone: 973.994.7400
Writer's ext.: 101
Writer's e-mail: whs@appcon.com
Facsimile: 973.994.3493

November 24, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned has reviewed its Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Summit ("City"), dated November 3, 2015, in connection with the City's need for **APPRAISALSERVICES FOR TAX ASSESSMENTS.**

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon the express understanding that any false statement may result in the disqualification of Appraisal Consultants Corp.

William H. Steinhart, Vice President
Appraisal Consultants Corp.
Dated: November 24, 2015

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

APPRAISAL CONSULTANTS CORP.

Real Estate Appraisers and Consultants

293 Eisenhower Parkway – Suite 200
Livingston, New Jersey 07039-1711

Richard M. Chaiken, MAI, CRE
Jon P. Brody, MAI, CRE
William H. Steinhart, MAI, CRE

Debra S. Ripoli
Cheryl S. Nobile
Jill H. Brody

Telephone: 973.994.7400
Writer's ext.: 101
Writer's e-mail: whs@appcon.com
Facsimile: 973.994.3493

November 24, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned, as Respondent, has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Summit ("City"), dated November 3, 2015 in connection with the City's need for **APPRAISAL SERVICES FOR TAX ASSESSMENTS**.

Appraisal Consultants Corp. HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. Appraisal Consultants Corp. agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.
3. Appraisal Consultants Corp. acknowledges that all costs incurred by it in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. Appraisal Consultants Corp. hereby declares that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. Appraisal Consultants Corp. declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. Appraisal Consultants Corp. acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
6. Appraisal Consultants Corp. acknowledges that any contract executed with respect to the provision of **APPRAISAL SERVICES FOR TAX ASSESSMENTS** must comply with all applicable local, State and Federal laws, regulations and requirements. Respondent hereby agrees to take such actions as are required in order to comply with all such applicable laws, regulations and requirements.

William H. Steinhart, Vice President
Appraisal Consultants Corp.
Dated: November 24, 2015

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

APPENDIX C

PAYMENT CONDITIONS AND RATE SCHEDULES

1. The hourly rate for **2016 APPRAISAL SERVICES FOR TAX ASSESSMENTS** shall be One Hundred Seventy-Five Dollars ($175.00) an hour for partner/s and One Hundred Fifty Dollars ($150.00) an hour for associate/s.

2. Appraiser shall be reimbursed at cost for expenses incurred for duplication, filing fees, and other reasonable out-of-pocket expenses advanced and/or incurred by them. Appraiser shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Professional and or/their associated Firm in connection with the services provided, and shall include, but not be limited to:

   a. Telegrams, faxes and long distance (Out-of-State) telephone calls;
   b. Payment of filing, application fees, review fees and similar charges;
   c. Computer expenses including time and proprietary program charges;
   d. Outside printing, reproduction, binding, collating and other graphic services;
   e. Messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items.

3. Monthly invoices shall be submitted detailing all services performed.

Signature: The undersigned hereby acknowledges and accepts the established payment terms.

Name of Respondent/Firm: Appraisal Consultants Corp.

Print name and title: William H. Steinhart, Vice President

Signature: _____ Date: 11/24/2015

ATTEST:

_____

Witness _____

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

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 City of Summit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Appraisal Consultants Corp.		
Address:	293 Eisenhower Parkway, Suite 200		
City:	Livingston	State: NJ	Zip: 07039

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	Printed Name	Title
	William H. Steinhart	Vice President

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 .

Contributor Name	Recipient Name	Date	Dollar Amount
			$

Contributor Name	Recipient Name	Date	Dollar Amount
Appraisal Consultants Corp.	Linden City Democratic Club	03/10/2015	$150
Appraisal Consultants Corp.	Linden City Democratic Club	03/10/2015	$75
Appraisal Consultants Corp.	Linden City Democratic Club	09/17/2015	$90
Appraisal Consultants Corp.	Derek Armstead for Mayor	03/18/2015	$250
Appraisal Consultants Corp.	Holly for Assembly	03/18/2015	$250
Appraisal Consultants Corp.	Holly for Assembly	08/10/2015	$250
Appraisal Consultants Corp.	Committee to Elect Holbas & Medina	04/27/2015	$150

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

APPENDIX F

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 ☐ Limited Liability Partnership
☒ Subchapter S Corporation

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

Stockholders:

Stockholder's Name	Home Address	Business Address	% Ownership of Stock
Richard M. Chaiken		293 Eisenhower Parkway, Suite 200, Livingston, NJ 07039-1711	33.3%
Jon P. Brody		293 Eisenhower Parkway, Suite 200, Livingston, NJ 07039-1711	33.3%
William H. Steinhart		293 Eisenhower Parkway, Suite 200, Livingston, NJ 07039-1711	33.3%

Subscribed and sworn before me this 24 day of November, 2015

(Notary Public) Jill Brody

My Commission expires:

(Affiant)

William H. Steinhart, Vice President

(Print name & title of affiant)

(Corporate Seal)

JILL H. BRODY
NOTARY PUBLIC OF NEW JERSEY
ID # 2444381
My Commission Expires 4/4/2019

JILL H. BRODY
NOTARY PUBLIC OF NEW JERSEY
ID # 2444381
My Commission Expires 4/4/2019

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

Certification 24427

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-FEB-2012 to 15-FEB-2019

APPRAISAL CONSULTANTS CORP.
293 EISENHOWER PKWY. SUITE 200
LIVINGSTON NJ 07039 1711

Andrew P. Sidamon-Eristoff
State Treasurer

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
APPRAISAL CONSULTANTS CORP.

TRADE NAME:

TAXPAYER IDENTIFICATION#:
222-653-768/000

SEQUENCE NUMBER:
0073505

ADDRESS:
293 EISENHOWER PARKWAY STE 200
LIVINGSTON NJ 07039

ISSUANCE DATE:
08/23/04

EFFECTIVE DATE:
09/03/85

Acting Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

QUALIFICATIONS: William H. Steinhart, MAI, CRE

PROFESSIONAL EXPERIENCE:

Executive Vice-President/Stockholder, Appraisal Consultants Corp. Engaged in real estate appraisal and related advisory services since 1979 for private and public sector clients, providing analysis, solutions and conclusions for a myriad of valuation issues and problems.

Assignments encompassed appraisal and counseling on a diverse range of property types, including multi-family residential, industrial, commercial, hospitality and gaming facilities and special purpose properties. Subject properties included rental apartments, condominiums, cooperatives, warehouses, manufacturing facilities, flex facilities, offices, retail/shopping centers and malls, hotels, motels, casinos, marinas, automobile dealerships, service stations, and golf courses.

LICENSES:

Real Estate Appraisal:	New Jersey Certified General Appraiser, 42RG00039100
Real Estate Sales:	New Jersey Real Estate Salesperson, 8134216

PROFESSIONAL AFFILIATIONS:

Real Estate Appraisal:	MAI - Designated Member of The Appraisal Institute
Real Estate Counseling:	CRE® - Designated Member Counselors of Real Estate
Real Estate Tax Assessing:	Subscribing Member - IAAO - International Association of Assessing Officers
Real Estate Sales:	Member - North Central Jersey Association of Realtors®
Securities Arbitration	FINRA (merged from NYSE and NASD). Public Arbitrator A30884

QUALIFIED EXPERT WITNESS:

United States District Court	Tax Court of New Jersey	Various County Boards of Taxation
United States Bankruptcy Court	Superior Court of New Jersey	Various Zoning Boards of Adjustment

PROFESSIONAL EDUCATION:

APPRAISAL EDUCATION:

AIREA -
- Principles, Methods & Techniques in Valuation (A & B)
- Capitalization Theory & Techniques (I, II & III)
- Case Studies in Real Estate Valuation
- Valuation Analysis & Report Writing
- Standards of Professional Practice
- Real Estate Investment Analysis

SEMINARS: (Partial List):

AIREA/AI -
- Capital Markets & Real Estate
- Appraising Troubled Properties
- Uniform Appraisal Standards for Federal Land Acquisitions
- NJ Appraiser Law – Reality & Myths
- NJ GEO Web Environmental Mapping
- Fundamentals of Like Kind Exchanges of Real Property
- Advanced Spreadsheet Modeling for Valuation Applications
- Highest and Best Use for Valuation in Litigation
- Solar Energy in NJ
- Hotel Appraising - New Techniques Today's Uncertain Times
- Subdivision Analysis
- Appraisal of Retail Properties
- Partial Interest Valuation – Undivided
- Business Practices and Ethics
- Appraisal Curriculum Overview
- COAH – What's Next
- Valuation for Financial Reporting
- NJ/NY Hudson Redevelopment
- Princeton Conference 1979 – Present

CLE/ICLE -
- Bankruptcy Seminar
- Eminent Domain Update

Counselors -
- Alternate Dispute Resolution
- NASD Arbitrator Training
- Development Strategies

RE Sales -
- Ethics, Fair Housing and Agency

Gaming -
- East Coast Gaming Congress (Annual 2001 – Present)
- Spectrum Gaming Group – Guidance in Understanding, Channeling Economic Impact of Gaming 2014

OTHER COURSES:

Rutgers University - Property Tax Administration
New Jersey Real Estate Salesperson's Course

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

QUALIFICATIONS: William H. Steinhart, MAI, CRE - continued

UNIVERSITY EDUCATION:

Bachelor of Science, Business Administration - Syracuse University – Whitman School of Management

COURSE INSTRUCTOR/SEMINAR SPEAKER:

Instructor - Appraisal Institute - Real Estate Appraisal Curriculum and Rutgers University Department of Government Services/International Association of Assessing Officers – Real Estate Appraisal Curriculum – 1986 -2004.

Speaker - Appraisal Institute, CLE International/Eminent Domain Institute, International Association of Assessing Officers/New Jersey Chapter, Burlington County (NJ) Assessor's Association, Society of Professional Assessors, and New Jersey League of Municipalities.

PUBLISHED CASES in which I was involved as appraisal author and/or expert witness:

State v. Federico R. Caoili., 135 N.J. 252 and 262 N.J. Super 591
City of Atlantic City v. Frances Ginnetti, 17 N.J.Tax 354
Entenmann's Inc. v. Totowa Borough, 18 N.J. Tax 540

POSITIONS AND OFFICES HELD:

Board of Directors of the Metro NJ Chapter of the Appraisal Institute 1991-1994, 1996, 1998-2003, and 2008-2010
Chairman, Counselors of Real Estate – New Jersey Chapter 2009
Review and Counseling Committee – Region 6 – The Appraisal Institute 1990 – 1993
Assistant Regional Member, Review and Counseling Division – Region 6 – The Appraisal Institute 1993 – 1997

APPOINTED:

Mediator (Real Estate Valuation) - United States Bankruptcy Court for New Jersey
Condemnation Commissioner Superior Court of NJ - Law Division - Essex County
Member – Township of West Orange (NJ) Zoning Board of Adjustment

CONTINUING EDUCATION:

As of the date of this report, I, William H. Steinhart have completed the requirements under the continuing education program of the Appraisal Institute.

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

QUALIFICATIONS: Jon P. Brody, MAI, CRE

PROFESSIONAL EDUCATION:

AMERICAN INSTITUTE OF REAL ESTATE APPRAISERS:

Course I - Appraisal Theories and Principles
Course II - Real Estate Appraisal Problems & Case Studies
Course IV - Condemnation
Course VI - Capitalization Principles and Techniques
Course VIII - Residential Properties
Curriculum Training Seminar
Standards of Professional Practice

SOCIETY OF REAL ESTATE APPRAISERS

Course 301 - Special Applications of Appraisal Analysis

SEMINARS (Partial List):

ICLE	- Equitable Distribution	AI	- Subdivision Analysis
ICLE	- Real Estate Taxation	AI	- Investment Analysis
ICLE	- Condemnation Update	AI	- Valuation of Retail Properties
SPA	- Valuation, Lodging Facilities	AI	- Risk Analysis
NJADC	- Development/Transfer Rights	AI	- Mt Laurel Analyses
AIREA	- Capital Markets & Real Estate	AI	- Investment Markets
AIREA	- Environmental Regulations	AI	- Freshwater Wetlands

Bachelor of Arts University of Denver

PROFESSIONAL LICENSE & AFFILIATIONS:

MAI: Member Appraisal Institute
CRE: Member Counselors of Real Estate
SRA: Senior Residential Appraiser
Member: Board of Realtors, Licensed Real Estate Broker - NJ

STATE CERTIFIED NJ General Appraiser RG-00390

PROFESSIONAL EXPERIENCE:

President, Appraisal Consultants Corp.
Actively engaged in real estate appraising since 1963, with a diversified practice encompassing valuation and evaluation of residential properties, industrial, commercial and special purpose properties including shopping centers, hotels, motels, service stations, condominiums, co-operatives, truck terminals, marketability and feasibility studies and site location studies.

Retired Certified Faculty Instructor: Appraisal Institute

Qualified Expert Witness:

United States Tax Court
United States Bankruptcy Court
Superior Court of New Jersey
Tax Court of New Jersey

The Appraisal Institute conducts a voluntary program of continuing education for its designated members. Jon P. Brody has completed the requirements of the continuing education program.

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

QUALIFICATIONS, Continued: Jon P. Brody, MAI, CRE

POSITIONS AND OFFICES HELD:

NEW JERSEY:

1972-1983	Chairman of each of the standing committees and Officer (Secretary, Treasurer, Vice-President) of the New Jersey Chapters of the American Institute of Real Estate Appraisers and the Society of Real Estate Appraisers culminating in the presidencies of both organizations.
1982	President, North Jersey Chapter, Society of Real Estate Appraisers (SREA)
1983	President, New Jersey Chapter No. 1, American Institute of Real Estate Appraisers (AIREA)

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

QUALIFICATIONS: Richard M. Chaiken, MAI, CRE

PROFESSIONAL EDUCATION:

AMERICAN INSTITUTE OF REAL ESTATE APPRAISERS:
- Course I Appraisal Theories and Principles
- Course II Real Estate Appraisal Problems & Case Studies
- Course IV Condemnation
- Course VI Capitalization Principles and Techniques
- Course VIII Residential Properties
- Curriculum Training Seminar

SOCIETY OF REAL ESTATE APPRAISERS
- Course 301 - Special Applications of Appraisal Analysis

APPRAISAL INSTITUTE
- Standards of Professional Practice
- Highest & Best Use and Market Analysis (1993)

SEMINARS (Partial List):

ICLE - Equitable Distribution
ICLE - Real Estate Taxation
ICLE - Condemnation Update
SPA - Valuation, Lodging Facilities
NJADC- Development/Transfer Rights
AIREA- Capital Markets & Real Estate
AIREA- Environmental Regulations
AIREA- Computer Assisted Capitalization
AI - Investment Analysis
AI - Risk Analysis
AI - Mount Laurel Analyses
AI - Investment Markets (1993)
AI - Freshwater Wetlands (1993)
AI - Subdivision Analysis (1994)
AI - Appraisal of Retail Properties (1995)
AI - Real Estate Evaluations and the Appraisal Industry (1995)
AI - The Economy, Residential Housing Outlook (1996)
AI - Hotel/Motel Valuation Seminar (1996)
AI - Current Valuation Issues, NJ Office Buildings (1997)

Bachelor of Arts - Rutgers University

PROFESSIONAL LICENSE & AFFILIATIONS:

Certified General Appraiser, New Jersey License No. SCGREA 107
Certified General Appraiser, Pennsylvania License No. GA 1576-R
CRE: Member The Counselors of Real Estate
MAI: Member Appraisal Institute
SRA: Senior Residential Appraiser
Member: North Central Jersey Association of Realtors, Licensed Real Estate Broker - NJ

PROFESSIONAL EXPERIENCE:

Chief Executive Officer, Appraisal Consultants Corp. Actively engaged in real estate appraising and consulting since 1963, with a diversified practice encompassing valuation and evaluation of residential properties, industrial, commercial and special purpose properties including shopping centers, hotels, motels, casinos, service stations, condominiums, co-operatives, quarries, industrial warehouse and manufacturing facilities.

Former faculty member: AIREA

Qualified Expert Witness:
- United States Tax Court
- United States Bankruptcy Court
- Superior Court of New Jersey
- Tax Court of New Jersey

The Appraisal Institute conducts a voluntary program of continuing education for its designated members. I have completed the continuing education requirements.

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

QUALIFICATIONS, continued: Richard M. Chaiken, MAI, CRE

POSITIONS AND OFFICES HELD:

NEW JERSEY:

1970-1980	Chair, each of the standing committees and Officer (Secretary, Treasurer, Vice-President) of the New Jersey Chapters of the Society of Real Estate Appraisers and the American Institute of Real Estate Appraisers culminating in the presidencies,
1979-1980	President, North Jersey Chapter, Society of Real Estate Appraisers (SREA)
1982	President, New Jersey Chapter No. 1, American Institute of Real Estate Appraisers (AIREA)

NATIONAL:

1980	National Chief Examiner - Appraisal Reports (AIREA)
1981	National Chief Examiner - Examinations (AIREA)
1982	National Chief Examiner - Experience (AIREA)
1983	Chair, National By-laws Committee (AIREA)
1983	Member National Governing Council and Executive Committee - AIREA
1987	Advisory Board - The Appraisal Journal
1988-1990	Editorial Board - The Appraisal Journal
1991	Vice-Chairman, Editorial Board - The Appraisal Journal

Some of the reported cases in which I have testified:

Livingston Mall Corp v Twp of Livingston 15 NJ Tax 505
Etaner v Paramus 14 NJ Tax 450
General Motors v Linden 12 NJ Tax 24
McGinley Mills v Phillipsburg 9 NJ Tax 508
Hackensack Water v Woodcliff Lake 9 NJ Tax 545
Litton Business Systems v Morris Plains 8 NJ Tax 520
Lawrence Assoc v Lawrence Twp 5 NJ Tax 484 (I was appraiser #1 for the Twp)

In each case, I represented the municipality.

Of course I've testified in Superior Court for Condemnation matters, and for Bankruptcy and Matrimonial, Equitable Distribution matters, notably - (client is underlined):

Barna v NJDOT
Muscarella v NJDOT
Schnack v NJDOT
deClark v NJDOT
Passaic Crushed Stone v NJDOT
The WIZ v NJDOT
Bridgewater Diner v NJDOT
Gateway Associates v NJDOT
DiSalvo v NJDOT
Sterling Forest Corp v County of Passaic

and in other litigation matters,

American Federal Savings vs RTC
San Antonio Savings Association vs Dunes Hotel and Casino

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

PARTIAL LIST OF THE FIRM'S REPRESENTATIVE CLIENTS and/or REPRESENTATIVE ASSIGNMENTS

MUNICIPALITIES

Atlantic City - City
Camden - City
Denville - Twp.
Egg Harbor - Twp.
Florham Park - Borough
Franklin - Twp.
Linden - City
Millburn - Twp.
Moorestown - Twp.
Mount Laurel - Twp.
New Milford - Borough
Paramus - Borough
Passaic - City
Pennsville - Twp.
Rahway - City
Randolph - Twp.
Roselle - Borough
Roxbury - Twp.
Springfield - Twp.
Summit - City
Totowa - Borough
Wayne - Twp.
Westwood - Borough
Wyckoff - Twp.

BANKS, INSURANCE COMPANIES AND FIDUCIARY AGENCIES

Bank of America
PNC Bank
Wachovia Bank
Bank of NY
Sovereign Bank
Chase Bank
Valley National Bank

FEDERAL AND STATE AGENCIES

Atlantic County Utility Authority
Federal Deposit Insurance Company
General Services Administration
New Jersey Meadowlands Commission
Newark Redevelopment & Housing
N.J. Sports & Exposition Authority
New Jersey Turnpike Authority
New Jersey Turnpike Authority
Resolution Trust Corporation
The Port Authority of N.J. and N.Y.
U.S. Army Corps of Engineers
U.S. Department of Justice
U.S. Internal Revenue Service
New Jersey Department of Transportation

INDUSTRIAL/OFFICE/RESEARCH FACILITIES

American Cyanamid
Anchor Glass
B.P. Oil Tank Farm
Bristol Meyers
Ciba Pharmaceutical
Curtiss Wright
Exxon
GAF Corp.
General Motors Assembly Plant
Hoffman La Roche
Houdaille Construction
Hills Brothers
Jiffy Lube
Johns Manville
Litton Industries
McGinley Mills
Nabisco Co.
Nestle
Princeton Forrestal Center
Passaic Valley Sewer Comm
Public Service Electric & Gas
Ultimate Corporation
Passaic Crushed Stone
Riverdale Quarry
Tri-County Asphalt
Hamm's Landfill
Edgeboro Landfill

SHOPPING CENTERS

Bergen Mall
Garden State Plaza
Livingston Mall
Loehmann Plaza
Paramus Park
Princeton Forrestal Village
Quaker Bridge Mall
Rockaway Town Square
Tanger Outlets/The Walk
The Fashion Center
The Mall at Hamilton
The Mall at Short Hills
The Pier Shops at Caesars
The Shops @ Ocean One
Willowbrook Mall

HOTELS AND CASINOS

Bally's Park Place Casino Hotel
Caesar's Boardwalk Casino Hotel
Bally's Grand Casino Hotel
Holiday Inns
Howard Johnsons
Larry Holmes Commodore
Ramada Inns
Resorts International Casino Hotel
Sands Casino Hotel
Taj Mahal Casino Hotel
The Claridge Casino Hotel
The Lake Placid Hotel
The Old Mill Inn
The Pleasantville Sheraton
The Woodcliff Lake Hilton

RESTAURANTS

Bridgewater Diner
Bridgewater Manor
Burger King
Chanticler
Charlie Brown's
Denny's
Friendly's
Kentucky Fried Chicken
L'Affaire 22
McDonald's
Olga's Diner
Popeye's
Steak and Ale
The Traveler's Diner
Wendy's

CONGREGATE CARE

Manor HealthCare Corp.
Senior Campus Living Inc.
Eatontown Nursing Home
Arbor Glen of Bridgewater
The Cupola

RECREATION FACILITIES

Hopewell Valley Tennis Club
Hwang Racquet Ball Club
Bay Point Harbor Marina
Dillons Creek Marina
Sun Harbor Marina

AUTO DEALERSHIP

Konner Chevrolet
Brogan Cadillac
Mall Hyundai
RC Chevrolet-Honda-Toyota
Joseph Chevrolet

Attachment: Appraisal Consultants proposal P2P (3929 : Authorize 2016 Appraisal Services for Tax Assessments - Appraisal Consultants Corp.

Resolution (ID # 3923)
January 19, 2016

AUTHORIZE PROFESSIONAL SERVICES AGREEMENT IN EXCESS OF $17,500.00 - 2016 APPRAISAL SERVICES FOR TAX ASSESSMENTS -SODANO APPRAISAL SERVICES, LLC - NOT TO EXCEED $30,000.00

WHEREAS, the City of Summit has a need to acquire professional valuation services for anticipated 2016 tax appeals, added and partial assessments and consulting services as a non-fair and open contract pursuant to the provisions N.J.S.A. 19:44A-20.5, and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed $17,500.00, and

WHEREAS, the anticipated term of this contract is from January 1 through December 31, 2016, and

WHEREAS, Sodano Appraisal Services, LLC has submitted a proposal dated November 19, 2015 indicating it will provide appraisal consultant services for $175 per hour for partner/s and $150 per hour for associate/s. Appraiser shall be reimbursed at cost for expenses incurred for duplication, filing fees, and other reasonable out of pocket expenses advanced and/or incurred by them. Appraiser shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Professional and or/their associated Firm in connection with the services provided, and shall include, but not be limited to telegrams, faxes and long distance (Out-of-State) telephone calls; payment of filing, application fees, review fees and similar charges; computer expenses including time and proprietary program charges; outside printing, reproduction, binding, collating and other graphic services; messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items; with said costs estimated by the City Treasurer not to exceed $30,000, and

WHEREAS, Sodano Appraisal Services, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Sodano Appraisal Services, LLC has not made any reportable contributions to a political or candidate committee in the City of Summit in the previous one year, and that the contract will prohibit Sodano Appraisal Services, LLC from making any reportable contributions to a political or candidate committee in the City of Summit through the term of the contract, and

WHEREAS, project specific invoices will be provided by the vendor upon assignment of individual projects to be determined during the term of the 2016 contract, and funds will be certified upon inclusion in and adoption of the 2016 Operating Budget, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the

resolution authorizing the award contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection, and

WHEREAS, the City Treasurer has advised that this contract award complies with the Local Public Contracts Law.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

. That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with Sodano Appraisal Services, LLC, 518 Green Village Road, Green Village, New Jersey 07935, as described herein.

. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because Sodano Appraisal Services, LLC employs individual/s licensed by the State of New Jersey as a Certified General Appraiser.

. That Sodano Appraisal Services, LLC shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements.

. A notice of this action shall be published in the Union County Local Source.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

City Administrator's Office
R - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3923)

DOC ID: 3923

TO: Mayor and Common Council

FROM: Michael Rogers, City Administrator

DATE: December 23, 2015

SUMMARY

The Tax Assessor periodically hires professional appraisers in the City's defense of homeowner appeals. Typically, appraisers have an expertise in either commercial or residential properties, so several firms are utilized to cover the various cases as they arise.

This resolution establishes these firms as appraisers for the City, to be used on an "as needed" basis. While it is not expected that each appraiser's fees will approach the $30,000 threshold, many times "trial ready" appraisals are ordered by the judge, which require a more detailed and time-consuming analysis. By establishing a higher threshold, the Assessor's office has the flexibility to assign the work as it arises throughout the year.

518 Green Village Road
Green Village, NJ 07935

Sodano Appraisal Services LLC

Over 35 years of appraisal experience

November 19, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

Sodano Appraisal Services LLC is located at 518 Green Village Road, Green Village, NJ. I am the Managing Partner in the firm that has one staff appraiser, Jody Gordon. I am responsible for all Tax Appeal assignments and court testimony. I have been an active residential real estate appraiser since 1977 obtaining the SRA designation in 1983. I have 38 years of experience in residential assignments within the City of Summit. I started my own firm in July 2014 after 34 years as a partner in a local appraisal firm.

References:
Mary Jo Herr- Lois Schneider Realtors
Bob Bourne, Bourne, Noll and Kenyon
Scott Terry, Lindabury, McCormack, Estabrook and Cooper.

There are no judgments against the firm, either present or in the past.

The intent of employment is to assist the City of Summit, Tim O'Connor (Assessor) and Wil Rogers of Skoloff and Wolfe in defending tax appeals on special residential cases.

There are no family members employed, elected or appointed to positions in the City of Summit.

Sincerely,

Joseph T. Sodano SRA,SCRREA,SCRP
Managing Partner

908.451.243
WWW.SODANOAPPRAISALSERVICES.COM
973.966.0810 - Office/Fax

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

518 Green Village Road
Green Village, NJ 07935

Sodano Appraisal Services LLC

Over 35 years of appraisal experience

November 19, 2015

RECEIVED
NOV 20 2015
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901
Dear Mr. Rogers:

The undersigned has reviewed its Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Summit ("City"), dated November 9, 2015, in connection with the City's need for **APPRAISAL SERVICES FOR TAX ASSESSMENTS.**

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon the express understanding that any false statement may result in the disqualification of Sodano Appraisal Services, LLC.

Joseph T. Sodano, SRA, SCRREA, SCRP
Managing Partner
Sodano Appraisal Services, LLC

Dated: 11/19/2015

908.451.24
WWW.SODANOAPPRAISALSERVICES.COM
973.966.0810 - Office/Fax

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

518 Green Village Road
Green Village, NJ 07935

Sodano Appraisal Services LLC

Over 35 years of appraisal experience

12/28/15

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers,

The undersigned, as Respondent, has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), dated 12/28/2015 in connection with the City's need for APPRAISAL SERVICES FOR TAX ASSESSMENTS.

Joseph T. Sodano/Sodano Appraisal Services, LLC, HEREBY STATES:

1) The Qualification Statement contains accurate, factual and complete information.
2) Joseph T. Sodano agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.
3) Joseph T. Sodano acknowledges that all costs incurred by him in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4) Joseph T. Sodano hereby declares that the only person participating in this Qualification Statement as Principal is named herein and that no person other than those mentioned has any participation in the Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. Joseph T. Sodano declares that this Qualification Statement, except as expressly set forth below and that is has been prepared and has been submitted in good faith and without collusion or fraud.

908.451.24
WWW.SODANOAPPRAISALSERVICES.COM
97

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

5) Joseph T. Sodano acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgement). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
6) Joseph T. Sodano acknowledges that any contract executed with respect to the provision of APPRAISL SERVICES FOR TAX ASSESSMENTS must comply with all applicable local, State and Federal laws, regulations and requirements. Respondents hereby agrees to take such actions as are required in order to comply with all such applicable laws, regulations and requirements.

Joseph Sodano

Name: Joseph T. Sodano, Managing Partner
Sodano Appraisal Services, LLC

Dated: 1/1/16

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

QUALIFICATIONS OF
JOSEPH T. SODANO, SRA, SCRREA, CRP
REAL ESTATE APPRAISER AND CONSULTANT

EDUCATIONAL BACKGROUND:

University of South Carolina, Columbia, South Carolina, Bachelor of Arts in History and Political Science Minor
Society of Real Estate Appraisers, Course 101, Upsala College
Society of Real Estate Appraisers, R-2 Examination
Professional School of Business – Residential Real Estate Appraising
County College of Morris – Real Estate Sales
Fairleigh Dickinson University, Madison Campus – Computer Processing
Various Real Estate Appraisal Courses and Seminars, sponsored by the Society of Real Estate Appraisers
Employee Relocation Council – Relocation Conference, 7/1987, 5/1990 5/1991, 5/1997, 10/1997, 5/2000, 3/2001, 2/2002, 4/2002, 4/2004, 5/2004
Chairman – Society of Real Estate Appraisers Conference "Freshwater Wetlands" Sponsored by North Jersey Chapter No. 37, SREA and New Jersey Department of Environmental Protection, April 14, 1988
SREA New York Chapter Sponsored – Uniform Small Residential Income Appraisal Report, August 1989
Advanced Appraisers Techniques on Employee Relocation sponsored by The Relocation Institute, December 8, 1989
Chairman – Appraisal Institute Conference "Land and Restrictions On Its Use" Sponsored by North Jersey Chapter Of The Appraisal Institute and The Association of New Jersey Environmental Commissions – June 18, 1992
Appraisal Reporting of Complex Residential Properties, Sponsored by Metro New Jersey Chapter of the Appraisal Institute – April 1993
Applied Sales Comparison Approach, Sponsored by the Metro New Jersey Chapter of the Appraisal Institute – May, 1993
Partners for Progress, The Associates, September, 1994, 1995, 1996
Report Writing Techniques & ERC Form – PHH Network Services, November 1994
CE 101-How to Complete FHA Appraisals, Business Learning School, December, 1994
Princeton Conference, Sponsored by the Metro New Jersey Chapter of the Appraisal Institute, June 1993 to 2009 Vice Chairman 1995
Property Values in Urban Areas, Sponsored by the Metro New Jersey Chapter of The Appraisal Institute, September 28, 1995
Cendant Appraiser/Supplier Conference, 9/98, 9/99
Standards of Professional Practice, Parts A & B, Sponsored by the Metro New Jersey Chapter of the Appraisal Institute, 1995, 2001, 2005, 2007
Standards of Professional Practice, Appraisal Institute, 10/09
Business Practices and Ethnics, Appraisal Institute, 11/08
Residential Sales Comparison and Income Approach, 11/08
Relocation Appraiser Training, 2/07
Residential Design & Functional Utility, Appraisal Institute, 3/07
Residential "Introduction to Green Buildings", 11/13

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

QUALIFICATIONS OF

JOSEPH T. SODANO, SRA, SCRREA, CRP
REAL ESTATE APPRAISER AND CONSULTANT
PAGE 2

PROFESSIONAL AFFILIATIONS:

SRA – Senior Residential Appraiser – Appraisal Institute, 1983
SCRREA – N.J. State Certified Residential Real Estate Appraiser
N.J. License #42RC00013700
HUD Approved Appraiser
SCRP – Senior Certified Relocation Professional – Employee Relocation Council, 1990
Licensed Real Estate Salesman, State of New Jersey
Past President, Metro New Jersey Chapter of the Appraisal Institute
Chairperson, Cendant Mobility Appraiser Advisory Board, 1998, 1999
Board Member, Estate Planners Council of Northern New Jersey, 2002/2003
Past President, Relocation Appraisers and Consultants 2012

ASSOCIATION MEMBERSHIPS:

Worldwide *Employee Relocation Council (WERC)*
Relocation Appraisers and Consultants (RAC)
Tri-State Relocation Services
New Jersey Relocation Council
Estate Planners Council of Northern New Jersey
Realtor Associate, Garden State MLS Board of Realtors

QUALIFIED BEFORE THE FOLLOWING COURTS:

Morris County, Union County, Somerset County, Hunterdon County, Essex County and Ocean County. State of NJ Tax Court.

GENERAL EXPERIENCE:

9/1977 TO 11/1980. Office Manager and Real Estate Appraiser for L.R. Sullivan Associates, Madison, New Jersey.

11/1980 TO 6/2014:Real Estate Appraiser – Consultant and Officer of Professional Appraisal Associates®, since 1980, specializing in realty appraisals of all type properties, property tax consulting with respect to county and state tax boards, as well as other real estate advisory services, with offices located in Summit, NJ.

PRESENT: 7/1/2014 to present: *Managing Partner in Sodano Appraisal Services, LLC*

FNMAE Approved #1198239 Level 1

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

APPENDIX C

PAYMENT CONDITIONS AND RATE SCHEDULES

1. The hourly rate for **2016 APPRAISAL SERVICES FOR TAX ASSESSMENTS** shall be One Hundred Seventy-Five Dollars ($175.00) an hour for partner/s and One Hundred Fifty Dollars ($150.00) an hour for associate/s.

2. Appraiser shall be reimbursed at cost for expenses incurred for duplication, filing fees, and other reasonable out-of-pocket expenses advanced and/or incurred by them. Appraiser shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Professional and or/their associated Firm in connection with the services provided, and shall include, but not be limited to:

   a. Telegrams, faxes and long distance (Out-of-State) telephone calls;
   b. Payment of filing, application fees, review fees and similar charges;
   c. Computer expenses including time and proprietary program charges;
   d. Outside printing, reproduction, binding, collating and other graphic services;
   e. Messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items.

3. Monthly invoices shall be submitted detailing all services performed.

Signature: The undersigned hereby acknowledges and accepts the established payment terms.

Name of Respondent/Firm: Sodano Appraisal Services LLC

Print name and title: Joseph T. Sodano Managing Partner

Signature: _____ Date: 12/30/15

ATTEST:

_____

Witness

Sworn to and subscribed before me this 28 day of December 2015

ELIZABETH A. STINER
Notary Public of New Jersey
Commission Expires 05/27/2019

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF SUMMIT – 2016

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *(name of business entity)* Sodano Appraisal Services LLC has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding *(date of scheduled award by the governing body* **TO BE COMPLETED BY CITY***)* _____, 2016, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF SUMMIT** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

• Summit Municipal Democratic Committee (Mayor Nora Radest, Council members B. David Naidu, Richard Sun)	• Nora Radest for Mayor
	• McTernan for Council
	• New Jersey State Democratic Committee
• Summit Republican City Committee (Council members Patrick Hurley, Sandra Lizza, Mike McTernan, Mary Ogden, Robert Rubino)	• Naidu for Council
	• Dickson, Smith, Dill and Ogden
	• Rubino for Council
	• Sun for Summit Council

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 ☒ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Joseph T. Sodano	7935

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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: Sodano Appraisal Services, LLC
Signed: [signature] Title: Managing Member
Print Name: Joseph T. Sodano Date: 1/11/16

Subscribed and sworn before me this 11 day of January, 2016
My Commission expires:

KERLINE B. GOURDET
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES FEB. 8, 2017

[signature] (Affiant)
Joseph T. Sodano
(Print name & title of affiant) (Corporate Seal)
Managing Member

H:\CoS Shared Files\Purchasing Manual\Pay to Play forms\Pay to Play Business Disclosure Cert 2016.doc

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

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 City of Summit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Sodano Appraisal Services, LLC		
Address:	518 Green Village Rd		
City:	Green Village	State: NJ	Zip: 07935

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	Printed Name	Title
	Joseph T. Sodano	Managing Member

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 .

Contributor Name	Recipient Name	Date	Dollar Amount
Sodano Appraisal Services	NONE	N/A	$ 0

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

DOUBLE SIDED DOCUMENT

I:\CLERK\CONTRACT\Pay to Play\PCD form - Vendor.doc

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

APPENDIX F

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
☐ Limited Partnership
☐ Subchapter S Corporation
☐ Corporation
☒ Limited Liability Company
☐ Sole Proprietorship
☐ Limited Liability Partnership

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

Stockholders:

Name: Joseph T. Sodano Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:

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CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

Subscribed and sworn before me this 1 day of JANUARY, 2016

(Notary Public) Elizabeth A. Stiner

My Commission expires:

ELIZABETH A. STINER
Notary Public of New Jersey
Commission Expires 05/27/2019

(Affiant)

Joseph T. Sodano Managing Partner
(Print name & title of affiant)
(Corporate Seal)

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/19/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

StateFarm

Mary A. Comito, Agent
340 Main Street
Madison, NJ 07940

CONTACT NAME:
PHONE (A/C, No, Ext): 973-377-3424 FAX (A/C, No): 973-377-4420
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B : State Farm Indemnity Insurance Company	43796
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Sodano Appraisals Services, LLC
Joseph T. Sodano
518 Green Village Rd.
Green Village, NJ 07935-3009

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY	Y		90-BX-Z787-4	01/13/2015	01/13/2016	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$ 1,000,000
	[ ] POLICY [ ] PRO-JECT [ ] LOC						GENERAL AGGREGATE	$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY	Y		081 7906-D15-30A-001	10/15/2015	04/15/2016	COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$ 1,000,000
	[ ] ALL OWNED AUTOS [X] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$ 1,000,000
	[ ] HIRED AUTOS [X] NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$ 250,000
								$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Summit
512 Springfield Ave.
Summit, NJ 07901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE Mary A. Comito

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Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

GREAT AMERICAN INSURANCE GROUP
301 E. Fourth Street, Cincinnati, OH 45202

DECLARATIONS
for
REAL ESTATE PROFESSIONAL LIABILITY INSURANCE POLICY

THIS IS A CLAIMS MADE INSURANCE POLICY.

THIS POLICY APPLIES ONLY TO THOSE CLAIMS THAT ARE FIRST MADE AGAINST AN INSURED DURING THE POLICY PERIOD. ALL CLAIMS MUST BE REPORTED IN WRITING TO THE COMPANY DURING THE POLICY PERIOD OR WITHIN SIXTY (60) DAYS AFTER THE END OF THE POLICY PERIOD.

Insurance is afforded by the company indicated below: (A capital stock corporation)

☒ Great American Assurance Company

Note: The Insurance Company selected above shall herein be referred to as the **Company**.

Policy Number: **RAB3873255-15** Renewal of: **RAB3873255-14**

Program Administrator: **Herbert H. Landy Insurance Agency Inc.**
75 Second Ave Suite 410
Needham, MA 02494-2876

Item 1. **Named Insured**: **Sodano Appraisal Services, LLC**

Item 2. **Address**: **518 Green Village Rd**

City, State, Zip Code: **Green Village, NJ 07935**

Attn:

Item 3. **Policy Period**: From **08/28/2015** *(Month, Day, Year)* To **08/28/2016** *(Month, Day, Year)*
(Both dates at 12:01 a.m. Standard Time at the address of the **Named Insured** as stated in Item 2.)

Item 4. **Limits of Liability**: **(inclusive of claim expenses):**
- **A. $ 1,000,000 Limit of Liability - Each Claim**
- **B. $ 2,000,000 Limit of Liability - Policy Aggregate**
- **C. $ 250,000 Limit of Liability - Fair Housing Claims**
- **D. $ 100,000 Limit of Liability - Fungi Claims**

Item 5. **Deductible** : **(inclusive of claim expense): $ 2,500 Each Claim**

Item 6. **Premium**: $ **1,533.00** **Additional 0.9% NJ Guaranty Fund Surcharge $13.80**

Item 7. **Retroactive Date** (if applicable): **08/28/2014**

Item 8. **Forms, Notices and Endorsements attached**:
D43100 (05/13) D43300 NJ (05 13)
D43425 (05/13) D43421 (05/13) D43432 (05/13)
D43427 (05/13)

Betsy A. Magnuson
Authorized Representative

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StateFarm

STATE FARM FIRE AND CASUALTY COMPANY
A STOCK COMPANY WITH HOME OFFICES IN BLOOMINGTON, ILLINOIS

3 Ravinia Drive
Atlanta GA 30346-2117

DECLARATIONS COVERAGE SUMMARY DEC

Policy Number	90-BX-Z787-4	
Policy Period	**Effective Date**	**Expiration Date**
12 Months	JAN 13 2016	JAN 13 2017

The policy period begins and ends at 12:01 am standard time at the premises location.

M-17-9EE3-FA9D F U

001207 3123

Addl Insured-Section II Only

CITY OF SUMMIT
512 SPRINGFIELD AVE
SUMMIT NJ 07901-2607

Named Insured
SODANO APPRAISALS SERVICES LLC
518 GREEN VILLAGE RD
GREEN VILLAGE NJ 07935-3009

Office Policy

Automatic Renewal - If the **policy period** is shown as **12 months**, this policy will be renewed automatically subject to the premiums, rules a forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice compliance with the policy provisions or as required by law.

Entity: Limited Liability Company

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SUMMIT, N.J.

Policy Premium Minimum Premium	$	325.00
NJ Surcharge	$	3.00
Total Amount	$	328.00

Discounts Applied:
Years in Business

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DEC 03 2015
CMP-4000

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Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

DECLARATIONS (CONTINUED)

Office Policy for CITY OF SUMMIT
Policy Number 90-BX-Z787-4

SECTION I - PROPERTY SCHEDULE

Location Number	Location of Described Premises	Limit of Insurance* Coverage A - Buildings	Limit of Insurance* Coverage B - Business Personal Property	Seasonal Increase- Business Personal Property
001	518 GREEN VILLAGE RD GREEN VILLAGE NJ 07935-3009	No Coverage	$ 10,100	25%

* As of the effective date of this policy, the Limit of Insurance as shown includes any increase in the limit due to Inflation Covera

SECTION I - INFLATION COVERAGE INDEX(ES)

Cov A - Inflation Coverage Index: N/A
Cov B - Consumer Price Index: 238.7

SECTION I - DEDUCTIBLES

Basic Deductible $1,000

Special Deductibles:

Money and Securities	$250	Employee Dishonesty	$250
Equipment Breakdown	$1,000		

Other deductibles may apply - refer to policy.

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StateFarm

DECLARATIONS (CONTINUED)

Office Policy for CITY OF SUMMIT
Policy Number 90-BX-Z787-4

SECTION I - EXTENSIONS OF COVERAGE - LIMIT OF INSURANCE - EACH DESCRIBED PREMISES

The coverages and corresponding limits shown below apply separately to each described premises shown in these Declarations, unless indicated by "See Schedule." If a coverage does not have a corresponding limit shown below, but has "Included" indicated, please refer to that policy provision for an explanation of that coverage.

COVERAGE	LIMIT OF INSURANCE
Accounts Receivable	
On Premises	$50,000
Off Premises	$15,000
Arson Reward	$5,000
Back-Up Of Sewer Or Drain	$15,000
Collapse	Included
Damage To Non-Owned Buildings From Theft, Burglary Or Robbery	Coverage B Limit
Debris Removal	25% of covered loss
Equipment Breakdown	Included
Fire Department Service Charge	$5,000
Fire Extinguisher Systems Recharge Expense	$5,000
Forgery Or Alteration	$10,000
Glass Expenses	Included
Increased Cost Of Construction And Demolition Costs (applies only when buildings are insured on a replacement cost basis)	10%
Money And Securities (Off Premises)	$5,000
Money And Securities (On Premises)	$10,000
Money Orders And Counterfeit Money	$1,000
Newly Acquired Business Personal Property (applies only if this policy provides Coverage B - Business Personal Property)	$100,000
Newly Acquired Or Constructed Buildings (applies only if this policy provides Coverage A - Buildings)	$250,000

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DECLARATIONS (CONTINUED)

Office Policy for CITY OF SUMMIT
Policy Number 90-BX-Z787-4

Ordinance Or Law - Equipment Coverage	Included
Outdoor Property	$5,000
Personal Effects (applies only to those premises provided Coverage B - Business Personal Property)	$5,000
Personal Property Off Premises	$15,000
Pollutant Clean Up And Removal	$10,000
Preservation Of Property	30 Days
Property Of Others (applies only to those premises provided Coverage B - Business Personal Property)	$2,500
Signs	$2,500
Unauthorized Business Card Use	$5,000
Valuable Papers And Records	
On Premises	$50,000
Off Premises	$15,000
Water Damage, Other Liquids, Powder Or Molten Material Damage	Included

SECTION I - EXTENSIONS OF COVERAGE - LIMIT OF INSURANCE - PER POLICY

The coverages and corresponding limits shown below are the most we will pay regardless of the number of described premises shown in these Declarations.

COVERAGE	LIMIT OF INSURANCE
Dependent Property - Loss Of Income	$5,000
Employee Dishonesty	$10,000
Utility Interruption - Loss Of Income	$10,000
Loss Of Income And Extra Expense	Actual Loss Sustained - 12 Months

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StateFarm

DECLARATIONS (CONTINUED)

Office Policy for CITY OF SUMMIT
Policy Number 90-BX-Z787-4

SECTION II - LIABILITY

COVERAGE	LIMIT OF INSURANCE
Coverage L - Business Liability	$1,000,000
Coverage M - Medical Expenses (Any One Person)	$5,000
Damage To Premises Rented To You	$300,000

AGGREGATE LIMITS	LIMIT OF INSURANCE
Products/Completed Operations Aggregate	$2,000,000

Each paid claim for Liability Coverage reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II - Liability in the Coverage Form and any attached endorsements.

Your policy consists of these Declarations, the BUSINESSOWNERS COVERAGE FORM shown below, and any other forms and endorsements that apply, including those shown below as well as those issued subsequent to the issuance of this policy.

FORMS AND ENDORSEMENTS

CMP-4100	Businessowners Coverage Form
CMP-4705	Loss of Income & Extra Expnse
CMP-4230	Amendatory Endorsement
CMP-4710	Employee Dishonesty
CMP-4806	Fungus Limited Cov $10,000
CMP-4819.1	Unauthorized Business Card Use
CMP-4706	Back-Up of Sewer or Drain
CMP-4704	Dependent Prop Loss of Income
CMP-4709	Money and Securities
CMP-4703	Utility Interruption Loss Incm
FE-6999.2	Terrorism Insurance Cov Notice
CMP-4786	Addl Insd Owners Lessee Sched
FD-6007	Inland Marine Attach Dec

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DECLARATIONS (CONTINUED)

Office Policy for CITY OF SUMMIT
Policy Number 90-BX-Z787-4

This policy is issued by the State Farm Fire and Casualty Company.

Participating Policy

You are entitled to participate in a distribution of the earnings of the company as determined by our Board of Directors in accordance with the Company's Articles of Incorporation, as amended.

In Witness Whereof, the State Farm Fire and Casualty Company has caused this policy to be signed by its President and Secretary at Bloomington, Illinois.

Lynne M. Yousell
Secretary

Michael T. Tipton
President

Prepared
DEC 03 2015
CMP-4000

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StateFarm

STATE FARM FIRE AND CASUALTY COMPANY
A STOCK COMPANY WITH HOME OFFICES IN BLOOMINGTON, ILLINOIS

3 Ravinia Drive
Atlanta GA 30346-2117

INLAND MARINE ATTACHING DECLARA

Policy Number	90-BX-Z787-4	
Policy Period	**Effective Date**	**Expiration Dat**
12 Months	JAN 13 2016	JAN 13 2017

The policy period begins and ends at 12:01 am standard time at the premises location.

M-17-9EE3-FA9D F U

Named Insured

SODANO APPRAISALS SERVICES
LLC
518 GREEN VILLAGE RD
GREEN VILLAGE NJ 07935-3009

ATTACHING INLAND MARINE

Automatic Renewal - If the **policy period** is shown as **12 months** , this policy will be renewed automatically subject to the premiums, rules a forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice compliance with the policy provisions or as required by law.

Annual Policy Premium Included

The above Premium Amount is included in the Policy Premium shown on the Declarations.

Your policy consists of these Declarations, the INLAND MARINE CONDITIONS shown below, and any other forms and endorsements that apply, including those shown below as well as those issued subsequent to the issuance of this policy.

Forms, Options, and Endorsements

FE-8743	Inland Marine Computer Prop
FE-8739	Inland Marine Conditions

See Reverse for Schedule Page with Limits

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DEC 03 2015
FD-6007

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ATTACHING INLAND MARINE SCHEDULE PAGE

ATTACHING INLAND MARINE

ENDORSEMENT NUMBER	COVERAGE	LIMIT OF INSURANCE	DEDUCTIBLE AMOUNT	ANNUAL PREMIUM
FE-8743	Inland Marine Computer Prop	$ 25,000	$ 500	Included
	Loss of Income and Extra Expense	$ 25,000		Included

OTHER LIMITS AND EXCLUSIONS MAY APPLY - REFER TO YOUR POLICY

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530-686 a.2 05-31-2011 (o1f3233c)

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CMP-4786 ADDITIONAL INSURED — OWNERS, LESSEES, OR CONTRACTORS (Scheduled)

This endorsement modifies insurance provided under the following:
BUSINESSOWNERS COVERAGE FORM

SCHEDULE

Policy Number: 90-BX-Z787-4

Named Insured:

SODANO APPRAISALS SERVICES
LLC
518 GREEN VILLAGE RD
GREEN VILLAGE NJ 07935-3009

Name And Address Of Additional Insured Person Or Organization:

CITY OF SUMMIT
512 SPRINGFIELD AVE
SUMMIT NJ 07901-2607

1. **SECTION II — WHO IS AN INSURED** of **SECTION II — LIABILITY** is amended to include, as an additional insured, any person or organization shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" caused, in whole or in part, by:
   a. **Ongoing Operations**
      (1) Your acts or omissions; or
      (2) The acts or omissions of those acting on your behalf;

      in the performance of your ongoing operations for that additional insured; or
   b. **Products-Completed Operations**
      "Your work" performed for that additional insured and included in the "products-completed operations hazard".
2. Any insurance provided to the additional insured shall only apply with respect to a claim made or a "suit" brought for damages for which you are provided coverage.
3. Primary Insurance. The insurance afforded the additional insured shall be primary insurance. Any insurance carried by the additional insured shall be noncontributory with respect to coverage provided by you.

There will be no refund of premium in the event this endorsement is cancelled.

All other policy provisions apply.

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Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Real Estate Appraisers Board

HAS CERTIFIED

JOSEPH T. SODANO
518 GREEN VILLAGE RD
GREEN VILLAGE NJ 07935-3009

FOR PRACTICE IN NEW JERSEY AS A(N): Cert Residential Appraiser

10/29/2015 TO 12/31/2017
VALID

Signature of Licentiate/Registrant/Certificate Holder

42RC00013700
LICENSE,REGISTRATION/CERTIFICATION #

ACTING DIRECTOR

Attachment: Sodano Appraisal Svcs proposal P2P.1 (3923 : Authorize Professional Svcs > $17,500.00-2016 Appraisal Services-Tax

Resolution (ID # 3928)
January 19, 2016

AUTHORIZE 2016 APPRAISAL SERVICES FOR TAX ASSESSMENTS - INTEGRA REALTY RESOURCES-NORTHERN NEW JERSEY - NOT TO EXCEED $30,000.00

WHEREAS, the City of Summit has a need to acquire professional valuation services for anticipated 2016 tax appeals, added and partial assessments and consulting services as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, and

WHEREAS, the anticipated term of this contract is from January 1 through December 31, 2016, and

WHEREAS, Integra Realty Resources has submitted a proposal dated November 19, 2015 indicating it will provide appraisal consultant services for $175 per hour for partner/s and $150 per hour for associate/s. Appraiser shall be reimbursed at cost for expenses incurred for duplication, filing fees, and other reasonable out of pocket expenses advanced and/or incurred by them. Appraiser shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Professional and or/their associated Firm in connection with the services provided, and shall include, but not be limited to telegrams, faxes and long distance (Out-of-State) telephone calls; payment of filing, application fees, review fees and similar charges; computer expenses including time and proprietary program charges; outside printing, reproduction, binding, collating and other graphic services; messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items; with said costs estimated by the City Treasurer not to exceed $30,000, and

WHEREAS, project specific invoices will be provided by the vendor upon assignment of individual projects to be determined during the term of the 2016 contract, and funds will be certified upon inclusion in and adoption of the 2016 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with Integra Realty Resources, 80 S. Jefferson Road, 2nd Floor, Whippany, New Jersey 07981, as described herein.

2. That Integra Realty Resources shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

City Administrator's Office
R - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3928)

DOC ID: 3928

TO: Mayor and Common Council

FROM: Michael Rogers, City Administrator

DATE: December 23, 2015

The Tax Assessor periodically hires professional appraisers in the City's defense of homeowner appeals. Typically, appraisers have an expertise in either commercial or residential properties, so several firms are utilized to cover the various cases as they arise.

This resolution establishes these firms as appraisers for the City, to be used on an "as needed" basis. While it is not expected that each appraiser's fees will approach the $30,000 threshold, many times "trial ready" appraisals are ordered by the judge, which require a more detailed and time-consuming analysis. By establishing a higher threshold, the Assessor's office has the flexibility to assign the work as it arises throughout the year.

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
2nd Floor
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999
info@irr.com
www.irr.com

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

November 4, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Re: 2016 Appraisal Services for Tax Assessment
City of Summit
County of Union, New Jersey

Dear Mr. Rogers:

As requested via the City of Summit web site, I am pleased to submit a qualifications statement, as well as other supporting documentation, to provide real estate appraisal analysis and consulting in the service of the City of Summit for tax appeal and tax consulting purposes.

We are a diversified real estate appraisal and consulting firm with a strong concentration in litigation appraisal, expert testimony, and a well established reputation for excellence in the legal and real estate communities. We have been advising the City of Summit with regard to tax appeal litigation 2005±.

We currently serve as appraisal consultant to numerous municipalities, including Mt. Olive Twp., Morristown, Morris Plains Borough, Jefferson Twp., Butler Borough, Hanover Twp., etc. Our office also provides general valuation and consulting services for all property types in all of New Jersey.

We would generally propose two-stage appraisal assignments for most assignments. The first would be a limited scope, preliminary appraisal analysis intended to evaluate a case and to be used for negotiating purposes. Only if acceptable terms are not reached and a formal trial is necessary would we proceed to the second stage, being the development of a trial-ready report to be used in conjunction with testimony at any necessary hearings or trial.

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
2nd Floor
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999
info@irr.com
www.irr.com

RECEIVED
NOV - 6 2015
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

November 4, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Re: 2015 Appraisal Services for Tax Assessment
City of Summit
County of Union, New Jersey

Dear Mr. Rogers:

As requested via the City of Summit web site, I am pleased to submit a qualifications statement, as well as other supporting documentation, to provide real estate appraisal analysis and consulting in the service of the City of Summit for tax appeal and tax consulting purposes.

We are a diversified real estate appraisal and consulting firm with a strong concentration in litigation appraisal, expert testimony, and a well established reputation for excellence in the legal and real estate communities. We have been advising the City of Summit with regard to tax appeal litigation 2005±.

We currently serve as appraisal consultant to numerous municipalities, including Mt. Olive Twp., Morristown, Morris Plains Borough, Jefferson Twp., Butler Borough, Hanover Twp., etc. Our office also provides general valuation and consulting services for all property types in all of New Jersey.

We would generally propose two-stage appraisal assignments for most assignments. The first would be a limited scope, preliminary appraisal analysis intended to evaluate a case and to be used for negotiating purposes. Only if acceptable terms are not reached and a formal trial is necessary would we proceed to the second stage, being the development of a trial-ready report to be used in conjunction with testimony at any necessary hearings or trial.

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Thank you for your consideration in this matter. I look forward to speaking with you again to discuss this assignment further, and to working with you again. If you have any questions or require further information, or would like to discuss this proposal further, please call me at (973) 538-3188 on extension 103, or John Gillooly, MRICS, SCGREA, CTA, on extension 106.

Very truly yours,

INTEGRA REALTY RESOURCES –
NORTHERN NEW JERSEY

Barry J. Krauser, MAI, CRE, FRICS
SCGREA License No. RG 00452

Matthew S. Krauser, CRE, FRICS
SCGREA License No. RG 01912

BJK/MSK/dmd

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

ADMINISTRATIVE INFORMATION
REQUIREMENTS SECTION 3.2

1. See attached

2. See attached

3. Integra Krauser & Cirz d/b/a Integra Realty Resources NNJ
80 S. Jefferson Road
Suite 204
Whippany, New Jersey 07981-1038
Phone #: 973-538-3188
Contacts: Barry J. Krauser, MAI, CRE, FRICS (ext. 103)
John Gillooly, MRICS, SCGREA, CTA (ext. 106)
Matthew S. Krauser, CRE, FRICS (ext. 107)
Fax #: 973-515-2999
Email: bkrauser@irr.com; jgillooly@irr.com; mkrauser@irr.com

4. "S" Corporation

4A. Raymond T. Cirz (50%)
44 Longview Avenue
Randolph, NJ 07869

Matthew S. Krauser (50%)
40 West Park Place, Unit 404
Morristown, NJ 07960

4B. Not applicable.

4C. None

4D. We have complied with all applicable affirmative action requirements; (for evidence of compliance, see the attached).

5. See attached.

6. See attached.

7. See attached.

8. Integra Krauser & Cirz has been in business since January 1, 1999.

9. Barry Krauser has managed the firm for 50 years (1965±) under various names.

10. None

11. None

12. See attached.

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

ANSWERS TO QUESTIONS – SECTION 3.3

1) a), b), and c)

We have been serving the City of Summit as a real estate appraiser/tax assessment consultant since 2005±. I have had the opportunity to observe the local real estate market for all of those years.

With regard to my professional qualifications, I am a member of the Appraisal Institute, holding the "MAI" designation since 1974; as well as a member of the Counselors of Real Estate, holding the "CRE" designation; as well as a member of the Royal Institute of Chartered Surveyors, holding the "FRICS" designation. I also hold a State Certified General License (SCGREA) to appraise any type of property in the State of New Jersey.

With regard to my background, I have been a litigation oriented appraiser for the past 50± years, specializing in the New Jersey Tax Court appeals since the Court's formation in 1978±, as well as the older version of the Court; the New Jersey Division of Tax Appeals. I have appeared as an expert in the Tax Court on numerous occasions, and I have the experience of analyzing hundreds of different types of properties for tax assessment purposes in throughout northern New Jersey

2) Appraising and consulting work involving tax assessments or any other municipal requests.

3) No work will be subcontracted.

4) No union is involved in a professional service.

5) I am attaching my resume, as well as that of John Gillooly and Matthew Krauser.

6) It is our understanding that the City requires general valuation and assessment advice, as well as the need for formulating written preliminary and/or trial-ready appraisal reports, when required.

7) None

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
2nd Floor
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999
info@irr.com
www.irr.com

November 4, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned has reviewed its Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Summit ("City"), dated November 3, 2015, in connection with the Town's need for Appraisal Services for Tax Assessments.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of Barry J. Krauser and Matthew S. Krauser.

Barry J. Krauser

Matthew S. Krauser

Integra Krauser & Cirz (d/b/a Integra Realty Resources – Northern New Jersey)

Dated: November 4, 2015

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Integra Realty Resources
Northern New Jersey

110 S. Jefferson Road
2nd Floor
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999
info@irr.com
www.irr.com

November 4, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Summit ("City"), dated November 3, 2015, in connection with the Town's need for Appraisal Services for Tax Assessments

.

Barry J. Krauser and Matthew S. Krauser HEREBY STATE:

1. The Qualification Statement contains accurate, factual and complete information.

2. Barry J. Krauser and Matthew S. Krauser agree to participate in good faith in the procurement process as described in the RFQ and to adhere to the Town's procurement schedule.

3. Barry J. Krauser and Matthew S. Krauser acknowledge that all costs incurred by them in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. Barry J. Krauser and Matthew S. Krauser hereby declare that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Town. Barry J. Krauser and Matthew S. Krauser declare that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. Barry J. Krauser and Matthew S. Krauser acknowledge and agree that the Town may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Town shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

6. Barry J. Krauser and Matthew S. Krauser acknowledge that any contract executed with respect to the provision of Appraisal Services for Tax Assessments as Extraordinary Unspecifiable Services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Barry J. Krauser, MAI, CRE, FRICS
Integra Krauser & Cirz
d/b/a Integra Realty Resources – Northern New Jersey

Matthew S. Krauser, CRE, FRICS
Integra Krauser & Cirz
d/b/a Integra Realty Resources – Northern New Jersey

Dated: November 4, 2015

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Certification

CERTIFICATE OF EMPLOYEE INFORMATION REPORT 12084

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-AUG-2013 to 15-AUG-2020

INTEGRA KRAUSER & CIRZ INC.
110 S. JEFFERSON ROAD
WHIPPANY NJ 07981 1038

Andrew P. Sidamon-Erlstoff
State Treasurer

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

APPRAISERS QUALIFICATIONS

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Barry J. Krauser, MAI, CRE, FRICS

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
Suite 204
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999

irr.com

Experience

Barry Krauser is the Executive Director in the firm of INTEGRA REALTY RESOURCES – NORTHERN NEW JERSEY office. He has been actively engaged since 1965 in real estate appraisals and counseling, including property tax consulting, financial studies, market and feasibility studies, and other advisory services. Specialty involves litigation support and consulting, and testimony involving general valuation litigation.

His appraisal experience has generally included a wide variety of assignments, including many large tracts of land ranging from small acreage up to 5,000+ acres; a wide variety of commercial and industrial properties; navigation easements, sewer easements, air rights; special purpose properties such as nurseries, nursing homes, automobile agencies, funeral homes, airports, marinas, ski lodges, etc., with most assignments being litigation oriented. Consultant to a great many municipalities, public bodies and industries on a wide variety of real estate matters.

Professional Activities & Affiliations

Former Member of Supreme Court Committee on the NJ Tax Court
National Governing Counsel
National Board of Directors
Member: New Jersey State Board of Real Estate Appraisers
Member: Morris County Board of Realtors
Member: Liberty Board of Realtors
Member: NCJAR
Appraisal Institute, Member (MAI) Appraisal Institute
Counselor of Real Estate (CRE)
Royal Institute of Chartered Surveyors, Fellow (FRICS)

Licenses

New Jersey, New Jersey Certified General Appraiser, 42RG00045200, Expires December 2015

New Jersey, Real Estate Broker, 7816031, Expires June 2017

Education

B.S. Degree, Fairleigh Dickinson University, Madison, NJ (1964)

Successfully completed numerous real estate and related courses given by the Appraisal Institute and the Society of Real Estate Appraisers, and Fairleigh Dickinson University. Currently certified by the Appraisal Institute's program of continuing education for its designated members.

Qualified Before Courts & Administrative Bodies

Qualified as expert witness in New Jersey Superior Court; New Jersey Tax Court and Federal District Court. Representations in court are approximately divided evenly between property owners and condemning or taxing authorities, with some court appearances being made on behalf of the courts on specific assignments.

bkrauser@irr.com - 973.538.3188 x103

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Matthew S. Krauser, CRE, FRICS

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
Suite 204
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999

irr.com

Experience

Matthew Krauser is the Senior Managing Director in the firm of INTEGRA REALTY RESOURCES-NORTHERN NEW JERSEY/NEW YORK office. He is actively engaged in a wide range of commercial, industrial, and vacant land assignments. He specializes in tax appeal, condemnation, and litigation oriented appraisals, as well as open space/land preservation.

Additionally, he provides corporate clients and institutional investors an array of real estate consulting services on properties located throughout the New Jersey and New York. Prepares and reviews full narrative appraisals, market studies and feasibility assignments to evaluate acquisition and disposition opportunities, as well as for financing, tax appeals, bankruptcy proceedings, condemnation, and asset management purposes. Often acts in a review capacity for large portfolio assignments throughout the United States pertaining to office, multi-family, residential, industrial and retail properties.

Professional Activities & Affiliations

Fellowship of Royal Institute of Chartered Surveyors (FRICS)
Member: Morris County Chamber of Commerce Leadership Program, December 1997 - December 1998
Member: Counselors of Real Estate (CRE) –Vice Chair of NJ Chapter 2014 and 2015

Member: North Central Jersey Association of Realtors
Member: International Right of Way Association

Licenses

New Jersey, Real Estate Salesperson, 9587055, Expires June 2017
New Jersey, State Certified General Appraiser, 42RG00191200, Expires December 2015
New York, State Certified General Real Estate Appraiser, 4600049416, Expires March 2017
Pennsylvania, State Certified General, GA004090, Expires June 2017

Education

Masters of Science – Real Estate, New York University, NY (1999)

B.A. Degree, Speech Communication, Ithaca College, NY (1994)

Appraisal Institute courses:
- Principles of Real Estate Appraisal
- Procedures of Real Estate Appraisal
- Uniform Standards of Professional Appraisal Practice
- Ethics of Real Estate Appraisal
- Basic Income Capitalization
- Report Writing
- General Market Highest and Best

As well as continually attending seminars, lectures and classes related to the appraisal field and real estate industry, in general. Lecturer to Universities and various private companies on real estate issues.

Qualified Before Courts & Administrative Bodies

Qualified expert witness before the NJ Tax Court, NJ Superior Court, various planning boards, commissioner hearings and County Tax Boards.

mkrauser@irr.com- 973.538.3188 x107

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Raymond T. Cirz, MAI, CRE, FRICS

Integra Realty Resources
New York

Eleven Times Square
640 Eighth Avenue, 15th Floor, Suite
New York, NY 10036

T 973.538.3188
F 973.515.2999

irr.com

Experience

Raymond Cirz is the Senior Managing Director in the firm of INTEGRA REALTY RESOURCES – NEW YORK. Actively engaged in real estate valuation and consulting, including acquisition and disposition analyses, portfolio valuations for major public and private institutions, financial analyses, market and feasibility studies and other advisory services.

Experience is concentrated in major domestic and international urban properties including such developments as the Pacific Design Center in Los Angeles, International Place in Boston, the Willard Hotel in Washington DC, and the World Trade Center in New York City. Retail is another area of particular expertise with valuation and consulting expertise involving over 600 regional malls including the Westchester, Mall at Short Hills, Copley Place in Boston, South Street Seaport in New York, and Watertower Place in Chicago.

He currently serves as Chairman of the Board of Integra Realty Resources with 65 offices located throughout the country.

Professional Activities & Affiliations

Member: American Society of Real Estate Counselors CRE
Member: International Council of Shopping Centers
Member: National Council of Real Estate Investment Fiduciaries
Member: Urban Land Institute
Member: National Association of Realtors
Appraisal Institute, Member (MAI) Appraisal Institute
Royal Institute of Chartered Surveyors, Fellow (FRICS) Fellow of the Royal Institute of Chartered Surveyors

Licenses

Connecticut, General Certified Appraiser, RCG0000666, Expires April 2016
Florida, General Certified Appraiser, RZ2205, Expires November 2016
Georgia, General Certified Appraiser, 214086, Expires May 2016
Massachusetts, General Certified Appraiser, 267, Expires May 2016
New Jersey, General Certified Appraiser, RG00418, Expires December 2015
New York, General Certified Appraiser, 46000018410, Expires June 2017
North Carolina, General Certified Appraiser, A7119, Expires June 2016
Pennsylvania, General Certified Appraiser, GA-001706-R, Expires June 2017
South Carolina, General Certified Appraiser, CG6565, Expires June 2016
Missouri, General Certified Appraiser, 2014038954, Expires June 2016

Education

B.S. Degree, Business Management, Fairleigh Dickinson University, Rutherford, New Jersey (1974).
Graduate of New York University's Real Estate Institute, S.C.E., New York, New York (1975).
Successfully completed numerous real estate and related courses and seminars.
Appraisal Institute, accredited universities and others.

rcirz@irr.com - 212.255.7858 x2020

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Raymond T. Cirz, MAI, CRE, FRICS

Education (Cont'd)

Currently certified by the Appraisal Institute's program of continuing education.

Articles and Publications

Co-Author: "Developing a Better Cash Flow Projection," The Appraisal Journal, January 1987

Author: "Valuation and Condominium Conversion", The Appraisal Journal, January 1982
Lecturer/Speaker: "Real Estate Appraisal Principals" course at NY University
Lecturer/Speaker: AICPA National Real Estate Conference, 2004-2007
Lecturer/Speaker: International Council of Shopping Centers, Next Generation, NYC 2009
Lecturer/Speaker: The Counselors of Real Estate, National Meeting, NYC 2009, 2013
Lecturer/Speaker: American Bar Association, Eminent Domain, National Meeting, 2011
Lecturer/Speaker: 14th Annual William H Gindin Bankruptcy Bench Bar Conference
Lecturer/Speaker: 80th Annual International Conference on Assessment Administration, 2014

Author: "Retail Sales Set Rent Levels", Real Estate Issues, July 2012

Qualified Before Courts & Administrative Bodies

Recognized as an expert witness, Mr. Cirz has testified in various courts throughout the country on matters involving bankruptcy, partnership disputes, condemnation, and ad valorum taxation. He has successfully testified in trials where the client has won awards which exceed the equivalent of $100 million. He has extensive experience as a panelist in arbitration matters. Mr. Cirz is a past member of the New Jersey Supreme Court Committee on Taxation.

New York Supreme Court
New Jersey State Tax Court
New Jersey Superior Court
Federal Bankruptcy Court
United States District Court

Miscellaneous

Mr. Cirz is a recognized national expert in the commercial real estate field and has lectured at New York University as well as many professional and educational organizations including the Appraisal Institute, The Counselors of Real Estate, International Council of Shopping Centers, American Bar Association, American Institute of Certified Public Accountants, Rutgers University and New Jersey County Tax Board Associations. He has been interviewed by many national publications including the New York Times, Wall Street Journal, Forbes Magazine, and Bloomberg News and has had articles published in the Appraisal Journal, Real Estate Issues, Real Estate Forum, National Real Estate Investor and Shopping Center World.

rcirz@irr.com - 212.255.7858 x2020

Integra Realty Resources
New York

Eleven Times Square
640 Eighth Avenue, 15th Floor, Suite
New York, NY 10036

T 973.538.3188
F 973.515.2999

irr.com

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

John S. Gillooly, MRICS, SCGREA, CTA

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
Suite 204
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999

irr.com

Experience

John Gillooly is the Director in the firm of INTEGRA REALTY RESOURCES – NORTHERN NEW JERSEY office. He is actively engaged in a wide range of commercial, industrial and residential appraisal assignments. Property types appraised include Full and Limited service hotels and motels, office and industrial buildings, estate property appraisals, subdivision and land development analysis, retail, land conservation, acquisition and preservation.

Assignments include litigation consultation and expert witness testimony in condemnation, property tax assessment, commercial contract disputes, divorce and partitionment litigation, as well as commercial mortgage financing and estate tax valuation, acquisition / disposition analysis, etc.

Professional Activities & Affiliations

Appraisal Institute
Affiliate: Association of Municipal Assessors of NJ
Affiliate: International Association of Assessing Officers
Member: Integra Realty Resources Hospitality Specialty Practice Group
Board of Director: Metro NJ Chapter of the Appraisal Institute
Member: Member: Royal Institute of Chartered Surveyors
Member: International Right of Way Association

Licenses

New Jersey, General Appraiser License, 42RG00140700, Expires December 2015
New Jersey, Real Estate Salesperson, 9233192, Expires June 2017
New Jersey, Certified Tax Assessor,
New York, General Appraiser License, 46000050380, Expires June 2016
Pennsylvania, General Appraiser License, GA004082, Expires June 2017

Education

B.A. in Economics, Rutgers University, Rutgers College, New Brunswick, NJ-January 1989

Appraisal Institute courses:
- Market Studies and H&B Use Analysis
- Report Writing & Valuation Analysis
- Advanced Applications
- Advanced Income Capitalization
- Capitalization Theory & Techniques
- Basic Valuation Procedures
- Principles of Real Estate Appraisal
- Uniform Standards of Professional Appraisal Practice

Rutgers University, Center for Government Services:
- Property Tax Administration
- Real Property Appraisal I & II

Monmouth University - Real Estate Institute:

jgillooly@irr.com - 973.538.3188 x106

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

John S. Gillooly, MRICS, SCGREA, CTA

Education (Cont'd)

- Real Estate Law

Qualified Before Courts & Administrative Bodies

Qualified as expert witness:
- NJ Superior Court Various County Tax Boards
- NJ State Tax Court Various Zoning Boards
- U.S. Federal District Court
- Various Condemnation Commissions

Miscellaneous

Lecturer:
- Valuation of Lodging Property & Segregation of the Value of Real Property from non-Realty Tangible and Intangible Personal Property.

- Impact Analysis of Telecommunications Towers on Valuation of Surrounding Residential Property

jgillooly@irr.com - 973.538.3188 x106

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
Suite 204
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999

irr.com

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Real Estate Appraisers Board

HAS CERTIFIED

JOHN S. GILLOOLY
110 South Jefferson Road
2nd Floor
Whippany NJ 07981

FOR PRACTICE IN NEW JERSEY AS A(N): Certified General Appraiser

11/08/2013 TO 12/31/2015
VALID

42RG00140700
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Real Estate Appraisers Board
HAS CERTIFIED
JOHN S. GILLOOLY
Certified General Appraiser

11/08/2013 TO 12/31/2015
VALID

SIGNATURE

42RG00140700
License/Registration/Certificate #

DIRECTOR

PLEASE DETACH HERE

IF YOUR LICENSE/REGISTRATION/ CERTIFICATE ID CARD IS LOST PLEASE NOTIFY:
Real Estate Appraisers Board
P.O. Box 45032
Newark, NJ 07101

PLEASE DETACH HERE

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

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State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Real Estate Appraisers Board.

HAS CERTIFIED

Matthew S. Krauser
40 W. Park Place
Unit 404
Morristown, NJ 07960

FOR PRACTICE IN NEW JERSEY AS A(N): Certified General Appraiser

11/15/2013 TO 12/31/2015
VALID

42RG00191200
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs
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Real Estate Appraisers Board
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Matthew S. Krauser
Certified General Appraiser

11/15/2013 TO 12/31/2015
VALID

SIGNATURE

42RG00191200

PLEASE DETACH HERE

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CERTIFICATE ID CARD IS LOST
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Newark, NJ 07101

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State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

DCA

THIS IS TO CERTIFY THAT THE
Real Estate Appraisers Board

HAS CERTIFIED

RAYMOND T. CIRZ
110 S. Jefferson Road
Whippany NJ 07981

FOR PRACTICE IN NEW JERSEY AS A(N): Certified General Appraiser

11/04/2013 TO 12/31/2015
VALID

42RG00041800
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
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HAS CERTIFIED
RAYMOND T CIRZ
Certified General Appraiser

11/04/2013 TO 12/31/2015
VALID

SIGNATURE

42RG00041800
License/Registration/Certificate #

DIRECTOR

PLEASE DETACH HERE

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Real Estate Appraisers Board
P.O. Box 45032
Newark, NJ 07101

PLEASE DETACH HERE

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State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

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Real Estate Appraisers Board.

HAS CERTIFIED

Matthew S. Krauser
40 W. Park Place
Unit 404
Morristown, NJ 07960

FOR PRACTICE IN NEW JERSEY AS A(N): Certified General Appraiser

11/15/2013 TO 12/31/2015
VALID

42RG00191200
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
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HAS CERTIFIED
Matthew S. Krauser
Certified General Appraiser

11/15/2013 TO 12/31/2015
VALID

SIGNATURE

42RG00191200
License/Registration/Certificate #

DIRECTOR

PLEASE DETACH HERE

IF YOUR LICENSE/REGISTRATION/ CERTIFICATE ID CARD IS LOST PLEASE NOTIFY:
Real Estate Appraisers Board
P.O. Box 45032
Newark, NJ 07101

PLEASE DETACH HERE

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

APPENDIX A

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
2nd Floor
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999
info@irr.com

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

APPENDIX A

LETTER OF QUALIFICATION

November 4, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned has reviewed its Qualifications Statement in response to the Request for Qualifications (RFQ) issued by the City of Summit ("City"), dated November 3, 2015, in connection with the City's need for **APPRAISAL SERVICES FOR TAX ASSESSMENTS**.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon the express understanding that any false statement may result in the disqualification of Integra Realty Resources NNJ.

[Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.]

Matthew S. Krauser, CRE, FRICS Senior Managing Director Integra Realty Resources NNJ	Barry J. Krauser, MAI, CRE, FRICS Executive Director Integra Realty Resources NNJ

Dated: November 4, 2015

APPENDIX B

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Integra Realty Resources
Northern New Jersey

80 S. Jefferson Road
2nd Floor
Whippany, NJ 07981

T 973.538.3188
F 973.515.2999
info@irr.com

APPENDIX B

LETTER OF INTENT

November 4, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned has reviewed its Qualifications Statement in response to the Request for Qualifications (RFQ) issued by the City of Summit ("City"), dated November 3, 2015, in connection with the City's need for **APPRAISAL SERVICES FOR TAX ASSESSMENTS**.

Integra Realty Resources NNJ HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. Integra Realty Resources NNJ agrees (agree) to participate in good faith in the procurement process
as described in the RFQ and to adhere to the City's procurement schedule.

3. Integra Realty Resources NNJ acknowledges that all costs incurred by (it) them in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

4. Integra Realty Resources NNJ hereby declares (declare) that the only person participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. Integra Realty Resources NNJ declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. Integra Realty Resources NNJ acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

6. Integra Realty Resources NNJ acknowledges that any contract executed with respect to the provision of **APPRAISAL SERVICES FOR TAX ASSESSMENTS** must comply with all applicable local, State and Federal laws, regulations and requirements. Respondent hereby agrees to take such actions as are required in order to comply with all such applicable laws, regulations and requirements.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

Matthew S. Krauser, CRE, FRICS Senior Managing Director Integra Realty Resources NNJ	Barry J. Krauser, MAI, CRE, FRICS Executive Director Integra Realty Resources NNJ

Dated: November 4, 2015

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

APPENDIX C

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

APPENDIX C

PAYMENT CONDITIONS AND RATE SCHEDULES

1. The hourly rate for **2016 APPRAISAL SERVICES FOR TAX ASSESSMENTS** shall be One Hundred Seventy-Five Dollars ($175.00) an hour for partner/s and One Hundred Fifty Dollars ($150.00) an hour for associate/s.

2. Appraiser shall be reimbursed at cost for expenses incurred for duplication, filing fees, and other reasonable out-of-pocket expenses advanced and/or incurred by them. Appraiser shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Professional and or/their associated Firm in connection with the services provided, and shall include, but not be limited to:

   a. Telegrams, faxes and long distance (Out-of-State) telephone calls;
   b. Payment of filing, application fees, review fees and similar charges;
   c. Computer expenses including time and proprietary program charges;
   d. Outside printing, reproduction, binding, collating and other graphic services;
   e. Messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items.

3. Monthly invoices shall be submitted detailing all services performed.

Signature: The undersigned hereby acknowledges and accepts the established payment terms.

Name of Respondent/Firm: Integra Krauser + Co., Inc.

Print name and title: Matthew S. Krauser, Sr. Managing Director

Signature: MSK Date: 11/4/15

ATTEST:
Diane M. Deininger

Witness

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

APPENDIX D

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
INTEGRA KRAUSER & CIRZ, INC.

TRADE NAME:
INTEGRA REALTY RESOURCES NORTHERN N

ADDRESS:
80 S. JEFFERSON ROAD, SUITE 204
WHIPPANY NJ 07981

SEQUENCE NUMBER:
0073541

EFFECTIVE DATE:
10/22/85

ISSUANCE DATE:
08/18/14

Director
New Jersey Division of Revenue

FORM-BRC
(04-08), D2059461V

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF SUMMIT – 2016

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *(name of business entity)* Integra Krauser + Cirz Inc 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 *(date of scheduled award by the governing body* **TO BE COMPLETED BY CITY***)* _____, 2016, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF SUMMIT** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

• Summit Municipal Democratic Committee (Mayor Nora Radest, Council members B. David Naidu, Richard Sun)	• Nora Radest for Mayor
	• McTernan for Council
	• New Jersey State Democratic Committee
• Summit Republican City Committee (Council members Patrick Hurley, Sandra Lizza, Mike McTernan, Mary Ogden, Robert Rubino)	• Naidu for Council
	• Dickson, Smith, Dill and Ogden
	• Rubino for Council
	• Sun for Summit Council

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 ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Raymond Cirz	
Matthew Krauser	

RECEIVED
JAN 11 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

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: Integra Krauser + Cirz Inc. dba Integra Realty Resources NJ
Signed: MKw Title: Senior Managing Director
Print Name: Matthew Krauser Date: 1-8-16

Subscribed and sworn before me this 8th day of January, 2016

My Commission expires: Diane M. Deininger

MKw
(Affiant)
Matthew Krauser – Senior Managing Director
(Print name & title of affiant) (Corporate Seal)

DIANE M. DEININGER
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires July 19, 2020

H:\CoS Shared Files\Purchasing Manual\Pay to Play\Old\P2p Key Business Disclosure Cert 2016.doc

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

APPENDIX E

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

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 City of Summit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Integra Realty Resources NNJ		
Address:	80 S. Jefferson Rd, Suite 204		
City:	Whippany	State: NJ	Zip: 07981

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	Printed Name	Title
MKS	Matthew S. Krauser	Sr. Managing Director

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 .

Contributor Name	Recipient Name	Date	Dollar Amount
			$
None	NONE		

RECEIVED
JAN 11 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

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

APPENDIX F

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

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 ☐ Limited Liability Partnership

☒ Subchapter S Corporation

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

Stockholders:

Name: Raymond Cirz	Name: Matthew Krauser
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

RECEIVED
JAN 11 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

Subscribed and sworn before me this 8th day of January, 2016

(Notary Public) Diane M. Deininger

My Commission expires:

DIANE M. DEININGER
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires July 19, 2020

(Affiant)

Matthew Krauser, Senior Managing Director

(Print name & title of affiant)

(Corporate Seal)

E:\CLERK\CONTRACT\Pay to Play\PCD form - Vendor.doc

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/1/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
200 Jefferson Park
Whippany NJ 07981

CONTACT NAME:
PHONE (A/C, No, Ext): 973-635-1800 FAX (A/C, No): 973-635-7744
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hartford Insurance Company of MidWe	37478
INSURER B: Hartford Casualty Insurance Company	29424
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Integra Krauser & Cirz
80 S. Jefferson Road
Suite 204
Whippany NJ 07981

RECEIVED DEC - 7 2015 CITY CLERK'S OFFICE SUMMIT, N.J.

COVERAGES **CERTIFICATE NUMBER:** 1688621823 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		13SBAZS9100	12/4/2015	12/4/2016	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / OCCUR			13SBAZS9100	12/4/2015	12/4/2016	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $ 10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			13WBCBT7558	1/1/2015	1/1/2016	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N	N/A					E.L. EACH ACCIDENT	$1000000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1000000
							E.L. DISEASE - POLICY LIMIT	$1000000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As respects the interest of our insured, The City of Summit is included as Additional Insured for General Liability.

CERTIFICATE HOLDER

The City of Summit City Hall
512 Springfield Ave.
Summit NJ 07901 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

Attachment: Integra Realty Resources prop p2p (3928 : Authorize 2016 Appraisal Services for Tax Assessments-Integra NTE $30,000.00)

Resolution (ID # 3927)
January 19, 2016

AUTHORIZE 2016 LEGAL SERVICES - TAX APPEAL COUNSEL - SKOLOFF & WOLFE, P.C. - NOT TO EXCEED $200,000.00

WHEREAS, it is necessary and expedient and in the best interests of the City of Summit to retain attorneys from time to time for the purposes of furnishing legal advice and services and instituting or defending legal actions on behalf of the City and its employees, and

WHEREAS, the City of Summit has a need to acquire the services of Tax Appeal Counsel as a fair and open contract pursuant to the provisions N.J.S.A. 19:44A-20.5, and

WHEREAS, it is the opinion of the Common Council of the City of Summit that the attorney listed below possesses the necessary knowledge and competence in the particular field of responsibility and should be retained for legal services which may be required from time to time by the City and employees, and

WHEREAS, the anticipated term of this contract is from January 1 through December 31, 2016, and

WHEREAS, Skoloff & Wolfe, PC has submitted a proposal dated November 25, 2015, indicating the costs of services it will provide as Tax Appeal Counsel with said costs estimated by the City Treasurer not to exceed $200,000.00, and

WHEREAS, the cost for said services is estimated not to exceed $200,000.00 and funds will be certified upon inclusion in and adoption of the 2016 operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the following attorney be and hereby is appointed to furnish legal services from time to time in the areas of responsibility as indicated:

   Skoloff & Wolfe, PC
   Saul A. Wolfe, Esq.
   Tax Appeal Counsel

2. That it authorizes the Mayor and City Clerk to sign an agreement with Skoloff & Wolfe, P.C., 293 Eisenhower Parkway, Livingston, NJ 07039, as described herein, for legal services as described herein.

3. That this contract is awarded subject to the professional meeting the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements, and, if not included in the contract text, a current Fee Schedule.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a special meeting held on Tuesday, January 19, 2016.

City Clerk

City Administrator's Office
R - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3927)

DOC ID: 3927

TO: Mayor and Common Council

FROM: Michael Rogers, City Administrator

DATE: December 23, 2015

For your approval is a professional services agreement with Skoloff & Wolfe, P.C to serve as the City's Tax Appeal Counsel in 2016 for the defense of tax appeals. The hourly rate for attorneys is $180.00, and the hourly rate for paralegals and clerks will be $100.00.

In this environment, a strong partner is critical in our defense against appeals, and I recommend a professional services agreement with Skoloff & Wolfe, P.C. for 2016 Tax Appeal Counsel Services in an amount not to exceed $200,000. A certification of funds will be contingent on adoption of the 2016 budget.

Skoloff Wolfe
SKOLOFF & WOLFE, P.C.

Saul A. Wolfe
973.232.2990 *tel* ▪ 973.232.2991 *fax* ▪ swolfe@skoloffwolfe.com

November 25, 2015

Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Ave.
Summit, NJ 07901

Dear Mr. Rogers:

This letter and the various attachments, as directed in your request for qualifications for Tax Appeal Counsel, constitute the qualification statement of Skoloff & Wolfe, PC. Immediately following this letter is an executive summary, executed letter of qualification, Letter of Intent, Executed Payment Conditions and Rate schedules, Business Entity Disclosure Certification, stockholder disclosure certification, political contribution disclosure form, business registration certificate, and a resume of our tax department and the lawyers who may work on your cases.

Administrative Information Requirements

The completed forms attached describe the ownership and structure of this organization; however, I am the key contact person for Summit and can be reached at my direct dial number of 973/232-2990 for any additional information you may require. Pursuant to Section 3.2, Para. 4 (a), the "principals" are Jonathan Wolfe and David Wolfe. Skoloff & Wolfe commenced operating as a partnership 54 years ago in October 1961, and subsequently incorporated as a subchapter S corporation known as Skoloff & Wolfe PC. Saul Wolfe and Gary Skoloff were the sole principals in the partnership, and the sole shareholders in the corporation until approximately 2010 when David Wolfe and Jonathan Wolfe became principals, and in approximately 2011 became the owners of 100% of the stock in the corporation, although Saul Wolfe continues as an officer and he and Gary Skoloff continue to have some management responsibilities, Gary Skoloff with regard to the family law group and Saul Wolfe with regard to the property tax group. Skoloff &Wolfe PC complies with all applicable local, state and federal laws, regulations and requirements with respect to its business activities.

During the past three years we have not been adjudicated liable for professional malpractice, and neither Skoloff & Wolfe, nor Skoloff & Wolfe, PC have been involved in any bankruptcy or reorganization proceedings in the last 10 years. We have all appropriate federal and state licenses to perform all necessary activities as special tax counsel, and a copy of the firm's business registration certificate is attached.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

Professional Information Requirements

Skoloff & Wolfe PC has been located at 293 Eisenhower Pkwy., Livingston, NJ, 07039, for approximately 28 years. The firm, whose lawyers have more than 100 years of experience in property taxation, has provided property tax counsel to more than 50 municipalities throughout the state. In that capacity, we have provided advice and assistance to elected and appointed municipal officials, and particularly including tax assessors, with regard to such issues as to whether or not to grant, or revoke, a tax exemption, whether or not it is in the municipal interest to make an anticipatory reduction in a problematic tax assessment, whether or not an appeal should be filed to challenge the director of taxation's state school aid ratio or the county equalization ratio, when and how to seek to eliminate assessment inequities, how to deal with issues arising out of revaluations and reassessments, and of course, most importantly, and generally the most time-consuming aspect of our service, the defense of tax appeals. To the extent authorized by the governing body, we assist in the selection of expert witnesses and the negotiation and settlement of cases where the settlement appears to be in the best interest of the municipality.

The attached firm resume gives some indication of the nature and extent of our services as municipal tax counsel during the past 50 years before the County boards of taxation, the Tax Court of New Jersey, the New Jersey Superior Court, Appellate Division and the New Jersey Supreme Court. In addition to our having provided property tax counsel for Summit since 1982 (in the landmark case of Rodwood Gardens v. The City of Summit in the Appellate Division), we served continuously as special tax counsel to Wayne for more than 20 years, and you can contact the recently retired tax assessor during that period, Dorothy Kreitz at dkreitz@hotmail.com. We also served as special tax counsel to Atlantic City for more than 20 years and you may contact the tax assessor, Novelette Robinson at 609-347-5380. We represented Berkeley Heights, including our win in the Supreme Court against Lucent Technologies, and you may contact the assessor, Robert Edgar, at 908-464-2700.

For a more specific indicator of our unique experience and qualification, set forth below are (a) a list of our Supreme Court Property Tax Decisions, and (b) a small sampling of some of the published Appellate Division opinions in property tax matters where we represented various municipalities, in almost every instance at trial, as well as in the Appellate Division:

(a) Supreme Court of New Jersey: Lucent Technologies, Inc. v. Township of Berkeley Heights, 201 NJ 237 (2010); General Motors v. Linden, 150 NJ 522 (1997); Township of New Milford v. VanDecker, 120 NJ 354 (1990); Inmar Assoc v. Bor of Carlstadt, 112 NJ 593 (1988); Schneider v. City of East Orange, 103 NJ 115 (1986); Fox Enterprises v. Piscataway, 73 NJ 545 (1977); City of Newark v. Essex Co. Bd of Taxation, 54 NJ 171 (1969).

(b) Appellate Division: Greate Bay Hotel v. Atlantic City, 21 Tax 122 (App Div 2003), American Cyanamid v. Tp of Wayne, 19 Tax 46 (App Div 2000); First Republic Corp. v. East

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

Newark, 17 Tax 431 (App Div 1998); Paramus Borough v. Etaner Enterprises, 15 Tax 217 (App Div 1995); American Hydro Power Partners v. Clifton City, 12 Tax 264 (App Div 1991); Rodwood Gardens v. City of Summit, 188 NJ Super 34 (App Div 1982); Little Falls et als. v. Passaic Co. Bd of Taxation, 139 Super 170 (App Div 1976); Borough of Wood Ridge v. Bergen Co Bd of Taxation, 111 NJ Super 174 (App Div 1970).

As our seven lawyer property tax group devotes virtually 100% of its time to property tax matters, and the depth and breadth of our experience representing municipalities is outlined above, we believe that there could be no more relevant experience for the position. All legal services would be performed by the Skoloff & Wolfe PC property tax group and no portion of the legal work is subcontracted out. Our law firm, like most law firms, does not normally employ union employees. No immediate relatives of the principals of Skoloff & Wolfe PC are City employees or elected officials of the City.

NARRATIVE STATEMENT OF OUR UNDERSTANDING OF THE CITY'S NEEDS AND GOALS

We understand this to be a request for a statement with regard to the role of Tax Appeal counsel in identifying and addressing those needs and goals. A critical issue is attempting, to the extent of our ability, to maintain stability in the tax base by vigorously defending tax appeals, and thereby also discouraging unwarranted nuisance appeals. At the same time, we are alert to opportunities as they arise to reduce, or prevent inappropriate increases in Summit's share of County taxes, which impacts on your tax rate. A frequent concern of taxpayers is the fairness in the allocation of assessments and therefore taxes, from one property to another, and from one neighborhood to another. We are prepared, by our experience, to consult with the Governing Body and the Tax Assessor in addressing these difficult issues. Uniformity in assessments is not only a constitutional imperative; but also critical to developing and maintaining, to the greatest extent possible, public confidence in the fairness of their treatment at the municipal level.

Respectfully submitted,

SKOLOFF & WOLFE, P.C.

By: _____
Saul A. Wolfe, Esq.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

Skoloff Wolfe
SKOLOFF & WOLFE, P.C.

Saul A. Wolfe
973.232.2990 *tel* ▪ 973.232.2991 *fax* ▪ swolfe@skoloffwolfe.com

TAX APPEAL COUNSEL- QUALIFICATION STATEMENT- EXECUTIVE SUMMARY

The Skoloff & Wolfe, P.C. property tax group is uniquely qualified to provide the City of Summit with representation as property Tax Counsel. In addition to our experience with most of the major properties in Summit as your property tax counsel for more than 20 years, , we have the largest and most experienced group of property tax attorneys representing municipalities in the State of New Jersey. Our seven lawyers have a total of more than 100 years of experience with property taxation, including providing advice and assistance to elected and appointed municipal officials, tax assessors, litigation at the County Boards of Taxation, in the Tax Court of New Jersey, dozens of matters in our Appellate Courts, including seven in the Supreme Court of New Jersey, and we have defended victories in the New Jersey Court system by successfully opposing efforts by taxpayers to obtain review by the Supreme Court of the United States. We have been involved in the litigation of the proper assessment of virtually every type of property, including major industrial facilities, major shopping malls, casinos and refineries as well as the more conventional residential, retail and office facilities. We have extensive experience with both teaching about and litigating exemptions, a subject on which David Wolfe is a recognized authority. Our knowledge and experience have enabled us to substantially reduce our municipal clients' County tax payments and tax appeal refunds by successfully challenging County equalization tables and the director of taxation's state school aid ratios. We have also assisted numerous municipal clients in dealing with the many problems which have arisen from their being ordered to reassess or revalue all real property in the community.

The group is co-chaired by David Wolfe and Saul Wolfe, who was instrumental in the creation of the Tax Court of New Jersey and helped draft its original rules of practice, and has repeatedly been recognized as one of New Jersey's foremost authorities on real property taxation. He is Associate (Property Tax) Counsel to the New Jersey State League of Municipalities and a member of the Board of the NJ Institute of Local Government Attorneys. He has served as Property Tax Counsel to the New Jersey Conference of Mayors and as Counsel to the Association of Municipal Assessors of New Jersey. Two of our seven lawyers have served as Tax Assessors, three have clerked for Tax Court Judges, and four of us have served on the Supreme Court Committee on the Tax Court (with at least one of us on the Committee every year since the creation of the Court). We keep current with developments here and throughout the nation. Five of our lawyers have served as instructors in the field of property taxation or valuation to numerous legal and appraisal groups throughout the State. We have provided programs of instruction to assessors, tax commissioners, Tax Court Judges, state and local government officials as well as attorneys and appraisers. Lecturing on a regular basis requires keeping on top of developments in

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legislation and in case law. David and Saul Wolfe both serve as Directors of the National Association of Property Tax Attorneys, and watch for new issues and solutions to develop in other jurisdictions.

We believe in our responsibility to contribute our skills as may be appropriate. We have served as pro bono Appellate Counsel to the League of Municipalities and to the Conference of Mayors in important and complex matters relating to contaminated property and to preserving the lawyer client privilege between the municipal attorney/tax counsel and the tax assessor. Our lawyers devote substantial time to the important work of the bar to preserve, protect and enhance our justice system. David Wolfe, former Chair of the 140,000 member American Bar Association Young Lawyers Division and Saul Wolfe, a former President of the New Jersey State Bar Association, have both served in the ABA House of Delegates for a number of years. David is a former member of the Board of the American Bar Foundation and Saul is a former President of the New Jersey State Bar Foundation. Both of them served for a number of years on the ABA Nominating Committee, which selects the officers of that association. Robert Giancaterino has served as Chair of the State Bar Taxation Section and David is presently an officer of that section as well as a Trustee of the State Bar Association. William Rogers, who was the Chief Assistant Assessor of East Orange, is a former Chair of the Bar Association Minorities in the Legal Profession Section and has served on the Association's Election Committee.
Saul Wolfe is a recipient of the New Jersey State Bar Foundation Medal of Honor for his significant contribution toward improving the New Jersey justice system, and the Association's Excellence in Diversity Award for all he has done to advance women and minorities in the profession, and in the community. In 2014, he received the prestigious Gordon D. Griffin award "in recognition of excellence in municipal law, exemplary service to the legal profession and municipalities and outstanding community service" from the New Jersey Institute of Local Government Attorneys.

We use all of our accumulated knowledge and experience to vigorously defend the City's ratable base by doing everything we can to discourage the filing of unwarranted tax appeals and minimizing tax reductions while respectfully recognizing all citizens' right to their day in Court.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

Skoloff Wolfe
SKOLOFF & WOLFE, P.C.

Saul A. Wolfe
973.232.2990 *tel* ▪ 973.232.2991 *fax* ▪ swolfe@skoloffwolfe.com

LETTER OF QUALIFICATION

November 24, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned has reviewed its Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Summit ("City"). Dated November 24, 2015, in connection with the City's need for **Legal Services - Tax Appeal Counsel.**

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon the express understanding that any false statement may result in the disqualification of Skoloff & Wolfe, P.C.

David B. Wolfe, C.E.O.

Skoloff & Wolfe, P.C.

Dated: November 24, 2015

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

Skoloff Wolfe
SKOLOFF & WOLFE, P.C.

Saul A. Wolfe
973.232.2990 *tel* ▪ 973.232.2991 *fax* ▪ swolfe@skoloffwolfe.com

LETTER OF INTENT

November 24, 2015

Attn: Mr. Michael Rogers, City Administrator
City of Summit
512 Springfield Avenue
Summit, NJ 07901

Dear Mr. Rogers:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Summit ("City"), dated November 24, 2015 in connection with the City's need for **Legal Services – Tax Appeal Counsel.**

Skoloff & Wolfe, P.C. HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. Skoloff & Wolfe, P.C. agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.

3. Skoloff & Wolfe, P.C. acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. Skoloff & Wolfe, P.C. hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. Skoloff & Wolfe, P.C. declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith without collusion or fraud.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

5. Skoloff & Wolfe, P.C. acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

6. Skoloff & Wolfe, P.C. acknowledges that any contract executed with respect to the provision of **Legal Services – Tax Appeal Counsel** must comply with all applicable local, State and Federal laws, regulations and requirements. Respondent hereby agrees to take such actions as are required in order to comply with all such applicable laws, regulations and requirements.

(Signature of Chief Executive Officer)

David B. Wolfe, C.E.O.

Skoloff & Wolfe, P.C.

Dated: November 24, 2015

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

PAYMENT CONDITIONS AND RATE SCHEDULES

1. The hourly rate for **2016 LEGAL SERVICES – TAX APPEAL COUNSEL** shall be One Hundred and Eighty Dollars ($180.0) an hour for attorneys and One Hundred Dollars ($100.00) an hour for paralegals and clerks.

2. Counsel shall be reimbursed at cost for expenses incurred for duplication, filing fees, court reporters and other reasonable out-of-pocket expenses advanced and/or incurred by counsel. Counsel shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Professional and or/their associated Firm in connection with the services provided, and shall include, but not be limited to:

a. Telegrams, faxes and long distance (Out-of-State) telephone calls;
b. Payment of filing, application fees, review fees and similar charges;
c. Computer expenses including time and proprietary program charges;
d. Outside printing, reproduction, binding, collating and other graphic services;
e. Messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items.

3. Monthly invoices shall be submitted detailing all services performed.

Signature: The undersigned hereby acknowledges and accepts the established payment terms.

Name of Respondent/Firm: Skoloff & Wolfe, P.C.U

Print name and title: David B. Wolfe, C.E.O.

Signature: _____ Date: November 24, 2015

Attest:

_____ Witness

DAVID B. WOLFE
ASST SECRETARY

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF SUMMIT – 2016

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *(name of business entity)* Skoloff & Wolfe, P.C. 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 *(date of scheduled award by the governing body* **TO BE COMPLETED BY CITY***)* _____, 2016, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF SUMMIT** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

• Summit Municipal Democratic Committee (Mayor Nora Radest, Council members B. David Naidu, Richard Sun)	• Nora Radest for Mayor
	• McTernan for Council
	• New Jersey State Democratic Committee
• Summit Republican City Committee (Council members Patrick Hurley, Sandra Lizza, Mike McTernan, Mary Ogden, Robert Rubino)	• Naidu for Council
	• Dickson, Smith, Dill and Ogden
	• Rubino for Council
	• Sun for Summit Council

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 ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
David B. Wolfe	
Jonathan W. Wolfe	

RECEIVED
JAN - 8 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

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: Skoloff & Wolfe, P.C.

Signed: _____ Title: Asst. Secretary

Print Name: Saul A. Wolfe Date: January 7, 2016

Subscribed and sworn before me this 7 day of January, 2016

Carol A. Ingram

My Commission expires:

CAROL A. INGRAM
A NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Sept. 19, 2016

(Affiant)

Saul A. Wolfe, Asst. Secretary
(Print name & title of affiant) (Corporate Seal)

T:\SUMMIT CITY\General\2016.01.07 Pay to Play Business Disclosure Cert 2016.doc

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

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 ☐ Limited Liability Partnership

☒ Subchapter S Corporation

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

Stockholders:

Name: David B. Wolfe Home Address:	Name: Jonathan W. Wolfe Home Address:
Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:

RECEIVED
JAN - 8 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

Subscribed and sworn before me this 7 day of January, 2016

(Notary Public)

My Commission expires:

CAROL A. INGRAM
A NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Sept. 19, 2016

(Affiant)

Saul A. Wolfe, Asst. Secretary
(Print name & title of affiant)

(Corporate Seal)

T:\SUMMIT CITY\General\2016.01.07 Political Contribution Disclosure Form.doc

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

C. 271 POLITICAL CONTRIBUTION DISCLOUSRE FORM

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

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

Part I – Vendor Information

Vendor Name:	Skoloff Wolfe, P.C.
Address:	293 Eisenhower Parkway
City:	Livingston State: NJ Zip:07039

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	David B. Wolfe Printed Name	C.E.O. 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.

NONE

Contributor Name	Recipient Name	Date	Dollar Amount
			$

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

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 282
TRENTON, NJ 08646-0282

TAXPAYER NAME:
SKOLOFF & WOLFE PC

TRADE NAME:

TAXPAYER IDENTIFICATION#:
223-481-544/000

SEQUENCE NUMBER:
0581306

ADDRESS:
293 EISENHOWER PKWY
LIVINGSTON NJ 07039

ISSUANCE DATE:
09/30/04

EFFECTIVE DATE:
03/26/99

Acting Director

FORM-BRC(08-01)

This certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

SKOLOFF & WOLFE P.C.

PROPERTY TAX AND VALUATION DEPARTMENT

During the past fifty years, our firm has served as Tax Counsel to more than fifty New Jersey municipalities. We are the most experienced group representing municipalities in the State of New Jersey with seven lawyers who among them have more than one hundred years of experience with property valuation litigation. Our experience extends from the defense of major industrial ratables for such municipalities as the City of Linden and the City of Newark to the defense of casino assessments each in the amount of hundreds of millions of dollars for the City of Atlantic City, the defense of the major shopping centers in Moorestown, Paramus and Wayne, the defense of corporate headquarters and office buildings in Wayne, Morris Township and Paramus and other commercial, industrial and investment properties throughout the State in proceedings ranging from the County Boards of Taxation to the United States Supreme Court.

Our victories on behalf of municipalities have resulted in numerous published decisions which have not only directly benefited our municipal clients in those cases, but also indirectly benefited all municipalities throughout the State in similar matters.

We have substantially reduced our municipal clients' County tax payments and tax appeal refunds by successfully challenging County Equalization Tables and the Director of Taxation's State School Aid Tables.

We have also assisted numerous municipal clients, including Atlantic City, Paramus, Linden, Fairfield, Irvington and Caldwell in dealing with the many problems which have arisen by virtue of their having been ordered to reassess and/or revalue all real property in the community.

The scope of activity of our department has enabled us to be intimately familiar with, and involved in shaping, the applicable laws and regulations which affect this aspect of the practice of law. We also have compiled and maintain an extensive library of property valuation materials including textbooks, periodicals, manuals and unpublished opinions of our Courts relating to property valuation issues.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

SAUL A. WOLFE

Mr. Wolfe has repeatedly been recognized as one of New Jersey's foremost authorities on real property taxation. For more than forty five years, he has been intimately involved with State and Local Taxation in New Jersey. A Founding Member and Director of the National Association of Property Tax Attorneys, Mr. Wolfe has served as Chair of the New Jersey State Bar Association Committee on Real Property Taxation, and as a member of the Committee on State and Local Taxation of both the Real Property Section and the Taxation Section of the American Bar Association. Having received the Certified Tax Assessor designation from the State of New Jersey, Mr. Wolfe served as Tax Assessor of the City of Newark, where he initiated and implemented the computerization of the assessing records.

Mr. Wolfe is a former President of the New Jersey State Bar Association, is a Life Fellow of the American Bar Foundation, and was the President of the New Jersey State Bar Foundation. He is Property Tax Counsel to the NJ League of Municipalities, and served as Tax Counsel to the NJ Conference of Mayors as well as Counsel to the NJ Association of Municipal Assessors.

Mr. Wolfe was active in the effort to create the New Jersey Tax Court. He helped draft its original Rules of Practice and served as one of the original members of the New Jersey Supreme Court Committee on the Tax Court, where he has served for many years by appointments of various Chief Justices of the Supreme Court.

Mr. Wolfe has devoted himself to continuing professional education, particularly in the area of property taxation. He is a Past Chair of the Board of Trustees of the National Judicial College in Reno, and has served as a Trustee of the Institute for Continuing Legal Education (ICLE). He has lectured extensively on property valuation topics in this country and Canada for the Appraisal Institute, the International Association of Assessing Officials, the Association of County Tax Board Commissioners and various other legal and appraisal organizations. He also compiled the first published handbook on real estate tax appeals in the State of New Jersey, published by ICLE.

Mr. Wolfe is a recipient of the New Jersey State Bar Foundation Medal of Honor for his significant contribution toward improving the New Jersey justice system, and has been repeatedly recognized as a "Super Lawyer." He obtained a Bachelor's degree in Political Economy from Brandeis University and holds a Doctor of Jurisprudence from the Harvard Law School.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

DAVID B. WOLFE

David B. Wolfe, Chair of the New Jersey State Bar Association's Committee on Real Property Tax Practice and Procedure and a member of the Supreme Court Committee on the Tax Court, is an honors graduate of Cornell University and a graduate of N.Y.U. Law School. He was previously an associate in the Litigation Department at Davis, Polk & Wardwell in New York City. His property tax experience includes conducting extensive discovery, briefing issues, arguing motions, conducting trials, and litigation in the Appellate Division and the New Jersey Supreme Court for more than ten years.

He is a lecturer on property tax issues for the New Jersey Institute for Continuing Legal Education and has lectured at seminars on practice and procedure in the New Jersey Tax Court and property tax exemption for non-profit corporations. He also conducted a seminar on hotel tax appeals for the American Institute of Real Estate Appraisers, lectured on property taxation in a program conducted by the State Bar Tax Section, presented a program on the defense of tax appeals to a joint meeting of the New Jersey Institute of Local Government Attorneys and the Association of Municipal Assessors of New Jersey, and was an instructor in a program on current developments for the New Jersey Association of County Tax Boards.

He is a member of the House of Delegates of the American Bar Association, and the former Chair of its 140,000 member Young Lawyers Division. He was selected by NJ BIZ as one of the Forty under Forty Business and Professional Leaders in the State of New Jersey. He was also selected as one of the Top Real Estate Attorneys in New Jersey and as a Super Lawyer. He is a Board Member and Life Fellow of the American Bar Foundation.

ROBERT F. GIANCATERINO

Mr. Giancaterino, a former Chair of the State Bar Tax Section, has served for a number of years as a member of the New Jersey Supreme Court Committee on the Tax Court. After a Clerkship with a Judge of the Tax Court, he joined our firm where he has had more than thirty years of experience in preparing and trying major property tax cases, both at County Boards of Taxation, and in the Tax Court of New Jersey. He has written briefs and argued property valuation issues in the Appellate Division and prepared briefs submitted to both the New Jersey and the United States Supreme Courts in matters where we have been successful.

Mr. Giancaterino has been a lecturer on property tax topics at programs of Continuing Education for New Jersey Tax Assessors conducted by Rutgers University, has served as an instructor in programs of education for appraisers who are candidates for the M.A.I. designation awarded by the Appraisal Institute, and has been a guest lecturer for the International Association of Assessing Officials. He has also been designated as a "Super Lawyer."

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

WILLIAM T. ROGERS

Mr. Rogers is a member of the New Jersey Supreme Court Committee on the Tax Court by appointment of the Supreme Court and a member of the New Jersey State Bar Association's Committee on Real Property Tax Practice and Procedure. He is a former Chair of the New Jersey State Bar Association Minorities in the Legal Profession Section and has served as an officer in other Bar Associations. He has represented numerous municipalities as well as taxpayers at the County Boards of Taxation and in the Tax Court of New Jersey for 15 years. Prior to Law School, Mr. Rogers earned a New Jersey Tax Assessor's Certificate and was the Chief Assistant Assessor of the City of East Orange. Mr. Rogers has been a lecturer on Property Tax Topics for the New Jersey State Bar Association; the Essex County Bar Association; the Association of Municipal Assessors of New Jersey; the Independent Fee Appraisers of Mercer County and the New Jersey State League of Municipalities.

THOMAS S. DOLAN

Mr. Dolan represents clients in residential and commercial property tax appeals and complex civil litigation. Prior to joining Skoloff & Wolfe, P.C., Mr. Dolan was Counsel at the law firm of Lowenstein Sandler, LLP where he represented business clients in all aspects of litigation. His extensive litigation experience includes a property tax matter in the Supreme Court of New Jersey, where he successfully represented national mental health organizations in an appeal of the denial of property tax exemptions for supportive housing units.
Previously, Mr. Dolan was a law clerk to the Honorable Joseph C. Small, Presiding Judge of the New Jersey Tax Court, where he assisted the Court with adjudicating property tax appeals and state tax matters. He was also a judicial intern for the Honorable Petrese B. Tucker, United States District Judge for the Eastern District of Pennsylvania. He received his BA with honors from Rutgers University and his JD from Rutgers-Camden where he served as Articles Editor of the Rutgers Law Journal.

MARIA YOO

Ms. Yoo, a graduate of Fordham University, after receiving her JD cum laude, received an LL.M. in Taxation, with distinction, from Georgetown University Law Center. She also served a year as the law clerk for the Presiding Judge of the New Jersey Tax Court. She has had extensive experience in every aspect of property tax litigation, from discovery through trial.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

CHRISTOPHER KOZIK

Mr. Kozik is a graduate of the Rutgers University Honors College with degrees in Finance and Economics, and received his JD, cum laude, from Rutgers School of Law – Newark. During his time at law school he gained experienced with property tax litigation while interning, and has experience working for the federal government from his time as an honors intern with the United States Securities and Exchange Commission. He practices exclusively in the field of property taxation.

Attachment: Skoloff & Wolfe, P.C. proposal p2p (3927 : Authorize 2016 Legal Services - Tax Appeal Counsel - Skoloff & Wolfe, P.C. Not to

Resolution (ID # 3926)
January 19, 2016

AUTHORIZE 2016 LEGAL SERVICES IN EXCESS OF $17,500.00 - TAX APPEAL COUNSEL - DIFRANCESCO, BATEMAN, KUNZMAN, DAVIS, LEHRER, & FLAUM, P.C. - NOT TO EXCEED $75,000.00

WHEREAS, it is necessary and expedient and in the best interests of the City of Summit to retain attorneys from time to time for the purposes of furnishing legal advice and services and instituting or defending legal actions on behalf of the City and its employees, and

WHEREAS, the City of Summit has a need to acquire the services of Tax Appeal Counsel as a non-fair and open contract pursuant to the provisions N.J.S.A. 19:44A-20.5, and

WHEREAS, it is the opinion of the Common Council of the City of Summit that the attorney listed below possesses the necessary knowledge and competence in the particular field of responsibility and should be retained for legal services which may be required from time to time by the City and employees, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:ll-l et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection, and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed $17,500.00, and

WHEREAS, the anticipated term of this contract is from January 1 through December 31, 2016, and

WHEREAS, DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum, P.C. has submitted a proposal dated December 22, 2015, indicating the costs of services it will provide as Tax Appeal Counsel with said costs estimated by the City Treasurer not to exceed $75,000.00, and

WHEREAS, DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum, P.C. has not made any reportable contributions to a political or candidate committee in the City of Summit in the previous one year, and that the contract will prohibit DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum, P.C. from making any reportable contributions through the term of the contract, and

WHEREAS, the cost for said services is estimated not to exceed $75,000.00 and funds will be certified upon inclusion in and adoption of the 2016 operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the following attorney be and hereby is appointed to furnish legal services from time to time in the areas of responsibility as indicated:

   DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum, P.C.
   Martin Allen, Esq.
   Tax Appeal Counsel

2. That it authorizes the Mayor and City Clerk to sign an agreement with DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum, P.C. as described herein, subject to review and approval by the City Solicitor and appropriate Department Head and, if necessary, the Law Committee.

3. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

4. That this contract is awarded without competitive bidding as a "Professional Service" contract in accordance with 40A:11-5(1)(a) of the Local Public Contract Law because this professional satisfies the Law as being appropriately licensed.

5. That this contract is awarded subject to the professional meeting the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements, and, if not included in the contract text, a current Fee Schedule.

6. That notice of this action shall be printed once in the Union County Local Source.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a meeting held on Tuesday, January 19, 2016.

City Clerk

City Administrator's Office
R - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3926)

DOC ID: 3926 A

TO: Mayor and Common Council

FROM: Michael Rogers, City Administrator

DATE: December 23, 2015

For your approval is a professional services agreement with DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum, P.C to serve as the City's Tax Appeal Counsel in 2016 for the defense of tax appeals. The hourly rate for attorneys is $180.00, and the hourly rate for paralegals and clerks will be $100.00.

In this environment, a strong partner is critical in our defense against appeals, and I recommend a professional services agreement with DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum, P.C. for 2016 Tax Appeal Counsel Services in an amount not to exceed $75,000. A certification of funds will be contingent on adoption of the 2016 budget.

DiFrancesco Bateman
Kunzman, Davis, Lehrer & Flaum, P.C.

15 Mountain Boulevard
Warren, New Jersey 07059

Telephone: (908) 757-7800
Fax: (908) 757-8039
www.newjerseylaw.net

Martin Allen, Partner
Extension 191
mallen@newjerseylaw.net

December 22, 2015

Sent Via E-Mail Only

Michael F. Rogers, Business Administrator
City of Summit
City Hall
512 Springfield Avenue
Summit, NJ 07901-2667

Re: Proposal to Represent the City – 2016

Dear Mr. Rogers:

This letter is a follow-up to our telephone conversation on Thursday, December 17, 2015. You requested that I provide you with a proposal to represent the City of Summit with respect to current tax appeal litigation wherein the City is challenging the tax exemption of the properties owned by Overlook Hospital and AHS Hospital Corp. in the City.

As you know, we are fully familiar with the facts and legal issues pertaining to the case at issue, having represented the Town of Morristown in the matter of AHS Hospital Corp. vs. Morristown and the Township of Readington in the matter of Hunterdon Medical Center vs. Readington Township. We successfully tried the Morristown case to conclusion for the omitted tax years of 2006 and 2007, and the regular tax year of 2008 with the result of virtually the entire hospital being deemed taxable and not exempt from real property taxes. In Hunterdon Medical Center vs. Readington Township, the undersigned was the trial attorney as well as the attorney who argued the matter to the Supreme Court of New Jersey. In that case, the Tax Court held a health and wellness center operated by Hunterdon Medical Center in Readington Township to be taxable and not exempt.

I have more than 25 years' experience defending municipalities in real estate tax appeals. I have prosecuted appeals with respect to exemptions of churches, schools and hospitals. I have frequently appeared before and successfully tried cases before numerous County Boards of Taxation and the Tax Court, as well as appearing on a number of occasions before the Appellate Division and even having argued 2 separate cases before the New Jersey Supreme Court.

I am an Associate Tax Counsel for the New Jersey League of Municipalities and as such have represented the League of Municipalities as Amicus Counsel in a number of

Attachment: DiFrancesco Bateman proposal p2p (3926 : Authorize 2016 Legal Services >$17,500.00 - Tax Appeal Counsel not to exceed $75,000

cases. I have also been an instructor in numerous Continuing Education Seminars given to the New Jersey Association of Municipal Assessors, the New Jersey Association of County Tax Board Commissioners, the League of Municipalities, as well as a number of individual County Assessors Associations.

We currently represent the following municipalities as Real Estate Tax Counsel: The Townships of Alexandria, Bedminster, Berkeley Heights, Bernards, Branchburg, Chatham, East Brunswick, Freehold, Green Brook, Hillsborough, Lebanon, Montgomery, Raritan, Readington, Warren, Washington (Warren County), and West Amwell; the Boroughs of Frenchtown, Haworth, Highland Park, Keyport, Manville, Middlesex, Milford, New Providence, Rocky Hill, South Plainfield and Watchung; as well as our continued representation of the Town of Morristown with respect to the AHS Hospital case; we further serve as Conflict Counsel to Somerville Borough, East Amwell Township, as well as the Cities of Long Branch and New Brunswick.

As you know, I head the Real Estate Tax Department in the Law Firm and at present the Department is composed of myself, as well as my partner, William Willard, Associates Sandra Belli, Allison Segal and Jorge Sanchez. The Department is further staffed by 2 paralegal assistants. We are confident that we will be able to provide the City with the services necessary to represent it in this matter.

As per our conversation, the undersigned and our firm would propose to provide services at an hourly rate of $180.00 per hour, which would be billed monthly pursuant to certified vouchers submitted to the City. Our hourly rate does not include costs and expenses incurred for travel, duplication, expert's fees, delivery charges and any other expenses incurred by independent contractors outside of our law offices.

Please feel free to contact me if you should require any further information or documentation as to our qualifications. I enclose a copy of my resume for your review. If the Governing Body should require an interview, please advise and I will make myself available at a mutually convenient date and time.

Thank you once again for presenting this opportunity to me. We hope that we will be able to work together on this matter.

Sincerely yours,

Martin Allen, Esq.

MA:ida
Encls.

A0880169

Attachment: DiFrancesco Bateman proposal p2p (3926 : Authorize 2016 Legal Services >$17,500.00 - Tax Appeal Counsel not to exceed $75,000

RECEIVED
JAN - 8 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF SUMMIT – 2016

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *(name of business entity)* DiFrancesco,Bateman,Kunzman, Davis, Lehrer & Flaum, PC 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 *(date of scheduled award by the governing body* **TO BE COMPLETED BY CITY***)* _____, 2016, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF SUMMIT** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

• Summit Municipal Democratic Committee (Mayor Nora Radest, Council members B. David Naidu, Richard Sun)	• Nora Radest for Mayor
	• McTernan for Council
	• New Jersey State Democratic Committee
• Summit Republican City Committee (Council members Patrick Hurley, Sandra Lizza, Mike McTernan, Mary Ogden, Robert Rubino)	• Naidu for Council
	• Dickson, Smith, Dill and Ogden
	• Rubino for Council
	• Sun for Summit Council

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 ☒ Professional Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Company ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Donald T. DiFrancesco	
Christopher "Kip"Bateman	
Steven A. Kunzman	
Stephen O. Davis	
Jeffrey B. Lehrer	
Richard P. Flaum	

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: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.
Signed: _____ Title: Partner
Print Name: Martin Allen Date: January 7, 2016

Subscribed and sworn before me this 7th day of Jan., 2016

My Commission expires: IDA C. CORRADINO NOTARY PUBLIC OF NEW JERSEY My Commission Expires August 29, 2016

(Affiant)

Martin Allen, Partner
(Print name & title of affiant) (Corporate Seal)

H:\CoS Shared Files\Purchasing Manual\Pay to Play forms\Pay to Play Business Disclosure Cert 2016.doc

Attachment: DiFrancesco Bateman proposal p2p (3926 : Authorize 2016 Legal Services >$17,500.00 - Tax Appeal Counsel not to exceed $75,000

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 City of Summit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.		
Address:	15 Mountain Boulevard		
City:	Warren	State: NJ	Zip: 07059

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	Printed Name	Title
	Martin Allen	Partner

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 .

Contributor Name	Recipient Name	Date	Dollar Amount
			$
SEE ATTACHED			

RECEIVED
JAN - 8 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

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

DOUBLE SIDED DOCUMENT

I:\CLERK\CONTRACT\Pay to Play\PCD form - Vendor.doc

Attachment: DiFrancesco Bateman proposal p2p (3926 : Authorize 2016 Legal Services >$17,500.00 - Tax Appeal Counsel not to exceed $75,000

Vendor: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Contributor Name	Recipient Name	Date	Dollar Amount
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Bramnick for Assembly	2/17/15 6/23/15	$ 600.00 300.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Holt & King for Freeholder	2/27/15	$ 500.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Committee to Elect Caliguire	3/3/15 4/14/15 7/15/15 9/29/15	$ 125.00 300.00 900.00 300.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Committee to Elect Scaglione	3/3/15 4/14/15 7/15/15 9/29/15	$ 125.00 300.00 900.00 300.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Committee to Elect Bruno	3/3/15 4/14/15 7/15/15 9/29/15	$ 150.00 400.00 900.00 300.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Hillsborough Republican Election Committee	3/3/15 6/3/15 9/16/15	$ 300.00 925.00 300.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Friends of Chris A. Brown (Assemblyman)	3/9/15	$ 500.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Ciattarelli and Simon for Assembly	3/10/15	$ 200.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Ciattarelli for Assembly	7/22/15	$ 300.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Committee to Elect Bruno for Surrogate	8/12/15	$ 250.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Election Fund of Camille Fernicola	8/25/15	$ 500.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Committee to Elect Simon for Assembly	9/16/15	$ 500.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Bridgewater Republicans 2015	9/16/15	$ 400.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Committee to Elect John C. Campbell	10/6/15	$ 900.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Committee to Elect Richard D. Wyatt	10/6/15	$ 900.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Committee to Elect Jackie Coley	10/6/15	$ 900.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Election Fund of Kip Bateman	10/8/15	$ 2,600.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Hillsborough Election Committee	10/9/15	$ 1,000.00
DiFrancesco,Bateman,Kunzman, Davis,Lehrer & Flaum, PC	Friends of Doug Tomson	10/28/15	$ 2,500.00

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

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JAN - 8 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE

Attachment: DiFrancesco Bateman proposal p2p (3926 : Authorize 2016 Legal Services >$17,500.00 - Tax Appeal Counsel not to exceed $75,000

RECEIVED
JAN - 8 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

☒ 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 ☒ Professional Corporation ☐ Sole Proprietorship

☐ Limited Partnership ☐ Limited Liability Company ☐ Limited Liability Partnership

☐ Subchapter S Corporation

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

Stockholders:

Name:	Donald T. DiFrancesco	Name:	Christopher "Kip" Bateman
Home Address:		Home Address:	
Name:	Steven A. Kunzman	Name:	Stephen O. Davis
Home Address:		Home Address:	
Name:	Jeffrey B. Lehrer	Name:	Richard P. Flaum
Home Address:		Home Address:	

Subscribed and sworn before me this 7th day of Jan., 2016

(Notary Public) IDA C. CORRADINO NOTARY PUBLIC OF NEW JERSEY My Commission Expires August 29, 2016

My Commission expires:

(Affiant)

Martin Allen, Partner
(Print name & title of affiant)

(Corporate Seal)

E:\CLERK\CONTRACT\Pay to Play\PCD form - Vendor.doc

Attachment: DiFrancesco Bateman proposal p2p (3926 : Authorize 2016 Legal Services >$17,500.00 - Tax Appeal Counsel not to exceed $75,000

Resolution (ID # 3925)
January 19, 2016

AUTHORIZE 2016 LEGAL SERVICES - BOND COUNSEL - HAWKINS DELAFIELD & WOOD LLP - NOT TO EXCEED $60,000.00

WHEREAS, it is necessary and expedient and in the best interests of the City of Summit to retain attorneys from time to time for the purposes of furnishing legal advice and services and instituting or defending legal actions on behalf of the City and its employees, and

WHEREAS, the City of Summit has a need to acquire the services of Bond Counsel as a fair and open contract pursuant to the provisions N.J.S.A. 19:44A-20.5, and

WHEREAS, it is the opinion of the Common Council of the City of Summit that the attorney listed below possesses the necessary knowledge and competence in the particular field of responsibility and should be retained for legal services which may be required from time to time by the City and employees, and

WHEREAS, the anticipated term of this contract is from January 1 through December 31, 2016, and

WHEREAS, Hawkins Delafield & Wood LLP has submitted a proposal dated November 23, 2015, indicating the costs of the various services it will provide as Bond Counsel with said costs estimated by the City Treasurer for a cost not to exceed $60,000.00, and

WHEREAS, funds will be certified upon the adoption of the 2016 Municipal Operating Budget and as provided for in various Capital ordinances.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the following attorney be and hereby is appointed to furnish legal services from time to time in the areas of responsibility as indicated:

   Hawkins Delafield & Wood LLP
   Bond Counsel

2. That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with Hawkins Delafield & Wood LLP, One Gateway Center, 24th Floor, Newark, New Jersey 07102-5311, for legal services as described herein,.

3. That this contract is awarded subject to the professional meeting the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said city at a regular meeting held on Tuesday, January 19, 2016.

City Clerk

City Administrator's Office
R - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3925)

DOC ID: 3925

TO: Mayor and Common Council

FROM: Michael Rogers, City Administrator

DATE: December 23, 2015

I recommend authorizing an agreement with Hawkins Dalafield & Wood LLP for 2016 Bond Counsel Services in an amount not to exceed $60,000. These services are needed to properly prepare capital bond ordinances, the financing of same (through the issuance of bonds and notes) and for continuing disclosure requirements, and are generally performed by an attorney who specializes in this area. Robert H. Beinfield from Hawkins Dalafield & Wood LLP has capably served the City, most recently with a note sale held October 23, 2015 and a general offering bond sale will be scheduled prior to April 22, 2016. Bob and his staff are as thorough as they are conscientious, and the City has been well-served.

The term of this professional services agreement is one year, with funding coming from the specific Capital Ordinances that are affected.

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

STATEMENT OF QUALIFICATIONS FOR BOND COUNSEL SERVICES FOR THE

CITY OF SUMMIT

HAWKINS DELAFIELD & WOOD LLP

One Gateway Center, 24th Floor
Newark, New Jersey 07102-5311

28 Liberty Street
New York, New York 10005

Wells Fargo Tower
333 South Grand Avenue
Los Angeles, California 90071

20 Church Street, Suite 700
Hartford, Connecticut 06103

601 13th Street, N.W., Suite 800 South
Washington, D.C. 20005

One Embarcadero Center, Suite 3820
San Francisco, California 94111

Senator Office Building
Meridian Plaza - 1415 L Street, Suite 1180
Sacramento, California 95814

621 South West Morrison Street
Portland, Oregon 97204

November 23, 2015

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Exhibit B: New Jersey Practice Description

Exhibit C: New Jersey Transactions

Exhibit D: Descriptions of Selected New Jersey Transactions

Exhibit E: New Jersey Environmental Infrastructure Trust ("NJEIT") Transactions

Exhibit F: Descriptions of Selected NJEIT Transactions

Exhibit G: Attorney Resumes

Exhibit H: New Jersey Business Registration Certificate, Certificate of Employee Information Report Issued by the State Treasurer, Executed Letter of Qualification, Letter of Intent, List of Partners, Payment Conditions and Rate Schedules Form, Business Entity Disclosure Form, Political Contribution Disclosure Form, Stockholder Disclosure Certification

Exhibit I: Specific Responses to Request for Qualifications

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

Hawkins
DELAFIELD & WOOD LLP

A NEW YORK LIMITED LIABILITY PARTNERSHIP

PHONE (973) 642-8584
FAX (973) 642-6773

ONE GATEWAY CENTER
NEWARK, NJ 07102
WWW.HAWKINS.COM

NEWARK
NEW YORK
WASHINGTON
HARTFORD
LOS ANGELES
SACRAMENTO
SAN FRANCISCO
PORTLAND

C. STEVEN DONOVAN
ROBERT H. BEINFIELD
ERIC J. SAPIR
CHARLES G. TOTO
KRISTINE L. FLYNN
PATRICIA A. GOINS

MICHELLE A. LOUCOPOLOS
DAVID S. HANDLER
ROBERT A. ERNST
MEGAN I. FELICIANO
ANDREW S. THURMOND

DIRECT DIAL: (973) 642-1307
E-MAIL: RBEINFIELD@HAWKINS.COM

November 23, 2015

City of Summit - Bond Counsel Services

Mr. Michael Rogers
City Administrator
City of Summit
512 Springfield Avenue
Summit, New Jersey 07901

Dear Mr. Rogers:

We are responding to a request for qualifications from firms interested in serving as bond counsel to the City. Immediately following this letter is our Executive Summary and attached as Exhibit I hereto are specific responses to items set forth in the Request for Qualifications.

Hawkins Delafield & Wood LLP is proud of its long-standing relationship with the City having served as its bond counsel for over 100 years and we very much hope to have the opportunity of continuing that relationship. On a personal note, I have had the privilege of assisting the City as bond counsel for my entire professional career (over thirty years) and have always enjoyed an exemplary working relationship with City officials and professionals.

We here at Hawkins Delafield & Wood LLP are proud of our long-standing relationship with the City and very much hope to have the opportunity of continuing to work with the City and its officials and professionals next year.

Very truly yours,

Bob Beinfield

Robert H. Beinfield

RHB:cls
Attachments
Federal Express

2563912.1 001092 MRK

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

EXECUTIVE SUMMARY

General. Hawkins Delafield & Wood LLP is one of the leading bond counsel firms in New Jersey and in the nation, having a breadth of experience in all areas of public finance that we believe is unmatched by any other law firm. We have consistently ranked among the top public finance firms in New Jersey and in the country, based on the par amount of bonds and numbers of bond issues, since such data has been compiled. We have a ten attorney public finance office in Newark, New Jersey, which is among the largest public finance practices in New Jersey. We also maintain offices in New York City, Hartford, Connecticut, Los Angeles, California, Sacramento, California, San Francisco, California, Portland, Oregon and Washington, D.C., and substantially all of our 80 attorneys work exclusively in the public finance field. In fact, our public finance practice is over 150 years old (est. 1854) and our New Jersey public finance experience began in the late 1800s. Hawkins Delafield & Wood LLP is the **only** top twenty-five national bond counsel firm with a significant New Jersey practice and office. Since 1980, Hawkins Delafield & Wood LLP has served as bond counsel on over 633 New Jersey issues aggregating in excess of $17,315,000,000 in par amount. Also during that period, Hawkins Delafield & Wood LLP has served as underwriter's counsel on over 147 New Jersey issues aggregating in excess of $12,313,400,000 in par amount.

Personnel. Mr. Beinfield, who is admitted to practice law in the State of New Jersey and has served as bond counsel to New Jersey governmental entities, including the City, for over thirty years, would, as in the past, be the direct day-to-day contact with the firm. In such capacity, Mr. Beinfield would personally draft all bond ordinances and appropriate bond and note resolutions, coordinate all bond and note closings, prepare all required closing and other documentation, review and draft official statements, and be available to advise officials and attend meetings when necessary. **In this way, the City has received and would continue to receive experienced and expert service from a senior partner, as opposed to an associate or paralegal.**

New Jersey Experience. Hawkins Delafield & Wood LLP has extensive experience with New Jersey county, municipal and sewerage/utilities authorities financings having served as bond counsel or underwriter's counsel in connection with all types of financings including: short-term notes; permanent bonds; capital appreciation bonds; subordinate or junior lien bonds; variable rate bonds; bonds secured by service contracts, deficiency agreements, bond reserve fund deficiency agreements, bond reserve fund surety policies, bond insurance policies and letters of credit; bonds secured only by revenues (i.e., no service contract); financings utilizing investment agreements, guaranteed investment contracts, bond reserve fund forward agreements, bond service fund "float" agreements and escrow float agreements; current refundings; advance refundings; cross-over refundings; "forward" refundings and delayed deliveries; and competitive and negotiated sales. In addition, Hawkins Delafield & Wood LLP is thoroughly familiar with the many legal issues that arise in connection with New Jersey county, municipal and sewerage/utilities authority financings including: federal tax, arbitrage and rebate requirements; secondary market continuing disclosure requirements; additional bonds tests; historical and future revenue coverage tests; rate covenants; flow of funds issues; service contract requirements and municipal approvals; revenue pledges and lien subordination; and Local Finance Board proceedings and approvals.

We have provided a broad range of assistance to New Jersey counties, municipalities and sewerage/utilities authorities in connection with bond and note financings such as the following: preparation of all or portions of an official statement, preparation of a notice of sale and bid form, assistance in identifying bidders active in the New Jersey bond anticipation note market, assistance with rating agency contacts and presentations, advice with respect to structuring "bank qualified" issues, planning to qualify for a rebate exception and thereby earning legal arbitrage, preparation of capital surplus appropriation ordinances, excess proceeds ordinances, amending ordinances and reappropriation ordinances, assistance relating to State loan programs (such as Green Acres, DEP, Dam Restoration, Open Space, Environmental Infrastructure Trust, Underground Fuel Storage Tanks and others), advice relating to utilities and self-liquidating status, advice with respect to special benefit assessment projects and local improvement ordinances, preparation and presentation of Local Finance Board applications, assistance relative to structuring bond anticipation note financings (such as coordination of note issues, sizing and

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timing), assistance relative to structuring of bond issues (such as market timing, maturity amounts and tax impact, redemption features and choice of multiple or single interest rate bids), preparation of all documentation relating to emergency notes, special emergency notes and tax anticipation notes, and advice relating to the recent continuing disclosure requirement under the federal securities laws and structuring issues to avoid same if desirable.

We have also provided assistance and advice with respect to the 2003 and 2004 amendments to the Local Bond Law and accompanying regulations relating to electronic bond sales, open and closed auctions, term bonds and sinking fund redemptions, true and net interest cost, discount bonds, electronic distribution of official statements and financial surety bonds.

Perhaps of more importance to the City, Hawkins Delafield & Wood LLP has served as bond counsel to the City for over one hundred years and, therefore, has first-hand, working knowledge and familiarity of the legal and financing issues that are important to the City and its officials and professionals.

NJEIT Experience. Hawkins Delafield & Wood LLP has represented numerous borrowers, including dozens of municipalities and sewerage/utilities authorities, that have participated in the New Jersey Environmental Infrastructure Trust ("NJEIT") financing process and has been involved with in excess of seventy (70) NJEIT financings, since the inception of the program in 1987. Each year we have worked closely with representatives of the NJEIT, its bond and tax counsel, its financial advisor and the Deputy Attorney General assigned to the NJEIT to develop practical and innovative solutions to many challenging legal issues, including issues relating to reimbursements, special assessments, self-liquidating status, debt deductions, subordination and lien priority, credit enhancement (e.g., bond insurance policies, letters of credit and mortgages), taxable bonds, current and advance refundings of outstanding bonds and notes, borrower reserve funds, capitalized interest, "wrap around" issues to extend the twenty-year maturity limit, the requisition/reimbursement process, maturity limitations, temporary financing, the "pre-award approval" process, the bid "black out" period, design, build and operate contracts, the structuring and timing of draw-down schedules, crediting and possible transferring of excess moneys upon completion of construction, continuing disclosure, land and easement acquisitions, and borrowings by "private" nongovernmental entities. In fact, Hawkins Delafield & Wood LLP often works on an informal basis with the NJEIT and its bond counsel, general counsel and financial advisor to modify and refine the financing program in an attempt to simplify the borrowing process. The firm is in a unique position to ensure that a borrower maximizes the financial and other benefits available through participation in the NJEIT financing program. **We strongly believe that our expertise and experience with the NJEIT financing program is unmatched by any other public finance firm.**

Exhibits. Please see Exhibit A attached hereto for a detailed description of the firm's national practice and experience, Exhibit B attached hereto for a more detailed description of the firm's New Jersey practice and experience, Exhibit C attached hereto for a complete listing of New Jersey issues for which the firm acted as bond counsel since January 1, 2010 and underwriter's counsel since January 1, 1996, Exhibit D attached hereto for a more detailed description of a few representative New Jersey transactions, Exhibit E attached hereto for a complete listing of New Jersey Environmental Infrastructure Trust issues for which the firm acted as bond counsel since January 1, 2007, Exhibit F attached hereto for a detailed description of a few selected New Jersey Environmental Infrastructure Trust transactions, Exhibit G attached hereto for resumes of attorneys that would provide bond counsel services, Exhibit H attached hereto for our New Jersey Business Registration Certificate, our Certificate of Employee Information Report and the completed forms required by the Request for Proposals, and Exhibit I attached hereto for specific responses to the Request for Qualifications.

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EXHIBIT A

DETAILED FIRM DESCRIPTION

History. Hawkins Delafield & Wood LLP ("Hawkins" or the "Firm") celebrated our 150th year of legal practice in 2004, tracing our roots to 1854 and Dexter A. Hawkins, whose practice was located at 10 Wall Street. Hawkins' son, Eugene D. Hawkins, brought to the firm the practices of trusts and estates and charitable organizations, as well as representation of coal and real estate companies. Lewis L. Delafield, Sr., a member of a prominent New York family and a well-known financial and business lawyer, started a law practice in 1857, which grew steadily thereafter. The Hawkins law firm and the Delafield law firm merged in 1892 to form Hawkins & Delafield, which was later expanded by a merger in 1909 with the firm of Delafield & Longfellow. Delafield & Longfellow, founded by Frederick P. Delafield and Frederick W. Longfellow, specialized in railroads and development projects.

Hawkins, Delafield & Longfellow quickly gained a reputation for specialized expertise in the area of governmental finance. From the late 19th Century, the Firm was known to be active in the financing of municipal projects and continues to maintain records of opinions that date back to the 1880s and cover borrowings by governmental entities throughout the States and Territories of the then-emerging country. In the ensuing years, attorneys from the Firm participated actively in the design, implementation and financing of many of the country's most important governmental programs.

At the turn of the 20th Century, the Firm helped create special taxing districts for municipalities and private utilities to meet their growing need for power and communications. During the 1930s, the Firm assisted in the restructurings that followed the Great Depression. The Firm assisted in the creation of the "revenue bond authority", which permitted the financing of large public works projects but did not rely on general tax receipts.

During World War II and afterwards, attorneys from the Firm were involved with various war-related efforts, including being closely associated with the drafting of the new post-war Japanese Constitution. In 1945, the Firm adopted the name Hawkins, Delafield & Wood when Franklin S. Wood, a corporate attorney, joined the partnership and continued the tradition of the Firm's involvement with large public authorities. During the 1950s and 1960s, attorneys in the Firm were again leaders in extending the revenue bond authority concept to cover not only bridges and tunnels, but highways, airports and other mass transit systems, as well as publicly owned utility systems. In the late 1960s and 1970s, Hawkins pioneered the development of major governmental loan programs, helping state governments to replace the federal capital assistance that had been withdrawn from colleges, universities, hospitals and public housing projects.

The Firm's deep commitment to client service is reflected in the opening in recent years of offices in Hartford, Connecticut, Newark, New Jersey, Washington, D.C., Portland, Oregon and Los Angeles, San Francisco and Sacramento, California.

Overview. Since 1980 the Firm has been ranked in the top handful of firms nationally in the public finance field in each year by number and dollar volume and issues approved. We are thoroughly familiar with the terms and conditions generally required by the municipal markets and the rating agencies for a successful bond issue. Hawkins Delafield & Wood LLP has participated in virtually every conceivable type of financing, including master trust indenture financings for single entities and for multi-facility systems, original issue discount financings, tender bond financings, interest rate swap financings, embedded cap financings, tax-exempt and taxable commercial paper, variable rate demand

bonds and notes, auction rate securities, floating rate bonds and inverse floating rate bonds, multi-mode and flexible mode financings, refunding, advance refunding, crossover refunding and multiple issue advance refunding, pooled equipment and facility programs, bond anticipation note financings, financings involving bond insurance, GNMA collateralized financings, FHA secured financings, Federal Highway Administration secured (GARVEE) bonds, tobacco securitization transactions, and financings secured by letters of credit.

As part of the Firm's public finance practice, we have participated in thousands of financings. The Firm's ability to continue as the industry leader has been the result of its continuing record for innovation. Typical transactions in which the Firm has participated, and continues to participate, include general obligation financings for various governmental purposes, such as highways, schools and governmental buildings; lease purchase financings for a wide variety of projects and programs; revenue financings for water and sewer, solid waste disposal and resource recovery, public power, transportation, education, student loans, hospital, housing, convention centers, commercial and industrial development, airport, dock and wharf facilities and other exempt facilities; and certificates of participation financings for a full range of equipment and real estate projects. Hawkins Delafield & Wood LLP serves as bond counsel for governmental entities at all levels, from states to small improvement districts, and through this work has gained a thorough understanding of the many financing structures in use today, from traditional tax supported and revenue based structures to the many credit enhanced and other market oriented structuring techniques. The Firm's involvement with a broad range of public finance clients enables the Firm to use ideas and concepts from one area of public finance for the benefit of its clients in other areas. As our background and experience reveals, Hawkins Delafield & Wood LLP is committed to public finance. We believe that as long as governments are called upon to meet public needs there will be a strong public finance industry and that we will be a major force within that industry.

Our Firm is different from most in that our public finance department is essentially our entire Firm. We are in effect a very large public finance "boutique" law firm. As such we believe we have the most qualified public finance "department" in the country since no other firm can match our level of commitment and expertise.

Industry Leader – Bond Counsel Rankings. Hawkins Delafield & Wood LLP is consistently ranked in the top tier of the public finance field. Hawkins Delafield & Wood LLP is the number one ranked bond counsel Firm for all long-term bond issues since records have been maintained in 1980 by Thomson Financial. In addition, as illustrated below, in 2014, Hawkins Delafield & Wood LLP was ranked second nationally for bond counsel, first nationally for underwriter's counsel and first nationally for combined bond counsel and underwriter's counsel, based on dollar amount of bonds issued:

BOND COUNSEL RANKING REPORT*
2014

RANK	FIRM	$ VOLUME (MILLIONS)
1.	Orrick, Herrington & Sutcliffe LLP	$30,518.1
2.	**Hawkins Delafield & Wood LLP**	**19,501.6**
3.	McCall Parkhurst & Horton LLP	14,444.5
4.	Kutak Rock LLP	10,260.6
5.	Norton Rose Fulbright	10,101.6

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UNDERWRITER'S COUNSEL RANKING REPORT*
2014

RANK	FIRM	$ VOLUME (MILLIONS)
1.	**Hawkins Delafield & Wood LLP**	**$18,298.9**
2.	Nixon Peabody LLP	15,137.4
3.	Squire Patton Boggs LLP	10,973.0
4.	Orrick, Herrington & Sutcliffe LLP	9,872.2
5.	Kutak Rock LLP	9,502.3

*Source: Thomson Financial Securities Data

Airports. Hawkins Delafield & Wood LLP has extensive experience in all aspects of airport financing, including airport system and airport revenue bonds, project and special facility financings, airport bond refunding, variable and fixed rate airport securities, double-barrel passenger facility charges and revenue bonds, and double-barrel revenue and general obligation bonds. Hawkins attorneys have participated in the development and structuring of financings for airport flight-kitchen, maintenance, cargo, terminal, runway, noise abatement and airport environmental remediation. The Firm's experience as counsel to airport issuers, underwriters and airline companies in connection with airport financings provides the Firm with a breadth of knowledge which is unmatched in the industry. The Firm has aggressively pursued structures and methods for the financing of airport facilities on both a private activity and governmental basis and has assisted issuers in maximizing their non-AMT governmental financings. The Firm is familiar with all areas vital to governmental airport financings, such as passenger facility charges, grant applications and requirements and Part 150 program requirements. The Firm has been an active participant in the process of the promulgation of the recently adopted passenger facility charge ("PFC") regulation, having consulted with ACI-NA, and submitted extensive comments to the FAA. The Firm is currently involved with clients in developing structures to facilitate financing with PFCs both on a joint airport revenue PFC revenue basis and a PFC revenue stand-alone basis.

In addition, the Firm represented the United States Department of Transportation ("USDOT") as one of three special counsel in the nation for implementation of its Transportation Infrastructure Finance and Innovation Act ("TIFIA") program. The Firm represented USDOT in connection with two of its first TIFIA transactions. The Firm has served as bond counsel to The Port Authority of New York and New Jersey, providing a full range of bond counsel services with regard to billions of dollars of construction financing at the three major New York metropolitan area airports. In addition, we have served as bond counsel to the New York City. Industrial Development Agency in connection with the Agency's issuance of tax-exempt bonds to finance passenger and cargo facilities for American Airlines at Kennedy and LaGuardia Airports in New York, New York as well as terminal renovations for Air France at Kennedy Airport. We also assisted that Agency as bond counsel in connection with the Agency's financing of cargo and related facilities for Japan Airlines at Kennedy Airport. Moreover, we have served as bond counsel at many other airports throughout the United States, including the State of Hawaii airports system, Manchester (New Hampshire), Los Angeles, Memphis, Nashville, Newport News, Tulsa, Tucson and the Aviation Division of the Virgin Islands Port.

Hawkins Delafield & Wood LLP has participated in all aspects of letters of intent and grant related matters under federal law, including grant compliance, and matters regarding off-airport applications of airport funds and leveraging of letters of intent and grant funds. Likewise, we have substantial experience with passenger facility charges imposed pursuant to federal law and the problems associated with leveraging this source of funds.

In connection with airport financings, Hawkins Delafield & Wood LLP's attorneys have worked and continue to work with clients and industry organizations in monitoring and submitting comments on the regulations promulgated by the FAA with respect to the passenger facility charge program and its proposed policy statement regarding airport rates and charges. The Firm has worked and met with clients, representatives of the FAA, investment bankers and rating agency representatives in an effort to formulate approaches to issuing stand-alone passenger facility charge bonds and one of our partners has contributed to the *PFC Handbook* published by the ACI-NA.

In addition to financing assistance, the Firm's breath of experience enables it to assist in developing and negotiating airline, concessionaire and other airport user agreements. The Firm has assumed innovative approaches with respect to federal tax requirements, including the ability to finance certain airport undertakings on a governmental or a private activity basis and creative financing approaches for all airport needs including noise abatement and environmental compliance purposes. Members of the Firm have dealt with virtually every aspect of airport development, and are able to assist in ways that Firms with less experience cannot.

Distressed Entities. Hawkins Delafield & Wood LLP's reputation for excellence in public finance is perhaps best illustrated by the fact that the Firm has consistently been called upon for advice and has been retained in complex and demanding situations where an issuer's continued market access is in jeopardy. Our work with public bankruptcy and restructuring during the Depression era led directly to the adoption by the States of New York, New Jersey and Connecticut of constitutional and statutory debt issuance procedures which have served as models for other jurisdictions across the country.

In 1975, the Firm was engaged to help draft legislation creating an oversight and funding mechanism for The City of New York. The resulting legislation created the Municipal Assistance Corporation for The City of New York ("MAC"). The difficult state constitutional issues inherent in the MAC structure were challenged in a lawsuit filed after the sale but prior to the closing of the first billion dollar MAC bond offering. Hawkins, as bond counsel, delivered an opinion to the effect that the lawsuit was without merit, which permitted the underwriters to accept delivery of the bonds. The lawsuit was ultimately resolved in MAC's favor by the New York State Court of Appeals, consistent with the Firm's opinion, allowing almost $9 billion of MAC bonds to be issued during subsequent years.

Other financially distressed municipal situations in which we have played a significant role include our retainer by the City of Yonkers in 1975 as bond counsel to structure a financing plan to avert a threatened bankruptcy. For the City of Buffalo, we drafted legislation providing specific financial safeguards which allowed Buffalo to continue to access the financial markets during the period in which Buffalo was experiencing a fiscal deficit. In addition, we have devised sound, innovative legal structures and bond planning which have permitted such other New York municipalities as the County of Erie and City of Lackawanna to continue to access the national credit markets.

In 2000, the Firm was engaged to help draft special State legislation creating an oversight and funding mechanism for Nassau County. The resulting legislation created the Nassau County Interim Financing Authority ("NIFA") and diverted revenues derived from certain sales and compensating use taxes from Nassau County to NIFA in order to secure NIFA bonds.

Education. Education finance has been one of the Firm's principal focus in public finance for many decades. The number and variety of educational providers which are represented by the Firm and our continuing involvement in the development of new financing tools for these clients demonstrate our current leadership in the area. Hawkins represents clients in the education sector which range from local school districts to state agencies and national service corporations. The Firm has participated in the evolution of school financing programs which have addressed the changing constitutional dimensions

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concerning local funding of primary and secondary education and the extension of state involvement in higher education.

The Firm has broad experience in tax-exempt financings for universities and colleges, both private and publicly owned. We have acted as bond counsel, underwriter's counsel, university counsel and bank counsel in such financings. University and college financings in which the Firm has participated include fixed rate and variable rate demand issues, advance refunding issues, facility financings (including academic buildings, dormitories, clinical and research facilities and athletic facilities), letter of credit financings, collateralized issues, secured financings and unsecured financings. The Firm has also acted as bond counsel on numerous educational financings involving Sallie Mae purchases of bonds or Connie Lee insurance. Further, the Firm has participated in pooled financings for various private colleges and universities as counsel to the liquidity bank and as counsel to the underwriters.

The Firm has broad experience in tax-exempt financings for universities and colleges, both private and publicly owned. We have acted as bond counsel, underwriters' counsel, university counsel and bank counsel in such financings. University and college financings in which the Firm has participated include fixed rate and variable rate demand issues, advance refunding issues, facility financings (including academic buildings, dormitories, clinical and research facilities and athletic facilities), letter of credit financings, collateralized issues, secured financings and unsecured financings.

Hawkins has also been a substantial contributor to the development of public education loan finance programs and of tuition savings programs nationally.

General Obligation. Hawkins Delafield & Wood LLP serves as bond counsel on several hundred general obligation bond and note issues each year. These issues include financings for States (such as New Jersey, Tennessee and Hawaii), counties (such as Atlantic, Morris and Passaic, New Jersey and Westchester and Suffolk, New York), municipalities (such as Buffalo and Yonkers, New York, Summit, New Jersey, West Hartford, Connecticut and Roanoke, Virginia), school districts, fire districts and other public issuers. The bonds or notes may be secured by unlimited ad valorem taxes, limited ad valorem taxes, special taxes, full faith and credit lease payments and full faith and credit guaranties, and may be additionally secured by water rents, sewer charges, local benefit assessments, grants and other revenues. Attorneys at the Firm are thoroughly familiar with the authorization process for general obligation bonds (e.g., referendum questions, ordinances and resolutions) and the essential areas of disclosure. In addition to the typical capital projects undertaken by States and localities, the Firm has served as bond counsel to many distressed governmental issuers in connection with cash flow and deficit financings (e.g., Essex County, New Jersey and Buffalo and Yonkers, New York). In such financings, Hawkins attorneys often have been instrumental in drafting the legislation allowing such issuers access to the capital markets (see the caption "Distressed Entities" above for a description of some of these financings).

Ground Transportation. Hawkins Delafield & Wood LLP traditionally has been involved in a wide variety of transportation financings throughout the United States. The Firm recently has acted as bond counsel for numerous transportation entities, including Oklahoma Transportation Authority and New York State Thruway Authority (the "Thruway Authority") (the two largest toll roads in the nation), the New Jersey Turnpike Authority, and the Metropolitan Transportation Authority (New York), Triborough Bridge and Tunnel Authority and other related entities (together, the "MTA") (the largest public transit/commuter rail/toll road system in the nation). Our work with the MTA included assisting it in completing its $17.3 billion restructuring of substantially all of its debt, the largest restructuring of municipal debt ever undertaken in the United States. Hawkins has served as bond counsel to the Thruway Authority on its own toll road credit throughout its history and has assisted in structuring all of its

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subject-to-appropriation credits to assist State of New York transportation programs. Recent experience also includes serving as bond counsel for GARVEE programs established for Rhode Island and Oklahoma, advising California and Maine on GARVEE legislation, and serving as underwriter's counsel for the Colorado GARVEE program since its inception as well as for the Virgin Islands GARVEE program. The Firm serves as bond counsel for, or legal consultant to, the Arizona Department of Transportation, the New York State Department of Transportation, the Hawaii Department of Transportation, the Los Angeles Metropolitan Transportation Authority, the Washington Metropolitan Area Transit Authority, the Port Authority of New York and New Jersey and the bi-national Buffalo and Fort Erie Public Bridge Authority.

The Firm has substantial experience in the financing of ports and harbors. The Firm has served as bond counsel to The Port Authority of New York and New Jersey and assisted that issuer in the development of its consolidated revenue financings, including that Authority's port and port related facilities. The Firm also has acted and continues to act as bond counsel on many revenue bond issues for the Delaware River Port Authority of Pennsylvania and New Jersey and the Marine Division of the Virgin Islands Port Authority.

Health Care. The value of Hawkins Delafield & Wood LLP's expertise in the health care finance area has been recognized by a wide variety of clients and has led to its involvement in a large number of diverse transactions. While Hawkins represents several hospitals and health care systems as financing counsel and in structuring their financing and capital improvement programs, it also serves as bond counsel for state health care financing agencies and other providers of health care financing. We have acted as either bond counsel or underwriter's counsel in tax-exempt financings for hospitals, multi-hospital health care systems, clinics, nursing homes, health maintenance organizations, life care centers, doctors' office buildings, continuing care retirement communities, social service centers, visiting nurse associations, mental health facilities, AIDS facilities and medical schools across the country. Hawkins also has significant experience in financings for not-for-profit housing for the elderly, including continuing care retirement communities and nursing homes.

Housing. Hawkins Delafield & Wood LLP has a well-established reputation as the leading Firm in the country for experience and expertise in housing finance programs. Two of our partners are the authors of the leading publication in the field, the *ABCs of Housing Bonds* (5th ed.), first published in 1985. Hawkins was ranked as the number one bond counsel and underwriter's counsel in 2003 by Thomson Financial (and has been since ratings have been maintained) for all state housing finance agency issues. We currently act as bond counsel, special tax counsel, or underwriter's counsel for more state housing finance agency bonds than any other Firm. Our record as the most active bond counsel for housing issues and our experience in working with state housing finance agencies cannot be matched.

Hawkins Delafield & Wood LLP housing finance practice includes a unique level of expertise in HUD financing and subsidy programs. Our partners include a former HUD Deputy Assistant Secretary who is a widely recognized expert in the legal, administrative and policy issues that arise under such programs as Section 8, Section 236, Mark-to-Market, HOPE VI, Public Housing, HOME and the various FHA single family and multifamily mortgage insurance authorities. Another of our partners also was a former Deputy Assistant Secretary at HUD and has extensive experience in public housing and other HUD programs. He has drafted HUD-related laws ever since writing key community development, Section 8 and FHA insurance provisions of the Housing and Community Development Act of 1974, and was responsible for the issuance of public housing and voucher regulations between 1996 and 2003.

The Firm has played a pioneering role in the efforts of the U.S. Department of Defense ("DOD") to privatize military family housing. Beginning in 1995, the Firm has represented both DOD and the U.S. Air Force with respect to the housing privatization program generally and in individual transactions.

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tobacco financings that have closed, as well as those for the District of Columbia and the Virgin Islands. The Firm was selected to be bond counsel in 3 of the 4 most recent national Requests for Proposals for States that have issued tobacco settlement asset-backed bonds: Rhode Island, New Jersey and Washington. The Firm was Tobacco Securitization Bond Counsel for the State of New York which issued tobacco settlement asset-backed bonds in excess of $4 billion. Legislation drafted by the Firm enabled the State to optimize the credit rating and pricing of its tobacco bonds by including a special revenue enhancement in addition to the revenues derived from the Master Settlement Agreement. Hawkins served as underwriter's counsel in the two tobacco financings, aggregating over $5 billion, for the State of California, which included a State enhancement modeled on our work in New York.

Tax. Hawkins Delafield & Wood LLP has one of the largest and most experienced tax departments in the nation devoted primarily to public finance. As such, it is recognized as a market leader. We have six experienced tax partners and one of-counsel attorney in the tax-exempt bond area who together have unmatched depth and breadth of national public finance tax expertise. In addition, we have a number of tax associates and financial analysts who support our federal tax practice. We see complex, cutting-edge tax issues early, often and in more variations than most other Firms around the country. We offer the benefits of both our Firm's collective tax insights and our ability to address most tax issues more efficiently than others. We have an unwavering commitment to provide tax planning and prompt tax services to support our tax-exempt bond transactional practice.

The several hundred tax-exempt bond transactions undertaken by the Firm each and every year are reviewed by our tax department for compliance with the Internal Revenue Code and applicable regulations. Our tax department has handled virtually all projects or purposes that may be financed on a tax-exempt basis, including multi-purpose governmental facilities, economic and industrial development, education, electric power and energy, environmental (e.g., sewer, solid waste and water), health care (e.g., hospitals and assisted living, retirement communities and mental hygiene facilities), housing (e.g., single-family mortgage loans and multi-family housing), student loans, transportation (e.g., airports, harbors, tollways and mass transit), pension liability, working capital and grants. The type of bonds include general obligations, revenue obligations, special assessments, tax increments, leases and certificates of participation, fixed rate bonds, variable rate bonds, inverse floaters and commercial paper.

Our tax department also has significant experience and expertise with derivatives tailored prudently to assist states and local governments to reduce interest rate risks. These include interest rate swaps, caps, options and forwards. We have served in various roles (as issuer's counsel, bond counsel, underwriter's counsel or special derivatives counsel) in transactions involving a broad range of these hedging products for a number of governmental issuers in New Hampshire, Maine, Connecticut, California, Alaska, Hawaii, Michigan, New York, North Carolina, Rhode Island, Texas and Virginia. Several of the Firm's tax and finance partners devote considerable attention to this area.

Hawkins Delafield & Wood LLP takes a proactive approach to providing input on federal tax law and regulations affecting tax-exempt bonds throughout the course of their development, and monitors these statutory and regulatory developments through its Washington, D.C. office. We regularly provide advice to our clients regarding such developments. The Firm confers, when appropriate, with staff of the Treasury Department and the Internal Revenue Service with respect to the development of regulations under the Internal Revenue Code and generally prepares extensive written comments to proposed regulations when published. We are pleased to note that numerous comments prepared by the Firm and submitted to the Internal Revenue Service both formally and informally were accepted by the Service and incorporated in the final arbitrage regulations and private activity bond regulations.

In addition, our tax department has solid experience in preparing ruling applications, in defending the positions advanced in those applications and ultimately in obtaining favorable rulings. Our tax

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department also has substantial experience and expertise in representing clients in tax audits and other investigatory matters with the Internal Revenue Service. Clients have found our experience and expertise in this area to be highly beneficial, particularly in light of the heightened scrutiny by the IRS in the tax-exempt bond area in the last several years. One of our partners was one of the principal authors of the final 1993 arbitrage regulations during his tenure in the IRS Chief Counsel's office.

The IRS has continued, over the past few years to step up its enforcement division, and through targeted initiatives, including a recent initiative relating to Build America Bonds ("BABS" and the May, 2011 refinements to Form 8038), is examining more and more bond issues. Issuers need to have internal controls and procedures to assure that bond issues continue to meet post-issuance tax compliance. In such regard, Hawkins continues to assist issuers in establishing internal controls and procedures to monitor the use and investment of bond proceeds, use of financed property, arbitrage and rebate requirements, security and payment of the bonds and timely filing of information returns, including the IRS Form 8038-CP which is filed in connection with certain direct pay tax credit bonds, including BABs. Hawkins is available post issuance to consult with issuers regarding any of the foregoing matters.

Real Estate. Members of the Firm have represented financial institutions (acting both as lenders and as credit enhancers) and governmental agencies in connection with the acquisition, sale, leasing, development and financing (both taxable and tax-exempt) of a wide variety of commercial and residential real estate assets. Our real estate practice encompasses structuring limited partnerships, joint ventures and other ownership vehicles, the negotiating and drafting of design, construction and management agreements, and advising clients with respect to zoning and environmental matters, as well as the documentation of conveyancing, leasing and financing transactions. In addition to pure lending transactions we have represented parties in transactions involving shared appreciation and other equity kickers.

Drafting Legislation. Familiarity with legislative and regulatory drafting plays an important role in situations where new governmental programs or projects are being implemented or where the difficulties of distressed entities are being addressed. Because these are the two areas in which the unique expertise of Hawkins Delafield & Wood LLP has always been particularly recognized, thorough familiarity with both the technical prerequisites and the pragmatic realities of the legislative and regulatory process is a hallmark of the experienced Hawkins Delafield & Wood LLP attorney.

This expertise includes an understanding of the federal and state constitutional requirements affecting legislation and regulations, of the statutory and internal governance rules which govern the formal content and review of legislation and regulations and of the importance of strategic decision making and the important roles of timing and public awareness in bringing legislative and regulatory initiatives to a successful conclusion.

Because of the broad exposure which Hawkins Delafield & Wood LLP's governmental activities provide to public officials and administrative agencies, legislative and regulatory proposals which the Firm is involved with have the benefit of our reputation for expertise in the governmental arena. Legislators and regulators and their staffs have come to respect comments to legislation and regulations prepared by Hawkins Delafield & Wood LLP and submissions by the Firm concerning pending or proposed legislation or regulations.

Securities and Disclosure. Hawkins' reputation for excellence in securities law related to public finance is illustrated by our having consistently been called upon for advice in complex and demanding situations. We are called upon to apply our knowledge and expertise regarding disclosure to virtually every transaction in which we participate and on a daily basis must advise clients with respect to disclosure questions arising in particular financings. Hawkins partner John McNally is a prominent

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practitioner and lecturer on matters involving several securities law for public finance transactions. Mr. McNally served as an attorney in the Municipal Securities Branch of the Division of Market Regulation at the Securities and Exchange Commission ("SEC") and was a member of the SEC's Municipal Securities Disclosure Task Force. Mr. McNally is currently President of the National Association of Bond Lawyers ("NABL") and chaired both the NABL Securities Law and Disclosure Committee and the 1999 NABL Washington Conference. Mr. McNally is one of three editors of the NABL Federal Securities Law Deskbook and was the Project Coordinator of the third edition of Disclosure Roles of Counsel, published in October 2009, a joint NABL and American Bar Association publication, which was referred to by the New York Times as "the new disclosure bible for municipal bond lawyers". In connection with the turmoil in the auction rate market in 2007-2008, Mr. McNally prepared on behalf of NABL the federal securities law portion of the February 27, 2008, memorandum "Commonly-Asked Questions regarding Securities and Tax Implications of Auction Rate Bond Market Turmoil," and co-authored the January 26, 2010 NABL advisory "Certain Federal Securities Law Aspects of Tax Credit Bonds." In September 2010, Mr. McNally presented testimony to the SEC at their inaugural field hearing in San Francisco, at the SEC's request. These field hearings are being conducted across the country to provide input to the SEC as they consider what regulatory or legislative measures may be appropriate regarding the municipal market.

Hawkins attorneys have a comprehensive understanding of the complex disclosure standards and practices affecting public securities offerings which are derived from sources as diverse as the antifraud provisions of the federal securities laws, judicial interpretations, state laws, common law, government regulation of market participants such as broker-dealers, organizations such as the Municipal Securities Rulemaking Board, and industry practice and voluntary guidelines such as the Disclosure Guidelines for State and Local Government Securities of the Government Finance Officers' Association. Because of the breadth of our practice and the depth of our experience, our knowledge of and ability to handle complex disclosure matters are invaluable resources to our clients. Our disclosure practice, in addition to the general representation of our clients, consists of two principal areas: (1) the delivery of opinions regarding the disclosure in an official statement, whether serving as bond counsel, underwriters' counsel, or otherwise, and (2) our engagements as disclosure counsel.

In early 1994, the Firm was selected as the first disclosure counsel by the State of New York Division of the Budget and we continue to serve in that capacity. With the Firm's help, the Division of the Budget rewrote the State's basic disclosure documents, and reformatted them as an "Annual Information Statement." Investors were put on notice that quarterly updates would be issued and that any material changes between such predictable updates would be issued as a supplement as necessary. Procedures were regularized for all contributing State agencies, officials and authorities whereby material changes would be provided to centralized budget staff and the new formalized State information statement would be made available to other issuers for use in their official statements.

Hawkins has assisted clients in responding to SEC inquiries and investigations. Our role in such engagements has been to review whatever written correspondence have been received from, or telephone conversations have occurred with, the SEC staff, to determine what stage the investigation has reached (*e.g.*, preliminary fact-finding inquiry, informal investigation, formal investigation with subpoena power, etc.). If it is a fact-finding inquiry, then Hawkins can review the disclosure that is the subject of the investigation and provide objective advice whether any legitimate concerns may obtain. If there are such concerns, then Hawkins can assist the client in preparing a written response to address the SEC inquiry with the aim of not having it ripen into a formal investigation.

Hawkins has developed an expertise in serving as disclosure counsel in connection with complex pension disclosure. Hawkins was appointed as General Disclosure Counsel by the City of San Diego ("San Diego") in March 2004 (shortly after the City was advised of an SEC investigation regarding its

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pension disclosure). Hawkins assisted San Diego in adopting and implementing written disclosure controls and procedures, and developed and conducted training sessions regarding federal securities disclosure for its officials and staff. In the settlement that San Diego entered into with the SEC, the efforts of Hawkins were cited as part of the remediation measures the City had undertaken: "[t]he City has also hired new disclosure counsel for all of its future offerings, who will have better and more continuous knowledge on the City's financial affairs. This disclosure counsel has conducted seminars for City employees on their responsibilities under the federal securities laws."

Pursuant to a RFP conducted by the City of San Francisco in 2010, Hawkins was selected as San Francisco's general disclosure counsel, and in that capacity will be assisting the City Attorney's office in developing written disclosure controls, conducting disclosure training, and reviewing their pension disclosure. The Deputy City Attorney for Disclosure in San Francisco previously held such position in San Diego, and recognized the importance of written disclosure controls and disclosure training in determining to hire Hawkins to assist in San Francisco's new disclosure initiatives.

Financial Analysis and Services. Hawkins Delafield & Wood LLP has regularly advised and assisted its clients on implementation of procedures to assure compliance with the arbitrage rebate and yield restriction requirements of the Internal Revenue Code and the applicable regulations.

The Firm maintains a full-time professional staff of financial specialists who perform all calculations relating to the Firm's public finance practice. These include computing interest costs with respect to competitive issues, running cash flows, sizing refunding escrows and performing arbitrage and rebate calculations. The Firm regularly assists clients in structuring bond issues and providing bond and mortgage yield determinations or verifications with full supporting data for arbitrage purposes. Hawkins Delafield & Wood LLP also performs or verifies on behalf of its clients hundreds of arbitrage rebate calculations for numerous types of bond issues. The Firm's software programs were developed in-house and encompass the entire range of calculations that are necessary or incidental to tax-exempt bond financing and arbitrage rebate compliance, including bond yields (single and composite issues), present and future value analyses, and debt service, refunding and bond structuring analyses.

After the general arbitrage regulations were introduced in 1972, Hawkins Delafield & Wood LLP recognized the complex nature of the new tax regulations and the importance of complying with them to preserve an issue's tax exempt status. In 1974, to effectively address these new tax laws, Hawkins Delafield & Wood LLP augmented its tax department with the addition of a full time analytical staff to provide numerical calculations related to tax exempt financings for its bond counsel clients. In 1981, we began preparing arbitrage rebate calculations for single-family bond issuers and generally in 1986 after the arbitrage regulations became effective with respect to all tax-exempt bonds. The Firm has maintained a pro-active practice regarding arbitrage rebate and actively assists clients during both the developmental and post-issuance phases of a transaction to minimize and monitor arbitrage rebate liability.

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EXHIBIT B

NEW JERSEY PRACTICE DESCRIPTION

General. Our firm's public finance practice goes back over 100 years in New Jersey, and includes numerous financings for New Jersey counties, municipalities, school districts, state authorities and other issuers. Hawkins Delafield & Wood LLP was responsible for drafting much of the enabling legislation for the State's general obligation bond financings, its Local Bond Law, its local school district financing laws, the New Jersey Economic Development Authority Act, the New Jersey Turnpike Authority Act of 1948, the New Jersey Highway Authority Act, the New Jersey Expressway Authority Act, the South Jersey Port Corporation Act, the Sewerage Authorities Law, the Municipal and County Utilities Authorities Law, the Parking Authority Law and the Tobacco Settlement Financing Corporation Act. Under authority of such laws, Hawkins Delafield & Wood LLP has issued approving legal opinions as to many billions of dollars of bonds and notes for the purposes permitted by such laws.

Hawkins Delafield & Wood LLP has recently reserved as bond counsel (and, in some cases, contract counsel) to numerous State and local issuers, including the State of New Jersey, the Tobacco Settlement Financing Corporation, New Jersey Sports and Exposition Authority, the New Jersey Turnpike Authority, Rutgers – The State University of New Jersey, the New Jersey Housing and Mortgage Finance Agency, the New Jersey Health Care Facilities Financing Authority, the New Jersey Educational Facilities Authority, the New Jersey Economic Development Authority, the New Jersey Water Supply Authority, the North Jersey District Water Supply Commission, the Passaic Valley Sewerage Commissioners, Atlantic County, Cape May County, Bergen County, Burlington County, Essex County, Monmouth County, Morris County, Passaic County, Union County, the Camden County Municipal Utilities Authority, the Cape May County Municipal Utilities Authority, the Camden County Improvement Authority, the Monmouth County Improvement Authority, the Musconetcong Sewerage Authority, the Rockaway Valley Regional Sewerage Authority, the Somerset Raritan Valley Sewerage Authority and the Stony Brook Regional Sewerage Authority.

The firm has recently served as underwriters' counsel on financings for numerous State and local issuers, including the New Jersey Housing and Mortgage Finance Agency, the New Jersey Health Care Facilities Financing Authority, the New Jersey Economic Development Authority, the North Jersey District Water Supply Commission, the Bergen County Improvement Authority, the Essex County Improvement Authority, the Hudson County Improvement Authority, the Mercer County Improvement Authority, the Bergen County Utilities Authority, the Sussex County Municipal Utilities Authority, the Union County Utilities Authority, the Burlington County Bridge Commission, the North Hudson Sewerage Authority and the Jersey City Municipal Utilities Authority and we have recently represented many banks as trustee's counsel in connection with New Jersey bond issues, including Bank of Montreal, First Union National Bank, Manufacturers and Traders Trust Company, North Fork Bank, State Street Bank and Trust Company, Summit Bank, The Bank of New York Mellon, Wachovia Bank, National Association, and Wilmington Trust Company. In addition, we served as counsel to the liquidity banks in connection with the issuance in 1997 through 2001 by the State of New Jersey of its Commercial Paper Tax and Revenue Anticipation Notes.

According to Thomson Financial Securities Data's statistics, which have been kept since 1980 (and in some cases earlier), in addition to our being a national leader in public finance, Hawkins Delafield & Wood LLP is one of the firms in the very top tier of New Jersey public finance during that period. During that period, Hawkins Delafield & Wood LLP served as bond counsel on over 633 New Jersey bond issues (excluding short-term note issues) aggregating in excess of $17,315,000,000 in par amount.

Also during that period, Hawkins Delafield & Wood LLP served as underwriter's counsel on over 147 New Jersey issues aggregating in excess of $12,313,400,000 in par amount. Please see Exhibit C attached hereto for a listing of transactions in New Jersey which Hawkins Delafield & Wood LLP has served as bond counsel since January 1, 2010 or underwriter's counsel since January 1, 1996. Please see Exhibit D attached hereto for a more detailed description of a few representative New Jersey transactions.

Hawkins Delafield & Wood LLP maintains a bona fide office (as such term is defined in R. 1:21-1(a), Rules of General Application Governing the Courts of the State of New Jersey) at One Gateway Center, Newark, New Jersey. Our Newark, New Jersey office has ten full-time public finance attorneys, to our knowledge making our office among the largest public finance groups in the State of New Jersey. The New Jersey office has five partners and five associates.

We anticipate the size of our bond department and New Jersey office to remain stable, or to grow, over the next few years. Because we are essentially a very large public finance boutique, we are committed to the public finance field. Unlike other laws firms, we will not withdraw from the bond counsel business.

Few firms have committed themselves to devoting almost all of their resources towards being a full service firm in public finance in the manner of Hawkins Delafield & Wood LLP. We are prepared to provide the total commitment of our firm towards meeting all of the requirements desired of bond counsel.

County, Municipality and Sewerage/Utilities Authorities. As described above, Hawkins Delafield & Wood LLP was responsible for drafting much of the Local Bond Law, the Sewerage Authorities Law and the Municipal and County Utilities Authorities Law and has rendered approving legal opinions as to many hundreds of millions of dollars of bonds and notes for the purposes of such laws.

Hawkins Delafield & Wood LLP has extensive experience with New Jersey county, municipal and sewerage/utilities authorities financings having served as bond counsel or underwriter's counsel in connection with all types of financings including: short-term notes; permanent bonds; capital appreciation bonds; subordinate or junior lien bonds; variable rate bonds; bonds secured by service contracts, deficiency agreements, bond reserve fund deficiency agreements, bond reserve fund surety policies, bond insurance policies and letters of credit; bonds secured only by revenues (i.e., no service contract); financings utilizing investment agreements, guaranteed investment contracts, bond reserve fund forward agreements, bond service fund "float" agreements and escrow float agreements; current refunding; advance refunding; cross-over refunding; "forward" refunding and delayed deliveries; and competitive and negotiated sales. In addition, Hawkins Delafield & Wood LLP is thoroughly familiar with the many legal issues that arise in connection with New Jersey county, municipal and sewerage/utilities authority financings including: federal tax, arbitrage and rebate requirements; secondary market continuing disclosure requirements; additional bonds tests; historical and future revenue coverage tests; rate covenants; flow of funds issues; service contract requirements and municipal approvals; revenue pledges and lien subordination; and Local Finance Board proceedings and approvals.

We have provided a broad range of assistance to New Jersey counties, municipalities and sewerage/utilities authorities in connection with bond and note financings such as the following: preparation of all or portions of an official statement, preparation of a notice of sale and bid form, assistance in identifying bidders active in the New Jersey bond anticipation note market, assistance with rating agency contacts and presentations, advice with respect to structuring "bank qualified" issues, planning to qualify for a rebate exception and thereby earning legal arbitrage, preparation of capital surplus appropriation ordinances, excess proceeds ordinances, amending ordinances and reappropriation

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(Atlantic County), Independence Municipal Utilities Authority, Borough of Hopatcong, Township of Long Hill, Borough of Franklin (Sussex County), Borough of Washington (Warren County), Borough of Old Tappan, Borough of Stone Harbor, Township of Jefferson, City of Salem, Continental Communities, Brookwood Musconetcong River Property Owners Association, East Brookwood Property Owners Association, Free Acres, Inc., Continental Communities, and New Jersey City University.

Please see Exhibit E attached hereto for a complete listing of NJEIT issues for which the firm acted as bond counsel since January 1, 2007 and Exhibit F attached hereto for a detailed description of a few selected NJEIT transactions.

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EXHIBIT C

NEW JERSEY TRANSACTIONS

Hawkins Delafield & Wood LLP is in the very top tier of public finance law firms in terms of New Jersey issuances. Below is a listing of transactions for New Jersey issuers where the Firm has served as bond counsel since January 1, 2010, followed by a listing of transactions for New Jersey issuers where the Firm has served as underwriter's counsel since January 1, 1996:

BOND COUNSEL

Sale Date	Amount of Issue ($ mils)	Issuer
01/08/10	13.487	Vernon Township, New Jersey
01/22/10	.095	Boonton Township, New Jersey
02/05/10	.550	Summit City, New Jersey
02/12/10	9.355	Monmouth County Improvement Authority (Guaranteed Atlantic Highlands)
02/16/10	9.982	Sparta Township, New Jersey
02/17/10	3.794	Chester Township, New Jersey
02/17/10	3.245	Kinnelon Borough, New Jersey
02/26/10	9.319	Sparta Township, New Jersey
03/05/10	2.962	Wanaque Borough, New Jersey
03/10/10	2.817	Rockaway Valley Regional Sewerage Authority, New Jersey (NJEIT)
03/10/10	3.432	Wanaque Valley Regional Sewerage Authority, New Jersey (NJEIT)
03/10/10	4.611	Wildwood Crest Borough, New Jersey (NJEIT)
03/10/10	3.148	Stone Harbor Borough, New Jersey (NJEIT)
03/10/10	1.507	Long Hill Township, New Jersey (NJEIT)
03/10/10	6.738	Two Bridges Sewerage Authority, New Jersey (NJEIT)
03/10/10	.276	Pompton Lakes Borough Municipal Utilities Authority, New Jersey (NJEIT)
03/10/10	8.317	Camden County Municipal Utilities Authority, New Jersey (NJEIT)
03/10/10	11.591	Salem City, New Jersey (NJEIT)
03/10/10	.590	New Jersey Water Supply Authority, New Jersey (NJEIT)
03/10/10	1.371	Salem City, New Jersey (NJEIT)
03/12/10	2.965	Washington Borough (Warren), New Jersey
03/19/10	2.300	Long Hill Township, New Jersey
04/01/10	2.000	Washington Borough (Warren), New Jersey
04/16/10	2.899	Pompton Lakes Borough, New Jersey
04/16/10	9.659	West Milford Township, New Jersey
04/16/10	9.880	West Milford Township, New Jersey
04/29/10	2.595	Bernardsville Borough, New Jersey
05/11/10	1.940	Summit City, New Jersey
05/13/10	8.490	Washington Township (Warren), New Jersey
05/18/10	7.231	Sparta Township, New Jersey
05/25/10	2.221	Stanhope Borough, New Jersey
06/03/10	1.787	Salem City, New Jersey
06/08/10	6.485	Summit City, New Jersey
06/25/10	.557	Bedminster Township, New Jersey
06/30/10	6.499	Jefferson Township, New Jersey
07/02/10	.500	Salem City, New Jersey
07/16/10	2.576	Mendham Borough, New Jersey
07/23/10	3.395	Morris Plains Borough, New Jersey
07/23/10	2.191	Washington Township (Morris), New Jersey
08/03/10	1.360	Kinnelon Borough, New Jersey

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08/10/10	5.510	Butler Borough, New Jersey
05/11/10	.252	Chester Township, New Jersey
08/12/10	9.011	Butler Borough, New Jersey
08/17/10	1.391	Franklin Borough, New Jersey
08/19/10	2,250.000	State of New Jersey (TRANS)
09/15/10	.424	Far Hills Borough, New Jersey
09/16/10	.428	Boonton Township, New Jersey
09/16/10	2.608	Summit City, New Jersey
09/21/10	2.887	Chester Township, New Jersey
09/21/10	1.442	Byram Township, New Jersey
10/12/10	3.787	Wharton Borough, New Jersey
10/13/10	1.980	Summit City, New Jersey
10/13/10	2.447	Wildwood Crest Borough, New Jersey
10/13/10	7.868	Washington Township (Morris), New Jersey
10/21/10	3.343	Washington Township (Bergen), New Jersey
10/26/10	3.627	Ringwood Borough, New Jersey
11/02/10	1.099	Long Hill Township, New Jersey
11/02/10	9.899	Stone Harbor Borough, New Jersey
11/23/10	2.439	Boonton Town, New Jersey
11/30/10	3.009	Kinnelon Borough, New Jersey
11/30/10	4.171	Summit City, New Jersey
11/30/10	.480	Summit City, New Jersey
11/30/10	1.989	Bedminster Township, New Jersey
11/30/10	6.055	Chester Borough, New Jersey
12/02/10	15.066	Fair Lawn Borough, New Jersey
12/02/10	12.917	Stony Brook Regional Sewerage Authority, New Jersey (NJEIT)
12/02/10	2.094	Musconetcong Sewerage Authority, New Jersey (NJEIT)
12/02/10	.835	Pompton Lakes Borough Municipal Utilities Authority, New Jersey (NJEIT)
12/02/10	2.223	Pequannock, Lincoln Park and Fairfield Sewerage Authority, New Jersey (NJEIT)
12/02/10	.948	West Milford Township Municipal Utilities Authority, New Jersey (NJEIT)
12/02/10	19.732	Camden County Municipal Utilities Authority, New Jersey (NJEIT)
12/02/10	2.054	New Jersey Water Supply Authority, New Jersey (NJEIT)
12/02/10	.693	Oradell Borough, New Jersey (NJEIT)
12/02/10	1.242	Boonton Town, New Jersey (NJEIT)
12/02/10	2.127	Stone Harbor Borough, New Jersey (NJEIT)
12/02/10	1.097	Free Acres, Inc., New Jersey (NJEIT)
12/16/10	2.500	Salem City, New Jersey
01/06/11	13.396	Vernon Township, New Jersey
01/13/11	40.325	Monmouth County Improvement Authority (Pooled Loan)
01/20/11	28.378	Summit City, New Jersey
01/20/11	2.189	Summit City, New Jersey
02/10/11	3.389	Bernardsville Borough, New Jersey
02/15/11	1.530	Sparta Township, New Jersey
02/15/11	8.140	Sparta Township, New Jersey
02/15/11	3.553	Chester Township, New Jersey
02/15/11	4.141	Kinnelon Borough, New Jersey
02/16/11	3.233	Washington Township (Bergen), New Jersey
03/04/11	4.586	Wanaque Borough, New Jersey
03/08/11	3.685	Long Hill Township, New Jersey
04/12/11	2.899	Pompton Lakes Borough, New Jersey
04/13/11	9.235	West Milford Township, New Jersey
04/13/11	4.627	Sparta Township, New Jersey
04/14/11	11.000	Washington Township (Morris), New Jersey
04/14/11	11.310	Summit City, New Jersey
05/10/11	1.571	Vernon Township, New Jersey
05/17/11	6.270	Sparta Township, New Jersey

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05/18/11	.640	Far Hills Borough, New Jersey
05/18/11	3.261	Oradell Borough, New Jersey
05/18/11	.210	Vernon Township, New Jersey
06/03/11	2.420	Stanhope Borough, New Jersey
06/10/11	1.704	Salem City, New Jersey
06/17/11	3.685	Long Hill Township, New Jersey
06/21/11	1.412	Vernon Township, New Jersey
06/24/11	.279	Bedminster Township, New Jersey
06/29/11	9.413	Jefferson Township, New Jersey
07/15/11	2.443	Mendham Borough, New Jersey
07/19/11	3.684	Long Hill Township, New Jersey
07/22/11	3.848	Morris Plains Borough, New Jersey
08/04/11	1.047	Ringwood Borough, New Jersey
08/04/11	2.000	Pompton Lakes, New Jersey
08/10/11	5.015	Sparta Township, New Jersey
08/11/11	2.955	Wanaque Borough, New Jersey
08/23/11	86.855	New Jersey Sport and Exposition Authority (State Contract Refunding Bonds)
08/25/11	3.390	Bernardsville Borough, New Jersey
08/26/11	1.241	Franklin Borough, New Jersey
08/26/11	8.926	Butler Borough, New Jersey
09/02/11	12.000	Cape May County, New Jersey
09/28/11	3.562	West Milford Township, New Jersey
10/04/11	11.510	Monmouth County Improvement Authority (Pooled Lease – Disclosure Counsel)
10/05/11	5.550	Mahwah Township Board of Education, New Jersey
10/06/11	3.578	Wharton Borough, New Jersey
10/06/11	5.375	Wildwood Crest Borough, New Jersey
10/06/11	3.275	Washington Township (Bergen), New Jersey
10/25/11	4.585	Ringwood Borough, New Jersey
10/25/11	14.370	Stone Harbor Borough, New Jersey
11/22/11	9.493	Atlantic County, New Jersey
11/23/11	2.840	Boonton Town, New Jersey
11/29/11	5.029	Chester Borough, New Jersey
11/29/11	1.967	Bedminster Borough, New Jersey
11/29/11	2.920	Kinnelon Borough, New Jersey
11/30/11	.425	Butler Borough, New Jersey
12/16/11	2.400	Salem City, New Jersey
12/29/11	.510	Fair Lawn Borough, New Jersey
01/19/12	2.700	Summit City, New Jersey
01/19/12	5.551	Summit City, New Jersey
01/20/12	2.122	Pompton Lakes Borough, New Jersey
02/16/12	2.122	Pompton Lakes Borough, New Jersey
02/22/12	3.390	Bernardsville Borough, New Jersey
02/24/12	3.062	Chester Township, New Jersey
02/24/12	3.898	Kinnelon Borough, New Jersey
02/24/12	7.200	Sparta Township, New Jersey
03/02/12	5.081	Wanaque Borough, New Jersey
03/02/12	.300	Wanaque Borough, New Jersey
03/29/12	3.809	Vernon Township, New Jersey
04/13/12	8.890	West Milford Township, New Jersey
05/02/12	442.085	New Jersey Economic Development Authority (School Facilities Refunding Bonds)
05/03/12	1.482	Boonton Town, New Jersey (NJEIT)
05/03/12	8.724	Frenchtown Borough, New Jersey (NJEIT)
05/03/12	4.869	Stone Harbor Borough, New Jersey (NJEIT)
05/03/12	4.497	Camden County Municipal Utilities Authority (NJEIT)
05/03/12	50.400	Camden County Municipal Utilities Authority (NJEIT)
05/03/12	4.803	Hanover Sewerage Authority (NJEIT)

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05/03/12	1.966	New Jersey Water Supply Authority (DRS NJEIT)
05/03/12	3.027	New Jersey Water Supply Authority (Manasquan NJEIT)
05/03/12	1.528	Pompton Lakes Borough Municipal Utilities Authority (NJEIT)
05/03/12	3.166	Rockaway Valley Regional Sewerage Authority (NJEIT)
05/03/12	1.471	Hamilton Municipal Utilities Authority (NJEIT)
05/11/12	4.010	Oradell Borough, New Jersey
05/16/12	7.660	Monmouth County Improvement Authority (Brookdale College-Disclosure Counsel)
05/22/12	62.315	Monmouth County Improvement Authority (Pooled Loan-Disclosure Counsel)
05/24/12	2.983	Vernon Township, New Jersey
05/25/12	.801	Far Hills Borough, New Jersey
05/25/12	6.201	Sparta Township, New Jersey
05/31/12	2.633	Frenchtown Borough, New Jersey
06/01/12	2.015	Stanhope Borough, New Jersey
06/13/12	3.400	Salem City, New Jersey (Qualified Bonds)
06/28/12	11.014	Jefferson Township, New Jersey
06/28/12	8.500	Chester Borough, New Jersey (Morris County Improvement Authority)
07/13/12	2.111	Mendham Borough, New Jersey
07/19/12	3.700	Pompton Lakes Borough, New Jersey
07/20/12	4.495	Morris Plains Borough, New Jersey
07/31/12	.655	Bernardsville Borough, New Jersey
08/03/12	1.447	Ringwood Borough, New Jersey
08/08/12	4.195	Pequannock River Basin Regional Sewerage Authority (Refunding)
08/09/12	7.000	Stony Brook Regional Sewerage Authority (Refunding)
08/15/12	34.000	Cape May County, New Jersey
08/15/12	5.300	Cape May County, New Jersey
09/21/12	8.000	Fair Lawn Borough, New Jersey
09/21/12	.800	Vernon Township, New Jersey
09/26/12	.533	Boonton Township, New Jersey
09/28/12	2.237	Chester Township, New Jersey
09/28/12	.120	Byram Borough, New Jersey
09/28/12	1.855	Byram Borough, New Jersey
10/05/12	3.062	West Milford Township, New Jersey
10/05/12	.800	West Milford Township, New Jersey
10/12/12	1.127	Mountain Lakes Borough, New Jersey
10/17/12	7.719	Wildwood Crest, New Jersey
10/19/12	4.337	Wharton Borough, New Jersey
10/23/12	.671	Ringwood Borough, New Jersey
10/23/12	3.469	Ringwood Borough, New Jersey
10/23/12	.500	Vernon Township, New Jersey
10/24/12	.666	Frenchtown Borough, New Jersey
11/21/12	3.605	Boonton Town, New Jersey
12/06/12	3.166	Kinnelon Borough, New Jersey
12/07/12	2.396	Bedminster Township, New Jersey
12/10/12	.429	Pennsville Township, New Jersey (Refunding)
12/13/12	1.000	Bernardsville Borough, New Jersey
12/27/12	.655	Frenchtown Borough, New Jersey
12/27/12	.408	Fair Lawn Borough, New Jersey
12/28/12	.500	Mountain Lakes Borough, New Jersey
01/17/13	2.225	New Jersey Health Care Facilities Financing Authority (Christian Health Care Center)
01/17/13	2.700	Summit City, New Jersey
01/17/13	5.551	Summit City, New Jersey
01/29/13	3.035	Mountain Lakes Borough, New Jersey
02/21/13	6.243	Bernardsville Borough, New Jersey
02/22/13	3.732	Chester Township, New Jersey
02/22/13	6.037	Kinnelon Borough, New Jersey
02/22/13	7.297	Sparta Township, New Jersey

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03/01/13	5.081	Wanaque Borough, New Jersey
03/01/13	.300	Wanaque Borough, New Jersey
03/07/13	1.500	Bernardsville Borough, New Jersey
03/21/13	13.292	Lyndhurst Township, New Jersey
03/27/13	9.382	West Milford Township, New Jersey
03/28/13	4.382	Oradell Borough, New Jersey
03/29/13	3.809	Vernon Township, New Jersey
04/12/13	9.382	West Milford Township, New Jersey
04/12/13	4.382	Oradell Borough, New Jersey
05/22/13	6.446	Camden County Municipal Utilities Authority (NJEIT)
05/22/13	13.566	New Jersey City University (NJEIT)
05/23/13	.400	Butler Borough, New Jersey
05/24/13	2.895	Vernon Township, New Jersey
05/24/13	.620	Far Hills Borough, New Jersey
05/24/13	6.135	Sparta Township, New Jersey
05/31/13	2.633	Frenchtown Borough, New Jersey
06/05/13	2.262	Stanhope Borough, New Jersey
06/05/13	.890	Oradell Borough, New Jersey (NJEIT)
06/05/13	20.655	Monmouth County Improvement Authority (Pooled Loan-Disclosure Counsel)
06/05/13	9.110	Monmouth County Improvement Authority (Howell B/E Refunding - Disclosure Counsel)
06/27/13	13.262	Jefferson Township, New Jersey
07/03/13	14.465	North Jersey District Water Supply Commission (Wanaque South Refunding)
07/12/13	1.544	Pompton Lakes Borough, New Jersey
07/12/13	2.500	Pompton Lakes Borough, New Jersey
07/12/13	2.967	Mendham Borough, New Jersey
07/19/13	4.969	Morris Plains Borough, New Jersey
08/02/13	1.4747	Ringwood Borough, New Jersey
08/08/13	1.865	Washington Township (Bergen), New Jersey
08/23/13	1.132	Franklin Borough, New Jersey
08/30/13	5.300	Cape May County, New Jersey
08/30/13	.800	Sussex Borough, New Jersey
09/11/13	1.770	Chester Township, New Jersey
09/20/13	9.600	Fair Lawn Borough, New Jersey
09/20/13	.600	Vernon Township, New Jersey
09/24/13	18.820	Monmouth County Improvement Authority (Capital Equipment Pooled Lease-Disclosure Counsel)
09/25/13	.828	Boonton Township, New Jersey
09/27/13	2.051	Byram Township, New Jersey
10/04/13	5.150	West Milford Township, New Jersey
10/06/13	6.014	Sparta Township, New Jersey
10/06/13	3.861	Wharton Borough, New Jersey
10/16/13	8.538	Wildwood Crest Borough, New Jersey
10/25/13	.261	Franklin Township, New Jersey
11/01/13	1.550	Frenchtown Borough, New Jersey
11/01/13	3.407	Ringwood Borough, New Jersey
11/01/13	.900	Vernon Township, New Jersey
11/01/13	9.103	Sparta Township, New Jersey
11/20/13	4.668	Boonton Town, New Jersey
11/22/13	1.209	Ringwood Borough, New Jersey
12/06/13	3.024	Kinnelon Borough, New Jersey
12/06/13	1.986	Bedminster Township, New Jersey
12/13/13	1.227	Bernardsville Borough, New Jersey
12/19/13	.345	Butler Borough, New Jersey
12/27/13	.270	Fair Lawn Borough, New Jersey
12/27/13	.400	Mountain Lakes Borough, New Jersey
12/24/13	34.715	Monmouth County Improvement Authority (Pooled Loan-Disclosure Counsel)
01/07/14	9.600	Summit City, New Jersey

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04/25/01	4.975	City of Bayonne, New Jersey (Refunding)
07/26/01	28.815	New Jersey Health Care Facilities Financing Authority (S. Ocean County)
08/16/01	19.810	New Jersey Health Care Facilities Financing Authority (Good Shepherd)
08/29/01	10.670	Township of Montville, New Jersey (MUA Dissolution)
10/10/01	43.890	New Jersey Health Care Facilities Finance Authority (Kennedy)
10/26/01	200.000	New Jersey Health Care Facilities Finance Authority (Jersey City Medical Center)
12/28/01	8.600	New Jersey Economic Development Authority (QZABS)
04/10/02	15.760	New Jersey Health Care Facilities Financing Authority (Palisades Medical Center)
11/27/02	99.955	New Jersey Health Care Facilities Financing Authority (Englewood Medical Center)
02/20/03	100.000	New Jersey Health Care Facilities Financing Authority (Meridian)
03/14/03	7.929	New Jersey Economic Development Authority (QZABS)
04/16/03	51.205	New Jersey Health Care Facilities Financing Authority (Pascack Valley)
04/24/03	16.655	Pequannock, Lincoln Park and Fairfield Sewerage Authority
07/28/03	10.565	New Jersey Economic Development Authority (Baptist Homes)
10/01/03	11.270	Sussex County Municipal Utilities Authority
11/12/03	25.875	New Jersey Economic Development Authority (Morris Hall - Saint Lawrence, Inc.)
11/20/03	16.440	New Jersey Health Care Facilities Financing Authority (Jersey City Medical Center)
03/01/04	9.560	Bergen County Utilities Authority
03/18/04	12.240	New Jersey Economic Development Authority (The Peddie School)
03/24/04	8.025	New Jersey Economic Development Authority (The Peddie School)
08/12/04	15.750	New Jersey Economic Development Authority (Shrewsbury Assisted Living)
12/30/04	10.000	Hudson County Improvement Authority (Harrison Building Lease)
08/03/05	15.000	New Jersey Economic Development Authority (Princeton Day School)
08/24/05	4.155	New Jersey Economic Development Authority (Elite Pharmaceuticals, Inc.)
11/22/05	61.940	New Jersey Economic Development Authority (Applewood Estates)
06/21/06	14.998	Sussex County Municipal Utilities Authority
12/11/07	242.125	New Jersey Health Care Facilities Financing Authority (Meridian Health System)
03/10/08	8.000	New Jersey Economic Development Authority (Princeton Montessori School)
03/27/08	249.180	New Jersey Health Care Facilities Financing Authority (Hackensack University Medical Center)
03/28/08	45.840	New Jersey Health Care Facilities Financing Authority (Warren Hospital)
04/09/08	145.125	New Jersey Health Care Facilities Financing Authority (Meridian Health System)
04/30/08	97.000	New Jersey Health Care Facilities Financing Authority (Meridian Health System)
05/27/08	29.850	New Jersey Health Care Facilities Financing Authority (CentraState)
06/16/08	15.015	New Jersey Educational Facilities Authority (Institute for Defense Analysis)
04/01/09	256.200	New Jersey Educational Facilities Authority (UMDNJ)
05/14/09	185.000	New Jersey Health Care Facilities Financing Authority (Virtua) (Variable Rate)
05/14/09	379.645	New Jersey Health Care Facilities Financing Authority (Virtua) (Fixed Rate)
10/01/09	16.340	New Jersey Health Care Facilities Financing Authority (Kennedy)
08/11/10	86.295	New Jersey Health Care Facilities Financing Authority (Hackensack University Medical Center)
08/16/10	126.415	New Jersey Health Care Facilities Financing Authority (Robert Wood Johnson)
08/17/10	55.280	New Jersey Health Care Facilities Financing Authority (Holy Name Medical Center)
10/26/10	121.240	New Jersey Health Care Facilities Financing Authority (Hackensack University Medical Center)
12/29/10	89.945	Hudson County Improvement Authority (County Guaranteed Solid Waste Refunding)
08/18/11	59.747	Hudson County Improvement Authority (County Guaranteed Pooled Notes - Series 201
11/09/11	17.835	Hudson County Improvement Authority (County Guaranteed Special Acquisition)
08/07/12	33.726	Hudson County Improvement Authority (County Guaranteed Pooled Notes – Series 201
08/30/12	29.250	Hudson County Improvement Authority (County Guaranteed Pooled Notes – Series 201
07/17/13	60.416	Hudson County Improvement Authority (County Guaranteed Pooled Notes – Series 2013Q-2)
09/12/13	180.175	New Jersey Health Care Facilities Financing Authority (Robert Wood Johnson)
09/20/13	15.000	Hudson County Improvement Authority (County Guaranteed Pooled Notes – Series 2013R)
07/15/14	55.207	Hudson County Improvement Authority (County Guaranteed Pooled Notes – Series 2013U-2)
07/22/14	14.895	City of Long Branch, New Jersey (Refunding)
07/06/15	59.765	Hudson County Improvement Authority (County Guaranteed Pooled Notes – Series 2015x-2)

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proceeds, recycled loan repayments, changes of use and privatizations, volume cap matters, maturity extensions and weighted average maturity rules, transition rules, allocations relating to refundings and taxable/tax-exempt bond structuring matters. This analysis required extensive review of federal statutes and regulations, Internal Revenue Service rulings and letters and prior arbitrage certifications. In addition, Hawkins Delafield & Wood LLP worked with the State Treasurer's office and the Attorney General's office to resolve legal issues associated with certain investment contracts relating to the escrowed moneys.

New Jersey Economic Development Authority, $24,750,000 Department of Human Services Pooled Financing Program Bonds, Series 2002. In this transaction, Hawkins Delafield & Wood LLP served as bond counsel to the Authority. The proceeds from these bonds were used by the Authority, pursuant to separate loan agreements, to make loans to thirty-seven different non-profit corporations, each of which had existing service contracts to provide community-based social services to children and their families, to developmentally disabled individuals and to operate mental health centers, with the New Jersey Department of Human Services through the Division of Youth and Family Services, the Division of Developmental Disabilities or the Division of Mental Health Services, respectively. The obligations of each of the borrowers under its respective loan agreement were secured by a note and a mortgage on certain real property or properties of such borrower. In addition, each of the borrowers pledged a security interest in certain project revenues, which, substantially, included the right to receive certain payments under its respective service contract with the Department of Human Services equal to the principal and interest due on such borrower's pro rata share of the bonds.

New Jersey Economic Development Authority, Economic Development Bonds, Kapkowski Road Landfill Reclamation Improvement District Project (City of Elizabeth - Jersey Gardens). Hawkins Delafield & Wood LLP served as counsel to the underwriters in connection with the issuance in 1998 of $140,522,550.30 aggregate principal amount of bonds, consisting of non-AMT bonds, AMT bonds and federally taxable bonds and issued as capital appreciation bonds and current interest bonds. This financing was the first to utilize amendments to the New Jersey Redevelopment and Housing Law (such amendments are known as the New Jersey Large Site Landfill and Reclamation Improvement Law) and the New Jersey Long Term Tax Exemption Law. The bonds are secured by payments in lieu of taxes and by special assessments levied under the Local Improvements Law. The financing presented novel and challenging New Jersey legal issues involving constitutional, real estate and bankruptcy law, and matters relating to tax liens, foreclosures, tax lien sales, eminent domain and assessment procedure.

New Jersey Economic Development Authority, Water Facilities Revenue Bonds (United Water). Hawkins Delafield & Wood LLP has served as bond counsel to the New Jersey Economic Development Authority in connection with the issuance and remarketing of approximately $670,000,000 long-term revenue bonds on behalf of United Water (formerly Hackensack Water Company), the most recent issue being in July, 2009. The bonds were issued in multiple series and included, among other things, project financings, refundings, reofferings of bonds with short-term interest rates and a mandatory tender of short-term interest rate bonds and the simultaneous conversion of such bonds to bonds with a fixed long-term interest rate. In addition, Hawkins Delafield & Wood LLP worked with the company and the underwriter to develop an innovative product that, in effect, offered bondholders the option of receiving interest payments in cash or, alternatively, stock of the company.

New Jersey Economic Development Authority, State Pension Funding Bonds, Series 1997A-1997C (Federally Taxable). Hawkins Delafield & Wood LLP served as co-counsel to the underwriters for this $2,803,042,498.56 financing. The bonds are payable solely from funds received by the Authority from the State pursuant to a State Contract. The payment by the State of all such funds to the Authority is subject to and dependent upon appropriations being made from time to time by the State Legislature. This transaction involved numerous novel and complex legal issues relating to, among other

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things, registration on the New York Stock Exchange, listing on the Luxembourg Stock Exchange, ongoing litigation challenging the constitutionality of the financing, development and disclosure of securities products new to the municipal marketplace (the preliminary official statement offered eight series of bonds, including current interest bonds, zero coupon bonds, zero coupon step-up bonds, auction market bonds, income bonds, floating rate bonds, stepped coupon bonds and zero coupon extendable bonds) and federal tax consequences of ownership of the bonds (including ERISA considerations).

Rutgers - The State University of New Jersey. Hawkins Delafield & Wood LLP has a long history of service as bond counsel to Rutgers and in developing State of New Jersey disclosure. Since 2001, we have served as bond counsel in connection with four general obligation bond issues, including the University's first use of an interest rate exchange agreement in connection with the issuance of bonds. The majority of these transactions were structured as competitive bid offerings. As bond counsel in a competitive bid structure, we prepared the bond resolutions, notice of sale and official statements with respect to each transaction. As the State university, Rutgers receives a substantial portion of its revenues from the State of New Jersey. This transaction, as is the case in all Rutgers transactions, required Hawkins Delafield & Wood LLP attorneys to be thoroughly familiar with the State of New Jersey credit issues and to develop the disclosure on the State of New Jersey as well as the continuing disclosure agreement for the University. We have also served as special bond counsel to the University with respect to certain state or local conduit financings.

Passaic Valley Sewerage Commissioners. Hawkins Delafield & Wood LLP served as bond counsel to the Passaic Valley Sewerage Commissioners in 1996, 1998 and 1999 in connection with the issuance by the Commissioners of $62,270,000 in bonds to the New Jersey Environmental Infrastructure Trust program. The firm worked closely with the Commissioners and its professionals to successfully resolve several legal issues of "first impression", including (a) whether the Commissioners qualified as a "local unit" that could participate in the program, (b) whether the Commissioners could adopt a new bond resolution that provided for the issuance of subordinate bonds without the funding of a debt service reserve fund for those bonds and without "closing off" the Commissioners' general bond resolution, (c) whether the Local Finance Board process applied to the Commissioners and (d) whether the standard "service contract" legal opinions were applicable to the Commissioners in light of the payment obligations of the municipal members established under the Commissioners' enabling act. Hawkins Delafield & Wood LLP drafted the new subordinate bond resolution that was utilized in connection with these financings.

Camden County Municipal Utilities Authority. Hawkins Delafield & Wood LLP served as bond counsel to the Authority in 2006 through 2013 in connection with the issuance of over $326,000,000 in bonds, including (i) $100,865,000 refunding bonds in 2006, (ii) $5,000,000 new money bonds in 2006, (iii) approximately $170,000,000 new money subordinate bonds in 2006, 2007, 2008, 2009, 2010 and 2012 for projects eligible for the New Jersey Environmental Infrastructure Trust financing program and (iv) $64,885,000 refunding bonds in 2008. Attorneys at the firm worked closely with the Authority and its officials and professionals to successfully resolve issues relating to, among other things, reimbursements, private use, additional bonds tests, bank qualification, resolution amendments, bond insurer consents, amortization schedules, guaranteed investment contracts, forward delivery agreements, rate covenants, forward refunding bond options, special reserve funds, county disclosure and continuing disclosure.

The Monmouth County Improvement Authority. Hawkins Delafield & Wood LLP has served as bond counsel or disclosure counsel to the Authority since 1995. The Authority was originally formed to sponsor a variable rate revolving loan pooled financing, which is still active today. A majority of the Authority's financings are pool financings, including pooled loan transactions and pooled lease transactions with municipalities, school districts and fire districts situate in Monmouth County. The

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Authority frequently issues separate series of bonds for each participant. The Authority does at least one pooled financing a year, with pool sizes varying from a low of two participants to the revolving loan pool, which to date has benefited over thirty local governmental entities. Hawkins Delafield & Wood LLP has worked closely with the Authority and its professionals to develop the pooled loan and lease programs and has rendered approving opinions with respect to many hundreds of millions of Authority "pool" bonds.

The Essex County Improvement Authority. Hawkins Delafield & Wood LLP served as counsel to the underwriter in connection with five financings of The Essex County Improvement Authority in 1996, 1997 and 1998 aggregating in excess of $111,000,000. These financings were for the benefit of the County College, the County of Essex (completion of county jail and youth house projects, acquisition of a site for a new county correctional facility and construction of a Sportsplex project in Newark), the City of Newark (construction of Sportsplex project) and the City of East Orange (acquisition of franchise to operate utility system), were secured by lease payments and guaranties, and included new money and advance refunding bonds, taxable and tax-exempt bonds, and bonds subject to the alternative minimum tax. As a result of the county lease and the county guaranty, disclosure of the county credit was critical to the marketing of many of the bonds. As counsel to the underwriter, the firm developed the county disclosure.

County of Atlantic. Hawkins Delafield & Wood LLP served as bond counsel to the County in 2007 through 2011 in connection with the issuance by the County of over $108,000,000 in bonds, including $7,140,000 General Bonds of 2011, $1,777,000 County College Bonds of 2011 and $1,176,000 State Aid County College Bonds of 2011 (P.L. 1971, c. 12, as amended), $40,000,000 County Vocational School Bonds of 2009 (New Jersey School Bond Reserve Act, P.L. 1980, c. 72, as amended), $5,000,000 General Bonds of 2009, $24,930,000 General Refunding Bonds of 2009, including $12,755,000 General Bonds, $4,505,000 County College Bonds, $4,504,000 State Aid County College Bonds (P.L. 1971, c. 12, as amended), $9,655,000 General Refunding Bonds of 2008 and $24,930,000 General Refunding Bonds of 2009. The firm worked closely with the County and its officials and professionals to successfully resolve issues relating to federal tax matters and amortization structures. The firm also advised the County on certain legal issues in connection with a proposed renewable solar energy contract.

County of Essex. Hawkins, Delafield and Wood served as bond counsel to the County in 1995, 1996 and 1997 in connection with the issuance of in excess of $50,000,000 deficit financing bonds, in excess of $135,000,000 tax anticipation notes and in excess of $114,000,000 advance and current refunding bonds. A portion of the tax anticipation notes were supported by a letter of credit, a practice not often undertaken in connection with general obligation debt in New Jersey. A portion of the deficit financing bonds refunded, on both a current and advance basis, debt service due in fiscal year 1995 with respect to approximately ten County bond issues (i.e., a debt-service "scoop") and were issued on both a current delivery and "forward delivery" basis. In addition to the numerous federal tax law concerns typically associated with a complex refunding of this nature, including yield restriction, transferred proceeds and the one-time advance refunding rule, novel issues were presented by recently released Treasury Regulations applicable to long-term deficit borrowings and by the failure of the federal government to raise the federal debt ceiling thereby making impossible the scheduled acquisition of State and Local Government Securities (SLGs). Hawkins Delafield & Wood LLP worked with the County and its professionals to develop practical solutions to these problems and to timely and successfully complete the several County financings.

Hopatcong Borough. Hawkins Delafield & Wood LLP served as bond counsel to the Borough in 2000, 2001, 2002 and 2003 in connection with its issuance of in excess of $32,000,000 of bonds to finance the construction of a sewerage system. The Borough issued approximately $16,460,000 bonds to the New Jersey Environmental Infrastructure Trust and $15,822,000 bonds to the public debt markets.

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The firm worked closely with the Borough and with its officials and professionals to resolve several issues including (a) the proper sizing of the project - careful consideration was given to the construction schedule (both the local collection system and the expanded treatment facilities at the Musconetcong Sewerage Authority) since no revenues (i.e., user charges) would be received until construction is complete and the facilities are placed in service; interest, therefore, was "capitalized" (i.e., borrowed) during the construction period (which increases the bond size) and principal (which cannot be "borrowed" under federal tax law) was deferred until after the facilities are scheduled to be operational, (b) the formation of a "utility" and the requesting of "self-liquidating" status from the Local Finance Board so that the debt would be deductible from the Borough's gross debt and, thereby, allow the Borough to be within its statutory debt limit, (c) the securing of treatment capacity at the wastewater treatment plant of the Musconetcong Sewerage Authority and the drafting of a service contract (i.e., deficiency agreement) relating thereto, (d) the coordination of various sources of money for the project including a federal grant, a state grant, NJEIT funds and Borough funds, (e) the timing and sizing of Borough bond anticipation notes issued to fund pre-construction "soft" costs, (f) the structure of a "local share" bond issue maturing in twenty to thirty years in order to "wrap around" the maximum twenty year loan from the NJEIT and (g) preserving the Borough's ability to "refund" its local share bond issue with an NJEIT borrowing on the first optional redemption date of the local share bonds.

Brookwood Musconetcong River Property Owners Association. Hawkins Delafield & Wood LLP served as bond/finance counsel to the Association in 2001 and 2002 in connection with a water system improvement project in the approximate amount of $1,100,000. The Association was the first private lake association to participate in the State's low interest loan program. The firm worked closely with the Association and its members, attorney, engineer and accountant, to successfully resolve several issues of first impression including (a) whether the Association could be included in the 5% "bad money" portion of the State loan for federal tax law purposes, (b) whether the Association was required to execute a mortgage or to deliver a letter of credit to secure its loan, (c) whether the Association was required to establish a cash reserve fund to secure its loan, the amount of such reserve fund, the administration and investment of such reserve fund, and the interaction between the "funding up" of such reserve fund and the disbursement of loan proceeds to the Association by the State, (d) whether the by-laws of the Association authorized the Association to borrow money and the procedures required to amend the Association's by-laws and (e) the timing and procedures for increasing water rates to pay back the loan, including the applicability of capitalized interest. Hawkins Delafield & Wood, together with the Association's general counsel and engineer, was involved in all aspects of the financing process including (i) Association board meetings, (ii) public hearings to discuss the by-laws amendment and (iii) meetings and conference calls with the State and the NJDEP.

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EXHIBIT E

NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST TRANSACTIONS

Hawkins Delafield & Wood LLP is in the very top tier of public finance law firms in terms of New Jersey Environmental Infrastructure Trust issuances. Below is a listing of transactions for New Jersey Environmental Infrastructure Trust issues where the Firm has served as bond counsel since January 1, 2007:

Sale Date	Amount of Issue ($ mils)	Issuer
11/08/07	1.822	Stone Harbor Borough, New Jersey (NJEIT)
11/08/07	1.387	Jefferson Township, New Jersey (NJEIT)
11/08/07	1.797	Musconetcong Sewerage Authority (NJEIT)
11/08/07	5.515	Stony Brook Regional Sewerage Authority (NJEIT)
11/08/07	10.552	Camden County Municipal Utilities Authority (NJEIT)
11/08/07	2.361	New Jersey Water Supply Authority (NJEIT)
11/08/07	12.757	Somerset Raritan Valley Sewerage Authority (NJEIT)
11/08/07	13.459	Rockaway Valley Regional Sewerage Authority (NJEIT)
11/08/07	1.957	Colonial Estates (NJEIT)
11/06/08	1.812	New Jersey Water Supply Authority (NJEIT)
11/06/08	22.152	Camden County Municipal Utilities Authority (NJEIT)
12/02/09	5.024	Somerset Raritan Sewerage Authority, New Jersey (NJEIT)
12/02/09	2.112	Pompton Lakes Borough Municipal Utilities Authority, New Jersey (NJEIT)
12/02/09	3.544	West Milford Township Municipal Utilities Authority, New Jersey (NJEIT)
12/02/09	2.485	Stony Brook Regional Sewerage Authority, New Jersey (NJEIT)
03/10/10	2.817	Rockaway Valley Regional Sewerage Authority, New Jersey (NJEIT)
03/10/10	3.432	Wanaque Valley Regional Sewerage Authority, New Jersey (NJEIT)
03/10/10	4.611	Wildwood Crest Borough, New Jersey (NJEIT)
03/10/10	3.148	Stone Harbor Borough, New Jersey (NJEIT)
03/10/10	1.507	Long Hill Township, New Jersey (NJEIT)
03/10/10	6.738	Two Bridges Sewerage Authority, New Jersey (NJEIT)
03/10/10	.276	Pompton Lakes Borough Municipal Utilities Authority, New Jersey (NJEIT)
03/10/10	8.317	Camden County Municipal Utilities Authority, New Jersey (NJEIT)
03/10/10	11.591	Salem City, New Jersey (NJEIT)
03/10/10	.590	New Jersey Water Supply Authority, New Jersey (NJEIT)
03/10/10	1.371	Salem City, New Jersey (NJEIT)
12/02/10	12.917	Stony Brook Regional Sewerage Authority, New Jersey (NJEIT)
12/02/10	2.094	Musconetcong Sewerage Authority, New Jersey (NJEIT)
12/02/10	.835	Pompton Lakes Borough Municipal Utilities Authority, New Jersey (NJEIT)
12/02/10	2.223	Pequannock, Lincoln Park and Fairfield Sewerage Authority, New Jersey (NJEIT)
12/02/10	.948	West Milford Township Municipal Utilities Authority, New Jersey (NJEIT)
12/02/10	19.732	Camden County Municipal Utilities Authority, New Jersey (NJEIT)
12/02/10	2.054	New Jersey Water Supply Authority, New Jersey (NJEIT)
12/02/10	.693	Oradell Borough, New Jersey (NJEIT)
12/02/10	1.242	Boonton Town, New Jersey (NJEIT)
12/02/10	2.127	Stone Harbor Borough, New Jersey (NJEIT)
12/02/10	1.097	Free Acres, Inc., New Jersey (NJEIT)
05/03/12	1.482	Boonton Town, New Jersey (NJEIT)
05/03/12	8.724	Frenchtown Borough, New Jersey (NJEIT)
05/03/12	4.869	Stone Harbor Borough, New Jersey (NJEIT)
05/03/12	4.497	Camden County Municipal Utilities Authority (NJEIT)

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05/03/12	50.400	Camden County Municipal Utilities Authority (NJEIT)
05/03/12	4.803	Hanover Sewerage Authority (NJEIT)
05/03/12	1.966	New Jersey Water Supply Authority (DRS NJEIT)
05/03/12	3.027	New Jersey Water Supply Authority (Manasquan NJEIT)
05/03/12	1.528	Pompton Lakes Borough Municipal Utilities Authority (NJEIT)
05/03/12	3.166	Rockaway Valley Regional Sewerage Authority (NJEIT)
05/03/12	1.471	Hamilton Municipal Utilities Authority (NJEIT)
05/22/13	6.446	Camden County Municipal Utilities Authority (NJEIT)
05/22/13	13.566	New Jersey City University (NJEIT)
06/05/13	.890	Oradell Borough, New Jersey (NJEIT)
05/21/14	3.637	Hamilton Township (Atlantic) Municipal Utilities Authority (NJEIT)
05/21/14	8.834	Hanover Sewerage Authority (NJEIT)
05/21/14	3.343	Long Hill Township, New Jersey (NJEIT)
05/21/14	1.197	Stanhope Borough, New Jersey (NJEIT)
05/30/14	1.000	Stanhope Borough, New Jersey (NJEIT)
05/30/14	12.517	Wildwood Crest Borough, New Jersey (NJEIT Interim)
06/06/14	.767	Boonton Town, New Jersey (NJEIT)
06/06/14	.262	Independence Municipal Utilities Authority (NJEIT)
06/30/14	5.657	Camden County Municipal Utilities Authority (NJEIT Interim)
06/30/14	1.555	Oradell Borough, New Jersey (NJEIT Interim)
05/28/15	12.318	Wildwood Crest, New Jersey (NJEIT)
05/28/15	1.527	Oradell Borough, New Jersey (NJEIT)
05/28/15	1.615	Pequannock River Basin Regional Sewerage Authority (NJEIT)
05/28/15	5.106	Stone Harbor Borough, New Jersey (NJEIT)
05/28/15	4.525	Stony Brook Regional Sewerage Authority (NJEIT)
05/28/15	2.094	Rahway Valley Sewerage Authority (NJEIT)
05/28/15	26.478	Two Bridges Sewerage Authority (NJEIT)
05/28/15	1.662	Hanover Sewerage Authority (NJEIT
06/26/15	4.073	Wanaque Valley Regional Sewerage Authority (NJEIT Interim)
06/26/15	.648	Jefferson Township, New Jersey (NJEIT)
07/15/15	1.067	Pompton Lakes Borough MUA (NJEIT Interim)

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EXHIBIT F

DESCRIPTIONS OF SELECTED NJEIT TRANSACTIONS

New Jersey Water Supply Authority. Hawkins Delafield & Wood LLP served as bond counsel to the Authority in 2006 through 2013 in connection with its issuance of approximately $12,600,000 subordinate bonds (Delaware and Raritan System) and $2,000,000 subordinate bonds (Manasquan Water System) to the New Jersey Environmental Infrastructure Trust financing program. The firm worked closely with the Authority and its officials in developing a subordinate bond structure to avoid certain monetary and documentary requirements contained in the Authority's Delaware and Raritan Canal-Spruce Run/Round Valley Reservoirs general bond resolution and the Manasquan Reservoir Water Supply System General Bond Resolution. Hawkins Delafield & Wood LLP also worked closely with the NJEIT and its officials and bond counsel to assure that the "private activity" nature of the Authority's land acquisition bonds was safely within the NJEIT's "bad money" minor portion for federal income tax purposes. Other issues that were successfully resolved by the firm related to the forms of legal opinions to be rendered by counsel to each of the five major water purchasers, the form of opinion to be rendered by the Office of the Attorney General, the "springing lien" required by the NJEIT as a special financing condition in its loan agreement, and the documentation and approval process relating to an interim 0% loan.

Camden County Municipal Utilities Authority. Hawkins Delafield & Wood LLP served as bond counsel to the Authority in 2006 through 2013 in connection with the issuance of approximately $170,000,000 new money subordinate bonds in 2006 through 2013 for projects eligible for the New Jersey Environmental Infrastructure Trust financing program. Attorneys at the firm worked closely with the Authority and its officials and professionals to successfully resolve issues relating to, among other things, reimbursements, private use, additional bonds tests, bank qualification, resolution amendments, bond insurer consents, amortization schedules, guaranteed investment contracts, forward delivery agreements, rate covenants, forward refunding bond options, special reserve funds, county disclosure and continuing disclosure.

Brookwood Musconetcong River Property Owners Association. Hawkins Delafield & Wood LLP served as bond/finance counsel to the Association in 2001 and 2002 in connection with a water system improvement project in the approximate amount of $1,100,000. The Association was the first private lake association to participate in the NJEIT financing program. The firm worked closely with the Association and its members, attorney, engineer and accountant, representatives of the NJEIT and the NJDEP, bond counsel to the NJEIT and other professionals to successfully resolve several issues of first impression including (a) whether the Association could be included in the 5% "bad money" portion of the NJEIT loan for federal tax law purposes, (b) whether the Association was required to execute a mortgage or to deliver a letter of credit to secure its loan, (c) whether the Association was required to establish a cash reserve fund to secure its loan, the amount of such reserve fund, the administration and investment of such reserve fund, and the interaction between the "funding up" of such reserve fund and the disbursement of loan proceeds to the Association by the NJEIT, (d) whether the by-laws of the Association authorized the Association to borrow money and the procedures required to amend the Association's by-laws and (e) the timing and procedures for increasing water rates to pay back the loan, including the applicability of capitalized interest. Hawkins Delafield & Wood, together with the Association's general counsel and engineer, was involved in all aspects of the financing process including (i) Association board meetings, (ii) public hearings to discuss the by-laws amendment, (iii) meetings and

conference calls with the NJEIT and the NJDEP, (iv) review of the Loan Agreements, Escrow Agreement, counsel opinions and bond forms submitted by the NJEIT and (v) the escrow closing for the loan.

The West Milford Township Municipal Utilities Authority. Hawkins Delafield & Wood LLP served as bond counsel to the West Milford MUA in 2001 in connection with the Authority's participation in the NJEIT financing program. The West Milford MUA issued nineteen-month project notes in May, 2000 to temporarily finance several projects, some of which were permanently financed with the proceeds of the NJEIT loans. On or about the time of closing on the NJEIT loans, the West Milford MUA closed on a "local share" public bond issue to fund (i) ineligible project costs, (ii) certain other capital projects and (iii) a bond reserve fund deposit for the NJEIT loans and the conventional bonds. The firm worked closely with the NJEIT and the West Milford MUA and with their officials and professionals to resolve several issues including (a) whether certain projects were eligible for "pre award" approval and whether "soft" costs incurred in year 2000 were reimbursable with 2001 NJEIT loan proceeds, (b) whether capitalized interest on the nineteen-month project notes qualified for reimbursement under the NJEIT program as either an eligible project cost or an administrative expense and (c) whether the NJEIT would allow the West Milford MUA to adopt a subordinate bond resolution to avoid the bond reserve fund deposit required by the West Milford MUA's general bond resolution or whether NJEIT program regulations relating to unrated authority borrowers without service contracts/deficiency agreements required the West Milford MUA to evidence the payment obligations to the NJEIT with parity senior lien bonds.

North Jersey District Water Supply Commission. Hawkins Delafield & Wood LLP served as bond counsel to the Commission in 1999 and 2000 in connection with the Commission's participation in the NJEIT financing program. The firm worked closely with the NJEIT and the Commission and with their officials and professionals to resolve several issues including (a) the issuance of two sets of bonds under two different general bond resolutions that pledge two different streams of revenue (the Commission has undertaken two major projects, known as the Wanaque North Project - the original waterworks - and the Wanaque South Project - Monksville, and has entered into two separate service contracts - each with different municipalities - with respect to such projects; thus different municipal participants are responsible for each project, including the bonds associated therewith) and (b) the issuance of "subordinate" bonds to the NJEIT with respect to the Wanaque South Project in order to avoid a bond reserve fund deposit required by the Wanaque South general bond resolution (this deposit would otherwise have been funded from either Commission "equity" or the proceeds of a public bond issue). Hawkins Delafield & Wood LLP drafted the Commission's new Wanaque South subordinate bond resolution which, importantly, did not "close off" the Wanaque South senior lien general bond resolution.

Hopatcong Borough. Hawkins Delafield & Wood LLP served as bond counsel to the Borough in 2000, 2001 and 2002 in connection with its participation in the NJEIT financing program and its issuance of in excess of $16,460,000 bonds. The firm worked closely with the NJEIT and the Borough and with their officials and professionals to resolve several issues including (a) the proper sizing of the project which is, in effect, the construction of a new sanitary sewerage system - careful consideration was given to the construction schedule (both the local collection system and the expanded treatment facilities at the Musconetcong Sewerage Authority) since no revenues (i.e., user charges) would be received until construction is complete and the facilities are placed in service; interest, therefore, was "capitalized" (i.e., borrowed) during the construction period (which increases the bond size) and principal (which cannot be "borrowed" under federal tax law) was deferred until after the facilities are scheduled to be operational, (b) the formation of a "utility" and the requesting of "self-liquidating" status from the Local Finance Board so that the NJEIT debt would be deductible from the Borough's gross debt and, thereby, allow the Borough to be within its statutory debt limit, (c) the securing of treatment capacity at the wastewater treatment plant of the Musconetcong Sewerage Authority and the drafting of a service

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contract (i.e., deficiency agreement) relating thereto, (d) the coordination of various sources of money for the project including a federal grant, a state grant, NJEIT funds and Borough funds and (e) the timing and sizing of Borough bond anticipation notes issued to fund pre-NJEIT "soft" costs a portion of which costs will be reimbursed with proceeds of the NJEIT loans.

Passaic Valley Sewerage Commissioners. Hawkins Delafield & Wood LLP served as bond counsel to the Passaic Valley Sewerage Commissioners in 1996, 1998 and 1999 in connection with the issuance by the Commissioners of $62,270,000 in bonds to the NJEIT program. The firm worked closely with the Commissioners, the NJEIT and the State and their respective professionals to successfully resolve several legal issues of "first impression", including (a) whether the Commissioners qualified as a "local unit" that could participate in the NJEIT financing program under the NJEIT's enabling act, (b) whether the Commissioners could adopt a new bond resolution that provided for the issuance of subordinate bonds without the funding of a debt service reserve fund for those bonds and without "closing off" the Commissioners' general bond resolution, (c) whether the Local Finance Board process applied to the Commissioners in the context of the NJEIT financing and (d) whether the standard "service contract" legal opinions typically required by the NJEIT were applicable to the Commissioners in light of the payment obligations of the municipal members established under the Commissioners' enabling act. Hawkins Delafield & Wood LLP has first-hand knowledge of these issues and, in addition, drafted PVSC's new subordinate bond resolution that was utilized in connection with these financings.

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EXHIBIT G

ATTORNEY RESUMES

Resumes of attorneys proposed to be assigned are set forth below. We also expect to rely, where appropriate, upon other partners, associates and paraprofessionals in our firm.

Robert H. Beinfield, Bond Partner. Preparatory Education - Brown University (A.B., 1982); Legal Education - Vanderbilt University School of Law (J.D., 1985). Mr. Beinfield joined Hawkins Delafield & Wood LLP in 1985 as an associate attorney and became a partner in 1995. He has specialized in public finance matters of New Jersey counties, municipalities, schools and state and local agencies and authorities. His work with such issuers has involved all phases of the authorization, sale and issuance of general obligation and revenue bonds and certificates of participation including attention to official statement preparation and review, priority of liens and other security considerations, refunding issues, arbitrage and other tax law related matters, and disclosure issues and other securities law related matters.

Mr. Beinfield has served as bond counsel or underwriters' counsel in hundreds of financings in the State of New Jersey, including financings for municipalities, counties, school districts, sewerage authorities, municipal and county utilities authorities, county improvement authorities, housing authorities, parking authorities, fire districts, redevelopment agencies and other issuers. Mr. Beinfield has served as bond counsel to, among other issuers, the New Jersey Economic Development Authority in 2012 in connection with its $442 million refunding of school construction bonds, the New Jersey Sports and Exposition Authority in 2011 in connection with its $8.6 million refunding, the State of New Jersey in 2010, 2008 and 2006 in connection with its $5.8 billion Tax and Revenue Anticipation Notes, the New Jersey Tobacco Settlement Financing Corporation in 2003 and 2002 in connection with its $3.4 billion of tobacco settlement asset-backed bonds and the New Jersey Turnpike Authority in 2000 in connection with its $1.86 billion refunding, restructuring and new money bonds. Mr. Beinfield has also served as bond counsel to the New Jersey Water Supply Authority, the North Jersey District Water Supply Commission, the Passaic Valley Sewerage Commissioners, the Counties of Atlantic, Cape May, Essex, Morris, Passaic and Union, the Camden County Improvement Authority, the Camden County Municipal Utilities Authority, the Cape May County Municipal Utilities Authority, the Monmouth County Improvement Authority, the Rockaway Valley Regional Sewerage Authority, the Somerset Raritan Valley Sewerage Authority and the Stony Brook Regional Sewage Authority.

Mr. Beinfield acted as underwriters' counsel in 1997 in connection with the $2.8 billion New Jersey pension bond financing (at the time, the largest municipal bond offering in history) and has recently served as underwriters' counsel in several financings for, among other issuers, the New Jersey Tobacco Settlement Financing Corporation ($3.6 billion refunding in 2007), the New Jersey Economic Development Authority (the Jersey Gardens financing, among others), the New Jersey Housing and Mortgage Finance Agency, the Bergen County Improvement Authority, the Essex County Improvement Authority, the Hudson County Improvement Authority, the Bergen County Utilities Authority, the Essex County Utilities Authority, the Sussex County Municipal Utilities Authority, the North Hudson Sewerage Authority, and the Jersey City Municipal Utilities Authority. In addition, Mr. Beinfield has represented the liquidity banks in connection with the issuance by the State of New Jersey of commercial paper tax and revenue anticipation notes in 1997 through 2001 and has served as trustee's counsel and bank counsel for Bank of Montreal, First Union National Bank, Manufacturers and Traders Trust Company, North Fork Bank, State Street Bank and Trust Company, Summit Bank, The Bank of New York Mellon, U.S. Bank, Wachovia Bank, Wells Fargo Bank and Wilmington Trust Company, in dozens of financings for New

Jersey issuers, including the New Jersey Economic Development Authority (the E-ZPass financing and several industrial development bond issues), the New Jersey Educational Facilities Authority, the New Jersey Health Care Facilities Financing Authority, the New Jersey Building Authority, the South Jersey Transportation Authority, the New Jersey Sports and Exposition Authority, the Casino Reinvestment Development Authority, and numerous county improvement authorities, housing authorities, school districts, counties and municipalities.

Mr. Beinfield has represented issuers in other states including Connecticut, Indiana, New Hampshire and New York and has represented underwriters in financings of the New York State Medical Care Facilities Finance Agency, the State of Connecticut Health and Educational Facilities Authority and issuers in other states including Kentucky, Louisiana, Missouri and Oklahoma. Mr. Beinfield is a member of the New Jersey State Bar Association, the New York State Bar Association, the American Bar Association, the National Association of Bond Lawyers, the American College of Bond Counsel, the Government Finance Officers Association, the Government Finance Officers Association of New Jersey and the New Jersey Institute of Municipal Attorneys and is a member in good standing of the bar of the State of New Jersey and the bar of the State of New York. He has also represented foreign and domestic commercial banks in the role of indenture trustee in unit investment trust programs and in various municipal and corporate financings, including Trust Indenture Act qualified corporate debenture issues, private placements of short-term corporate securities, shelf registrations of public debt and public offerings of convertible debentures and asset backed certificates. In addition, Mr. Beinfield has advised indenture trustees in connection with non-bankruptcy and bankruptcy defaults.

Mr. Beinfield has been on panels of meetings of the New Jersey Association of Environmental Authorities, the New Jersey Association of Counties, the New Jersey State League of Municipalities and the Government Finance Officers Association of New Jersey.

Mr. Beinfield is a member of the New Jersey State Bar Association, the New York State Bar Association, the American Bar Association, the National Association of Bond Lawyers, the American College of Bond Counsel, the Government Finance Officers Association, the Government Finance Officers Association of New Jersey and the New Jersey Institute of Municipal Attorneys and is a member in good standing of the bar of the State of New Jersey and the bar of the State of New York.

Eric J. Sapir, Partner. Preparatory Education - Union College (N.Y.) B.A. 1983; Legal Education - Fordham University School of Law - J.D. 1986. Mr. Sapir joined the firm in 1986 and became a partner in 1995. Mr. Sapir has devoted virtually his entire career to representing municipalities and independent authorities in the planning, development, permitting, financing and procurement of solid waste and municipal utility projects and the negotiation of solid waste and municipal utilities operation and construction agreements. While maintaining a national practice, Mr. Sapir has spearheaded the firm's solid waste and municipal utilities practice in New Jersey where he maintains his principal office. Mr. Sapir has been engaged as the lead contract and financing counsel in dozens of projects in New Jersey and throughout the United States and internationally. He has been engaged in this capacity in solid waste, water wastewater, electricity, transportation and other projects. In New Jersey, Mr. Sapir has represented the firm in its capacity as procurement and/or financing counsel in engagements for the Warren Township Sewerage Authority, Bergen County Utilities Authority, Somerset County, Monmouth County, Burlington County, Jersey City, North Brunswick, Washington Borough (Warren County), Atlantic County Utilities Authority, Mercer County Improvement Authority, Morris County, Union County Utilities Authority and Essex County. Outside of the State, Mr. Sapir has been engaged in such capacity on behalf of Halifax (Nova Scotia), Fulton County (Georgia), Laredo (Texas), Tacoma (Washington), Gary (Indiana), Orangeville (Ontario) Spokane (Washington), Phoenix (Arizona), LaCrosse (Wisconsin) and Broome County (New York). Mr. Sapir's responsibilities include the drafting of key financing and procurement documents, structuring of the procurement and evaluation processes to

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ensure compliance with applicable law and maximization of the benefits of competition, the preparation and negotiation of final service agreements and obtaining necessary regulatory approvals. Mr. Sapir was appointed by Governor Christine Whitman (NJ) to the Governor's Environmental Roundtable. He has lectured on water, wastewater and solid waste issues before several forums including the U.S. Conference of Mayors-Urban Water Institute, the Water Environment Federation, the Solid Waste Association of North America, the U.S. Compost Council, the Public Securities Association, the New Jersey Association of Environmental Authorities, the New York City Bar Association and the New York State Legislative Commission on Solid Waste. Mr. Sapir has been admitted to the bars of the States of New York, New Jersey and Connecticut.

Michela Daliana, Tax Partner. Preparatory Education - Georgetown University, B.S.F.S. 1983; Legal Education, New York Law School, J.D., cum laude, 1986; New York University, LL.M. (Taxation) 1987. Ms. Daliana has participated in numerous transactions involving the financing of organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including hospitals, continuing care facilities, nursing homes, universities, schools and other charitable and educational organizations. She has performed research involving the structuring of new issues, refundings, advance refundings and certificates of participation under the Code in connection with her participation in the representation of underwriters, borrowers, and issuers including the New Hampshire Health and Education Facilities Authority, the Maine Health and Higher Educational Facilities Authority, the New York City Industrial Development Agency, the City of St. Petersburg Health Facilities Authority, and Columbia University among others. Ms. Daliana has also been involved in other types of tax-exempt issues including the financing of water facilities, local furnishing of electric energy and gas facilities, local district heating or cooling facilities and small issues for manufacturing facilities. In addition, she has participated in transactions involving the issuance of governmental obligations for issuers such as the Power Authority of the State of New York, Rutgers the State University of New Jersey, the New York State Thruway Authority, the Maine Court Facilities Authority, the Triborough Bridge and Tunnel Authority, and the Metropolitan Transportation Authority. Ms. Daliana is a member in good standing of the New York State Bar. She is also a member of the American Bar Association and the New York State Bar Association.

Michelle A. Loucopolos, Bond Associate. Preparatory education - Fairleigh Dickinson University, B.A., magna cum laude, 1996; Legal education - Seton Hall University Law School (Newark) - J.D., 2002. Ms. Loucopolos joined Hawkins Delafield & Wood LLP in 2002 as an associate attorney in the bond department. She has served as bond counsel in numerous bond and note issues for New Jersey municipalities, school districts and authorities. In addition she has served as bond counsel in a number of revenue bond financings, which involved all phases of the authorization, sale and issuance of bonds as well as attention to official statement preparation and due diligence review of the information and representations contained therein. Ms. Loucopolos has served as bond counsel or underwriter's counsel in connection with financings for the New Jersey Economic Development Authority, New Jersey Tobacco Settlement Financing Corporation, the Sussex County Municipal Utilities Authority, the Bergen County Utilities Authority, the New Jersey Water Supply Authority, the Camden County Municipal Utilities Authority, the Rockaway Valley Regional Sewerage Authority and the Somerset Raritan Valley Sewerage Authority, the County of Atlantic, the County of Morris and the County of Passaic. Ms. Loucopolos has also served as trustees' counsel in numerous financings, including financings for the New Jersey Turnpike Authority, the South Jersey Transportation Authority, the New Jersey Economic Development Authority, the New Jersey Health Care Facilities Financing Authority, the New Jersey Housing and Mortgage Finance Agency and various other local New Jersey issuers. Ms. Loucopolos is a member in good standing of the bars of the State of New Jersey and the State of New York.

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H

EXHIBIT H

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE, CERTIFICATE OF EMPLOYEE INFORMATION REPORT ISSUED BY THE STATE TREASURER, EXECUTED LETTER OF QUALIFICATION, LETTER OF INTENT, LIST OF PARTNERS, PAYMENT CONDITIONS AND RATE SCHEDULES FORM, BUSINESS ENTITY DISCLOSURE FORM, POLITICAL CONTRIBUTION DISCLOSURE FORM, STOCKHOLDER DISCLOSURE CERTIFICATION

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

CERT-1

08/23/04

Taxpayer Identification# **135-513-990/000**

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,

John E. Tully, CPA
Acting Director

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
HAWKINS,DELAFIELD & WOOD

TRADE NAME:

TAXPAYER IDENTIFICATION#:
135-513-990/000

SEQUENCE NUMBER:
0099428

ADDRESS:
ONE GATEWAY CENTER
NEWARK NJ 07102-5311

ISSUANCE DATE:
08/23/04

EFFECTIVE DATE:
06/02/88

Acting Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

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Certification 4140

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-2013 to 15-DEC-2016

HAWKINS, DELAFIELD & WOOD LLP
ONE GATEWAY CENTER
NEWARK NJ 07102-5311

Andrew P. Sidamon-Eristoff
State Treasurer

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

Hawkins
DELAFIELD & WOOD LLP

A NEW YORK LIMITED LIABILITY PARTNERSHIP

PHONE: 973-642-8584
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SAN FRANCISCO
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C. STEVEN DONOVAN
ROBERT H. BEINFIELD
ERIC J. SAPIR
CHARLES G. TOTO
KRISTINE L. FLYNN
PATRICIA A. GOINS

MICHELLE A. LOUCOPOLOS
DAVID S. HANDLER
ROBERT A. ERNST
MEGAN I. FELICIANO

LETTER OF QUALIFICATION

November 23, 2015

Mr. Michael Rogers
City Administrator
City of Summit
512 Springfield Avenue
Summit, New Jersey 07901

Dear Mr. Rogers:

The undersigned has reviewed our Proposal submitted in response to the Request for Proposals (RFP) issued by the City of Summit ("City"), dated November 3, 2015, in connection with the City's need of Legal Services - Bond Counsel.

I affirm that the contents of our Proposal (which Proposal is incorporated herein by reference) are accurate, factual and complete to the best of my knowledge and belief and that the Proposal is submitted in good faith upon express understanding that any false statement may result in the disqualification of Hawkins Delafield & Wood LLP.

Robert H. Beinfield, Partner

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Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

Hawkins
DELAFIELD & WOOD LLP

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PATRICIA A. GOINS

MICHELLE A. LOUCOPOLOS
DAVID S. HANDLER
ROBERT A. ERNST
MEGAN I. FELICIANOD

LETTER OF INTENT

November 23, 2015

Mr. Michael Rogers
City Administrator
City of Summit
512 Springfield Avenue
Summit, New Jersey 07901

Dear Mr. Rogers:

The undersigned, Hawkins Delafield & Wood LLP as Respondent (the "Respondent"), has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Summit (the "City"), dated November 3, 2015, in connection with the City's need for professional services or extraordinary unspecificable services.

RESPONDENT HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. Respondent agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.

3. Respondent agrees that all costs incurred by it in connection with the preparation and submission of the Qualification Statement and any other documents prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. Respondent hereby declares that the only persons anticipated by Respondent to perform the professional services or extraordinary unspecifiable services for which this Qualification Statement is submitted are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently perform professional services or extraordinary services for which this Qualification Statement is submitted, but only if acceptable to the City. Respondent declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

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5. Respondent acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. Respondent acknowledges that any contract executed with respect to the provision of professional services or extraordinary unspecifiable services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Robert H. Beinfield, Partner
Hawkins Delafield & Wood LLP

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

NAMES AND ADDRESSES OF PARTNERS

Hawkins Delafield & Wood LLP

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Solomon, Rod	601 Thirteenth Street, N.W., Suite 800 South, Washington, D.C. 20005
Sullivan, Joseph L.	28 Liberty Street, New York, NY 10005
Tierney, Sean	One Embarcadero Center, Suite 3820, San Francisco, CA 94111
Toto, Charles G.	One Gateway Center, 24th Floor, Newark, NJ 07102
Turner, Steven I.	28 Liberty Street, New York, NY 10005
Van Dusen, Bruce D.	28 Liberty Street, New York, NY 10005
Van Dusen, Richard A.	28 Liberty Street, New York, NY 10005
Wolf, Ronald P.	One Embarcadero Center, Suite 3820, San Francisco, CA 94111
Wong, T. Kam	28 Liberty Street, New York, NY 10005
Zucker, Howard	28 Liberty Street, New York, NY 10005

COUNSEL	
Forcht, Lisa	28 Liberty Street, New York, NY 10005
Hall, Laurie H.	20 Church Street, Suite 700, Hartford, CT 06103
Kim, Sarah J.	28 Liberty Street, New York, NY 10005
Park, Jee Hi	333 South Grand Avenue, Suite 3650, Los Angeles, CA 90071
Solomon, Rod	601 Thirteenth Street, N.W., Suite 800 South, Washington, D.C. 20005

OF COUNSEL	
Fernandez, Gerard	28 Liberty Street, New York, NY 10005
Hellman, Samuel I.	28 Liberty Street, New York, NY 10005
Rogers, Joseph P.	28 Liberty Street, New York, NY 10005

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

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

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Hawkins Delafield & Wood LLP** 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 __, 2016,** to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **City of Summit, New Jersey,** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

• Summit Municipal Democratic Committee **• (Mayor Nora Radest, Council members B. David Naidu, Richard Sun)**	**• Nora Radest for Mayor** **• McTernan for Council** **• New Jersey State Democratic Committee** **• Naidu for Council** **• Dickson, Smith, Dill and Ogden**
• Summit Republican City Committee **(Council members Patrick Hurley, Sandra Lizza, Mike McTernan, Mary Ogden, Robert Rubino)**	**• Rubino for Council** **• Sun for Summit Council**

Part II – Ownership Disclosure Certification

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

Check the box that represents the type of business entity:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☒ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
None	

RECEIVED
JAN - 7 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

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: **Hawkins Delafield & Wood LLP**
Signature of Affiant: _____ Title: **Partner**
Printed Name of Affiant: **Robert H. Beinfield** Date: **1/7/16**

Subscribed and sworn before me this **7th day of January, 2016.**

Ilda M. Francisco
(witnessed or attested by)

My Commission expires:
ILDA M. FRANCISCO
Notary Public Of New Jersey
Commission Expires January 31, 2017

668984.13 03531

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

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:	**Hawkins Delafield & Wood LLP**		
Address:	**One Gateway Center, 24th Floor**		
City: **Newark**		State: **New Jersey**	Zip: **07102**

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	**Robert H. Beinfield** Printed Name	**Partner** 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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CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

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

668984.13 035339 MRK

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STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: HAWKINS DELAFIELD & WOOD LLP

☐ 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 Corporation ☒ Limited Liability Partnership

☐ Subchapter S Corporation

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

Stockholders:

Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:

RECEIVED
JAN - 7 2016
CITY OF SUMMIT, N.J.
OFFICE OF THE ADMINISTRATOR

Subscribed and sworn before me this **7th** day of **January, 2016**.

(Notary Public) Ilda M. Francisco

My Commission expires:

ILDA M. FRANCISCO
Notary Public Of New Jersey
Commission Expires January 31, 2017

(Affiant)

Robert H. Beinfield, Partner
(Print name & title of affiant)

(Corporate Seal)

668984.13 035339 MRK

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

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Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

EXHIBIT I

SPECIFIC RESPONSES TO REQUEST FOR QUALIFICATIONS

Administrative Information Requirements

1. **An executive summary (not to exceed two pages) of the information contained in all the other parts of the Qualification Statement.**

   An executive summary is set forth immediately following the cover letter (before Exhibit A).

2. **An executed Letter of Qualification.**

   See Exhibit H hereto for an executed Letter of Qualification.

3. **Name, address and telephone number of the firm submitting the Qualification Statement pursuant to the RFQ and the name of the key contact person.**

   Hawkins Delafield & Wood LLP
   One Gateway Center, 24th Floor
   Newark, New Jersey 07102
   Contact person: Robert H. Beinfield, Esq.
   Phone: (973) 642-1307
   Email: rbeinfield@hawkins.com

4. **A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.**

   Hawkins Delafield & Wood LLP is a limited liability partnership. No partner of the firm owns more than ten percent (10%).

   (a) **Provide the names and business addresses of all Principals of the firm submitting the Qualification Statement.**

   See Exhibit H hereto for a list of the partners of Hawkins Delafield & Wood LLP and their business addresses.

   (b) **If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parent's approval rights over the activities of the firm submitting a Qualification Statement.**

   Not applicable.

   (c) **If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.**

   Not applicable.

(d) **A statement that the Respondent complies with all applicable local, State and Federal laws, regulations and requirements with respect to its business activities.**

The firm is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities. Attached as Exhibit H is our Certificate of Employee Information Report issued by the State Treasurer. In addition, the firm has adopted and published an Equal Employment Opportunity Policy Statement which provides that:

> "It is the policy of Hawkins Delafield & Wood LLP to provide equal employment opportunity to all qualified persons without regard to race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or affectional preference. Furthermore, the Firm will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or affectional preference, in any of the terms or conditions of employment. This includes, but is not limited to, hiring, promotion, transfer, demotion, compensation, recruitment, layoff or termination."

In furtherance of this policy we have adopted an Affirmative Action Plan which provides that it is the goal of the firm to have a balanced work place which contains minority group members and women in a proportion elective of their presence in the available, qualified workforce. The firm's hiring committee actively recruits qualified minority students for participation in our summer associates programs. In addition, the firm attempts to utilize qualified minority-owned or women-owned subcontractors, vendors and suppliers, as appropriate. The firm also notifies all subcontractors, vendors and suppliers in writing of its equal employment/affirmative action policy and requests appropriate supportive action on their part.

5. **An executed Letter of Intent.**

See Exhibit H hereto for an executed Letter of Intent.

6. **An executed Payment Conditions and Rate Schedules Form.**

Please see Exhibit H hereto.

7. **A completed Business Entity Disclosure Form, Political Contribution Disclosure Form and a Stockholder Certification.**

Please see Exhibit H hereto.

8. **The number of years the business organization has been in business under its present name.**

Hawkins Delafield & Wood LLP has been in existence for over 160 years and operating under its present name since 1945.

9. **The number of years the business organization has been under its current management.**

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The partners of Hawkins Delafield & Wood LLP have managed the firm since its inception.

10. **Any judgments, claims or suites within the last three (3) years in which Respondent has been adjudicated and found liable for professional malpractice.**

There have been no judgments within the last three years in which Hawkins Delafield & Wood LLP has been adjudicated liable for professional malpractice.

11. **Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years.**

The firm has not been involved in any bankruptcy or re-organization proceedings in the last ten (10) years.

12. **Confirm appropriate federal and state licenses to perform activities.**

Please see Exhibit H hereto for our Business Registration Certificate.

Professional Information Requirements

1. **Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ.**

Please see Exhibit A for a description of the firm's national bond counsel experience, Exhibit B for a description of the firm's New Jersey bond counsel experience, Exhibit C for a list of recent New Jersey transactions, Exhibit D for a detailed description of selected New Jersey transactions, Exhibit E attached hereto for a complete listing of New Jersey Environmental Infrastructure Trust issues for which the firm acted as bond counsel since January 1, 2007 and Exhibit F attached hereto for a detailed description of a few selected New Jersey Environmental Infrastructure Trust transactions. **This New Jersey and national public finance law experience and expertise makes Hawkins Delafield & Wood LLP unique among firms practicing public finance law.**

a. **Description and scope of work by Respondent.**

Hawkins Delafield & Wood LLP, and in particular Mr. Beinfield, are thoroughly familiar with all aspects of New Jersey and federal law applicable to municipal bond finance, including the Local Bond Law, the Local Budget Law, the Local Authorities Fiscal Control Law, the Sewerage Authorities Law, the Municipal and County Utilities Authorities Law, and the Local Fiscal Affairs Law and regulations promulgated by the New Jersey Division of Local Government Services. Hawkins Delafield & Wood LLP was responsible for drafting much of the Local Bond Law, the Sewerage Authorities Law and the Municipal and County Utilities Authorities Law and has rendered approving legal opinions as to many hundreds of millions of dollars of bonds and notes for the purposes of such laws. Mr. Beinfield, whose resume is attached in Exhibit G hereto and who has over thirty years of bond counsel experience with New Jersey public entities, including the City, and resides in the firm's Newark, New Jersey office and is the partner-in-charge of the firm's New Jersey municipal practice, would, as in the past, be the primary contact at the firm and would be personally involved in all day-to-day matters and be available at all times to attend meetings. **In this way, the City has received and would continue to receive experienced and expert service from a senior partner, as opposed to an associate or paralegal.** Based on our experience and expertise with New Jersey public

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

finance matters, we can confidently assure you that we would be familiar with the particular financing matters that are important to the City. The depth of experience and personnel at Hawkins Delafield & Wood LLP allows the firm to provide timely, effective and efficient service to all of its clients. For a more detailed description of our New Jersey public finance practice and certain representative transactions, please see Exhibit B, Exhibit C, Exhibit D, Exhibit E and Exhibit F hereto. For a more detailed description of our national public finance practice, please see Exhibit A hereto.

b. Name, address and contact information of a minimum of two references.

For a reference, please do not hesitate to contact James Kozimor, the Chief Financial Officer of the Borough of Butler, One Ace Road, Butler, New Jersey 07405 (973) 838-7200 (x220), Susan Giordano the Chief Financial Officer of the Borough of Mendham, Two West Main Street, Mendham, New Jersey 07945, (973) 543-7152 x14, Ralph Maresca, the Chief Financial Officer of the Borough of Bernardsville, 1661 Mine Brook Road, Bernardsville, New Jersey, 07924 (908-766-7166) or a representative from any of the governmental entities set forth on Exhibit C attached hereto.

c. Explanation of perceived relevance of the experience to the RFQ.

As described above and in more detail in Exhibits A, B, C, D, E and F hereto, Hawkins Delafield & Wood LLP has served as bond counsel to New Jersey municipalities, **including the City**, for over 100 years and, therefore, has first-hand knowledge and familiarity of the legal and financing issues that are important to municipalities in New Jersey, such as the City, and their officials and professionals.

2. Describe the services that Respondent would perform directly.

As described in a above and in more detail in Exhibits A through F hereto, Hawkins Delafield & Wood LLP has extensive experience and expertise in tax-exempt financings nationally and in New Jersey and is thoroughly familiar with the local and federal laws, rules and regulations applicable to public finance. The firm has a lengthy, proven track record and has successfully served as bond counsel in thousands of public finance transactions. Mr. Beinfield, who is admitted to practice law in the State of New Jersey and has served as bond counsel to New Jersey governmental entities, including the City, for thirty years, was personally involved in virtually all of the financings described in Exhibit C, Exhibit D, Exhibit E and Exhibit F hereto. Mr. Beinfield has extensive experience and familiarity with all municipal finance matters that may be of significance to the City.

Mr. Beinfield, the partner-in-charge of the firm's New Jersey municipal practice, has in the past personally drafted all appropriate ordinances, resolutions and other bond documents for the City and would continue to do so in the future. In this way, the City has received, and would continue to receive, experienced and expert service from a senior partner, as opposed to a junior associate or paralegal. We at Hawkins take great pride in at all times providing experienced, efficient and effective service to our clients.

The traditional role of bond counsel is to give its "approving" opinion with respect to bonds and notes of an issuer. This opinion serves to comfort potential investors and purchasers that a firm of recognized expertise in the area of New Jersey and federal public finance law is satisfied that (a) the bonds and notes have been duly authorized, sold and issued under all relevant provisions of New Jersey and federal law, (b) the bond ordinances and resolutions have been duly adopted in

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

accordance with the provisions of the Local Bond Law, the Open Public Meetings Act and other relevant laws, (c) the interest on the bonds and notes is exempt from taxation under the Internal Revenue Code of 1986, as amended, and the New Jersey Gross Income Tax Act, (d) the issuer is in compliance with all federal tax law requirements such as the arbitrage and rebate regulations and (e) the issuer is in compliance with all federal securities law regulations such as the official statement and continuing disclosure requirements.

In addition to the traditional "opinion giving" and "document drafting" (i.e., ordinances, resolutions, arbitrage certifications and closing documentation) functions of bond counsel, we here at Hawkins Delafield & Wood LLP, when desirable, have provided a broad range of additional assistance to New Jersey issuers in connection with bond and note financings such as the following: preparation of all or portions of an official statement, preparation of a notice of sale and bid form, assistance in identifying bidders active in the New Jersey bond anticipation note market, assistance with rating agency contacts and presentations, advice with respect to structuring "bank qualified" issues, planning to qualify for a rebate exception and thereby earning legal arbitrage, preparation of capital surplus appropriation ordinances, excess proceeds ordinances, amending ordinances, assessment ordinances and reappropriation ordinances, assistance relating to State loan programs (such as Green Acres, DEP, Dam Restoration, Open Space, Environmental Infrastructure Trust, Underground Fuel Storage Tanks and others), advice relating to utilities and self-liquidating status, advice with respect to special benefit assessment projects and local improvement ordinances, preparation and presentation of Local Finance Board applications, assistance relative to structuring bond anticipation note financings (such as coordination of note issues, sizing and timing), assistance relative to structuring of bond issues (such as market timing, maturity amounts and tax impact, redemption features and choice of multiple or single interest rate bids), preparation of all documentation relating to emergency notes, special emergency notes and tax anticipation notes, and advice relating to the continuing disclosure requirement under the federal securities laws and structuring issues to avoid same if desirable.

Perhaps of more importance to the City, Hawkins Delafield & Wood LLP has served as bond counsel to the City for over one hundred years and, therefore, has first-hand, working knowledge and familiarity of the legal and financing issues that are important to the City and its officials and professionals.

3. **Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.**

The firm does not subcontract out services.

4. **Does the Respondent normally employ union or non-union employees?**

The firm employs non-union employees.

5. **Resumes of key employees.**

See Exhibit G for resumes of key employees.

6. **A narrative statement of the Respondent's understanding of the City's needs and goals.**

As evidenced in this Statement of Qualifications, Hawkins Delafield & Wood LLP is thoroughly familiar with the practice of public finance in New Jersey. Mr. Beinfield, in particular, has been

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

serving New Jersey municipalities, **including the City**, as bond counsel for thirty years and would have extensive experience and familiarity with all municipal finance matters that may be of significance to the City.

7. **List of immediate relatives of Principals of Respondent who are City employees or elected officials of the City.**

None.

Attachment: Hawkins Delafield & Wood proposal (3925 : Authorize 2016 Legal Services - Bond Counsel - Hawkins Delafield & Wood LLP Not to

Resolution (ID # 3939)
January 19, 2016

AUTHORIZE CONTRACT EXECUTION WITH PRIMEPOINT LLC - PAYROLL SERVICES - NOT TO EXCEED $40,000

WHEREAS, under the procedures for Competitive Contracting pursuant to N.J.S.A. 40A:11-4.1 et seq., the City of Summit received proposals for Payroll Services on Tuesday, December 1, 2015, for a potential 5 year term, and

WHEREAS, the City Treasurer/Chief Financial Officer, upon evaluation of the proposal, recommends awarding the contract to Primepoint LLC, 2 Springside Road, Mt. Holly, NJ 08060, for a 2 year period, with the ability to extend up to a total of 5 years, not to exceed $40,000.00. for year one, 2016, and not to exceed $40,000.00 for year two, 2017, and

WHEREAS, the cost of said service will be certified by the Chief Financial Officer upon inclusion in and adoption of the respective years' budgets.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

. That the Mayor and the City Clerk are hereby authorized and directed to execute an agreement with Primepoint LLC, 2 Springside Road, Mt. Holly, NJ 08060, for a 2 year period, with the ability to extend up to a total of 5 years, not to exceed $40.000.00 for year one, 2016, and not to exceed $40,000.00 for year two, 2017,

. That this contract is awarded, without competitive bidding as Competitive Contracting in accordance with N.J.S.A. 40A:11-4.1 et seq.

. That Primepoint LLC shall be subject to meeting the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements.

. A notice of this action shall be printed in the Union County Local Source.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

Finance
R - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3939)

DOC ID: 3939

TO: Mayor and Common Council

FROM: Marge Gerba, City Treasurer

DATE: December 30, 2015

SUMMARY

In November we issued a Request for Proposals for Payroll Processing Services.
Only one vendor, our current provider, responded.

Proposals were requested for 600 payroll items per biweekly payroll period to about 400 employees and were to include yearend processing and reporting as well as Affordable Care Act recording and reporting. Primepoint's basic bid based on the above estimates came to $39,437 per year. Optional additional services such as New Hire reporting, pay voids, wire reversals, adjustments and amendments, are estimated not to exceed $563 per year bringing the yearly total to a not to exceed amount of $40,000.

The contract is for two years with the ability to extend that for an additional three years, totaling five years.

Based on this and our satisfaction with our current servicer, I recommend that we continue our relationship with Primepoint LLC and award them the contract to provide payroll services to the City of Summit for the next two years.

Resolution (ID # 3942)
January 19, 2016

AUTHORIZE SHARED SERVICE AGREEMENT WITH BOROUGH OF MADISON - 2016 INFORMATION TECHNOLOGY SUPPORT SERVICES - $110,000

WHEREAS, the City of Summit is in need of information technology support services ("IT" Services), and

WHEREAS, the City Administrator, in a memo dated December 31, 2015, recommends entering into an agreement with the Borough of Madison (Madison) for IT Services pursuant to NJSA 40A:65-1 et seq., and

WHEREAS, Madison will provide IT Services up to six (6) hours per day, not to exceed one hundred twenty (120) hours per month, or one thousand four hundred (1440) hours annually, for a term of January 1, 2016 through December 31, 2016, and

WHEREAS, Madison will bill the cost of these services monthly at a rate of $76.50 per hour during regular business hours and $102.00 per hour for weekend and outside normal business hours, and a base monthly fee of $510.00, for a total cost not to exceed $110,000.00, and

WHEREAS, the cost of these services will be certified upon inclusion in and adoption of the 2016 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the Mayor and City Clerk be and they are hereby authorized to execute a Shared Services Agreement with the Borough of Madison, 50 Kings Road, Madison, NJ 07940, for Information Technology Support Services as described above.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a special meeting held on Tuesday evening, January 19, 2016.

City Clerk

ADMINISTRATOR'S OFFICE
Phone: 908-522-3600 Fax: 908-273-2977

Memo

To: Mayor Radest and Members of Common Council
From: Michael F. Rogers, City Administrator
CC: File
Date: 12/31/2015
Re: Madison IT Agreement

Attached for your consideration is a renewal agreement with the Borough of Madison for information technology (I.T.) support services. This shared services agreement revises the 2015 document in several ways based on our experience during the past year.

Importantly, the proposal includes support hours of up to 6 hours daily not to exceed 1,440 hours annually. This is a decrease in support hours from 7.5 hours per day in 2015 to 6 hours per day in 2016.

Based on the experience during the past year, Madison has revised their hourly fee schedule which is increased by $1.50 to a new hourly rate of $76.50 for work performed during regular business hours. The hourly rate for work performed on weekends and after normal business hours has increased by $2.00 to a new rate of $102. The base monthly fee of has increased by $10.00 to a new rate of $510. The total annual fee for 2016 is not to exceed $110,000 representing a decrease of $5,000 when compared to 2015 due to the anticipated reduction in service hours and the installation of new components completed during the last year and others scheduled for 2016. Your support of a resolution approving this agreement is recommended.

Attachment: Memo and Agreement for IT Services - Madison (3942 : Authorize Shared Service Agreement with Borough of Madison - 2016 IT

SHARED SERVICES AGREEMENT
WITH THE CITY OF SUMMIT

SHARED INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT is made this _____ day of _____ 2016, by and between the **BOROUGH OF MADISON**, a Municipal Corporation of the State of New Jersey ("Madison"), having an office at 50 Kings Road, Madison, New Jersey and the **CITY OF SUMMIT**, a Municipal Corporation of the State of New Jersey ("Summit"), having an office at 512 Springfield Avenue, Summit, NJ 07901.

W I T N E S S E T H

WHEREAS, Madison and Summit (collectively referred to as the "Parties") seek to enter into a Shared Services Agreement ("Agreement") pursuant to the provisions of the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (C:40A:65-1, *et seq*.); and

WHEREAS, the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (C:40A:65-1, *et seq*.) authorizes and empowers the Parties to enter into this Agreement; and

WHEREAS, the Parties have adopted Resolutions and/or Ordinances to authorize this Agreement; and

WHEREAS, this Agreement provides for certain Information Technology Support Services ("IT Support") to be provided by Madison to Summit in accordance with the terms and conditions set forth herein; and

WHEREAS, this Shared Services Agreement is subject to resolutions of the Governing Bodies of Madison and Summit approving same; and

WHEREAS, the Parties have filed a copy of this Agreement with the Division of Local Government Services in the Department of Community Affairs pursuant to (C:40A:65-4);

NOW, THEREFORE, in consideration of the terms and conditions hereinafter set forth,

Attachment: Memo and Agreement for IT Services - Madison (3942 : Authorize Shared Service Agreement with Borough of Madison - 2016 IT

the Parties agree as follows:

1. Madison shall provide Summit with up to six (6) hours of IT Support per day, subject to existing work load obligations. Total hours would not exceed an average of one hundred twenty (120) per month, or 1440 annually.

2. The IT Support would be delivered either on site or remotely, depending upon the nature and immediacy of the problem.

3. Summit will be billed on a monthly basis for the IT Support as follows:

- $510 base charge monthly
- $76.50 an hour for remote access sessions or phone support in excess of 15 minutes taking place during "normal business hours," defined as between 8:30 AM and 5:00 PM, Monday through Friday.
- $102 an hour with a 1 hour minimum for remote access sessions or phone support taking place outside of normal business hours, or on Holidays or weekends.
- $76.50 an hour with a one hour minimum for on-site sessions taking place during normal business hours.
- $102 an hour with a two hour minimum for on-site sessions taking place outside of normal business hours, or on Holidays or weekends.

Madison shall provide Summit with monthly documentation of the IT Support services rendered.

4. The IT Support provided by Madison to Summit, consistent with the terms herein shall be as follows:

a. Responding to workstation and network problems and making necessary repairs;
b. Providing general desktop support, and facilitating use of vertical applications;
c. Maintaining anti-virus, spyware and other intruder detection software;
d. Overseeing nightly back-up systems;
e. Assisting with the purchase of computer supplies and equipment; and
f. Prioritizing and scheduling work accordingly, as needed.

5. This Agreement shall commence on or about January 1, 2016 and will end on December 31, 2016, and will not exceed an annual cost of $110,000.

6. Either party may cancel this Agreement upon thirty (30) days written notice to the other.

7. The Parties can agree to renew this Agreement upon thirty (30) days written

Attachment: Memo and Agreement for IT Services - Madison (3942 : Authorize Shared Service Agreement with Borough of Madison - 2016 IT

notice prior to the expiration of the Agreement.

8. **Insurance.** The Parties shall provide insurance coverage naming each other as additional insured for the use of each other's equipment and facilities. The Parties shall submit proof of and maintain liability insurance in the amount of at least one million ($1,000,000) dollars upon the execution of the Agreement and the duration of same.

9. **Assignment.** The Parties shall retain the work under their respective control and shall not assign, transfer, or sublet or otherwise dispose of this Agreement or any right to responsibility hereunder, without the previous written consent of the Parties. The Parties shall not assign, in any way, the monies due or to become due under this Agreement. Any assignment of this Agreement shall not, in any way, release the Parties from their covenants, conditions and terms of this Agreement and the duties imposed hereunder.

10. **Indemnification.** The Parties shall indemnify and hold each other, all representatives thereof, harmless from and against any and all claims, damages, losses and expenses to the extent caused by the Parties negligent acts, errors, intentional acts or omissions in the performance of their services and responsibilities under this Agreement.

11. **Confidentiality.** The Parties acknowledge that all information, data, strategies, positions and the like, which the IT support personnel may be exposed to or gain knowledge of by virtue of this Agreement is confidential in nature and shall not be disseminated to the other party to this Agreement or any third party, except only as required by law or order of court.

12. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

13. **Severability.** In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the Parties hereto

shall negotiate in good faith and agree to such amendments, modifications, or supplements of, or to this Agreement, or such other appropriate actions as shall, to the maximum extent practicable in light of such determination, to implement and give effect to the intentions of the parties as reflected herein. All other provisions of the Agreement shall remain in full force and effect.

14. **Non-Waiver.** It is understood and agreed that nothing which is contained in this Shared Services Agreement shall be construed as a waiver on the part of the Parties, or of any right which is not explicitly waived in this Agreement.

15. **Entire Agreement.** This Agreement sets forth the entire understanding of the Parties hereto with respect to the transactions contemplated herein. No change or modification of this Agreement shall be valid unless the same is in writing, duly authorized and signed by all the Parties hereto.

16. **Headings.** The paragraph headings in this Agreement are included herein for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

IN WITNESS HEREOF, the Parties have set their hand and seals and caused this Agreement to be executed on the day and year above written.

ATTEST: **BOROUGH OF MADISON**

By: _____

_____ Elizabeth Osborne, Borough Clerk

Robert H. Conley, Mayor

ATTEST: **CITY OF SUMMIT**

By: _____

_____ Rosemary Licatese, City Clerk

Nora G. Radest, Mayor

Attachment: Memo and Agreement for IT Services - Madison (3942 : Authorize Shared Service Agreement with Borough of Madison - 2016 IT

Certification of Availability of Funds

This is to certify to the Mayor and Common Council of the City of Summit that funds for the following resolution will be available:

Resolution Date: January 19, 2016
Resolution/Doc Id: 3942

Vendor: Borough of Madison
50 Kings Road
Madison, NJ 07940

Purchase Order Number: To Be Determined

Account Number	Amount	Account Description
6-01-20-100-004-210	$110,000.00	Technology Operating Support - Madison

The cost of these services will be certified upon inclusion in and adoption of the 2016 Operating Budget

Margaret V. Gerba
City Treasurer/CFO

AUTHORIZE CHANGE ORDER #1 - LIBRARY ROOF PROJECT - $2,326.00

WHEREAS, in a memo dated December 21, 2015, the Library Director recommends Change Order #1 for the Library Roof Project to address ponding water and poor drainage, increasing the original contract with Safeway Contracting, Inc. by $2,326.00, which in the aggregate does not exceed 20% of the net contract amount.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

- That funds in the amount of $2,326.00 are available in Account No. C-04-30-066-00A-020and have been certified by the City Treasurer, attached hereto.

- That the City Treasurer be and she is hereby authorized to issue Change Order #1 to Safeway Contracting, Inc., 636 N. Michigan Avenue, Kenilworth, NJ 07033, for $2,326.00 for the above mentioned work.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

THE SUMMIT FREE PUBLIC LIBRARY

YOUR GATEWAY TO INFORMATION...

Susan Permahos, Director
(908) 273-0350
FAX (908) 273-0031

75 Maple Street, Summit, NJ 0790
www.summitlibrary.org

MEMO TO: Mayor & Common Council
FROM: Susan Permahos, Library Director
DATE: December 21, 2015
RE: Library roof project – Change Order Request

Please consider this request for a resolution to approve a change order to the library roof project to address ponding water and poor drainage. The change order is attached.

Vendor Name:	Safeway Contracting, Inc.
Address:	636 N. Michigan Avenue, Kenilworth, NJ 07033
Award:	$65,000.00
Additional cost:	$2,326.00
Contract total:	$67,326.00
Ordinance numbers:	C-04-26-093-000-000 and C-04-30-066-00A-020

Thank you for your consideration.

Susan Permahos

Attachment: Req resolution change order lib roof 1215 (3938 : Authorize Change Order #1 - Library Roof Project - $2,326.00)

Project Change Order
The City of Summit

No. 1 & Final

Project:

Contractor:

The following changes are authorized to this contract:

A Itemized Changes

Item	Purpose	Unit Price	Quantity	Amount [Add; (deduct)]
1	Remove and replace roofing and insulation in area of ponding water and poor drainage			
	Labor (4 days)	$123.75	4	$3,960.00
	Materials	$1,700.00	1	$1,700.00
	Crane (4 hour minimum)	$125.00	4	$500.00
	Misc. Shop Time	$500.00	1	$500.00
2	Overhead & Profit (10%)	$666.00	1	$666.00
3	Amount applied to contract allowance	-$5,000.00	1	($5,000.00)

B	Net change to contract:		$2,326.00
C	Original contract sum:	$	65,000.00
D	20% of original contract sum =	$	13,000.00
E	Total of all previous change orders:	$	-
F	Total of all C.O.s (NOT TO EXCEED LINE D)		$2,326.00
G	New contract total:		$67,326.00

Recommended by:

Signed: Susan Permakos
Department Head

Date: 12/21/15

Authorized by:

Signed: _____
Purchasing Agent

Date: _____

Accepted by contractor's agent:

Signed: _____

Firm: Safeway Roofing

Date: 12-16-15

Approved by Council Resolution:

Date: _____

Certified : _____
City Clerk

Attachment: Req resolution change order lib roof 1215 (3938 : Authorize Change Order #1 - Library Roof Project - $2,326.00)

safeway
CONTRACTING

Proposal

Summit Library
75 Maple St.
Summit, NJ 07901

10/05/15

We propose to complete the following as per Mike Laytos recommendations during our site visit last week.

Option #1:
Remove existing equipment rails and infill insulation in kind; install roofing system to match existing therefore continuing the manufacturer's warranty. In the area of the ponding water we will apply the manufacture's specialized coating to protect the roof from exposure.

Total to complete option #1: 6,700.00

Option #2:
Remove existing equipment rails and infill insulation in kind; install roofing system to match existing therefore continuing the manufacturer's warranty. In the area of ponding water we will also remove existing roofing to the deck and build up that area to match surrounding elevations. We will also install the new roofing system in that area.

Total to complete option #2: 8,000.00

Labor	*Prevailing wage*	*$59.31*			
	State & Federal taxes	*$29.55*			
	Compensation Insurance	*$34.89*			
	Total Hourly rate	*$123.75*	*X 4 days = 32 hours*	*$ 3,960.00*	
Materials				*$ 1,700.00*	
Crane	*$125 per hour 4 hour minimum*			*$ 500.00*	
Misc.	*[shop time] [shipping]*			*$ 500.00*	Max. 10% allowed b
			Sub total	*$ 6,660.00*	Contract
			~~*x 20%*~~	~~*$ 1,332.00*~~	10% = $666.00
			~~*Grand Total*~~	~~*$ 7,992.00*~~	**Total = $7,326.00**

636 North Michigan Ave., Kenilworth, NJ 07033 Phone 908-598-0813 Fax 908-623-3109 Email: Safeway@comcast.net

Attachment: Req resolution change order lib roof 1215 (3938 : Authorize Change Order #1 - Library Roof Project - $2,326.00)

Certification of Availability of Funds

This is to certify to the Mayor and Common Council of the City of Summit that funds for the following resolution are available:

Resolution Date: January 19, 2016
Resolution Doc Id: 3938

Vendor: Safeway Contracting Inc.
636 N Michigan Avenue
Kenilworth, NJ 07033

Purchase Order Number: 15-00734

Account Number	Amount	Account Description
C-04-30-066-00A-020	$2,326.00	3066 Library Roof Replacement

Bringing the contract total to $67,326.00

Only amounts for the current Budget Year have been certified.
Amounts for future years are contingent upon sufficient funds being appropriated.

Margaret V. Gerba
City Treasurer/CFO

Attachment: Certification of Availability of Funds SAFEWAY co1 (3938 : Authorize Change Order #1 - Library Roof Project - $2,326.00)

Resolution (ID # 3916)
January 19, 2016

AUTHORIZE ROAD OPENING REFUND - 18 OAKLAND PLACE

WHEREAS, the Assistant Engineer, in a memo dated December 18, 2015, advises that Engineering Permit #14-168 was issued for a road opening in conjunction with a storm sewer connection for an existing home at 18 Oakland Place, and

WHEREAS, all inspections are satisfactory and the City Engineer recommends the return of the road opening deposit in the amount of $500.00.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the City Treasurer be and is hereby authorized to refund the aforementioned road opening deposit in conjunction with Permit #14-168 as described above, as follows:

Name/Mailing Address:	File No./Property Address	Refund Amount
All County Sewer & Drain 10 Bonnell Street Chatham, NJ 07928	14-168	$500.00

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

DCS - Engineering Division
CA - Works

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3916)

DOC ID: 3916

TO: Mayor and Common Council

FROM: Lori Toth, Assistant Engineer

DATE: December 18, 2015

Permit #14-168 was issued on 8/5/14 for a road opening at 18 Oakland Place. As part of that permit, a deposit of $500.00 was posted by All County Sewer & Drain of Chatham. The work is complete and a recent inspection found the patch to be in good condition. It is now appropriate to refund that deposit of $500.00 to All County Sewer & Drain, 10 Bonnell Street, Chatham NJ 07928.

Resolution (ID # 3919)
January 19, 2016

AUTHORIZE PAYMENT FOR JOINT MEETING QUARTERLY ASSESSMENT - $489,082.94

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper officers of the City be and they are hereby authorized and directed to draw the necessary first quarter assessment check and issue the same to the Joint Meeting of Essex & Union Counties in the amount of $489, 082.94 for use of Section 1 of the Joint Outlet Sewer, Treatment Plant, Sludge Dewatering and Sludge Drying Facilities.

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

A Attach

Joint Meeting of Essex & Union Counties
500 South First Street □ Elizabeth □ NJ 07202
908-353-1313 □ FAX: 908-353-7925

December 18, 2015

Ms. Rosemary Licatese, City Clerk
City of Summit
City Hall
512 Springfield Avenue
Summit, New Jersey 07901

RECEIVED
DEC 21 2015
CITY CLERK'S OFFICE
SUMMIT, N.J.

Dear Ms. Licatese:

The Joint Meeting adopted its 2016 Budget at a meeting held on November 12, 2015 in the amount of $31,451,990.00. This Budget reflects an increase of $889,885.00 as compared to the 2015 Budget.

As required by Statute and Contract, by Resolution dated December 17, 2015 the Joint Meeting Board estimated the Annual Assessment and Quarterly Payments for 2016, for each member municipality (resolution enclosed).

The 2016 estimated Annual Assessment for the City of Summit is $1,956,331.75.

The portion of the first quarterly assessment due from the City on February 1, 2016 is the sum of $489,082.94 being 8.6004% of the total amount assessed to the member municipalities only.

The Joint Meeting is very proud of its ability to continue to operate one of the most environmentally sound, cost effective wastewater treatment facilities and looks forward to working with its member communities in 2016.

Should you have any questions or require additional information, please do not hesitate to contact us.

Very truly yours,

Samuel T. McGhee
Executive Director

STM:gq
Enclosure

cc: Hon. Mike McTernan
Ms. Marge Gerba, Treasurer/CFO, w/encls.

Attachment: JM Quarterly tax (3919 : Authorize Payment for Joint Meeting Quarterly Assessment - $489,082.94)

RESOLUTION NO. 114/15

JOINT MEETING OF ESSEX AND UNION COUNTIES RESOLUTION ESTIMATING THE PROBABLE COST AND EXPENSE OF MAINTAINING AND OPERATING THE JOINT MEETING AND MAKING THE FIRST QUARTER OF 2016 ASSESSMENT

WHEREAS, the Joint Meeting of Essex and Union Counties ("Joint Meeting") is organized and exists pursuant to the provisions of N.J.S.A. 40:63-68 et seq., and constitutes a public body corporate and politic of the State of New Jersey; and

WHEREAS, in accordance with the revised statutes of the State of New Jersey N.J.S.A. 40:63-116 (the "Statute") and Article X of the Contract dated June 1, 1926 (the "Contract"), the Joint Meeting shall before the first day of December in each year, make an estimate and determine the probable cost and expenses of maintaining and operating public improvements including the Joint Outlet Sewer, Treatment Plant, Sludge Dewatering Facility, and Sludge Drying Facility for the year beginning the first day of January then next, and shall cause the same to be certified by the Secretary of the Joint Meeting to each of the municipalities contracting for such improvement; and

WHEREAS, the Statute and Contract further provide that the Joint Meeting may from time to time, by resolution duly adopted by the Board of the Joint Meeting, require the municipalities to pay to the Treasurer of the Joint Meeting the whole or any part of their pro rata shares of such estimated amount for the year; and

WHEREAS, the Joint Meeting has estimated the probable cost and expense of maintaining and operating the above public improvements for the year beginning January 1, 2016 at $31,451,990.00; and

WHEREAS, at this time, the Joint Meeting desires to make a First Quarter 2016 assessment on each member municipality and the City of Elizabeth; and

WHEREAS, for the First Quarter 2016 the several municipalities must raise and pay to the Treasurer of the Joint Meeting the sum of $7,862,997.50, which shall be assessed upon the Joint Meeting member municipalities and the City of Elizabeth for the actual combined use of the public improvements including the Joint Outlet Sewer, Treatment Plant, Sludge Dewatering Facility and Sludge Drying Facility, as provided for in the Contract;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Joint Meeting of Essex and Union Counties that the Joint Meeting hereby estimates and determines the probable cost and expense of maintaining and operating the Joint Outlet Sewer, Treatment Plant, Sludge Dewatering Facility and Sludge Drying Facility for the year beginning January 1, 2016 to be the sum of $31,451,990.00. It is anticipated that for services rendered during the year of 2016, the City of Elizabeth will pay to the Joint Meeting the sum of $8,705,081.46. Therefore, the actual amount of money required to be raised by the eleven

Attachment: JM Quarterly tax (3919 : Authorize Payment for Joint Meeting Quarterly Assessment - $489,082.94)

(11) member municipalities comprising the Joint Meeting for the year beginning January 1, 2016 will be the sum of $22,746,908.54; and

BE IT FURTHER RESOLVED that the amount of monies due and owing from the member municipalities and the City of Elizabeth for the cost and expense of operating the public improvements are to be paid to the Treasurer of the Joint Meeting in quarterly installments on February 1, 2016, April 18, 2016, July 18, 2016, and October 17, 2016; and

BE IT FURTHER RESOLVED that for the First Quarter 2016 the Joint Meeting's member municipalities and the City of Elizabeth must raise and pay to the Treasurer of the Joint Meeting the sum of $7,862,997.50; and

BE IT FURTHER RESOLVED that the Executive Director be and hereby is directed to mail a copy of this resolution to each of the municipalities represented in the Joint Meeting and the City of Elizabeth so as to notify each of the yearly and quarterly assessments and the proportion to be paid by each.

Samuel T. McGhee
Executive Director

DECEMBER 17, 2015

APPROVED AS TO LEGAL FORM

INGLESINO, WEBSTER, WYCISKALA & TAYLOR, LLC
GENERAL COUNSEL

Attachment: JM Quarterly tax (3919 : Authorize Payment for Joint Meeting Quarterly Assessment - $489,082.94)

Joint Meeting of Essex and Union Counties

ASSESSMENT 2016

Assessment Due Date

		1-Feb	18-Apr	18-Jul	17-Oct	
MUNICIPALITY		1ST QTR	2ND QTR	3RD QTR	4TH QTR	
	Yearly Assessment					
E. Orange	952,939.01	238,234.75	238,234.75	238,234.75	238,234.75	4.1893%
Hillside	1,690,105.33	422,526.33	422,526.33	422,526.33	422,526.33	7.4300%
Irvington	4,619,033.70	1,154,758.43	1,154,758.43	1,154,758.43	1,154,758.43	20.3062%
Maplewood	1,334,898.09	333,724.52	333,724.52	333,724.52	333,724.52	5.8685%
Millburn	1,357,796.46	339,449.12	339,449.12	339,449.12	339,449.12	5.9691%
Newark	2,341,415.54	585,353.89	585,353.89	585,353.89	585,353.89	10.2933%
Roselle Park	662,293.81	165,573.45	165,573.45	165,573.45	165,573.45	2.9116%
S. Orange	1,105,751.60	276,437.90	276,437.90	276,437.90	276,437.90	4.8611%
Summit	1,956,331.75	489,082.94	489,082.94	489,082.94	489,082.94	8.6004%
Union	3,938,700.11	984,675.03	984,675.03	984,675.03	984,675.03	17.3153%
W. Orange	2,787,643.14	696,910.79	696,910.79	696,910.79	696,910.79	12.2552%
		-	-	-	-	
ELIZABETH	8,705,081.46	2,176,270.37	2,176,270.37	2,176,270.37	2,176,270.37	
		-	-	-	-	
	31,451,990.00	7,862,997.50	7,862,997.50	7,862,997.50	7,862,997.50	

Resolution (ID # 3920)
January 19, 2016

AUTHORIZE REFUND OVERPAYMENT OF 2015 TAXES AND CANCEL TAXES-SPECIAL PETITION

WHEREAS, the Tax Assessor has determined for 2015 that the added assessments were incorrect and has filed special petitions, and

WHEREAS, the Collector of Taxes has been notified of an Assessor's Petition/County Board Judgment adjusting the added assessments on the properties listed below.

NOW, THERFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper City officers be and they are hereby authorized and directed to issue a check(s) as follows:

Block	Lot	Name	Amount
4605	27	Edwards, Rolf & Barbara 6 Montview Rd	
		2015	
		Original Assessment: 3,600 prorated for 12 mos.	$151.81
		Per Tax Court, Assessment: 0.00 prorated for 12 mos.	
		Subtotal	$151.81
		2015 prior yr. omitted	
		Original Assessment: 900.00 prorated for 3 mos.	$36.97
		Per Tax Court, Assessment: 0.00 prorated for 7 mos.	
		Subtotal	$36.97
		Additional to be Refunded	$188.78
		Check Payable and Mail to:	
		Corelogic Real Estate Tax Service Refund Unit DPW 1-3 1 Core Logic Drive Westlake Texas 76262	
		Cancel 2016 preliminary taxes 1st and 2nd Qtrs.	$75.92
5106	14	Mathey, Stephen & Kiera 226 Oak Ridge Ave.	

		2015 Original Assessment: 300,500 prorated for 12 mos. Per Tax Court, Assessment: 192,700 prorated for 12 mos. **Additional to be Refunded** Check Payable and Mail to: Wells Fargo R.E. Tax Service Attn: Financial Support Unit Macx 2302-04D 1 Home Campus Des Moines, IA 50328-0001 Cancel Adjusted 2016 preliminary taxes 1st and 2nd Qtrs.	$7,392.06 4,740.26 $2,651.80 $2,272.97

Dated: January 19, 2016

I, Rosalia M. Licatese Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

Resolution (ID # 3915)
January 19, 2016

REFUND OVERPAYMENT OF 2015 TAXES- TAX COURT JUDGMENT

WHEREAS, the Collector of Taxes has received a Tax Court Judgment from the Tax Court of New Jersey reducing the assessment on the following properties for 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper City officers be and they are hereby authorized and directed to issue a check(s) or credit as follows:

Block	Lot	Name	Amount
2004	31	Thomas and Ann Vinci 28 Badeau Ave. 2015 Original Assessment: 1,402,400 = 59,139.21 Per Tax Court, Assessment: 1,223,400 = 51,590.78 **Amount to be Refunded** 2016 Freeze Act to be Applied Check Payable to: Wilentz, Goldman & Spitzer c/o Thomas and Ann Vinci Mail to: Wilentz, Goldman & Spitzer 99 Woodbridge Center Dr. Suite#900 Box 10 Woodbridge, NJ 07095-0958	$7,548.43
2608	3	RBP Associates 311 Springfield Ave. 2015 Original Assessment: 967,200 = 42,208.61 Per Tax Court, Assessment: 801,600 = 34,981.83 **Amount to be Refunded** Check Payable to: Law Office of Nathan P Wolf and RBP Associates Mail to: Law Office of Nathan P Wolf, LLC	$7,226.78

		673 Morris Ave Springfield NJ 07081	

2608	4	RBP Associates 317 Springfield Ave. 2015 Original Assessment: 596,800 = 26,044.36 Per Tax Court, Assessment: 532,400 = 23,233.94 **Amount to be Refunded** Check Payable to: Law Office of Nathan P Wolf and RBP Associates Mail to: Law Office of Nathan P Wolf, LLC 673 Morris Ave Springfield NJ 07081	$2,810.42
5202	7	James, Lisa Toffey 30 Pembroke Road 2015 Original Assessment: 1,075,800 = 45,366.49 Per Tax Court, Assessment: 951,500 = 40,124.76 **Amount to be Refunded** Check Payable to: Jacobus & Associates Trustees for Toffey, James & Lisa Mail to: Jacobus & Associates, LLC 301 South Livingston Ave. Livingston NJ 07039	$5,241.73
2704	6	Bassett Associates 28-30-32 Maple Street 2015 Original Assessment: 855,400 = 37,329.65 Per Tax Court, Assessment: 805,400 = 35,147.65 **Amount to be Refunded** Check Payable to: Law Office of Nathan P Wolf and Bassett Associates Mail to: Law Office of Nathan P Wolf, LLC 673 Morris Ave Springfield NJ 07081	$2,182.00

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

Resolution (ID # 3911)
January 19, 2016

REFUND OVERPAYMENT OF 2014 TAXES- TAX COURT JUDGMENT

WHEREAS, the Collector of Taxes has received a Tax Court Judgment from the Tax Court of New Jersey reducing the assessment on the following properties for 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper City officers be and they are hereby authorized and directed to issue a check(s) or credit as follows:

Block	Lot	Name	Amount
2004	31	Thomas and Ann Vinci 28 Badeau Ave. 2014 Original Assessment: 1,402,400 = 57,610.60 Per Tax Court, Assessment: 1,223,400 = 50,257.28 **Amount to be Refunded** Check Payable to: Wilentz, Goldman & Spitzer c/o Thomas and Ann Vinci Mail to: Wilentz, Goldman & Spitzer 99 Woodbridge Center Dr. Suite#900 Box 10 Woodbridge, NJ 07095-0958	$7,353.32
2608	3	RBP Associates 311 Springfield Ave. 2014 Original Assessment: 967,200 = 41,135.02 Per Tax Court, Assessment: 823,200 = 35,010.70 **Amount to be Refunded** Check Payable to: Law Office of Nathan P Wolf and RBP Associates Mail to: Law Office of Nathan P Wolf, LLC 673 Morris Ave Springfield NJ 07081	$6,124.32

2608	4	RBP Associates 317 Springfield Ave. 2014 Original Assessment: 596,800 = 25,381.91 Per Tax Court, Assessment: 540,800 = 23,000.23 **Amount to be Refunded** Check Payable to: Law Office of Nathan P Wolf and RBP Associates Mail to: Law Office of Nathan P Wolf, LLC 673 Morris Ave Springfield NJ 07081	$2,381.68
5202	7	James, Lisa Toffey 30 Pembroke Road 2014 Original Assessment: 1,075,800 = 44,193.87 Per Tax Court, Assessment: 951,500 = 39,087.62 **Amount to be Refunded** Check Payable to: Jacobus & Associates Trustees for Toffey, James & Lisa Mail to: Jacobus & Associates, LLC 301 South Livingston Ave. Livingston NJ 07039	$5,106.25

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

Resolution (ID # 3910)
January 19, 2016

REFUND OVERPAYMENT OF 2013 TAXES - TAX COURT JUDGMENT

WHEREAS, the Collector of Taxes has received a Tax Court Judgment from the Tax Court of New Jersey reducing the assessment on the following properties for 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper City officers be and they are hereby authorized and directed to issue a check(s) as follows:

Block	Lot	Name	Amount
2004	31	Thomas and Ann Vinci 28 Badeau Ave. 2013 Original Assessment: 1,402,400 = $56,965.49 Per Tax Court, Assessment: 1,223,400 = $49,694.51 **Total to be Refunded** Check Payable to: Wilentz, Goldman & Spitzer c/o Thomas and Anne Vinci Mail to: Wilentz, Goldman & Spitzer 99 Woodbridge Center Dr. Suite #900 Box 10 Woodbridge, NJ 07095-0958	$7,270.98

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

Resolution (ID # 3865)
January 19, 2016

AUTHORIZE REFUNDS - DEPARTMENT OF COMMUNITY PROGRAMS

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper officers of the City be and they are hereby authorized and directed to draw check(s) in the amount(s) indicated below for the payment(s) of refund associated with recreation program fees associated with the Department of Community Programs:

Name/Address	Program	Refund Amount
Kristen Krieger 102 Tulip Street Summit, NJ 07901	Basketball	$105.00
Katherine Gatward 111 Whittredge Road Summit, NJ 07901	Basketball	$105.00
Malik Ishaq 11 Club Drive Summit, NJ 07901	Basketball	$210.00
Lisa Butler 154 Bellevue Avenue Summit, NJ 07901	Basketball	$105.00
Carolyn Kiley 17 Lewis Avenue Summit, NJ 07901	Basketball	$105.00
Terry McCarty 16 Dunnder Drive Summit, NJ 07901	Basketball	$105.00
Jennifer Hodges 10 Dorchester Road Summit, NJ 07901	Basketball	$105.00
Ville Paasonen 100 Woodland Avenue Summit, NJ 07901	Basketball	$105.00
Hillary Hansen 66 Wade Drive Summit, NJ 07901	Basketball	$105.00
Jennifer Matthews 35 Druid Hill Road Summit, NJ 07901	Basketball	$105.00
Velinda Harjono 128 Glenwood Court Union, NJ 07083	Dance & Movement	$80.00

Dated: January 19, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 19, 2016.

City Clerk

Resolution (ID # 3949)
January 19, 2016

AUTHORIZE PAYMENT OF BILLS - $505,767.30

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper officers of the City be and they are hereby authorized and directed to draw checks for a total of **$505,767.30** for the payment of the itemized bills listed on the following Schedule "A" which have been approved by several committees and the President of the Common Council and which are made a part of the minutes of this meeting.

Dated: December 19, 2015

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, December 19, 2015.

City Clerk

Finance
CA - Finance/Personnel

www.cityofsummit.org

Meeting: 01/19/16 07:30 PM

RESOLUTION (ID # 3949)

DOC ID: 3949

TO: Mayor and Common Council

FROM: Marge Gerba, City Treasurer

DATE: January 8, 2016

Authorize Payment of Bills - $505,767.30

BILL LIST

REGULAR MEETING

JANUARY 19TH 2016

Rcvd Batch Id Range: First to Last Rcvd Date Start: 0 End: 01/08/16 Report Format: Condensed

Rcvd Date	Batch Id	PO #	Description	Vendor		Amount	Contract
01/08/16	CAPITAL	15-04379	41 CHATHAM RD BLDG MAINTENANCE	ARGENT50	ARGENT CONTRACTING CO INC	8,592.00	
01/08/16	CAPITAL	15-03184	FIRE ALARM SYSTEM, TRANS STAT	AUTOSUPA	AUTOMATIC SUPPRESSION & ALARM	9,400.00	
01/08/16	CAPITAL	15-03758	TATLOCK TENNIS COURT IMPROVEMT	CLASSICT	CLASSIC TURF COMPANY	252,155.00	
01/08/16	CAPITAL	15-03339	Qute JC12307-2nd fl-Cascais Of	DETERR50	DETERRENT TECHNOLOGIES	3,920.69	
01/08/16	CAPITAL	15-02099	MEMORIAL FIELD BRIDGE REPLACE	HATCHMOT	HATCH MOTT MACDONALD	1,265.90	
01/08/16	CAPITAL	15-03443	HVAC COOLER REPAIR	INDUST28	INDUSTRIAL COOLING CORPORATION	725.00	
01/08/16	CAPITAL	15-04599	PD- Cell Block Maintenance	MAFFEYSS	MAFFEY'S LOCK & SAFE COMPANY	3,283.69	
01/08/16	CAPITAL	15-04067	FD NJ STATE CONTRACT 83909	MOTORO	MOTOROLA SOLUTIONS	2,799.00	
01/08/16	CAPITAL	13-03424	DECORAT CROSSWALK INSTALL PRJT	STATEW75	STATEWIDE STRIPING CORPORATION	1,540.00	
01/08/16	CAPITAL	15-04467	REIMBURSE DAMAGE CLAIM TIRE	STUKEBAR	STUKE, BARBARA	85.16	
01/08/16	CAPITAL	15-04532	Electric Supplies	SUMMIT25	SUMMIT ELECTRICAL SUPPLY CO	233.59	
01/08/16	CAPITAL	14-02194	COMMUNITY CNTR DESIGN CONTRACT	THEROS50	THE ROSEN GROUP	2,750.00	
01/08/16	CAPITAL	15-03436	OFF DUTY DOWNTOWN IMPROVEMENTS	UNIONC43	UNION COUNTY POLICE	2,130.00	
01/08/16	CAPITAL	15-04241	REIMBURSE SPRINKLER REPAIT	WEEDENDO	WEEDEN, DONALD	428.00	
01/08/16	CAPITAL	15-04594	Contract Award - Tatlock	WORRAL66	WORRALL COMMUNITY NEWSPAPERS	28.23	
					Total for Batch: CAPITAL	289,336.26	
01/08/16	DCP	15-04277	688303 Score Cards	ACEREP50	ACE REPROGRAPHIC SERVICE, INC.	512.50	
01/08/16	DCP	15-04388	688843 Tennis Sign/Holiday	ACEREP50	ACE REPROGRAPHIC SERVICE, INC.	390.50	
01/08/16	DCP	15-04481	S6103 Lab testing	GARDEN60	GARDEN STATE LABS	810.00	
01/08/16	DCP	15-04586	Reimburse Mileage	JOSEPHSJ	JOSEPHS, JUDITH L	30.51	
01/08/16	DCP	15-00352	Office Supplies BPO	STAPLESR	STAPLES ADVANTAGE CREDIT SRVCS	42.96	
01/08/16	DCP	15-04248	4051622-0 Montly Planner	VILLAG25	VILLAGE OFFICE SUPPLY	15.79	
					Total for Batch: DCP	1,802.26	
01/08/16	FINANCE	15-00196	CLERK COPIER LEASE 2015	CANONFIN	CANON FINANCIAL SERVICES INC	682.00	
01/08/16	FINANCE	15-04549	Inv.12/9/15 Snowman Costume	CLIFFH	CLIFFHANGER PRODUCTIONS, INC.	160.00	
01/08/16	FINANCE	15-04547	Reimbursement - Emplyee Bkfst	MASTERFG	MASTERFANO, GRETCHEN	13.00	
01/08/16	FINANCE	15-04551	Inv.674947491-01 Emplyee Bkfst	ORIENT50	ORIENTAL TRADING COMPANY, INC.	187.49	
01/08/16	FINANCE	15-04595	City Dept & Council Headshots	PETERW50	PETER WALLBURG STUDIO	1,500.00	
01/08/16	FINANCE	15-03775	Inv.14128 AntiSpam/Fortressing	RIVERI50	RIVER INTERNET COMMUNICATIONS	750.00	
01/08/16	FINANCE	15-04596	Brass Plates	STANDARD	STANDARD CHAIR OF GARDNER	190.00	
01/08/16	FINANCE	15-04548	Inv.040340 City Emplyee Bkfst	TOWNEL50	TOWNE LIQUORS & DELICATESSEN	750.00	
01/08/16	FINANCE	15-04554	MORRIS AVENUE 12/10/15	UNIONC43	UNION COUNTY POLICE	80.00	
01/08/16	FINANCE	15-04555	SPRINGFIELD & NEW ENGLAND	UNIONC43	UNION COUNTY POLICE	960.00	
01/08/16	FINANCE	15-00215	COPIER/PRINTER PAPER BLANKET	VILLAG25	VILLAGE OFFICE SUPPLY	472.25	
01/08/16	FINANCE	15-04484	6 cross section pads	VILLAG25	VILLAGE OFFICE SUPPLY	52.60	
01/08/16	FINANCE	15-04550	Employee Breakfast Charges	VILLAG25	VILLAGE OFFICE SUPPLY	86.27	
01/08/16	FINANCE	15-04546	Inv.02940336016 Emp. Bkfst.	VILLAG50	VILLAGE SUPERMARKETS	296.93	
01/08/16	FINANCE	15-03442	2016 tax binders	VITALC50	VITAL COMMUNICATIONS, INC.	371.20	
01/08/16	FINANCE	15-02481	BLANKET SUPPLY ORDERS	WBMASON	W.B. MASON CO, INC	618.44	
01/08/16	FINANCE	15-04569	Legal Ads	WORRAL66	WORRALL COMMUNITY NEWSPAPERS	83.71	
					Total for Batch: FINANCE	7,253.89	
01/08/16	HEALTH	15-04422	Medical Supplies	PSS00050	McKESSON MEDICAL-SURGICAL	133.73	
01/08/16	HEALTH	15-04188	REG 42A&B VS Safety Paper	RRDONNEL	RR DONNELLEY	1,102.50	
					Total for Batch: HEALTH	1,236.23	
01/08/16	PARKCAP	15-04482	Tier Garage -Fire Connection	AFPSPRIN	A.F.P. SPRINKLER CORPORATION	7,460.00	
					Total for Batch: PARKCAP	7,460.00	
01/08/16	PARKING	15-04496	12/2 TIRES FOR TRUCK	APOLLO50	APOLLO BATTERY & TIRE	605.56	

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Rcvd Date	Batch Id	PO #	Description	Vendor		Amount	Contract
01/08/16	PARKING	15-04338	Inv#00834238 Ritas Office Ink	ITSAVVY	ITSAVVY LLC	374.28	
01/08/16	PARKING	15-04495	INV#00834194 INK CART.	ITSAVVY	ITSAVVY LLC	377.70	
01/08/16	PARKING	15-04493	INV#SI38348 NOVEMBER PROC. FEE	PAYMENTP	PAYMENT PROCESSING, INC.	100.00	
01/08/16	PARKING	15-04499	Inv#523096	SUMMIT40	SUMMIT IND. HARDWARE #365	34.83	
01/08/16	PARKING	15-04334	INV#4050500 / INV#4050897	VILLAG25	VILLAGE OFFICE SUPPLY	250.67	
01/08/16	PARKING	15-04500	INV#4056024/4056022/4057098	VILLAG25	VILLAGE OFFICE SUPPLY	378.11	
01/08/16	PARKING	15-04503	INV#4056764	VILLAG25	VILLAGE OFFICE SUPPLY	18.23	
					Total for Batch: PARKING	2,139.38	
01/08/16	SAFETY	15-04472	PD- Police Impounds	AGKTOWIN	AGK TOWING & TRANSPORT	672.00	
01/08/16	SAFETY	15-04437	FD INV 618263- OVERHEAD DR	ALLMAR50	ALLMARK DOOR COMPANY LLC	857.17	
01/08/16	SAFETY	15-04430	FD INV 012043 - TOWELS	AMER	AMERICAN WASTE & TEXTILE, LLC	150.00	
01/08/16	SAFETY	15-04436	FD INV J1090378 - SUPPLIES	AMERIC38	AMERICAN PAPER TOWEL CO	772.24	
01/08/16	SAFETY	15-04463	CY 2016 BUDGET	CFASSO50	CF ASSOCIATES	125.00	
01/08/16	SAFETY	15-04428	FD a/c 8702 11-11 TO 11-27-15	CHATHAM8	CHATHAM NAPA	98.47	
01/08/16	SAFETY	15-04324	OFF DUTY SPD 1460 11/30/15	CITYOF46	CITY OF SUMMIT OFF DUTY	480.00	
01/08/16	SAFETY	15-04588	PD- Extra Duty Assignment	CITYOF46	CITY OF SUMMIT OFF DUTY	900.00	
01/08/16	SAFETY	15-04560	FD INV 3928 - VOL EQUIPMENT	CREATI80	CREATIVE WONDERS	272.00	
01/08/16	SAFETY	15-04540	FD REIMB FOR UNIV CO I 2015	DORKOC50	DORKO, CHRISTOPHER	2,053.46	
01/08/16	SAFETY	15-04541	FD REIMB UNIV CO II SUM 2015	DORKOC50	DORKO, CHRISTOPHER	2,067.81	
01/08/16	SAFETY	15-04417	PD- Uniform Equipment	ENTENM50	ENTENMENN-ROVIN COMPANY	156.25	
01/08/16	SAFETY	15-04585	PD- Tuition Reimbursement	FREEDE66	FREEDEN, JAMES	2,217.00	
01/08/16	SAFETY	15-04410	PD- Detective Bureau Supplies	LYNNPE50	LYNN PEAVEY COMPANY	894.85	
01/08/16	SAFETY	15-04407	PD- Training	MOCTY	MORRIS COUNTY PUBLIC SAFETY	100.00	
01/08/16	SAFETY	15-04438	A/C 200330 TRUCK COMMITTEE	NATALE50	NATALES BAKERY	98.00	
01/08/16	SAFETY	15-04530	FD INV 49513 ANNUAL BENCH TEST	NEWJER36	NEW JERSEY FIRE EQUIPMENT COMP	2,464.30	
01/08/16	SAFETY	15-04543	FD INV 49458 BENCH TEST POSI	NEWJER36	NEW JERSEY FIRE EQUIPMENT COMP	188.50	
01/08/16	SAFETY	15-04416	PD- Contract Services/Support	PORTER33	PORTER LEE CORPORATION	766.00	
01/08/16	SAFETY	15-04578	PD- Business Cards (New Email)	PRINTME	PRINT MEDIA	960.00	
01/08/16	SAFETY	15-04432	A/C 14600 10/7 TO 11/5/15	QUALIT25	QUALITY AUTOMOTIVE CO.	139.85	
01/08/16	SAFETY	15-00236	FD GASOLINE 2015 #74869570	RIGGINS	RIGGINS, INC.	2,754.00	
01/08/16	SAFETY	15-04576	PD- Radar Unit Maintenace	RRRADA50	R&R RADAR, INC.	1,870.43	
01/08/16	SAFETY	15-04455	PD- Prisoner Meals	SUMMIT22	SUMMIT DINER	10.50	
01/08/16	SAFETY	15-04431	FD INV 19094-1 FLUOR U-TUBE	SUMMIT25	SUMMIT ELECTRICAL SUPPLY CO	150.00	
01/08/16	SAFETY	15-04531	PD- Impound, DB Investigation	SUMMIT30	SUMMIT FORGE BODY WORKS, INC.	120.00	
01/08/16	SAFETY	15-04579	PD- Crossing Guard Sign	THEPRINT	THE PRINTER'S PLACE A NEW	130.00	
01/08/16	SAFETY	15-04434	FD INV 15000801 - LIVE BURN	UNIONC18	UNION COUNTY FIRE ACADEMY	250.00	
01/08/16	SAFETY	15-04553	MORRIS/WEAVER 12/15/15	UNIONC43	UNION COUNTY POLICE	80.00	
01/08/16	SAFETY	15-04433	FD INV 14262 FF EQUIPMENT	UNIONF50	UNION FIRE EQUIPMENT	207.36	
01/08/16	SAFETY	15-04581	PD- Crossing Guard Uniforms	UNIUNI	UNIVERSAL UNIFORM SALES CO INC	312.99	
01/08/16	SAFETY	15-04406	PD- Office Furniture	VILLAG25	VILLAGE OFFICE SUPPLY	359.59	
01/08/16	SAFETY	15-04544	FD INV 1226 - OFFICER MTG	ZAPPIA50	ZAPPIA'S	99.85	
					Total for Batch: SAFETY	22,777.62	
01/08/16	SELFINS	16-00001	INV 106695 DENTAL INS	FLAGSH50	FLAGSHIP DENTAL PLANS	755.44	
01/08/16	SELFINS	15-04559	Est.Auto17587 2006 Stratus	PEOTTE50	PEOTTER'S AUTO BODY INC	3,456.30	
01/08/16	SELFINS	16-00002	CONTROL 17162 JANUARY INS	PRUDEN50	PRUDENTIAL FINANCIAL	285.39	
					Total for Batch: SELFINS	4,497.13	
01/08/16	SEWCAP	15-04558	NEW PHONE DIALER PANELS	HORIZON	HORIZON INDUSTRIES INC.	2,650.00	
					Total for Batch: SEWCAP	2,650.00	
01/08/16	SEWER	15-04529	PUMP STATION SHARED SERVICES	BOROUG66	BOROUGH OF NEW PROVIDENCE	4,570.00	
01/08/16	SEWER	15-04453	PUMP STATION MAINTENANCE	DREYER50	DREYER'S LUMBER & HARDWARE CO.	10.67	

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Rcvd Date	Batch Id	PO #	Description	Vendor		Amount	Contract
01/08/16	SEWER	15-04570	SEWER OPERATING TOOLS	HOMEDE33	HOME DEPOT CREDIT SERVICES	305.86	
01/08/16	SEWER	15-04420	VEHICLE MAINTENANCE	JACKDOHE	JACK DOHENY COMPANY	129.61	
01/08/16	SEWER	15-04346	Sewer Mainenance	MYLESF50	MYLES F. KELLY, INC.	20.72	
01/08/16	SEWER	15-00586	2015 SEWER ENGINEERING CONTRCT	NEGLIA50	NEGLIA ENGINEERING ASSOCIATES	2,949.43	
01/08/16	SEWER	15-04402	Equipment Maintenance	QUALIT25	QUALITY AUTOMOTIVE CO.	24.95	
01/08/16	SEWER	15-04614	SEWER OPERATING EQUIP MAINT	RJCONT50	R & J CONTROL INC	1,095.00	
01/08/16	SEWER	15-04400	Sanitary Sewer Mterials	USABLUEB	USA BLUE BOOK	1,991.87	
01/08/16	SEWER	15-04444	Roads Maintenance	WELDON50	WELDON CONCRETE CO	905.76	
					Total for Batch: SEWER	12,003.87	
01/08/16	TRUST	15-00457	Copier Maintenance	CANONB66	CANON BUSINESS SOLUTIONS-EAST	281.12	
01/08/16	TRUST	15-01176	Inst. fee TryCAN Dance	DANCEMOV	DANCE MOVE PLAY LLC	300.00	
01/08/16	TRUST	15-00746	Inst. Fee Enrichment Programs	HARDIN66	HARDING KIDS CLUB	11,480.00	
01/08/16	TRUST	15-00350	Yoga Instructor - Senior	KARENAVW	KARENA V WALKER LLC	300.00	
01/08/16	TRUST	15-04508	0004920225 Temp Restroom	MRJOHN33	MR. JOHN	90.18	
01/08/16	TRUST	15-04384	2015-2016 Wrestling League Fee	NORTHJER	NORTH JERSEY JUNIOR WRESTLING	250.00	
01/08/16	TRUST	15-00351	Supplies for Seniors BPO	STAPLESR	STAPLES ADVANTAGE CREDIT SRVCS	47.99	
01/08/16	TRUST	15-04502	BO1312812 Chicken Little DVD	SWANK	SWANK MOTION PICTURES, INC.	115.00	
01/08/16	TRUST	15-00348	Supplies for Share the Fun	VILLAG50	VILLAGE SUPERMARKETS	126.86	
01/08/16	TRUST	15-04386	02940560431 Supplies for PAL	VILLAG50	VILLAGE SUPERMARKETS	31.33	
01/08/16	TRUST	15-04575	02940562180 Supplies for	VILLAG50	VILLAGE SUPERMARKETS	118.73	
01/08/16	TRUST	15-04616	Zoning Board Escrow Fees	WORRAL33	WORRALL COMMUNITY NEWSPAPERS	29.21	
01/08/16	TRUST	15-01175	Inst. Fee TryCAN Social Skills	WOTA	WOTANOWSKI, EILEEN	850.00	
					Total for Batch: TRUST	14,020.42	
01/08/16	UCC	15-04589	Salary & Wages	BELLROBE	BELL, ROBERT B	150.00	
					Total for Batch: UCC	150.00	
01/08/16	WORKS	15-03191	DPW SAFETY SUPPLIES	AIRGAS38	AIRGAS USA LLC	543.83	
01/08/16	WORKS	15-04195	DPW SAFETY EQUIPMENT	AIRGAS38	AIRGAS USA LLC	237.32	
01/08/16	WORKS	15-04440	SAFETY SUPPLIES	AIRGAS38	AIRGAS USA LLC	285.91	
01/08/16	WORKS	15-04396	VEHICLE MAINTENANCE	APOLLO50	APOLLO BATTERY & TIRE	1,070.00	
01/08/16	WORKS	15-04447	VEHICLE MAINTENANCE	APOLLO50	APOLLO BATTERY & TIRE	790.04	
01/08/16	WORKS	15-04423	BLDGS & GRNDS MAINTENANCE	APPROV33	APPROVED FIRE PROTECTION CO	133.00	
01/08/16	WORKS	15-04471	Conf. & Meetings	ASFPM50	ASSOC OF STATE FLOODPLAIN MGRS	110.00	
01/08/16	WORKS	15-03935	Equipment & Supplies	BENMEADO	BEN MEADOWS	68.83	
01/08/16	WORKS	15-04281	Safety Equipment	BENMEADO	BEN MEADOWS	131.50	
01/08/16	WORKS	15-04198	TRANSFER STA BLDG MAINT	CARNEY	CARNEY ELECTRIC	1,062.73	
01/08/16	WORKS	15-04339	BLDGS & GROUNDS MAINTENANCE	CARNEY	CARNEY ELECTRIC	175.00	
01/08/16	WORKS	15-04418	VEHICLE MAINTENANCE	CLIFFSID	CLIFFSIDE BODY CORPORATION	199.86	
01/08/16	WORKS	15-00987	2015-2016 PROF'L LANDSCAPING	DONOF	D'ONOFRIO & SON INC	17,310.00	
01/08/16	WORKS	15-04380	DOWNTOWN MAINTENANCE	DREYER50	DREYER'S LUMBER & HARDWARE CO.	2,877.53	
01/08/16	WORKS	15-04398	DPW RECYCLING/BLDG SUPPLIES	DREYER50	DREYER'S LUMBER & HARDWARE CO.	104.81	
01/08/16	WORKS	15-04454	PARK & RECYLING EQUIP SUPPLIES	DREYER50	DREYER'S LUMBER & HARDWARE CO.	1,144.15	
01/08/16	WORKS	15-04383	DPW Uniforms	EAGLEE	EAGLE EMBROIDERY	3,151.90	
01/08/16	WORKS	15-04469	DPW Uniforms	EAGLEE	EAGLE EMBROIDERY	1,772.95	
01/08/16	WORKS	15-00194	SCHEDULED CLEANING SRVCS 2015	EXCELBSC	EXCELLENT BUILDING SRVCS CORP	3,514.00	
01/08/16	WORKS	15-01728	CURBSIDE RECYCLNG JUL-DEC 2015	FBASSOJR	F BASSO JR RUBBISH REMOVAL INC	38,003.32	
01/08/16	WORKS	15-04390	Legal Services/Regular meeting	FCLIFF50	F. CLIFFORD GIBBONS, ATTORNEY	700.00	
01/08/16	WORKS	15-00230	DCS DYED DIESEL FUEL #45003	FINCHFUE	FINCH FUEL OIL CO INC	1,634.22	
01/08/16	WORKS	15-03900	VEHICLE MAINTEANCE	FOLEYI50	FOLEY INCORPORATED	27.51	
01/08/16	WORKS	15-04419	VEHICLE MAINTENANCE	FOLEYI50	FOLEY INCORPORATED	40.72	
01/08/16	WORKS	15-04024	VEHICLE MAINTENANCE	FSTIRE	F&S TIRE CENTERS	3,132.00	
01/08/16	WORKS	15-04214	VEHICLE MAINTENANCE	FSTIRE	F&S TIRE CENTERS	1,996.00	

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01/08/16	WORKS	15-04439	VEHICLE MAINTENANCE	FSTIRE	F&S TIRE CENTERS	784.00	
01/08/16	WORKS	15-04452	PARKS GROUNDS MAINT MAT'L	FUSCOB50	FUSCO BROS INC	71.20	
01/08/16	WORKS	15-04403	DPW EQUIPMENT MAINTENANCE	GARDEN90	GARDEN STATE VINYL DESIGNS LLC	4,895.05	
01/08/16	WORKS	15-04381	GARAGE, RECYCLING EQUIP MAINT	GRAING60	GRAINGER INDUSTRIAL SUPPLY	3,007.28	
01/08/16	WORKS	15-04584	BLDGS & GROUNDS SUPPLIES	HOMEDE33	HOME DEPOT CREDIT SERVICES	387.72	
01/08/16	WORKS	15-04421	VEHICLE MAINTENANACE	HUDSON66	HUDSON COUNTY MOTORS, INC.	79.65	
01/08/16	WORKS	15-04435	VEHICLE MAINTENANCE	INDUST42	INDUSTRIAL RUBBER CO	310.03	
01/08/16	WORKS	15-04516	Legal Services	JEFFRE75	JEFFREY R SURENIAN & ASSOC LLC	2,701.77	
01/08/16	WORKS	15-04441	BLDGS & GROUNDS MAINTENANCE	JENEL	JEN ELECTRIC, INC.	732.80	
01/08/16	WORKS	15-01392	MAT RENTALS CITY HALL BLANKET	METROMOP	METROPOLITAN MOP & MAT RENTAL	303.08	
01/08/16	WORKS	15-04583	BLDGS & GROUNDS SUPPLIES	MNBOYC33	M & N BOYCHUK STONE CO.	1,456.80	
01/08/16	WORKS	15-04347	Building Maintenance	MYLESF50	MYLES F. KELLY, INC.	75.70	
01/08/16	WORKS	15-00263	BULK WASTE DISPOSAL 2015	NEWJER54	NJSEA (BULK WASTE)	18,239.11	
01/08/16	WORKS	15-02398	BLDGS & GROUNDS EQUIP MAINT	SIEMEN50	SIEMENS INDUSTRY INC	18,940.00	
01/08/16	WORKS	15-03869	HVAC EMERGENCY REPAIR CITYHALL	SIEMEN50	SIEMENS INDUSTRY INC	800.00	
01/08/16	WORKS	15-04357	Property Maintenance	SIGNS	SIGNS & SAFETY DEVICES, LLC	1,125.00	
01/08/16	WORKS	15-04247	DCS SUPPLIES	STAPLESR	STAPLES ADVANTAGE CREDIT SRVCS	129.45	
01/08/16	WORKS	15-04251	Office Supplies	STAPLESR	STAPLES ADVANTAGE CREDIT SRVCS	302.38	
01/08/16	WORKS	15-04446	Property Maintenance	TRUGRE50	TRUGREEN CHEMLAWN	160.00	
01/08/16	WORKS	15-04424	DCS WHITMAN RM SUPPLIES	VILLAG25	VILLAGE OFFICE SUPPLY	76.48	
01/08/16	WORKS	15-04426	Office Supplies	VILLAG25	VILLAGE OFFICE SUPPLY	986.55	
01/08/16	WORKS	15-04387	#3050239 10/31/15	WELDON25	WELDON ASPHALT CO	3,468.57	
01/08/16	WORKS	15-04442	Roads Maintenance	WELDON50	WELDON CONCRETE CO	131.50	
01/08/16	WORKS	15-04448	Vehicle Maintenance	WETIMM50	W E TIMMERMAN CO INC	979.31	
01/08/16	WORKS	15-04617	ZB Non-Escrow Advertising	WORRAL33	WORRALL COMMUNITY NEWSPAPERS	79.68	
					Total for Batch: WORKS	140,440.24	

Total for Date: 01/08/16 Total for All Batches: 505,767.30

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RECEIVED
DEC 22 2015
CITY CLERK'S OFFICE
SUMMIT, N.J.

CITY OF SUMMIT HISTORIC PRESERVATION COMMISSION MEETING MINUTES

MEETING DATE: November 18, 2015
TIME: 7:30PM
LOCATION: City Hall, Large Conference Room (2nd floor)

Meeting called to order at 7:32 pm

In attendance: James Burgmeyer, Patricia Meola, Claire Toth, Dolores Ward, Eric Warren

Absent: Dorothy Burger, Thomas Conway, Mike McTernan (Council Liaison)

Guests: Meredith Gaylord, Devon McLean, Janice McLean

Reading of Adequate Notice Statement
Approval of meeting minutes from October 21, 2015 (Circulated by C. Toth 10/26/2015). Approval moved by P. Meola, seconded by E. Warren.

ADVISORY REVIEWS- Items for Discussion

1. 270 Oak Ridge Avenue- ZB application for (c) variance for building height. Prepared by James Burgmeyer. The applicant proposes to construct a two-story addition to the left side of the existing 1935 Tudor Revival house. Additional construction includes a new deck and replacement windows. The proposed addition at the east side of the structure adds mass and balance to the front elevation and the scale is in keeping with the neighborhood. The stucco and half timbering cladding along with the divided casement windows match the existing house. The only exception to H.P.C. takes is the metal shed roof over the garage doors. A slate roof would be more architecturally appropriate and would match the existing roof. The commission unanimously approves the review submitted to the Department of Community Services.

2. 53 Ashland Road-ZB application for (c) variance for building coverage and side setback. Prepared by James Burgmeyer. The applicant proposes to remove an existing rear terrace and replace it with a deck. Decks did not exist in the early 20th century but to incorporate this architectural feature to the time period of this structure the committee recommends. Constructing the deck and railing with painted redwood or cedar and not P.V.C. or composite decking and a rail design which would relate to a 1927 Dutch Colonial revival house. The commission unanimously approves the review submitted to the Department of Community Services.

3. 382 Springfield Avenue-ZB application for (d) variance for conditional use to install wireless antennae on roof. Prepared by Dolores Ward. Comments were submitted to Jennifer Davis, EBI Consulting, on 10/19/2015 in connection with the Sec. 106 review. In essence, she was advised that presence of antennae at the location, previously

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installed by other carriers, mooted any objection that Verizon's installation would be on the roof of a building contributing to the Downtown Historic District. Recommend that the applicant be asked to include a copy of the comments that were sent to the New Jersey State Historic Preservation Office. The commission unanimously approves the review submitted to the Department of Community Services.

NOTE: Plans and applications were received for the following properties that did not warrant HPC Advisory Review: 25 Chatham Road, 90 Larned Road and 30 Kent Place Boulevard.

UNFINISHED BUSINESS

1. Status of installation of commemorative marker at location near train station. (Mike McTernan). No update.
2. Historic house plaque program. Inquiry made to City Clerk's office by the owner of 129 Hobart Avenue. (Dolores Ward)
3. Report on actions taken by Zoning and Planning Board on applications for which HPC provided Advisory Review. Example: ZB Resolution #15-1727 for 30 Kent Place Boulevard. (Claire Toth) The commissioners discussed whether HPC should advise DCS that the Zoning Board resolution did not accurately represent the advisory review submitted for a prior variance application. The commissioners agreed to send a letter to DCS.

NEW BUSINESS

1. Announcement of Summit Historical Society Christmas Boutique on December 1 and 2, 2015 (Patricia Meola)
2. Site selection for December 16, 2015 meeting dinner (Eric Warren). Settled on Bombay Bistro.

Meeting adjourned at 8:14 pm
NEXT MEETING DATE: December 16, 2015

RECEIVED
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CITY CLERK'S OFFICE
SUMMIT, N.J.

November 19, 2015

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

The Regular Meeting was held on Thursday, November 19, 2015 in Summit High School Library/Media Center beginning at 7:00 PM. Those present: Ms. Kalin, presiding, Ms. Colbert, Ms. Chang, Mr. Dietze, and Ms. McCann. Mr. Hanley arrived at 7:11 PM and Mr. Freeman arrived at 8:34 PM.

Also present were Mr. Chang, Superintendent, Mr. Pepe, Assistant Superintendent/Board Secretary, Dr. Glazer, Assistant Superintendent, Dr. Kachmar-Desonne, Director of Special Services, and Mr. Block, Director of Human Resources. There were 62 people in the audience.

NOTICE OF CERTIFICATION

The following notice was presented:

Let the minutes reflect that adequate notice of this meeting has been provided in accordance with the regulations of the Open Public Meetings Act.

PRESIDENT'S ANNOUNCEMENTS

President Kalin introduced the SHS Assessment Report presentation and noted the presentation contained only "conceptual plans," and that the board would take no action on the concepts this meeting.

PRESENTATIONS & DISCUSSIONS

A. Summit High School Assessment Report and Traffic and Parking Discussion

1. Facilities Assessment and Traffic/Parking Presentation
   - Michael Wozny & Joe Donnelly of EI Associates

2. Community Q and A

Ms. Cordrey, a SHS parent, asked a question about the number of students that did not get a parking spot, and stated that the city should return to alternate side of the street parking, and consider other options. Ms. Grimaldi responded.

Mr. Pinzon, another parent, stated that his son is a junior and that the district needs to stop wasting time looking at the parking issue, as there are no studies that show any correlation between parking and better grades.

Mr. Valdez stated he feels the new lot is a necessity; however, this option has a considerable cost, and partnerships need to be considered for materials and funds to offset costs.

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Ms. Coburn stated she is in favor of the parking lot and that the BOE and the City should work together to make it work.

Ms. Gagnon stated the intersection of Bedford Road and Morris Avenue is dangerous, suggested students get shuttled to and from a remote location.

Mr. Witman agreed that the Morris Avenue location is dangerous.

A Morris Avenue resident asked if a traffic study had been done and said it is already difficult to enter and exit onto Morris Avenue. Mr. Wozny responded.

Ms. Stuckey restated her opinion of working collaboratively to address appropriate improvements in parking without building the new lot, which is unsafe.

Ms. Cohen would like to see the intangible costs of the parking lot.

Ms. Sidebottom reported on the work of the traffic and safety committee, and asked that the board keep an open mind. She would like to see the true cost.

Ms. Cheney is concerned about the loss of green space, as she coaches on that space, and would rather see the money spent on education.

Mr. Vilato thanked those who have addressed the environmental issues, and feels other issues such as FDK are more important.

Ms. Lizza raised the option of Tatlock and potential of a jitney service.

A Morris Avenue resident feels perhaps a ½ mile distance is okay to expect students to walk.

Mr. Ditony stated almost all schools lack field space based on 2006 master plan.

Ms. Manion, also with the traffic and safety committee, said the group had been dealing with the challenges of traffic and parking along Kent Place Blvd and the two hour parking limits by working with Chief Weck. She also added that there are many events that take place at the high school when parents and students have no place to park.

Mr. Hanley asked about the span of bids and soft costs. Mr. Wozny responded.

Ms. Bowlen supports full-day kindergarten.

Ms. Barber shared that there is concrete evidence that supports FDK.

Ms. O'Conner feels if you talk to any educator you will find there is a benefit to FDK.

Ms. Shulman stated more students would need resource room assistance if there is no FDK.

Ms. Chenney states there should be equity in kindergarten – all FDK or all half day.

Ms. O'Shea shared that she works in a district with FDK – and that we need to improve the offering by lowering tuition.

A resident questioned who is the "best of the best" and that all children should have FDK.

Mr. Valdez stated it is a travesty if we cannot find a way to fund FDK.

Mr. Pinzon stated other districts, such as Millburn & Ridgewood, have recognized the need for FDK.

Mr. Naidu says the people of Summit are passionate about FDK.

Ms. Radest said she was astounded by the number of Summit people that are in favor of universal FDK.

Ms. Allan shared that the current half-day program parents are not happy will the current system that excludes those in the middle – look at options such as 2-3 days of FDK.

Mr. Vilato supports FDK vs. $1 million parking lot.

Two additional parents expressed their support of FDK.

SUPERINTENDENT'S REPORT

Superintendent Chang made the following statement:

"The tuition and approval for Full Day Kindergarten, for the 2016-2017 school year, is on the agenda for a board vote tonight. I want to take this opportunity to clearly state where I stand on full day kindergarten. As Superintendent of Schools, I am recommending for approval, the continuation of the current fee-based FDK model, with a 2.5% tuition increase, an earlier lottery date, and the ability to provide up to eight sections, approximately 160 students. The total number of sections will be determined by the number of families who enter the lottery and subsequently accept a spot, up to a total of 8 (which is based on available classroom space).

While continuation of our tuition-based FDK program has my full support, I know that moving to a more expansive program, where FDK is universal for all children in Summit, faces many hurdles. There are facility and funding constraints to this more extensive endeavor, but with careful planning and budgeting, a full day program for all Summit families is something I believe we can work towards.

FDK is part of my vision for Summit, as a component of my early intervention strategy. When I presented my vision last month, I spoke about the global view of education. I am not merely focused on competing with what is going on now in the state or nationally, but rather, I want Summit to have a global impact and reach, both now and in the future.

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As such, my support for FDK is based on three facts:

1. Demand from the Summit community: It is hard to refute that there is high demand for a full day program based on the numbers of participants in last year's lottery. Because of the numbers:

    a. The Board was willing to increase the sections from two to six.
    b. We had a total of 172 families enter a lottery that offered 120 spots
    c. 11 still on the waitlist

2. The world's best have taken on some form of a full day offering

    a. Singapore, Hong Kong, South Korea, Japan, and Finland - the world's current top five all offer some form of full day kindergarten (this includes fee-based models, government subsidized programs, and private programs). Canada our closest neighbor, ranked 10th in the world, is also offering full day programing. Poland which is ranked 11th also offer full day K (Routledge International Companion to Education)
    b. These are the students who are coming to US universities and gaining admissions – these are the students that we need to prepare our students to compete with.
    c. As an immigrant of one of these countries, I understand the high premium that is placed on time spent in an educational setting. The value that is placed on early education is otherworldly. A few weeks back, I shared 2 articles from the BBC on **South Korea's schools, long days, high results** & **S Korea – where education is boosting consumer spending.** These articles ring true - from preschool through college. I can attest to this on a personal level.

3. Currently, we are seeing the effects of our current program, and it has yielded positive results from the observation of parents, teachers, and the principal of our primary centers. More time with students has allowed for our teachers to expose our students to self-expression, self-regulation, and self-discovery: skills that set up our students for further success in the later years.

For these reasons, I support and recommend approval of the resolution.

To each Board member, I respect and hear your positions on the subject. I have carefully and thoughtfully listened to the dialogue for over a year and understand your thoughts on the matter. Thus, now that I have presented my views and reasons for recommendation for the program, I leave the outcome in the Board's capable hands and stand ready, always, to provide the best for the best."

Ms. Colbert moved the following under School Board Operation:

E. Approval to continue a fee-based full-day kindergarten program for the 2016-2017 school year at the Jefferson and Wilson Primary Centers at a tuition rate of $7,175 (an increase of 2.5%) to include the reduced rate of $2,152.50 and free rate of $717.50 in

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accordance with the National School Free/Reduced Lunch Program, with enrollment to be determined by lottery **up to eight (8) classes**

Seconded by Mr. Dietze. Ms. Colbert, Mr. Dietze, Ms. McCann and Ms. Kalin voted "Aye," Ms. Chang, Mr. Freeman, and Mr. Hanley voted "Nay." The motion was declared adopted.

Mr. Hanley made a statement at this time that he would have voted in favor of full-day kindergarten had he realized that the board had the intention of allowing the superintendent to adjust class sizes, or explore other options to adjust the program once the lottery was held, and enrollment and budgetary figures were more certain.

Mr. Dietze moved the following under Superintendent's Report:

A. Approval to affirm the Superintendent's decision following receipt of reports of Harassment, Intimidation and Bullying:

10/22/15-1
10/22/15-2

B. Approval to review the following reports of Harassment, Intimidation and Bullying:

10/22/15-3	**11/19/15-6**
11/19/15-4	**11/19/15-7**
11/19/15-5	

C. **Suspensions**

November Date	**State ID#**	**Days Suspended**
LCJ Summit Middle School		
11/13/15	**4184423489**	**1 - in school**
Summit High School		
11/3/15	**2647744596**	**1**
11/3-4/15	**3436001218**	**2**
11/3-4/15	**8877996892**	**2**
11/3-4/15	**6210123189**	**2**
11/3-4/15	**7713813214**	**2**
11/3-4/15	**1353858417**	**2**
11/4/15	**3902372915**	**1**
11/4/15	**4856689353**	**1**
11/10/15	**6249503353**	**1**
11/17/15	**4846689353**	**1**

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Seconded by Mr. Hanley. The roll was called, and all present voted "Aye." The motion was declared adopted.

APPROVAL OF BOARD MINUTES

Mr. Hanley moved approval of the following items under Approval of Board Minutes:

A. Approval of the minutes of the following meeting:

1. Workshop Meeting October 15, 2015
2. Executive Session October 15, 2015
3. Regular Meeting October 22, 2015

Seconded by Mr. Freeman. The roll was called and all present voted "Aye." The motion was declared adopted.

SCHOOL BOARD OPERATION

Mr. Hanley moved approval of the following items under School Board Operation:

A. Approval of the 2015-16 Parental Contract for Student Transportation – Route #P-2 to Arc Kohler School, Mountainside, for students #1026245451 and #5762253583 in the amount of $879.75

B. Approval of the following change orders:
1. Change Order #47 from UniMak LLC +$2,150.00 for Franklin School Addition - demolish existing concrete roof deck due to unforeseen conditions
2. Change Order #48 from UniMak LLC +$5,924.01 for Jefferson School Addition- relocate one section of panel RPE in electric room as required by Sub Code Official
3. Change Order #49 from UniMak LLC +$3,356.29 for Franklin School Addition - additional borrowed lites in main office
4. Change Order #50 from UniMak LLC +$6,686.23 for Jefferson School Addition - furnish and install (4) emergency lights per Sub Code Official
5. Change Order #51 from UniMak LLC +$14,304.55 for Franklin School Addition - demolition and relocation of existing piping in main office due to unforeseen conditions
6. Change Order #52 from UniMak LLC +$27,037.55 for Jefferson School Addition - transport and dispose of impacted soil from construction site
7. Change Order #53 from UniMak LLC +$5,791.41 for Jefferson School Addition - labor and material to remove and dispose of electrical vault covers and infill same
8. Change Order #54 from UniMak LLC +$1,113.04 for Franklin & Jefferson School Additions - furnish and install FRP panels in janitor's closet
9. Change Order #55 from UniMak LLC +$16,669.16 for Franklin & Jefferson School Additions - furnish and install firestopping and draftstopping in all existing

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ceiling and wall penetrations

10. Change Order #56 from UniMak LLC +$41,469.73 for Franklin & Jefferson School Additions - supply and install additional fire alarm devices per Fire Sub Code Official
11. Change Order #57 from UniMak LLC +$4,520.25 for Franklin School Addition - furnish and install Eldorado stone and blue stone caps on window areaway
12. Change Order #58 from UniMak LLC (-$4,500.00) for Franklin & Jefferson School

Additions - credit to cover liquidated damages between 8/25/15 through 9/4/15

C. Atlantic Copier Lease

Resolved, that the Summit Board of Education approve of the Lease with Option to Purchase Agreement with Municipal Capital Finance, 4600 Broadway, Allentown, PA 18104 dated November 2, 2015 as presented by Atlantic Tomorrows Office along with the attached copier maintenance for the following equipment:

QTY: 6 - Savin Pro 8110se Digital Copiers w/Accessories
QTY: 5 - Savin Pro 8100se Digital Copier w/Accessories
QTY: 3 - Savin MP 7502SP Digital Copier w/Accessories
QTY: 1 - Savin MP 3054 Digital Copier w/Accessories
QTY: 1 - Savin MP 5054SP Digital Copier w/Accessories
QTY: 1 - Savin MPC 8002 Digital Copier w/Accessories; as follows:

Lease terms: $8,399.00 per month for 60 Months

All service and supplies (paper/staples not included) to be billed $.005 per copy, and $.063 per color copy or $.0089 black/white on the color copier.

Note: ***Monthly Savings $344.27 or $7,918.21 on remainder of existing lease term*** based on existing lease payments. Atlantic Business Products will pay-off current Municipal Capital Lease [9-2012 @ $8,459.00 per month] on or about January 1, 2016.

D. Approval of Preschool tuition for the 2016-2017 school year in the amount of $3,800 (an increase of 2.5%) to include the reduced rate of $1,140 and free rate of $380 in accordance with the National School Free/Reduced Lunch Program

F. Approval for the following transportation arrangements with Union County Educational Services Commission for the 2015-2016 School Year:

Student ID	School	Route	Contractor
#9304160680	Collier High School	CS-136	K&S Transportation
#8267231430	Cranford CAP - Lincoln	CS-338	Ideal
#3390168697	Horizon High School	CS-448	K&S Transportation

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#7882454407	Newmark School	CS-203	Villani
#1460695926	Newmark School	CS-203	Villani
#4357010625	Newmark High School	CS-103	K&S Transportation
#4568390256	Shepard Preparatory High	CS-025	K&S Transportation

Approval for the renewal of transportation contracts with Union County Educational Services Commission for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:

Contractor	Route #	Per Diem Rate	Annual Cost
K&S Transportation	CS-136		$11,025.00
Ideal	CS-338		$ 8,519.40
K&S Transportation	CS-448		$26,550.00
Villani	CS-203		$18,000.00
K&S Transportation	CS-103		$10,180.80
K&S Transportation	CS-025		$17,238.60

G. Approval for the following transportation arrangements with Hunterdon County Educational Services Commission for the 2015-2016 School Year:

Student ID	School	Route	Contractor
#6505721158	Spring Run School to Delaware Valley Reg HS	1604	HCESC

Approval for the transportation contract with Hunterdon County Educational Services Commission for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:

Contractor	Route #	Aide Per Diem Rate	Per Diem Cost
HCESC	1604		$116.44

H. Approval for the following transportation arrangements with Monmouth-Ocean Educational Services Commission for the 2015-2016 School Year:

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Student ID	School	Route	Contractor
#6976875978	Regional Day School, Jackson	5000	D.A.G. Transportation

Approval for the transportation contract with Monmouth-Ocean Educational Services Commission for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:

Contractor	Route #	Aide Per Diem Rate	Per Diem Cost
D.A.G. Transportation	5000		$265.65

I. Approval for the following transportation arrangements with Sussex County Regional Transportation Cooperative (SCRTC) for the 2015-2016 School Year:

Student ID	School	Route	Contractor
#8024050912	The Calais School	E-089	Limo of BP
#3049821199	The Calais School	E-089	Limo of BP
#4253056318	Park Lake School	E-076	Faith 13
#2878002926	Chapel Hill Academy	E-586	LeNoirs Transport

Approval for the transportation contract with Sussex County Regional Transportation Cooperative (SCRTC) for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:

Contractor	Route #	Aide Per Diem Rate	Per Diem Cost
Limo of BP	E-089		$103.47
Faith 13	E-076		$116.53
LeNoirs Transport	E-586		$39.27

J. Approval for the following transportation arrangements for Vocational-Technical students with Union County Educational Services Commission for the 2015-2016 School Year:

Student ID	**School**	**Route**	**Contractor**

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#4389728162	Union County VoTech (am)	CS-296	Golden Arrow
#4409878587	Union County VoTech (am)	CS-296	Golden Arrow
#2183787648	Union County VoTech (am)	CS-296	Golden Arrow
#3248678738	Union County VoTech (am)	CS-296	Golden Arrow
#2991029231	Union County VoTech (am)	CS-296	Golden Arrow
#2862941914	Union County VoTech (am)	CS-296	Golden Arrow
#7621123294	Union County VoTech (am)	CS-296	Golden Arrow
#2730096427	Union County VoTech (pm)	CS-296	Golden Arrow
#1123466340	Union County VoTech (pm)	CS-296	Golden Arrow
#3542709885	Union County VoTech (pm)	CS-296	Golden Arrow
#3156341966	Union County VoTech (pm)	CS-296	Golden Arrow
#9795918998	Union County VoTech (pm)	CS-296	Golden Arrow
#5643006036	Union County VoTech (pm)	CS-296	Golden Arrow
#5126188278	Union County VoTech (pm)	CS-296	Golden Arrow
#3855053687	Union County VoTech (pm)	CS-296	Golden Arrow
#9979264165	Magnet HS	CS-296	Golden Arrow
#9892471071	Magnet HS	CS-296	Golden Arrow
#4071326583	Magnet HS	CS-296	Golden Arrow
#5948102923	Magnet HS	CS-296	Golden Arrow
#7524276049	Magnet HS	CS-296	Golden Arrow
#5725524621	Magnet HS	CS-296	Golden Arrow
#6248225773	Magnet HS	CS-296	Golden Arrow
#2135540900	Magnet HS	CS-296	Golden Arrow
#5025484860	Magnet HS	CS-296	Golden Arrow
#1596185013	Magnet HS	CS-296	Golden Arrow
#6431575653	Magnet HS	CS-296	Golden Arrow
#2992317318	Allied Health	CS-296	Golden Arrow

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#3993554229	Allied Health	CS-296	Golden Arrow
#2903818966	Allied Health	CS-296	Golden Arrow
#5238712677	Performing Arts	CS-296	Golden Arrow
#3604023724	Performing Arts	CS-296	Golden Arrow
#2172648904	Performing Arts	CS-296	Golden Arrow
#9729958047	Performing Arts	CS-296	Golden Arrow
#9287460037	Technical HS	CS-296	Golden Arrow
#3727329558	Technical HS	CS-296	Golden Arrow
#1108233950	Information Technology	CS-296	Golden Arrow
#3719112097	Information Technology	CS-296	Golden Arrow
#3598195055	Information Technology	CS-296	Golden Arrow
#3255163128	Information Technology	CS-296	Golden Arrow

Approval for the renewal of transportation contracts with Union County Educational Services Commission for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:

Contractor	Route #	Per Diem Rate	Annual Cost
Golden Arrow	CS-296		59,270.40

K. Approval of contract between Summit Board of Education and Reading & Writing Project Network, LLC, 18 Pelham Lane, Ridgefield, CT 06877 for professional development services for the 2015-2016 school year at a cost of $71,960

L. Approval of J.G. Moreno, MD, LLC, 205 Ridgedale Avenue, Florham Park, NJ 07932 for psychiatric evaluations for students referred by the district in the 2015-2016 school year at a cost of $525 per evaluation

M. Approval to accept the gift of a wrestling mat from the Summit Wrestling Club to be used at LCJSMS, valued at $8,185

N. Approval to accept the donation from Brain Injury Alliance of New Jersey, 825 Georges Road, 2nd Floor, North Brunswick, NJ 08902 in the amount of $750 to be used for the promotion of driver safety

O. Approval of Tuition Contract between Summit Board of Education and Holmstead School, 14 Hope Street, Ridgewood, NJ for student #6404755996 for the remainder of the 2015-2016 school year at a cost of $37,714.61 (pro-rated)

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P. Approval of the following out-of-state field trips:

1. **Thirty high school students to go to ABC 7 Studio Tour and Museum of TV, Film and History in New York on December 4, 2015**
2. **Forty high school Ski and Snowboard Club students to go to Belleayre Ski Resort on January 9, and Hunter Ski Resort on January 23 and February 20, 2016**

Q. Approval of travel for staff members (as per attached)

Motion was seconded by Mr. Dietze. The roll was called and all present voted "Aye." The motion was declared adopted.

PERSONNEL

Ms. Chang moved approval of the following items under Personnel:

A. Approval to appoint Summit High School Detention Proctors for the 2015-2016 school year at the curriculum rate of $45.34/hr. (list attached)

B. Approval of the following staff resignations:
1. Christy O'Connor, district literacy coach, effective December 31, 2015
2. Karen Bernardo, payroll coordinator, effective November 20, 2015 or sooner
3. **Louis Tempesta, high school ABA aide, effective November 17, 2015**

C. Approval to pay Jaimie Bass $500 for working on the Washington School Play for the 2015-2016 school year (paid by Washington PTO)

D. Approval to appoint Carlos Garcia to videotape the BOE meetings on an as needed basis at the curriculum rate of $45.34/hr. for the 2015-2016 school year

E. Approval for Ronald Cooper to work no more than 120 overtime hours at annual events and special events; to be paid at time and one-half of his hourly rate of $35.70/hr. for anything over 40 hours per week for the 2015-2016 school year

F. Approval to appoint the following substitutes:
1. Kathi Levinson, substitute teacher, $90/day and home instructor, $40/hr., effective November 20, 2015
2. Carmen DelGuercio-Evans, substitute teacher, $80/day, effective November 13, 2015
3. Aftan Baldwin, substitute teacher, $80/day, effective November 13, 2015
4. Linda Polise, clerical substitute, $18/hr., effective November 20, 2015
5. Eileen Bernens, substitute teacher, $80/day, effective November 20, 2015
6. **Cathy Cowden, substitute Washington School lunch aide, effective November 20, 2015, at $38/hr.**
7. **Natalie Flamme, effective November 20, 2015, pending criminal history review, $90/day**
8. **Brendan Kalinowski, Lincoln-Hubbard substitute playground supervisor, $38/hr. and substitute teacher $80/day, effective November 18, 2015, pending receipt of**

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New Jersey Substitute Teacher's Credential

9. **LaKiesha Worrell, substitute teacher, effective November 11, 2015 at $90/day**
10. **Julie Vlass, substitute teacher, $80/day, effective November 20, 2015, pending ability to obtain New Jersey Substitute Teacher's Credential**
11. **Jane Feige, substitute teacher, $80/day, effective November 19, 2015, pending criminal history review**
12. **Sarah Kehoe, substitute teacher, $45 for half day, effective November 16, 2015, pending receipt of New Jersey Substitute Teacher's Credential**

G. Approval to revise the previously approved recommendation for Alana Egan, high school lab aide, Step 1 or $31,347, effective September 1, 2015 to reflect the following: Ms. Egan will be following the same protocol we used for Ashley Purdue. When Ms. Egan works more than 40 hours in one week, she will be paid at time and a half at her current aide step hourly rate. She will be putting in timesheets for the additional hours for the weeks she works more than 40 hours (maximum of 5 hours overtime per week)

H. Approval to correct the previously approved salary for Jonathan Hornung, Lincoln-Hubbard leave replacement teacher, to MA Step 2 or $60,086 (prorated)

I. Approval to appoint the following I&RS Coordinators for 2015-2016 school year (list attached)

J. Approval for Brooke Simandl to conduct graduate research in the Summit Public School District

K. Approval to revise the previously approved leave for Jacqueline Castanheira, to reflect start date of November 11, 2015 and end date of March 4, 2016

L. Approval to appoint Natalia Pinzon to write curriculum for Spanish Grade 2, effective November 20 through December 13, 2015, at the curriculum rate of $45.34/hr., up to 15 hours (via timesheet)

M. Approval to appoint staff to serve in Scholar Laureate/Ted X at the middle school at the curriculum rate of $45.34/hr. (list attached)

N. Approval to appoint Jacek Lodziato to work as a volunteer middle school boys' basketball coach from November 20, 2015 to March 1, 2016

O. Approval to appoint the following staff for the After School Social Skills Program (A3Alliance) for the middle school ABA class at the curriculum rate (IDEA Grant):

Jeremy Travis, Janice Cavanagh, Helena Branco and Lyn Rand - up to 37.5 hours each, effective November 17, 2015 through June 14, 2016

Motion was seconded by Ms. McCann. The roll was called and all present voted "Aye." The motion was declared adopted.

Communication: Board of Education - 11/19/15 (Minutes, Reports, Etc. from the Following)

POLICIES

Ms. Chang moved approval of the following items under Policies:

Second Reading

Policy 0142.1	Nepotism
Policy 0142.1A	Nepotism Appendix

Motion was seconded by Mr. Hanley. The roll was called and all present voted "Aye." The motion was declared adopted.

FINANCE

Mr. Hanley moved approval of the following items under Finance:

Upon the recommendation of the Business Administrator to the Superintendent:

A. Approval of the November Bills List as listed below:

1.	Regular Bills	Fund 10	**$1,071,550.41**
2.	Special Revenue	Fund 20	**$ 214,493.70**
3.	Capital Projects	Fund 30	**$ 574,254.45**
4.	Enterprise Fund	Fund 60	**$ - 0 -**
	Sub Total All Funds		**$1,860,298.56**
5.	Food Service	Fund 61	**$ 153,047.42**
	Total All Bills		**$2,013,345.98**

B. Approval of monthly payroll for October 2015 - $4,752,768.21

C. Approval of budget adjustments and line item transfers for September 2015

D. Approval of Secretary and Treasurer's report for September 2015

E. Monthly Budgetary Line Item Status Certification:

Resolved, that the Board Secretary for the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10 (c) 3, as of September 2015 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23A-16.10(a); and

Further Be It Resolved, that the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c) 4 that after review of the board secretary's and treasurer's monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (b).

F. Approval of payment to New Jersey Unemployment Compensation Fund for

Communication: Board of Education - 11/19/15 (Minutes, Reports, Etc. from the Following)

quarter ending 9/30/15 in the amount of $37,428.03

Motion was seconded by Mr. Freeman. The roll was called and all present voted "Aye." The motion was declared adopted.

ADJOURNMENT

Motion by Mr. Freeman, seconded by Ms. Colbert, and carried to adjourn the meeting at 10:15 PM.

Respectfully submitted,

Secretary

Communication: Board of Education - 11/19/15 (Minutes, Reports, Etc. from the Following)

RECEIVED
DEC 23 2015
CITY CLERK'S OFFICE
SUMMIT, N.J.

November 12, 2015

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

The workshop meeting of the Board of Education was held on Thursday, November 12, 2015 in the Wilson School Board Meeting Room beginning at 7:00 PM. Those present: Ms. Kalin, presiding, Ms. Chang, Ms. Colbert, Mr. Dietze, Mr. Freeman, Mr. Hanley, and Ms. McCann.

Also present were Mr. Chang, Superintendent, Dr. Glazer, Assistant Superintendent, Mr. Pepe, Assistant Superintendent/Board Secretary, Dr. Kachmar-Desonne, Director of Special Services, and Mr. Block, Director of Human Resources. There were 28 people in the audience.

NOTICE OF CERTIFICATION

The following notice was presented:

Let the minutes reflect that adequate notice of this meeting has been provided in accordance with the regulations of the Open Public Meetings Act.

PRESIDENT'S ANNOUNCEMENTS

President Kalin spoke about the following:

- Request for a freshman girls' volleyball team
- Traffic and safety at Summit H.S.
- Full community discussion on November 19th regarding parking at the high school
- FDK tuition recommendation on November 19th

SUPERINTENDENT'S REPORT

Superintendent Chang spoke about the following:

College Night: The Summit High School Guidance and Counseling Department hosted its annual College Night yesterday. Over 180 colleges and universities, the Armed Forces and technical schools were available to speak to students and parents. The schools' representatives provided literature and information regarding admissions, campus life and financial aid.

PARCC: New legislature has been released by the state that there is no financial penalty towards districts for not meeting their PARCC participation rate.

Brain Workshop: This week, I attended brain-based teacher training led by Dr. Moretz, Mr. Carlin and Mr. Sears. This professional development opportunity was held here at Wilson and armed our staff members with information on brain-based techniques, which focus on smart, purposeful teaching to help students achieve academically.

Paul Sears: Mr. Paul Sears, Principal of Summit High School since 2003, has announced his retirement, scheduled for 2016, after 35 years in education, with more than 17 of them in Summit. The date of Mr. Sears' retirement is to be determined. A search for the next principal of

Communication: Board of Education - 11/12/15 (Minutes, Reports, Etc. from the Following)

Summit High School will commence in the coming weeks. The plan for succession will allow for a transition period. While we will have the opportunity to thank and celebrate Paul in 2016, I'd like to thank him for his service to Summit here tonight.

Field Hockey: Despite a loss yesterday to Warren Hills in the Group 3 semifinals, I'd like to congratulate our girls' field hockey team on a great season and their State Sectional Title.

LCJSMS Auditorium: Like many of you here tonight, I attended the LCJSMS Auditorium Grand Re-Opening and the dedication of the Santiago D. Abut Auditorium Lobby on Tuesday night. I think you'll agree that it was a great night, lead by Matt Block with participation from EI Associates and the Abut family. I am so impressed with the restoration of this beautiful venue and believe that it's an asset to not just LCJSMS, but the Summit community as a whole.

Parent Wellness Series: The second event of our Parent Wellness Series will be hosted by Millburn on Thursday, December 3. The school will host an edited version of "The Mask You Live In," a documentary that follows boys and young men as they struggle to stay true to themselves while negotiating America's narrow definition of masculinity. A panel discussion will follow the film. This is the second presentation in the Parent Wellness Series: What You Need to Know, offered by the Superintendents and Student Assistance Coordinators (SAC) of Summit, Chatham, Millburn, Berkeley Heights, and New Providence in a Consortium committed to providing programs that focus on students' needs in our communities

The items listed under Superintendent's Report on the agenda were presented to the Board.

After discussion, there was consensus that the items would be presented for approval at the regular meeting on November 19, 2015.

COMMITTEE REPORTS

A. Education Committee – Ms. Colbert stated the committee met on November 10th. Items discussed include: 2016-2017 draft calendar; graduate research approval form; Pathways Project; basic skills program review
B. Operations Committee – Mr. Dietze stated the committee met on November 4th. Items discussed include: SHS Facilities Assessment Report; SHS parking; construction update; FDK; 2016-2017 budget; district copiers
C. Policy Committee – Ms. McCann stated the committee met on November 11th. Items discussed include: politics in the schools; handling of controversial issues
D. Communications Committee – Mr. Hanley stated the committee met on November 2nd. Items discussed include: new district fact sheet; message distribution channels; new district website
E. Negotiations Committee - No report
F. Liaison Reports:
   1. Dr. Glazer spoke about United Way & The Connection meeting she attended

Communication: Board of Education - 11/12/15 (Minutes, Reports, Etc. from the Following)

PUBLIC DISCUSSION

Brian Coburn – a junior at SHS – spoke about parking safety at the high school. He presented the board with a petition for a new parking lot with over 500 signatures.

Barbara Stukey spoke against the new parking lot.

Colleen Manion spoke on behalf of the SHS Traffic & Safety committee and discussion with Common Council.

Barbara Stukey spoke again regarding the parking lot and urged the board to find alternatives.

Laura Coburn reported on her experience with requests for single-side parking or on-street parking with Chief Weck.

Kristen Pirotti asked about the shuttle service alternative and if it would pose transportation issues for the district as we are a walking district. Mr. Pepe responded.

APPROVAL OF BOARD MINUTES

The items listed under Approval of Board Minutes on the agenda were presented to the Board.

After discussion, there was consensus that the items would be presented for approval at the regular meeting on November 19, 2015.

SCHOOL BOARD OPERATION

The items listed under School Board Operation on the agenda were presented to the Board.

Mr. Dietze moved the following under School Board Operation:

A. Approval of travel for staff members (as per attached)

B. Approval of the NJQSAC (NJ Quality Single Accountability Continuum), Statement of Assurance for the 2015-2016 school year

C. Approval to authorize additional payment of $1,862 to Aspire Payroll LLC, 14 Main Street, Madison, NJ 07940 for additional hours covering August 8, 2015 to September 2, 2015 and additionally approve payment for payroll staff outsourcing services effective November 6, 2015 through December 14, 2015 at a cost of $150/hour

G. Finalsite Agreement
Resolved, that the Summit Board of Education approve the proposal submitted by Finalsite, 655 Winding Brook Drive, Glastonbury, CT 06033 dated November 5, 2015 for Web Site Software & Services as follows:

Communication: Board of Education - 11/12/15 (Minutes, Reports, Etc. from the Following)

One-Time Setup Cost: ~~$30,000~~ ***$15,000***
Content migration (up to 500 pages) ~~$10,000~~ ***$5,000*** (Optional), and;

Annual Software Subscription (including hosting, upgrades, ongoing training and support):

Year 1 - $15,500 ***(Pro-Rated)***
Year 2 - 5 $15,500 per year for four years

Seconded by Ms. McCann. The roll was called and all present voted "Aye." The motion was declared adopted.

After discussion, there was consensus that the remaining items would be presented for approval at the regular meeting on November 19, 2015.

PERSONNEL

Items listed under Personnel on the agenda were presented to the Board.

Mr. Hanley moved the following under Personnel:

G. Approval to appoint the following support staff:

1. Jacqueline Porter, payroll coordinator, $59,000 (prorated), effective December 12, 2015 or sooner
2. LaKiesha Worrell, middle school long-term substitute ABA aide, Aide Step 3, $33,074 (prorated), effective November 13, 2015
3. Joan Karpf, Franklin School playground/cafeteria aide, $38/hr., effective November 13, 2015

H. Approval to appoint Ryan Sunden to work as a volunteer middle school boys' basketball coach from November 9, 2015 to March 1, 2016

I. Approval to appoint Jens Madsen to work as a home instruction tutor at $40/hr., effective November 13, 2015

J. Karin Dorieux, part-time .3 Jefferson School Spanish teacher, BA Level, Step 3 at .3 or $16,729.20 (prorated) and part-time .7 instructional aide, Aide Step 3 at .7 or $23,151.80 (prorated) effective November 13, 2015

Seconded by Mr. Dietze. The roll was called and all present voted "Aye." The motion was declared adopted.

After discussion, there was consensus that the items would be presented for approval at the regular meeting on November 19, 2015.

POLICIES

Communication: Board of Education - 11/12/15 (Minutes, Reports, Etc. from the Following)

Items listed under Policies on the agenda were presented to the Board.

After discussion, there was consensus that the items would be presented for approval at the regular meeting on November 19, 2015.

FINANCE

Items listed under Finance on the agenda were presented to the Board.

After discussion, there was consensus that the items would be presented for approval at the regular meeting on November 19, 2015.

ADJOURNMENT

Motion by Mr. Freeman, seconded by Mr. Dietze, and carried to adjourn the meeting at 9:25 PM.

Respectfully submitted,

Secretary

G1

City of Summit Environmental Commission Minutes, November 9, 2015

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CITY CLERK'S OFFICE
SUMMIT, N.J.

Present: Beth Lovejoy, Marian Glenn, Marjorie Fox, Judy Mandelbaum, Ruth Gais, Rick Bell, Kelly Moughalian
Green Team: Rob Lubin, David Naidu

Beth Lovejoy called the meeting to order at 8:03.
Action items in red.

The October meeting minutes were approved.

Committee/Project Updates:

Planning Board: Judy Mandelbaum and Rick Bell

Bouras has asked Planning Board to expand the Gateway Zone to include their property so residential development can take place as well as commercial development. Business zoning allows 90 percent lot coverage; Gateway allows only 80 percent lot coverage. Planning Board is being asked to give an up or down vote on the Gateway Zone issue.

Rick reviewed plans for 25 Chatham Road as part of a second review. The developer had acted on some of Rick's suggestions regarding use of non-invasive/native plants and shrubs.

Passaic River Park Trails: Judy Mandelbaum

On October 31, Union County held an Adopt-A-Trail meeting for Union County trail stewards. Betty Ann Kelly, our contact at the Union County Parks Department, asked Judy to do a presentation about the Passaic River Trail work done over the last year. Judy and Beth prepared a PowerPoint presentation and Judy brought the informational board that had been prepared for the last grant meeting. The presentation went very well, and some of the participants are interested in visiting the trail.

Judy learned a few things at the Union County meeting. Union County is creating "living islands" to absorb the nitrogen in the water. When we line trails with logs, make sure to have gaps between logs to allow for drainage. Build trails to cross water flow to avoid trail erosion. Cutting down barberry stimulates its growth, but cutting down multiflora rose is helpful. Injecting knotweed is successful for the county but too work intensive for Summit to manage on its trails. The County may help with that.

David Naiman, a junior at Summit High School, organized a group from the high school Interact Club to do trail work on Saturday, October 24. About 15 students attended, and under the direction of Marian Glenn, they removed a lot of pachysandra and other invasive species along the river. Marian said that there is a large expanse of pachysandra on the parking lot side of the Passaic River Park that still needs removal, possibly for Earth Day.

Green Infrastructure Grant: Marian Glenn

Rutgers got a grant for a study of the Raritan watershed for stormwater runoff. The report looked at impervious/pervious surfaces in a number of municipalities and identified projects to reduce stormwater runoff. The goal is reducing runoff in each town by 10%. Summit is included in the study because a corner of the City is part of the Raritan River Watershed. The report identified three locations in Summit: City Hall, Fountain Baptist Church wellheads, and the public library. Marian will look into feasibility for Summit Free Public Library getting rain gardens. Here is the link to the Impervious Cover Assessment (ICA)

report:http://water.rutgers.edu/Projects/NFWF/ICA/DRAFT_ICA_Summit_Compiled.pdf
And an e-learning tool to understand it.
http://water.rutgers.edu/Projects/NFWF/Understanding%20Your%20Impervious%20Cover%20Assessment%20Report%20output/story.html

Recycling Advisory Committee: Marjorie Fox

The Recycling Advisory Committee worked with PAL on the pumpkin launch held on Sunday, November 1. It was a big success with lots of pumpkins composted. The RAC also handed out recycling flyers and answered questions about recycling at the event.

Earth Day Clean-Up, 2016: Beth Lovejoy

Beth sent a letter to Paul Cascais asking him to arrange for Council to approve the dates for the 2016 Earth Day Clean-Up. Due to the dates for Summit schools vacation (April 11-15) and for Passover (beginning April 22/23), we decided on two dates for the Clean-Up: Saturday, April 23 for most of the sites, and Sunday, May 1 for work on the Hidden Valley Trail, to be run by Marjorie and Ruth with the GreenFaith Circle. Judy will make separate arrangements for the men's group from the temple to do specific tasks on the Passaic River trail.

Water and the New Jersey Highlands Coalition: Beth Lovejoy

Beth met with EC Council liaison Patrick Hurley about getting information to Council about plans to modify the Highlands regional master plan to allow more development, which could adversely affect Summit's water. He suggested that George Stafford of the Coalition come to a Council meeting in January to educate Council, and Patrick will make those arrangements.

Shade Tree Advisory Committee: Christina Amundson (via email)

The Shade Tree Advisory Committee is beginning planning for Arbor Day on April 29, 2016. We are updating the Landmark Tree inventory and considering potential changes to the Tree Management Plan.

Solar Presentation: Marian Glenn

A public information session on Residential Solar Power will be presented by the Summit GreenFaith Circle on Wednesday, November 18, at 7:30 pm in the auditorium at Central Presbyterian Church.

Home Energy Audits: Beth Lovejoy

Beth reported that the Home Energy Audit RFP for contractors to do home energy audits was posted today. Once selected, the contractor will do publicity, including a city-wide mailing. We will also promote on Facebook and with press releases. Thanks to new City Administrator Michael Rogers for expediting the process.

The meeting was adjourned at 9:10 PM.

Respectfully submitted by Marjorie Fox

The rest of the meeting dates for 2015 appear below. All meetings are scheduled for Monday nights at 8 PM, and will take place in the Whitman Room:

12/14 (second Monday, but better for most people)

RECEIVED
JAN - 4 2016
CITY CLERK'S OFFICE

Environmental Commission Annual Report for 2015

Throughout 2015, the City of Summit Environmental Commission (EC) worked to promote sustainability efforts in Summit through education, outreach and events, as well as by coordination of activities with other community organizations.

In 2015, the EC met 10 times, once each month with the exception of July and August. As dictated by state law, the EC has seven appointed commissioners and two alternates. Currently, there is one open position.

In addition to the EC commissioners, there is another informal group called the Green Team, which is comprised of Summit residents and City officials interested in participating on occasional projects, getting the monthly updates, and attending some meetings. The Green Team currently has about twenty members and includes, among others, Mayor Ellen Dickson, Council members Patrick Hurley (EC liaison) and Sandra Lizza, Public Information Officer Amy Cairns Harrison, and Shade Tree Advisory Committee Chairperson Christina Amundson.

Sustainable Jersey

EC members prepared the application for Summit's recertification with Sustainable Jersey. Summit was recertified at the silver level with 485 points. Certification lasts for three years, although municipalities can apply every year. The current thought is not to reapply in 2016 instead focusing on building sustainability/resiliency into Summit's Master Plan, which will be rewritten in 2016.

New Initiatives

Home Energy Audits: With the help of City Administrator Michael Rogers and his staff, the City issued an RFP for Home Performance with Energy Star-certified contractors to be available to residents to do home energy audits at a reduced price. Once the City selects a contractor, all further action takes place solely between the homeowner and the contractor. The contractor will be responsible for a city-wide mailing announcing the project, and the EC will work to publicize the program via Facebook and other media outlets. The cost is likely to be $49 per home, as opposed to a range of $250-350, which many contractors charge now. Homeowners are under no obligation to have work done by the contractor doing the audit. If a homeowner opts to have work done by any certified contractor, he/she may be eligible for substantial rebates and/or interest-free loans, depending on the projected energy savings from the work.

Summit Green Star Program: Beth Lovejoy and Marjorie Fox (Recycling Advisory Committee chair) worked with Summit Downtown, Inc. and the Suburban Chamber of Commerce to develop and promote a new program to recognize local businesses and community organizations for their adoption of sustainable practices. A total of five actions (out of 32) in at least three of five categories qualifies participants for the Summit Green Star designation. Other green practices may be written in as well.

27 businesses and 12 community organizations have qualified. They each get a window cling and a congratulatory letter, as well as publicity for qualifying. A description of the benefits of the program, an online application, a list of qualifying businesses and organizations, and a "Best Practices" page appear on the City website under the Environment and Business tabs.

Biking: City Engineer Aaron Schrager met with NJ Bike and Walk Coalition representatives, and invited Beth Lovejoy, EC Chair, to attend. They discussed the possibility of installing one or more bike depots (enclosed locked areas for parking bikes; see info on Montclair bike depot here) in Summit. In December, Aaron arranged a meeting with City Administrator Michael Rogers, SDI representative Marin Mixon, Jin Blades from Community Services, and Beth Lovejoy to discuss the project. This will be an ongoing effort in 2016.

Annual and Ongoing Projects

Passaic River Trails: EC Commissioner Judith Mandelbaum has managed this project for many years in collaboration with Rick Matias and Aaron Schrager in the City's Engineering Department and Union County Environmental Specialist Betty Ann Kelly. In 2015, with a $10,000 grant from Overlook Hospital/NJ Healthy Communities Network and with the assistance of Union County and City staff, Judith organized efforts to remove invasive species (primarily knotweed), prepare a plan for the area, organize volunteers to help with the ground preparation, build a kiosk with a trail map, clear and mark the trails, install a bike rack, and install attractive and low maintenance plantings at the trailhead on New Providence Ave. Eagle Scout candidate JJ Stewart spruced up the trail across the street from the kiosk running from the parking lot there to Risk Ave.

The trails have been publicized via multiple outlets, and trail walks guided by a Reeves Reed Arboretum staff member were offered during the "Party at the Dump." More than 70 people participated on the walks. The project is mostly done; a few more plants will be installed in spring 2016 with the remaining grant money.

This has been a collaborative effort, and the EC especially appreciates the help from Rick Matias, City Engineer, who created the trail map and helped organize the City Engineering and Public Works Departments' contributions.

Annual Earth Day Clean Up: EC Chair Beth Lovejoy with support from Commissioners and Green Team members Judy Mandelbaum, Marjorie Fox, Kelly Moughalian, Marian Glenn, John Kilby, and Patti Schneider Smith organized the annual Earth Day Clean Up, which took place on April 18 and 19. About 200 volunteers of all ages collected trash and recyclables, removed invasive plants, and cleaned and woodchipped trails in five Summit locations. Of particular note is the intensive work that was done on the Passaic River trails.

The dates for the 2016 Earth Day Clean-Up are Saturday, April 23 for most of the sites, and Sunday, May 1 for work on the Hidden Valley Trail, to be run by the GreenFaith Circle.

Review of Plans for the Planning and Zoning Boards: EC member and New York City architect Rick Bell has reviewed plans to be presented to the Planning and Zoning Boards, and has provided suggestions, which usually relate to planting native species, addressing stormwater runoff, and green building practices.

Community Outreach

Communications: Many green-related posts have been made to the EC's Summit, NJ: Talking Green. Living Green Facebook page, and the Recycling Advisory Committee's Facebook page, as well as the City of Summit Facebook page. In addition to green tips and advice, there was substantial publicity about work on the Passaic River Trails, the Summit Free Market spring and fall events, and the Ninth Annual Earth Day Clean Up (April 18 and 19), including newspapers (online and print), Facebook and Twitter.

The EC prepared a calendar of spring and summer outdoor and green events and published it via the City website and Facebook.

The EC maintains pdf flyers on various topics available under the Environment tab on the City of Summit website. Among the topics covered are recycling, stormwater management, and tree regulations and information.

Educational Tables at Events: Celgene invited the EC to have an informational table at their Earth Day Fair in April, which was hosted by Beth Lovejoy and Patti Schneider Smith (Green Team member). Beth Lovejoy, Linda Seelbach, Marjorie Fox, Ruth Gais and Kelly Moughalian hosted a table and arranged for guided trail walks at the "Party at the Dump" in June. John Kilby, Kelly Moughalian, Patti Schneider Smith and Beth Lovejoy manned a table for the EC at Community Night on the Green in July. Beth Lovejoy and Linda Seelbach (Green Team member) also manned an EC table at the YMCA's Health Fair in September.

Summit Free Market: Summit Free Market had very successful spring and fall events. Former EC members Amy Cairns and Christine Lijoi served as adult mentors for the student-run committee, and several EC members volunteered their time.

Community Garden: The third year for the community garden was a great success. EC member Marian Glenn has continued to have a significant role in managing the garden, and EC member Ruth Gais was also involved.

The EC welcomes suggestions and comments from the mayor, members of Common Council, City staff and the community. EC meetings are open to everyone and take place in the Whitman Room at 8 PM; they generally last about an hour. A list of 2016 meeting dates appears below.

Please join the Summit, NJ: Talking Green, Living Green Facebook open group page at https://www.facebook.com/groups/184758811555182/.

Respectfully submitted,
Beth Lovejoy, Chairperson
City of Summit Environmental Commission

2016 Environmental Commission meeting dates:

1/18
2/8
3/21
4/18
5/16
6/20
No meetings in July and August
9/19
10/17
11/14
12/12

City of Summit Tax Office

Memo

RECEIVED
JAN - 6 2016
CITY CLERK'S OFFICE
SUMMIT, N.J.

DATE: January 6, 2016

From: Juliet Ruggiero. Tax Collector

To: Michael F. Rogers, Administrator
Marge V. Gerba, Treasurer
Nora G. Radest, Mayor
Members of Common Council

Re: 2015 Year End report

For your review, per N.J.S.A. 54:4-73, please see attached 2015 Year End report.

Communication: Tax Collector's 2015 Annual Report (Minutes, Reports, Etc. from the Following)

2015

TAX COLLECTOR'S ANNUAL REPORT

Prepared 1/6/16	
Juliet Ruggiero CTC	
2015 Total Tax Levy	131,222,325.13
Added & Omitted	743,942.76
Collections & Credits	
Prepaids in 2015	754,900.56
Net Cash Collections a/o 12/31/15	129,968,668.66
Homestead Credit	610,119.24
Cancelled taxes (Exempt)	18,646.65
Veteran & Senior Deductions	91,750.00
Total Credits as of 12/31/15	131,444,085.11
Cancellations & Adjustments	
Move funds collected to 2016	17,677.14
2015 County boards	(213,158.73)
2015 Cancel over/under $10.00	(70.40)
2015 Cancelled deduction	1,953.43
2015 Allowed Deductions	(250.00)
Yr End Penalty	17,060.02
2015 Freeze act applied	(7,200.60)
2014 Freeze act applied	(4,276.04)
2013 Freeze act applied	(3,883.86)
2015 TCJ's Applied	(45,910.48)
NSF Receivables	340.00
Refunds	266,453.96
UNPAID BALANCE 2015	550,917.22
Cash Percentage Collection per Edmunds	99.38%

G-I (1/1 11)
√Post

RECEIVED
DEC 18 2015
CITY CLERK'S OFFICE
SUMMIT, N.J.

NOTICE OF HEARING

Date: December 16, 2015

YOU ARE HEREBY NOTIFIED, as provided in the Municipal Land Use Law, that the Zoning Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on January 4, 2016 at 7:30 p.m. in the City Hall, Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as 25 Chatham Road, Block 202, Lot 13, Summit, New Jersey 07901, located in the City's LI Zone.

The conditions affecting this property and the reason for the application being heard are as follows:

The Applicant has applied to the Zoning Board of Adjustment for preliminary and final major site plan approval for construction of an addition to the existing building for warehousing and wholesaling of electrical supplies to the trade, with incidental retail sales to the general public. In connection with the application, the Applicant has also requested variances with respect to the following:

1. Proposed retail use not permitted in the LI Zone.
2. Proposed lot coverage exceeds permitted maximum in LI Zone.
3. Existing and proposed side yard does not meet required minimum in LI Zone.
4. Dead end traffic aisle not permitted.
5. 2 foot buffer proposed along portion of parking area; minimum of 5 feet required.
6. 10% of parking area required to be landscaped; no landscaping in parking area proposed

Applicant also requests such further variances, waivers or other approvals or relief as may be required by the Board, by City staff or professionals, or otherwise.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, Summit, New Jersey and may be inspected on any workday during business hours, 8:00 a.m. to 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

Summit Realty Partners, LLC

2575400v1

Communication: Notice of Hearing - Zoning Board Hearing on 1/4/16, re 25 Chatham Rd (Notices)

C: P. Cascais
M. Rogers

Mayor
GI (1/19)

State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF ENVIRONMENTAL PROTECTION
401-02B
Division of Water Quality
Office of Permit Management
P.O. Box 420 Trenton, NJ 08625-0420
Phone: (609) 984-4428
Fax: (609) 777-0432

BOB MARTIN
Commissioner

RECEIVED
JAN - 4 2016
CITY CLERK'S OFFICE
SUMMIT, N.J.

January 4, 2016

Dear NJPDES Permittee:

The New Jersey Department of Environmental Protection (Department) is hereby providing notice that the FY2016 Annual Fee Report and Assessment of Fees (Annual Fee Report) for the New Jersey Pollutant Discharge Elimination System (NJPDES) permit program is now available on the Department's web site at www.nj.gov/dep/dwq/njpdesfees.html. The Department will also provide, free of charge, a paper copy of the Annual Fee Report to any person upon written or verbal request to the Office of Permit Management. The total NJPDES fee assessments are projected to be $19.7 million. The FY2016 Annual Fee Report has been prepared based upon the NJPDES Fee Regulations at N.J.A.C. 7:14A-3.1.

A **public hearing** on the FY2016 Annual Fee Report for the period of July 1, 2015 through June 30, 2016, will be held on Wednesday, February 3, 2016 at 9:00AM. The hearing location is:

New Jersey Department of Environmental Protection
401 East State St – 4th Floor Conference Room (4E002)
Trenton, New Jersey

A fee basis sheet showing the fee based upon the proposed rate and the factors contributing to the environmental impact value has been included for all permits where this applies. The Department strongly encourages that all NJPDES permit holders review and understand the fee assessments contained in the Annual Fee Report and provide any comments for consideration.

The **public comment** period on the FY2016 Annual Fee Report will remain open until February 3, 2016. Please submit written comments to:

Mail Code 401 – 02B
Terry Beym, Supervisor
NJDEP – Water Pollution Management Element
Office of Permit Management
PO Box 420
Trenton, New Jersey 08625-0420

If you have any questions regarding the Annual Fee Report or the information included on the fee basis sheet, please contact Mike Dillon in the Office of Permit Management at (609) 984-4428.

Sincerely,

Terry Beym

Terry Beym, Supervisor
Office of Permit Management

Attachment: Important Update

Communication: NJDEP Hearing 2-3-16 re Annual Fee Reports and Assessments (Notices)

*** IMPORTANT UPDATE ***

Mandatory Electronic Reporting Starting December 21, 2016

Starting December 21, 2016, NJPDES *stormwater* and *surface water* permittees required to submit Discharge Monitoring Report (DMR) forms must do so electronically and will no longer be able to submit paper DMR forms. This action is the result of the U.S. Environmental Protection Agency's (EPA's) final National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule, published on October 22, 20 (see Federal Register 80:204 p. 64064), which requires the electronic reporting and sharing of Clean Water Act NPDES program information rather than the current paper-based reporting of this information.

How can I register for electronic reporting?

For information on how to register for electronic Monitoring Report Form (MRF) reporting, please visit the NJDEP's website at http://www.nj.gov/dep/dwq/mrf.htm.

Where can I find a copy of the final EPA rule?

Please visit http://www2.epa.gov/compliance/final-national-pollutant-discharge-elimination-system-npdes-electronic-reporting-rule.

*** IMPORTANT UPDATE ***

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SUMMIT, N.J.

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

NOTICE IS HEREBY GIVEN that the Workshop Meeting of the Board of Education will be held on **Thursday, January 14, 2016,** in the Wilson School Board Meeting Room at **7:00 PM**.

The agenda of the aforesaid meeting to the extent presently known is as follows:

1. to review proposed actions at the Regular Meeting to be held on **Thursday, January 21, 2016**, in the Summit High School Library/Media Center at **7:00 PM;**
2. to review any other matter that may come before the Board;
3. to declare, if necessary, a closed session to discuss personnel and legal matters.

It is expected that formal action may be taken at the aforesaid meeting.

NOTICE IS FURTHER GIVEN that the Regular Meeting of the Board of Education will be held on **Thursday, January 21, 2016**, in the Summit High School Library/Media Center at **7:00 PM.**

It is expected that formal action will be taken at the aforesaid meeting.

Louis J. Pepe, RSBA
Assistant Superintendent
Board Secretary

Communication: Board of Education Meeting 1/21/2016 (Notices)

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CITY CLERK'S OFFICE
SUMMIT, N.J.

NOTICE OF HEARING
CITY OF SUMMIT
ZONING BOARD OF ADJUSTMENT

PLEASE TAKE NOTICE that the Zoning Board of Adjustment of the City of Summit, New Jersey (the "Board"), will hold a hearing on January 20, 2016, at 7:30 P.M., in the City Hall Council Chambers located at 512 Springfield Avenue, Summit, New Jersey, to review and take action on an application affecting the property whose street addresses is known as 31 Russell Place, Summit, New Jersey, designated as Block 4210, Lot 2, situated in the Single and Two-Family Residential ("R-5") Zone.

Applicant requests a variance from the bulk requirements of the Zoning Ordinance of the City of Summit to allow construction of a two-family affordable house to be donated to the Summit Housing Authority on a lot of less than 10,000 square feet. The bulk variance is required from the provisions of Summit Ordinance Section 35-4.3-2E (all two-family houses be located on lots of a minimum of 10,000 square feet). Applicant seeks a combined side yard variance since the combined side yards are 40.44% and the Ordinance requirement is 33%. Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Services located at 512 Springfield Avenue, Summit, New Jersey, and may be inspected on any weekday during business hours, which are 8:00 a.m. to 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

You are being provided with this Notice because you are an owner of property within 200 feet of the subject premises.

Dated: Newark, New Jersey
January 7, 2016

By: *Robert L. Podvey*
PODVEY, MEANOR, CATENACCI,
HILDNER, COCOZIELLO & CHATTMAN P.C.
The Legal Center
One Riverfront Plaza, Suite 800
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973-623-1000 (p)
973-623-9131 (f)
Attorneys for Applicant, 31 Russell Place, LLC

#W0479242

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SUMMIT

DEP NEWS RELEASE

New Jersey Department of Environmental Protection

Chris Christie, Governor
Kim Guadagno, Lt. Governor
Bob Martin, Commissioner

IMMEDIATE RELEASE
December 14, 2015
www.nj.gov/dep

Contact: Caryn Shinske (609) 984-1795
Lawrence Hajna (609) 984-1795
Bob Considine (609) 292-2994

DEPARTMENT OF ENVIRONMENTAL PROTECTION RECOMMENDS BEST PRACTICES FOR WOOD BURNING DURING COLDER MONTHS

TIPS CAN HELP REDUCE AIR POLLUTION, POTENTIALLY HARMFUL HEALTH IMPACTS

(15/P117) TRENTON – With colder weather on the way, the Department of Environmental Protection is reminding New Jersey residents to take steps to reduce their impact on air quality when burning wood for heat, whether in fireplaces, wood stoves, or outdoor wood boilers.

"As winter approaches, more homeowners turn to wood-burning fireplaces or wood stoves to heat their homes and save on heating costs," said John Giordano, Assistant Commissioner for Air Quality, Energy and Sustainability. "With simple precautions and care, there's much that can be done to minimize wood-burning emissions that impact the environment and the health of you and your neighbors."

The DEP recommends following these guidelines for burning wood at home:

- Allow wood to season before burning it. Seasoning entails allowing the wood to sit outdoors for at least six months. Seasoned wood is darker, has cracks in the end grain and sounds hollow when smacked against another piece of wood.
- Use a wood moisture meter to test the moisture content of wood. Wood burns most efficiently when its moisture content is below 20 percent.
- Stack wood neatly off the ground with the top covered to protect the wood from rain and snow.
- Start fires with newspaper and dry kindling. Keep fires burning hot.
- Regularly remove ashes to ensure proper airflow.
- Never burn garbage, cardboard, plastics, wrapping materials, painted materials or pressure-treated wood in your stove or fireplace.

- Keep anything flammable - including drapes, furniture, newspapers and books - far away from any wood-burning appliance. Keep an accessible and recently inspected fire extinguisher nearby.

- Consider using an indoor air HEPA filter in the same room as a stove or fireplace. A study by the University of British Columbia indicates these filters can reduce indoor particle pollution by 60 percent.

State regulations and some municipal ordinances prohibit the emission of visible smoke from outdoor wood boilers. Wood boilers heat a fluid that is circulated in homes and buildings for heating purposes. Under state regulations, these boilers may only emit visible smoke for three minutes every half-hour to allow for start-up.

In deciding how to heat your home this winter and reduce your exposure to fine particles from wood smoke, DEP recommends upgrading to a U. S. Environmental Protection Agency-certified wood stove or fireplace insert. The newer equipment will reduce air pollution and is much more energy efficient.

For more information on wood burning in New Jersey, visit:
http://www.nj.gov/dep/baqp/woodburning.html

For more on the EPA's Burnwise program, visit: http://www.epa.gov/burnwise/

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Mayor
GI (1/19)

Ralph LaRossa
President and Chief Operating Officer

Public Service Electric and Gas Company
80 Park Plaza, Newark, NJ 07102-4194
tel: 973-430-8248 fax: 973-596-0992
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PSE&G

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CITY CLERK'S OFFICE
SUMMIT, N.J.

December 14, 2015

Dear New Jersey Leader:

I'm pleased to share some great news with you this holiday season on a number of fronts. This winter our residential gas and electric customer bills are dropping. We received approval to move ahead with our $905 million Gas System Modernization Program that will replace 510 miles of aging cast iron pipes. We are making great strides making New Jersey Energy Strong as we move forward with our program to make the system resilient against the next storm. And once again, for the 14th consecutive year, we were recognized as the leader in strong electric system reliability in the region.

Bill credits and lower gas rates this winter
Natural gas prices have dropped significantly, and we are pleased to be able to pass those savings on to our customers through bill credits and rate reductions.

During December, January and February, we are providing bill credits that will lower bills by about 30 percent for our typical residential gas-heating customer who receives gas supply from PSE&G. In addition to these bill credits, on October 1, we reduced our gas supply rate by 5.7 percent. As a result of these two actions, our customers are – in effect – paying 15 cents per therm to heat their homes. That's our lowest rate in 15 years.

Including this winter's bill credits, since January of 2009 annual bills for PSE&G's residential gas-heating customers will be 55 percent – or about $900 – lower due to supply rate reductions.

Electric bills down 6.3 percent this year
Electric bills are down, too. Our customers are benefiting from expiring deregulation charges. Effective December 1, annual electric bills dropped 3.9 percent. This change is in addition to a 2.4 percent reduction earlier this year.

As a result of these reductions, the annual electric bill has dropped by about $85 since January 1, 2015 for our typical residential electric customer who receives their supply from PSE&G.

Accelerating the modernization of our infrastructure
Last month, PSE&G received BPU approval for a three-year, $905 million program to expedite the replacement of aging gas pipes. The program will enable PSE&G to accelerate the modernization of its cast iron and unprotected steel gas infrastructure -- replacing up to 510 miles of gas mains and 38,000 service lines over the three-year period. In addition to ensuring the continued safety and reliability of our gas system, our Gas System Modernization Program will create 500 direct, sustained jobs during the three-year program.

The work will take place across PSE&G's service territory in 11 counties, concentrating on urban areas established in the early 1900s, where much of the utility's cast iron and unprotected steel gas pipes are located. PSE&G is working with municipalities to determine when replacements will be done. Engineering and planning of the construction is under way, with work set to begin in the spring.

Communication: PSE&G - New Jersey Energy Strong - recap of winter savings (Newsletters)