

AGENDA

TOWN OF PHILLIPSBURG TOWN COUNCIL MEETING TUESDAY, February 1, 2022 7PM

(subject to change pursuant to N.J.S.A. 10:4-8(d)-this agenda is tentative to the extent known at time of posting)

(Virtual Zoom Code to Join: 898 3649 2926- instructions located on Town website)

1. CALL TO ORDER

2. OPEN PUBLIC MEETING ACT STATEMENT:

THIS MEETING IS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETINGS LAW. THIS MEETING OF February 01, 2022 WAS INCLUDED IN A NOTICE SENT TO NEWSPAPERS OF RECORD AND POSTED ON THE BULLETIN BOARD IN THE MUNICIPAL BUILDING AND HAS REMAINED CONTINUOUSLY POSTED AS THE REQUIRED NOTICES UNDER THE STATUTE. IN ADDITION, A COPY OF THIS NOTICE HAS BEEN AVAILABLE TO THE PUBLIC AND IS ON FILE IN THE OFFICE OF THE MUNICIPAL CLERK

3. INVOCATION AND FLAG SALUTE

4. ROLL CALL

5. APPROVAL OF MINUTES -

6. BILLS LIST -

**7. ANNOUNCEMENTS - PRESENTATION – 43-45 South Main Street, Block 903, Lot 47
Mr. Joseph A. Paparo**

8. OLD BUSINESS

9. MAYOR'S AND ADMINISTRATIVE OFFICERS

10. PUBLIC DISCUSSION ON AGENDA ITEMS

11. ORDINANCES — SECOND READING

O2022-02

AN ORDINANCE AMENDING THE SALARY RANGE FOR CERTAIN OFFICERS AND EMPLOYEES OF THE TOWN OF PHILLIPSBURG

O2022-03

ORDINANCE PROVIDING FOR AMENDMENT TO CHAPTER 123 OF THE TOWN CODE ENTITLED "SEWER UTILITY"

O2022-04

ORDINANCE OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY AMENDING CHAPTER 67, *VEHICLES AND TRAFFIC*, SECTION 28, *PARKING LOTS*, OF THE CODE OF THE TOWN OF PHILLIPSBURG

12. ORDINANCES — FIRST READING

ORDINANCE NUMBER 2022-06

BOND ORDINANCE AMENDING BOND ORDINANCE NUMBER 2019-07 FINALLY ADOPTED ON MAY 7, 2019, AS FURTHER AMENDED BY BOND ORDINANCE NUMBER 2021-05 FINALLY ADOPTED ON FEBRUARY 16, 2021, IN ORDER TO REVISE THE DESCRIPTION OF IMPROVEMENTS AUTHORIZED THEREIN

13. RESOLUTIONS - CONSENT AGENDA **Matters listed on the Consent Agenda Resolution are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item to be removed for consideration.*

R2022-41

A RESOLUTION OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY, AUTHORIZING THE SALE OF CERTAIN PROPERTY OWNED BY THE TOWN AND NOT REQUIRED FOR PUBLIC PURPOSES, PURSUANT TO N.J.S.A. 40A:12-13 ET SEQ.

R2022- 42

STATEWIDE INSURANCE FUND RESOLUTION APPOINTING FUND COMMISSIONER

R2022-43

RESOLUTION DESIGNATING A POOL OF SPECIAL PROJECTS ENGINEERS FOR
THE TOWN OF PHILLIPSBURG

R: 2022-44

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
PROFESSIONAL SERVICES

ROLL CALL CONSENT AGENDA

Councilmembers	First	Second	Yea	Nay	Abstain	Absent
Councilman Kennedy						
Councilman Piazza						
Councilman Marino						
Council Vice Clark						
Council President Wyant						

14. NEW BUSINESS

Phillipsburg Housing Authority Appointment -

15. PUBLIC PETITIONS

16. DISCUSSION

17. COUNCIL OPEN TIME

18. MOTIONS

19. EXECUTIVE SESSION -

R: 2022-

A RESOLUTION TO PROVIDE FOR AN EXECUTIVE MEETING OF THE TOWN
COUNCIL OF THE TOWN OF PHILLIPSBURG FOR THE PURPOSE OF CONSIDERING

20. ADJOURNMENT

Bill List Summary
REGULAR BILL LIST AS OF February 1, 2022

		<u>Check No</u>
1	Current Fund	1,359,700.04
2	State & Federal Grants	58.61
4	Capital Fund	198,824.01
7	Sewage Utility Fund	203,310.84
8	Sewage Capital Fund	117,697.27
12	Planning Board Trust Fund	7,767.78
12	Bridge Development	0.00
13	Dog Trust Fund	0.00
15	Public Defender Trust Fund	0.00
16	Section 8	124.96
17	General Trust Fund	58,389.58
17	Commerce Park Redevelopment	0.00
18	Bernards Township RCA	0.00
20	Agency Fund	339.10
21	Revolving Loan Fund	0.00
Total Regular Bill List as February 1, 2022		1,946,212.19

Section 8 Rent Payments for 2021

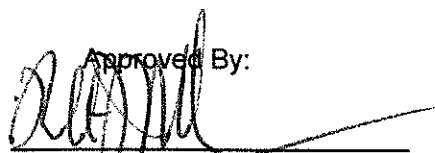
16	Section 8 Program	0.00
		0.00


Pre-Paid Bill List as of February 1, 2022

1	Current Fund	27,925.61
2	State & Federal Grants	35,625.00
4	Capital Fund	0.00
7	Sewer Utility Fund	0.00
8	Sewer Utility Capital	0.00
12	Planning Board Trust Fund	0.00
16	Section 8	0.00
17	General Trust Fund	0.00
18	Bernards Township RCA	0.00
20	Agency Fund	0.00
21	Revolving Loan Fund	0.00
Total Pre-Paid Bill List for February 1, 2022		63,550.61

Grand Total All Funds

2,009,762.80

Approved By:

Robert J. Merlo, CFO


Rob Bengivenga, Business Admin

List of Bills - CLAIMS CHECKING ACCOUNT Meeting Date: 02/01/2022 For bills from 01/19/2022 to 01/31/2022

Check#	Vendor	Description	Payment	Check Total
84745	43 - ROSSNAGLE'S SERVICE CNTR INC	PO 36902 Repairs for 94-27	842.03	
		PO 36942 Battery for police chief vehicle	230.00	1,072.03
84746	52 - STAR DOLLAR CLEANERS INC	PO 36864 December Uniform Cleaning	995.00	995.00
84747	81 - P H BARRON WELDING	PO 36707 Repair air tank	640.00	640.00
84748	88 - DELTA DENTAL OF NJ INC	PO 37006 February Payment - Group #03947-00001	352.40	
		PO 37006 February Payment - Group #03947-00001	58.61	
		PO 37006 February Payment - Group #03947-00001	4,652.71	5,063.72
84749	88 - DELTA DENTAL OF NJ INC	PO 37007 February Dental Payment - Group #03947-0	339.10	
		PO 37007 February Dental Payment - Group #03947-0	124.96	
		PO 37007 February Dental Payment - Group #03947-0	34.56	
		PO 37007 February Dental Payment - Group #03947-0	1,535.63	2,034.25
84750	118 - WEST GROUP PAYMENT CENTER	PO 36989 NJ Statutes - invoice date 01.04.2022	445.22	445.22
84751	129 - AMERGAS CLINTON 7510	PO 36704 Propane for Walters Park garage	233.93	233.93
84752	130 - CINTAS FAS LOCKBOX 636525	PO 36935 AED agreement/medical supplies for cabin	913.53	913.53
84753	133 - COOPERFRIEDMAN ELECT.SUPPLY CO INC	PO 36318 Fluorescent lights	137.40	
		PO 36520 Electrical supplies for firehouse	34.44	
		PO 36903 Emergency lighting	430.36	
		PO 36969 Electrical supplies	138.37	740.57
84754	139 - VAN CLEEF ENGINEERING ASSOC., LLC	PO 36948 55/65 Howard Street Eptam	60.00	60.00
84755	139 - VAN CLEEF ENGINEERING ASSOC., LLC	PO 36949 JAOR Holdings 246 Morris Street	360.00	360.00
84756	139 - VAN CLEEF ENGINEERING ASSOC., LLC	PO 36982 Perron Riverview	4,015.75	4,015.75
84757	139 - VAN CLEEF ENGINEERING ASSOC., LLC	PO 37011 Professional Services Rendered	735.75	735.75
84758	147 - POWERCO INC	PO 36585 Repairs for backhoe	4,643.63	4,643.63
84759	188 - MGL FORMS SYSTEMS LLC	PO 36678 tax forms	360.50	360.50
84760	215 - NAZARETH FORD INC	PO 36886 Parts for public works vehicles	501.23	
		PO 36887 Parts for public works vehicles	1,411.60	
		PO 36931 Mirror for 94-13	290.16	2,202.99
84761	320 - CRAIG BROTONS	PO 37009 2022 Eyecare Reimbursement	300.00	300.00
84762	345 - N J FIRE EQUIPMENT	PO 36953 Repair of Nozzle	32.00	32.00
84763	368 - W B MASON CO., INC	PO 36890 Copy Paper - (3) different locations	791.10	791.10
84764	413 - ALTEK BUSINESS SYS INC	PO 36987 copier lease agreement 1 copier	342.54	342.54
84765	452 - BOARD OF EDUCATION	PO 37004 Utility Bills - Andover Morris	7,770.98	
		PO 37004 Utility Bills - Andover Morris	143.20	7,914.18
84766	477 - LANGUAGE SERVICES ASSOCIATES	PO 36891 LANGUAGE LINE SERVICES DEC 2021	31.20	31.20
84767	499 - NATURAL SYSTEMS UTILITIES	PO 36927 January Service Fee	200,775.68	200,775.68
84768	521 - IPD	PO 37005 Webinar	50.00	50.00
84769	546 - GRAPHIC ACTION INC	PO 36944 Printed Envelopes	65.00	65.00
84770	584 - BRETT MARINO	PO 36941 2022 Eyecare Reimbursement	300.00	300.00
84771	606 - FEDEX CUSTOM CRITICAL	PO 36715 FedEx shipping	40.19	40.19
84772	677 - LAVERY, SELVAGGI & ABROMITIS PC	PO 36974 Meeting Retainer	1,000.00	
		PO 36975 Professional Services - December 2021	8,723.00	
		PO 36976 Professional Services Rendered - Decembe	1,605.00	
		PO 36976 Professional Services Rendered - Decembe	450.00	
		PO 36976 Professional Services Rendered - Decembe	960.00	12,738.00
84773	678 - GPS HOSPITALITY PARTNERS II/BURGER	PO 36966 prisoner meals	11.76	11.76
84774	706 - Current Fund	PO 36981 Regan Development 150 Fleming Drive	267.24	267.24
84775	731 - BEN SHAFFER RECREATION INC	PO 35941 R:2021-203 COF New Playground for Chambe	57,653.83	57,653.83
84776	733 - NJ ADVANCE MEDIA, LLC	PO 36988 Meeting Notices, Prof Serv., Ord - 2nd R	1,462.15	
		PO 36990 2022 TC & Sewer Meeting Schedule	1,168.10	
		PO 36997 2nd Rdg. 2021-25 and 1st Rdg. 2022-01	863.95	3,494.20
84777	753 - MISTRAS GROUP INC	PO 36263 2021 Ladder Testing & Certification	1,991.40	1,991.40
84778	863 - SYNCHRONY BANK	PO 36929 January Blanket Purchase Order	533.84	533.84
84779	998 - GRIFFITH-ALLIED TRUCKING LLC	PO 36925 January gasoline usage	400.00	
		PO 36925 January gasoline usage	14,881.37	
		PO 36991 Diesel fuel	3,104.42	18,385.79
84780	1053 - TRIUS, INC	PO 36705 Flow mount	695.00	
		PO 36936 Cutting edge	800.00	1,495.00
84781	1073 - FIRE & SAFETY SERVICES LTD	PO 36866 Repair of 94-63	585.65	
		PO 36867 Repair of 94-66	410.76	
		PO 36868 Chassis Service on 94-83, 94-84, 94-85	1,675.31	2,671.72
84782	1100 - ADVANCE LOCAL HOLDINGS CORP	PO 36998 Regan Development 150 Fleming Drive	998.80	998.80
84783	1104 - KS STATE BANK	PO 36992 Lease Payment for Police Vehicles - Acco	8,370.60	8,370.60
84784	1104 - KS STATE BANK	PO 37012 2021 Police Vehicles-Police Interceptors	7,803.56	7,803.56
84785	1108 - OFFICE CONCEPTS GROUP INC	PO 36093 Office Supplies	871.48	871.48
84786	1108 - OFFICE CONCEPTS GROUP INC	PO 36885 Office supplies/equipment	397.30	397.30
84787	1108 - OFFICE CONCEPTS GROUP INC	PO 36983 filing cabinets	2,041.56	2,041.56
84788	1139 - GOV'T FORMS & SUPPLIES LLC	PO 36596 Municipal Parking Passes - Printed mater	395.00	395.00
84789	1143 - THOMAS J MORRIS JR	PO 36507 ammo	984.00	984.00
84790	1179 - SANDRA A CALLERY	PO 37008 MEMBERSHIP	100.00	100.00

List of Bills - CLAIMS CHECKING ACCOUNT Meeting Date: 02/01/2022 For bills from 01/19/2022 to 01/31/2022

Check#	Vendor	Description	Payment	Check Total
84791	1223 - HOME DEPOT CREDIT SERVICES	PO 36923 Misc. hardware for end of year	418.52	
		PO 36928 January Blanket Purchase Order	222.20	640.72
84792	1237 - WARREN COUNTY TREASURER	PO 36916 2020/2021 added assessments	7,797.26	7,797.26
84793	1237 - WARREN COUNTY TREASURER	PO 36917 1st quarter 2022 County Taxes	1,233,095.59	1,233,095.59
84794	1245 - RILEIGHS OUTDOOR LLC	PO 36490 Christmas lights	63.80	63.80
84795	1268 - ALL STATE TECHNOLOGY INC	PO 35971 R:2021-213 COF Walter's Park Pool Projec	186,300.00	186,300.00
84796	1298 - SOLVIT.ROCKS, INC	PO 37000 IT Service	49.50	
		PO 37001 Monthly IT Support & Office 365	2,387.00	
		PO 37002 Monthly IT Support & Office 365	2,387.00	
		PO 37003 IT Service	123.75	4,947.25
84797	1311 - Amazon Captial Services	PO 36994 Face Mask for the Police	94.95	94.95
84798	1311 - Amazon Captial Services	PO 36995 Office Supplies for Multiple Departments	1,138.41	1,138.41
84799	1312 - PENNETIA INDUSTRIAL AUTOMATION, LLC	PO 36553 R:2021-175 COF WWTP Boiler Replacement	107,550.00	107,550.00
84800	1492 - OPDYKE'S SERVICES	PO 36905 Parts for vehicles	1,204.15	
		PO 36906 Parts for vehicles	1,060.25	
		PO 36933 Gasket, filters, valves	184.32	2,448.72
84801	1705 - LORRAINE LOUDENBERRY	PO 36695 2021 Eyecare Reimbursement	205.00	205.00
84802	1719 - ABE MATERIALS EASTON	PO 36710 2A stone	1,752.66	1,752.66
84803	1758 - METZ INC	PO 36937 Heating repairs - municipal bldg	435.00	435.00
84804	1797 - SERVICE TIRE TRUCK CENTER	PO 36708 Tires for john deere	494.80	
		PO 36889 Tires for police cars	1,620.24	
		PO 36970 Tires for sanitation trucks	4,166.12	6,281.16
84805	1849 - RYAN L EPPLER VMD	PO 36952 Feline/Dog Invoices	2,219.26	2,219.26
84806	1874 - TRAVIS ZECHMAN	PO 36986 2021 Eyecare Reimbursement	76.34	76.34
84807	1936 - NATIONAL WATER MAIN CLEANING	PO 36337 R:2021-249 COF Sanitary & Stormwater I	8,016.01	
		PO 36337 R:2021-249 COF Sanitary & Stormwater I	12,524.01	20,540.02
84808	1971 - FASTENAL CO	PO 36139 Parts for sanitation trucks	101.02	101.02
84809	2007 - ATLANTIC SALT INC	PO 36869 Road Salt	8,579.85	8,579.85
84810	2160 - WILLIAM LANCE	PO 36884 2021 Eyecare Reimbursement	267.63	267.63
84811	2331 - REMINGTON & VERNICK ENGINEERS	PO 33107 Cert of Funds - Svcs Pburg Sanitary Sewe	2,131.26	2,131.26
84812	2355 - LEXIS-NEXIS RISK DATA MGMT. C/O	PO 36967 accurint contract fee for December	111.96	111.96
84813	6483 - TOWNSHIP OF RANDOLPH	PO 36907 2022 MCCPC Membership Fee	1,100.00	1,100.00
84814	6551 - NJ STATE LEAGUE OF MUNICIPALITIES	PO 36985 Seminar - Orientation for Municipal Offi	260.00	260.00
84815	6631 - SCOTT M. WILHELM, ESQ	PO 36946 Scott Wilhelm Attorney for Land Use Boar	94.50	94.50
84816	6631 - SCOTT M. WILHELM, ESQ	PO 36947 Perron Riverview	1,615.99	1,615.99
TOTAL				1,946,212.19

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-050	Business Administrator - O/E	6,380.36			
01-201-20-110-050	Mayor & Council - O/E	260.00			
01-201-20-120-050	Municipal Clerk - O/E	4,466.82			
01-201-20-130-050	Financial Administration - O/E	504.37			
01-201-20-145-050	Revenue Administration - O/E	100.00			
01-201-21-180-050	Land Use Administration	159.50			
01-201-23-220-050	Employee Group Insurance	6,510.16			
01-201-25-240-050	Police Department - O/E	2,714.13			
01-201-25-265-050	Fire Department - O/E	32.00			
01-201-26-300-050	Public Works Administration - O/E	274.07			
01-201-26-301-050	PEOSHA	913.53			
01-201-26-310-050	Building & Grounds - O/E	1,191.04			
01-201-26-315-050	Vehicle Maintenance - O/E	5,670.60			
01-201-31-460-050	Bulk Purchases - Gasoline	17,985.79			
01-201-33-490-050	Municipal Court - O/E	105.48			
01-201-45-942-050	Capital Lease Obligations	16,174.16			
01-201-47-390-050	Maintenance of Free Public Library	278.18			
01-203-20-120-050	(2021) Municipal Clerk - O/E		395.00		
01-203-20-130-050	(2021) Financial Administration - O/E		272.50		
01-203-20-145-050	(2021) Revenue Administration - O/E		959.48		
01-203-20-155-050	(2021) Legal Services		10,683.00		
01-203-23-220-050	(2021) Employee Group Insurance		548.97		
01-203-25-240-050	(2021) Police Department - O/E		2,102.72		
01-203-25-252-050	(2021) Emergency Management Services OE		52.80		
01-203-25-265-050	(2021) Fire Department - O/E		4,610.32		
01-203-26-290-050	(2021) Street & Roads - O/E		10,972.51		

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-203-26-300-050	(2021) Public Works Administration - O/E		40.19		
01-203-26-310-050	(2021) Building & Grounds - O/E		1,222.89		
01-203-26-315-050	(2021) Vehicle Maintenance - O/E		12,573.95		
01-203-27-340-050	(2021) Animal Control Services - O/E		2,219.26		
01-203-31-430-050	(2021) Utility Expenses - Electricity		7,568.01		
01-203-31-445-050	(2021) Utility Expenses - Water		202.97		
01-203-31-446-050	(2021) Utility Expenses - Natural Gas		233.93		
01-203-33-490-050	(2021) Municipal Court - O/E		428.50		
01-208-55-000-000	County Taxes Payable			1,195,675.92	
01-209-55-000-000	Due County Added/Omitted Taxes			7,797.26	
01-211-55-000-000	County Open Space Taxes			37,419.67	
01-260-05-100	Current Fund - Due to Claims			0.00	1,359,700.04
TOTALS FOR	CURRENT FUND	63,720.19	55,087.00	1,240,892.85	1,359,700.04
02-213-40-729-000	2019 - 2024 School Resource Officer			49.99	
02-213-41-730-000	2019 Grant Expenditures			8.62	
02-260-05-100	St/Fed Grants - Due to Claims Fund			0.00	58.61
TOTALS FOR	STATE & FEDERAL GRANTS	0.00	0.00	58.61	58.61
04-215-55-938-000	2019 Improvements Authorized			186,300.00	
04-215-55-941-000	2021 Improvement Authorizations			12,524.01	
04-260-05-100	Capital - Due to Claims Fund			0.00	198,824.01
TOTALS FOR	CAPITAL FUND	0.00	0.00	198,824.01	198,824.01
07-201-55-510-050	Sewer Utility OE	201,562.64			
07-203-55-510-050	(2021) Sewer Utility OE		1,748.20		
07-260-05-100	Sewer Utility - Due to Claims Fund			0.00	203,310.84
TOTALS FOR	SEWER UTILITY	201,562.64	1,748.20	0.00	203,310.84
08-216-55-576-000	2020 Capital Improvement Authorizations			2,131.26	
08-216-55-577-000	2021 Capital Improvements Authorized			115,566.01	
08-260-05-100	Sewer Capital - Due to Claims Fund			0.00	117,697.27
TOTALS FOR	SEWER CAPITAL	0.00	0.00	117,697.27	117,697.27
12-260-05-100	Planning Board - Due to Claims Fund			0.00	7,767.78
12-286-56-851-000	Land Use Escrows			7,317.78	
12-288-56-102-000	Escrow - Bridge Development			450.00	
TOTALS FOR	Land Use Board Escrow	0.00	0.00	7,767.78	7,767.78
16-260-05-100	Section 8 - Due to Claims Fund			0.00	124.96
16-289-56-081-000	Section 8 Spending Reserves			124.96	
TOTALS FOR	SECTION 8 PROGRAM	0.00	0.00	124.96	124.96
17-260-05-100	Trust - Due to Claims Fund			0.00	58,389.58
17-286-56-858-000	Engineers Inspections			735.75	
17-292-56-025-000	Dedicated by Rider			57,653.83	
TOTALS FOR	GENERAL TRUST FUND	0.00	0.00	58,389.58	58,389.58
20-260-05-100	Agency - Due to Claims Fund			0.00	339.10
20-291-55-070-000	Payroll Deductions			339.10	
TOTALS FOR	PAYROLL AGENCY FUND	0.00	0.00	339.10	339.10

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
Total to be paid from Fund 01	CURRENT FUND	1,359,700.04			
Total to be paid from Fund 02	STATE & FEDERAL GRANTS	58.61			
Total to be paid from Fund 04	CAPITAL FUND	198,824.01			
Total to be paid from Fund 07	SEWER UTILITY	203,310.84			
Total to be paid from Fund 08	SEWER CAPITAL	117,697.27			
Total to be paid from Fund 12	Land Use Board Escrow	7,767.78			
Total to be paid from Fund 16	SECTION 8 PROGRAM	124.96			
Total to be paid from Fund 17	GENERAL TRUST FUND	58,389.58			
Total to be paid from Fund 20	PAYROLL AGENCY FUND	339.10			

		1,946,212.19			

Checks Previously Disbursed

84516	N J YOUTH CORP OF PHILLIPSBURG	PO# 36957	Reimbursement NJYC-2022-12/15/21-1	35,625.00	1/13/2022
84737	VERIZON, INC	PO# 37018	1/1-2/7 services as per billings	605.04	1/27/2022
84738	J C P L	PO# 37017	3/26/21-4/28/21 services as per bi	14,842.06	1/27/2022
84739	ELIZABETHTOWN GAS INC	PO# 37014	12/10/21-1/13/22 services as per b	5,925.68	1/27/2022
84740	AQUA NEW JERSEY, INC	PO# 37015	11/29-1/14/22 services as per bill	847.20	1/27/2022
84741	VERIZON WIRELESS	PO# 37019	12/2/21-1/1/21 service as per bill	1,780.69	1/27/2022
84742	UGI ENERGY SERVICES LLC	PO# 37016	12/10/21-1/12/22 Services as per b	2,635.91	1/27/2022
84743	PENTELEDATA	PO# 37013	Internet & Phone services 1/10/22-	1,289.03	1/27/2022

				63,550.61	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 CURRENT FUND	27,925.61	1,359,700.04	1,387,625.65
Fund 02 STATE & FEDERAL GRANTS	35,625.00	58.61	35,683.61
Fund 04 CAPITAL FUND		198,824.01	198,824.01
Fund 07 SEWER UTILITY		203,310.84	203,310.84
Fund 08 SEWER CAPITAL		117,697.27	117,697.27
Fund 12 Land Use Board Escrow		7,767.78	7,767.78
Fund 16 SECTION 8 PROGRAM		124.96	124.96
Fund 17 GENERAL TRUST FUND		58,389.58	58,389.58
Fund 20 PAYROLL AGENCY FUND		339.10	339.10

BILLS LIST TOTALS	63,550.61	1,946,212.19	2,009,762.80

ORDINANCE NO. 2022-02

**AN ORDINANCE AMENDING THE SALARY RANGE FOR
CERTAIN OFFICERS AND EMPLOYEES OF THE TOWN OF PHILLIPSBURG**

WHEREAS, the Town Council of the Town of Phillipsburg, Warren County, New Jersey, is required to establish by Ordinance the salary or salary ranges of officers and employees of the Town of Phillipsburg; and

WHEREAS, the Town wishes to amend the salary range for certain officers and employees of the Town.

NOW, THEREFORE, BE IT ORDAINED, that the salary range for the following positions is hereby amended as follows:

SECTION I

<u>Classification Titles - Salaried</u>	<u>Minimum</u>	<u>Maximum</u>
Animal Control Officer	\$ 27,500.00	\$ 42,500.00
Assistant Fire Chief	\$ 3,000.00	\$ 6,000.00
Assistant Public Works Supervisor	\$ 70,000.00	\$ 85,000.00
Battalion Chief	\$ 1,600.00	\$ 3,100.00
Business Administrator	\$ 115,000.00	\$ 135,000.00
Certified Recycling Coordinator	\$ 2,000.00	\$ 5,000.00
Chief Financial Officer	\$ 115,000.00	\$ 140,000.00
Construction Code Official	\$ 85,000.00	\$ 115,000.00
Council President	\$ 560.00	\$ 5,500.00
Councilmember	\$ 480.00	\$ 5,000.00
Deputy Emergency Mgmt Coordinator	\$ 2,300.00	\$ 4,000.00
Electrical Sub-Code Official	\$ 10,000.00	\$ 20,000.00
Emergency Management Coordinator	\$ 5,000.00	\$ 10,000.00

Fire Chief	\$ 5,000.00	\$ 12,000.00
Fire Inspector	\$ 2,000.00	\$ 5,000.00
Fire Sub-Code Official	\$ 2,000.00	\$ 5,000.00
Secretary to Mayor	\$ 45,000.00	\$ 55,000.00
Judge (Magistrate) - Alpha	\$ 2,000.00	\$ 3,000.00
Judge (Magistrate) - Phillipsburg	\$ 35,000.00	\$ 50,000.00
Land Use Board Secretary	\$ 5,500.00	\$ 8,500.00
Licensed Pesticides Sprayer	\$ 500.00	\$ 2,000.00
Mayor	\$ 4,500.00	\$ 65,000.00
Acting Municipal Clerk	\$ 70,000.00	\$ 100,000.00
Municipal Clerk	\$ 80,000.00	\$ 110,000.00
Municipal Court Administrator	\$ 85,000.00	\$ 115,000.00
Prosecutor	\$ 35,000.00	\$ 45,000.00
Public Defender	\$ 8,000.00	\$ 13,000.00
PW Superintendent	\$ 90,000.00	\$ 115,000.00
Public Works Supervisor	\$ 75,000.00	\$ 100,000.00
Superintendent of Recreation	\$ 50,000.00	\$ 75,000.00
Tax Assessor	\$ 80,000.00	\$ 110,000.00
Tax Collector	\$ 75,000.00	\$ 105,000.00

<u>Classification Titles - Hourly</u>	Per Hour Minimum	Per Hour Maximum
Plumbing Inspector/Plumbing Subcode	\$ 30.00	\$ 45.00
Building Inspector/Plumbing Subcode	\$ 30.00	\$ 45.00
Housing Inspector	\$ 25.00	\$ 35.00
Fire Inspector/Fire Subcode	\$ 30.00	\$ 45.00
Assistant Pool Manager (Seasonal)	\$ 16.00	\$ 20.00

Attorney - Land Use Board	not to exceed	\$ 150.00
Clean Communities Supervisor (Seasonal)	\$ 14.00	\$ 19.00
Clerical	\$ 18.00	\$ 23.00
Clerk/Typist (Seasonal)	\$ 13.00	\$ 16.00
Construction Official	\$ 35.00	\$ 45.00
Court Attendant	\$ 16.00	\$ 18.00
Laborer	\$ 15.00	\$ 20.00
Laborer (Seasonal)	\$ 15.00	\$ 20.00
Lifeguard I (Seasonal)		\$ 13.00
Lifeguard II (Seasonal)		\$ 14.00
Lifeguard III (Seasonal)		\$ 15.00
Lifeguard IV (Seasonal)		\$ 16.00
Mechanic	\$ 25.00	\$ 40.00
Part Time Property Maintenance Inspector	\$ 25.00	\$ 35.00
Pool Attendant (Seasonal)		\$ 13.00
Pool Manager (seasonal)	\$ 20.00	\$ 25.00
Recreation Aide (Seasonal)	\$ 13.00	\$ 16.00
Recreation Leader I (seasonal)	\$ 15.00	\$ 20.00
Recreation Leader II (seasonal)	\$ 20.00	\$ 25.00
Recreation Program Coordinator (seasonal)	\$ 20.00	\$ 25.00
School Resource Officers	\$ 25.00	\$ 30.00
Special Law Enforcement Officer	\$ 15.30	\$ 30.00
Technician (Pool Seasonal)	\$ 15.00	\$ 20.00
Town Attorney	not to exceed	\$ 160.00
Part Time Zoning Officer	\$ 30.00	\$ 45.00

Per Call

Municipal Court Call Out Pay		50.00 Per Call
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Crossing Guards (New)

Per Day

School Traffic Guards with sick & vacation		\$31 to \$38
School Traffic Guards no sick & vacation		\$36 to \$48
School Traffic Guards - additional crossing		\$18 to \$24
School Traffic Guards Hourly	\$ 13.00	\$18.00 Per Hour
School Traffic Guard Coordinator		\$13 to \$16

SECTION II

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

SECTION III

If any article, section, subsection, paragraphs, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

SECTION IV

This Ordinance shall take effect immediately upon final publication as provided by law.

CERTIFICATION

I, Lorraine Loudenberg, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their January 18, 2022 meeting.

Lorraine Loudenberg, Acting Municipal Clerk

O: 2022-03

**ORDINANCE PROVIDING FOR AMENDMENT TO CHAPTER
123 OF THE TOWN CODE ENTITLED "SEWER UTILITY"**

BE IT ORDAINED by the Council of the Town of Phillipsburg, that Chapter 123 of the Town Code, entitled "Sewer Utility," shall be amended as follows:

Section 1

Section 123.5, "Sewer user charges," shall be deleted in its entirety and in its place and stead shall be:

- A. Sewer fees are based upon actual measured readings obtained from Water Company presently servicing the Phillipsburg area. Quarterly bills will be calculated based on the readings obtained from the Water Company. Should a reading be deemed inaccurate or rejected due to interruption of service, meter replacement or faulty reading, the bill issued will be based on a calculation using an average of the past usage not to exceed twelve months. In addition, there shall be a flat rate per quarter in addition to the usage per gallon charge as set forth below.
- B. Fees are based upon actual water usage as measured by Aqua New Jersey Water Company. Charges shall be applied as follows:

Year 2022-2025

- 1. Residential, including multiple family, flat fee per quarter, per household (\$15.00)
- 2. Residential per gallon usage charge (\$0.0061)
- 3. Commercial/Apartments/Schools/Churches flat fee charge, per quarter (\$20.00)
- 4. Commercial/Apartments/Schools/Churches per gallon usage charge (\$0.0074)
- 5. Business Commercial flat fee charge, per quarter (\$40.00)
- 6. Business Commercial per gallon usage charge (\$0.0074)
- 7. Industrial flat fee charge, per quarter (\$50.00)
- 8. Industrial per gallon usage charge (\$0.0074)

Sending districts per gallon charge based on flow (\$0.0054)

- C. The following Sewer User Charges shall be applied when subject property has unmetered water consumption:

Residential

Flat fee quarterly charge

17 billing units

Multi-Family Residential

Flat fee quarterly charge

17 billing units x number of families

Business/Commercial/Industrial

Flat fee quarterly charge

34 billing units

Commercial/Multi-Family Residential

Flat fee quarterly charge

17 billing units or 34 billing units
based upon usage

A billing unit is hereby defined as 1,000 gallons of water measurement.

Section 2 - Severability

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3 - Repealer

Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 4 - Effective Date

This Ordinance shall take effect as required by law.

ATTEST:

TOWN OF PHILLIPSBURG

VICTORIA L. KLEINER,
Municipal Clerk

TODD M. TERSIGINI
Mayor

DATED:

CERTIFICATION

I, Lorraine Loudenberg, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of an Ordinance duly adopted by the Town Council at their January 18, 2022 meeting.

Lorraine Loudenberg,
Acting Municipal Clerk

ORDINANCE NO. 2022-04

ORDINANCE OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY AMENDING CHAPTER 67, *VEHICLES AND TRAFFIC*, SECTION 28, *PARKING LOTS*, OF THE CODE OF THE TOWN OF PHILLIPSBURG

NOW, THEREFORE, BE IT ORDAINED by the Town Council, Town of Phillipsburg, County of Warren, State of New Jersey as follows:

Section One.

Chapter 67, *Vehicles and Traffic*, Section 28, *Parking Lots*, of the Code of the Town of Phillipsburg is hereby amended by creating a new subsection I entitled *Municipal Lots, Payment Required* of the Code of the Town of Phillipsburg is as follows:

§67-28(I) *Municipal Lots, Payment Required*

- (I) Persons parking in the following municipal lots will be permitted subject to and in accordance with the terms and conditions set forth in this subsection:

Lot

Riverside Way Lot

- Consisting of one hundred (100) metered parking spaces, of which ten (10) shall be designated for boat trailer parking.
- Consisting of eleven (11) “thirty-minute free” parking spaces.
- Consisting of twelve (12) “reserved” parking spaces for use by employees of local businesses abutting the Riverside Way Lot. The Town of Phillipsburg shall issue placards to be utilized by the local businesses for this purpose.
- Persons possessing a Town of Phillipsburg parking permit shall be permitted to utilize the permit in lieu of paying for metered parking.

The municipal parking lots will be open from 8:00 am until 8:00 pm daily. During special events, the lot hours will be extended from 8:00 am until 10:00 pm. The rate of parking fees per vehicle will be as follows:

1. The normal rate, with the exceptions provided in paragraphs 2 and 3 below, will be \$.25 per 15 minutes, or \$1.00 per hour, per vehicle in the above mentioned municipal lots.
2. During special events, the municipal lots shall impose a flat rate of \$10.00 per vehicle for parking. During declared snow emergencies requiring off street parking, there shall be no charge to utilize the Town Lots.
3. Parking for boats and trailers on municipal lots shall be subject to a minimum rate of \$10.00 for parking, not to exceed \$20.00 per day. In cases of special events, the Town may waive the parking fee for trailers.

4. The Town shall issue placards for use by businesses located adjacent to the Riverside Way Lot at the cost of One Dollar (\$1.00) per year per placard. The placards shall be transferable solely for use amongst the employees of the business holding such placard.
5. The Town shall place appropriate signage as needed in order to effectuate the intention of this subsection.

Section Two.

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder off this Ordinance shall not be affected thereby.

Section Three.

Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section Four.

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

ATTEST:

TOWN OF PHILLIPSBURG

LORRAINE LOUDENBERRY, AMC
Acting Municipal Clerk
DATED:

TODD M. TERSIGNI
Mayor

CERTIFICATION

I, Lorraine Loudenberg, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of an Ordinance duly adopted by the Town Council at their January 18, 2022 meeting.

LORRAINE LOUDENBERRY,
Acting Municipal Clerk

**TOWN OF PHILLIPSBURG
ORDINANCE NUMBER 2022-06**

**BOND ORDINANCE AMENDING BOND ORDINANCE NUMBER
2019-07 FINALLY ADOPTED ON MAY 7, 2019, AS FURTHER
AMENDED BY BOND ORDINANCE NUMBER 2021-05 FINALLY
ADOPTED ON FEBRUARY 16, 2021, IN ORDER TO REVISE THE
DESCRIPTION OF IMPROVEMENTS AUTHORIZED THEREIN**

BE IT ORDAINED AND ENACTED BY THE TOWN COUNCIL OF THE TOWN
OF PHILLIPSBURG, IN THE COUNTY OF WARREN, STATE OF NEW JERSEY (not
less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

SECTION 1. Section 3(a) of bond ordinance number 2019-07 finally adopted by
the Town Council of the Town of Phillipsburg, in the County of Warren, State of New
Jersey (the "Town"), on May 7, 2019, as further amended by bond ordinance number
2021-05 finally adopted by the Town Council of the Town on February 16, 2021
(collectively, the "Prior Ordinance"), is hereby amended and supplemented to the extent
and with the effect as follows:

"SECTION 3. (a) The improvements hereby authorized and
purposes for the financing of which said obligations are to be issued
are including, but not limited to, (i) the acquisition and renovation of
120 Filmore Street for municipal purposes; (ii) the demolition and/or
renovation and rehabilitation of the old municipal building located at
675 Corliss Avenue; (iii) upgrades to the municipal owned building
located at 220 Broubalow Way; (iv) improvements to the community
pool and bath house, and (v) upgrades to the Town-owned garage
located at the intersection of 3rd and North Main Street."

SECTION 2. The Town hereby certifies that it has adopted a capital budget or
a temporary capital budget, as applicable. The capital or temporary capital budget of the

Town is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

SECTION 3. Except as expressly amended and supplemented hereby, the Prior Ordinance shall remain in full force and effect.

SECTION 4. This bond ordinance shall take effect twenty (20) days after the first publication hereof after final adoption, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING
DATED: February 1, 2022**

**LORRAINE LOUDENBERRY,
Acting Clerk of the Town of Phillipsburg**

**ADOPTED ON SECOND READING
DATED: _____, 2022**

**LORRAINE LOUDENBERRY,
Acting Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY**

PUBLIC NOTICE

NOTICE OF PENDING BOND ORDINANCE AND SUMMARY

The bond ordinance, the summary terms of which are included herein, was introduced and passed upon first reading at a meeting of the governing body of the Town of Phillipsburg, in the County of Warren, State of New Jersey, on February 1, 2022. It will be further considered for final passage, after public hearing thereon, at a virtual meeting of the governing body to be held on _____, 2022 at 7:00 p.m. Information regarding remote access to the meeting may be found on the Town's website at www.phillipsburgnj.org. The summary of the terms of such bond ordinance follows:

Title: BOND ORDINANCE AMENDING BOND ORDINANCE NUMBER 2019-07 FINALLY ADOPTED ON MAY 7, 2019, AS FURTHER AMENDED BY BOND ORDINANCE NUMBER 2021-05 FINALLY ADOPTED ON FEBRUARY 16, 2021, IN ORDER TO REVISE THE DESCRIPTION OF IMPROVEMENTS AUTHORIZED THEREIN

Purpose(s): To amend the description in Section 3(a) of Bond Ordinance Number 2019-07, as amended by Bond Ordinance Number 2021-05 to include (i) the acquisition and renovation of 120 Filmore Street for municipal purposes; (ii) the demolition and/or renovation and rehabilitation of the old municipal building located at 675 Corliss Avenue; (iii) upgrades to the municipal owned building located at 220 Broubalow Way; (iv) improvements to the community pool and bath house and (v) upgrades to the Town-owned garage located at the intersection of 3rd and North Main Street.

Appropriation: No Change

Down Payment: No Change

**Bonds/Notes
Authorized:** No Change

Section 20 Costs: No Change

Useful Life: No Change

**LORRAINE LOUDENBERRY,
Acting Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY**

PUBLIC NOTICE

NOTICE OF FINAL ADOPTION OF BOND ORDINANCE AND SUMMARY

The bond ordinance, the summary terms of which are included herein, has been finally adopted by the Town of Phillipsburg, in the County of Warren, State of New Jersey on _____, 2022, and the twenty (20) day period of limitation within which a suit, action or proceeding questioning the validity of such ordinance can be commenced, as provided in the Local Bond Law, has begun to run from the date of the first publication of this statement. Copies of the full ordinance are available at no cost and during regular business hours at the Clerk's office for members of the general public who request the same. The summary of the terms of such bond ordinance follows:

Title: BOND ORDINANCE AMENDING BOND ORDINANCE NUMBER 2019-07 FINALLY ADOPTED ON MAY 7, 2019, AS FURTHER AMENDED BY BOND ORDINANCE NUMBER 2021-05 FINALLY ADOPTED ON FEBRUARY 16, 2021, IN ORDER TO REVISE THE DESCRIPTION OF IMPROVEMENTS AUTHORIZED THEREIN

Purpose(s): To amend the description in Section 3(a) of Bond Ordinance Number 2019-07, as amended by Bond Ordinance Number 2021-05 to include (i) the acquisition and renovation of 120 Filmore Street for municipal purposes; (ii) the demolition and/or renovation and rehabilitation of the old municipal building located at 675 Corliss Avenue; (iii) upgrades to the municipal owned building located at 220 Broubalow Way; (iv) improvements to the community pool and bath house and (v) upgrades to the Town-owned garage located at the intersection of 3rd and North Main Street.

Appropriation: No Change

Down Payment: No Change

**Bonds/Notes
Authorized:** No Change

Section 20 Costs: No Change

Useful Life: No Change

**LORRAINE LOUDENBERRY,
Acting Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY
CERTIFICATE OF INTRODUCTION OF BOND ORDINANCE**

I, the undersigned Acting Clerk of the Town of Phillipsburg, in the County of Warren, State of New Jersey, DO HEREBY CERTIFY that the foregoing is an extract from the Minutes of a meeting of the governing body of the Town duly called and held on February 1, 2022 at 7:00 p.m. at the Town Hall or via a virtual meeting and that the following was the roll call:

Present:

Absent:

I FURTHER CERTIFY that the foregoing extract has been compared by me with the original minutes as officially recorded in my office in the Minute Book of the governing body of the Town and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matters referred to in the extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town as of this ____ day of _____, 2022.

(SEAL)

**LORRAINE LOUDENBERRY,
Acting Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY
CERTIFICATE OF FINAL ADOPTION OF BOND ORDINANCE**

I, the undersigned Acting Clerk of the Town of Phillipsburg, in the County of Warren, State of New Jersey, DO HEREBY CERTIFY that the foregoing is an extract from the Minutes of a meeting of the governing body of the Town duly called and held on _____, 2022 at 7:00 p.m. at the Town Hall or via a virtual meeting and that the following was the roll call:

Present:

Absent:

I DO FURTHER CERTIFY that the foregoing extract has been compared by me with the original minutes as officially recorded in my office in the Minute Book of the governing body of the Town and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matters referred to in the extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town as of this ____ day of _____, 2022.

(SEAL)

**LORRAINE LOUDENBERRY,
Acting Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY**

**ACTING CLERK'S CERTIFICATE CONCERNING
BOND ORDINANCE ADOPTION PROCEDURES**

I, LORRAINE LOUDENBERRY, DO HEREBY CERTIFY that I am the Acting Clerk of the Town of Phillipsburg, in the County of Warren, State of New Jersey (the "Town"), and that as such I am duly authorized to execute and deliver this certificate on behalf of the Town. In such capacity, I have the responsibility to maintain the minutes of the meetings of the governing body of the Town and the records relative to all resolutions and ordinances of the Town. The representations made herein are based upon the records of the Town. I DO HEREBY FURTHER CERTIFY THAT:

1. Attached hereto is the bond ordinance introduced on February 1, 2022 and finally adopted on _____, 2022 and approved by the Mayor, as applicable, on _____, 2022.

2. After introduction, the bond ordinance was published as required by applicable law on _____, 2022 in The Express Times.

3. Following the passage of the bond ordinance on first reading, and at least seven (7) days prior to the final adoption thereof, I caused to be posted in the principal municipal building of the Town at the place where public notices are customarily posted, a copy of said bond ordinance or a summary thereof and a notice that copies of the bond ordinance would be made available to the members of the general public of the Town who requested copies, up to and including the time of further consideration of the bond ordinance by the governing body of the Town. Copies of the bond ordinance were made available to all who requested same.

4. After final adoption, the bond ordinance was duly approved by the Mayor of the Town (if applicable) and duly published as required by law on _____, 2022 in The Express Times. No protest signed by any person against making any improvement or incurring the

indebtedness authorized therein, nor any petition requesting that a referendum vote be taken on the action proposed in the bond ordinance has been presented to the governing body of the Town or to me or filed in my office within twenty (20) days after said publication or at any other time after the final adoption thereof.

5. The bond ordinance has not been amended, added to, altered or repealed and said bond ordinance is now in full force and effect.

6. A certified copy of the bond ordinance and a copy of the amended capital budget form have been filed with the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, as applicable.

7. The official seal of the Town is the seal, an impression of which is affixed opposite my signature on this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town as of this ____ day of _____, 2022.

(SEAL)

LORRAINE LOUDENBERRY,
Acting Clerk of the Town of Phillipsburg

RESOLUTION NO. 2022-41

A RESOLUTION OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY, AUTHORIZING THE SALE OF CERTAIN PROPERTY OWNED BY THE TOWN AND NOT REQUIRED FOR PUBLIC PURPOSES, PURSUANT TO N.J.S.A. 40A:12-13 ET SEQ.

WHEREAS, the Local Lands and Buildings Law, N.J.S.A. 40A:12-13(a) authorizes the sale by municipalities of any real property, capital improvements or personal property or interests therein, not needed for public use by open public sale at auction to the highest bidder after the required newspaper advertisements;

WHEREAS, the Town of Phillipsburg is the owner of several property locations ("Property"), specifically listed in Schedule A, all of which are not needed for public use and the Town Council has determined that it is in the best interest of the Town to sell the properties in an effort to put it back on the active tax rolls; and

WHEREAS, the Town reserves the right to reject all bids.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY, that Property within the Town of Phillipsburg shall be offered for sale by open public sale at auction to the highest bidder, pursuant to N.J.S.A. 40A:12-12(a). Said public auction shall be conducted on March 24, 2022 at 10:00 via Zoom at Meeting ID 890 0791 3381

BE IT FURTHER RESOLVED that the Property shall be offered for public bidding as set forth below and shall be sold pursuant to the further expressed conditions enumerated below:

1. The Town reserves the right to cancel the action at any time prior to the auction, for any reason. Bidders may wish to contact the Municipal Clerk the day before the auction to ensure the property is still being offered for auction.
2. Each bid is subject to the rejection or acceptance by the Town Council which shall occur no later than at its second regular meeting following the auction sale. The Town Council reserves the right to reject all bids. If no action is taken by the Town Council by the second regular meeting, then the bid shall be deemed to be rejected.
3. The successful bidder, as indicated by the highest bid, shall be required to deposit 10 percent (10%) of his or her bid with the Town at the time of the auction. This deposit shall be made by either certified check, money order or cash in an amount equal to at least 10 percent (10%) of the winning bid payable to "Lavery, Selvaggi, Abromitis & Cohen Attorney Trust Account". All monies so received will be credited toward the total sale price. The deposit made by the purchaser is non-refundable. The risk of loss is on the purchaser.

4. The successful bidder, as indicated by the highest bid, shall be required to execute a Contract for Sale of Real Estate at the time of the auction. A copy of the contract for each property is on file with the Municipal Clerk.
5. Bidders are required to register for the auction by completing the form in Schedule "B". All bidders must appear in person at the auction and upon becoming the successful bidder must present identifying credentials in compliance with the auction rules stated below:
 - a. The Municipal Clerk will start with the auction by reading these auction rules.
 - b. Each registered bidder will receive a bidder number. In order to make a bid, a bidder raises their number in the air. The Municipal Clerk will record each bidder's number and bid amount. A bid indication is considered a contractual obligation.
 - c. Bidders may not communicate with each other in any manner.
 - d. The minimum bid increment is one hundred (\$100.00) in U.S. Dollars.
 - e. A person bidding on behalf of a corporation, upon becoming the successful bidder, must present a copy of the Certificate of Incorporation and a resolution authorizing that person to bid on behalf of the corporation.
 - f. A person bidding on behalf of a partnership or using a trade name upon becoming the successful bidder, must submit a copy of the Certificate of Trade Name (partnership) and a letter of authorization from the other partner(s).
 - g. No other bidder may submit a bid on behalf of another, except that a husband or wife may bid on behalf of both.
 - h. The winning bid will be decided when the highest bid has no counter bids made after three (3) requests.
6. All bidders should be aware that the property is a preserved farm and is subject to a deed restriction monitored by the County of Warren and State Agriculture Development Committee.
7. The successful bidder(s) shall be required to pay all recording fees.
8. The successful bidder(s) shall bear the cost of recording the deed(s) and agree that the deed(s) shall be recorded on behalf of the purchaser by the Town Attorney. The successful bidder, prior to closing of title, will not be permitted to assign his or her bid nor any right, title or interest in the property on which the bid was made.

9. The burden is on all successful bidders to obtain any and all variances and/or approvals from the Land Use and Development Ordinance of the Town of Phillipsburg from the appropriate municipal agency. Closing of title is not contingent upon the issuance of any required land use approval.
10. Title is to close within ninety (90) calendar days of confirmation of the bid by the Town Council at the Town Attorney's office, unless otherwise extended in the sole discretion of the Town Council, but if the last day for closing of title falls on a Saturday/Sunday, or legal holiday, then title shall close on the following day. Time is of the essence.
11. All conveyances shall be by Bargain and Sale Deed from the Town Council to the successful bidder, to be dated on the date of closing of title.
12. The sale price, as may result from this auction sale, may not be used before any County Board of Taxation, State Tax Court or in any other court of this State to challenge the assessment with respect to the subject property nor may same be used as a comparable sale to challenge assessment with regard to other properties.
13. All successful bidders are required to conduct all desired title searches at their expense prior to the date of closing. If the title to the property shall prove to be unmarketable, the liability of the Town shall be limited to the repayment to the purchaser of the amount of his or her deposit and any portion of the purchase price paid without any further cost, expense, damage or claim. Notice of any alleged defect in title or claim of unmarketability shall be given to the Town in writing no later than thirty (30) calendar days after the date of confirmation of the sale by the governing body of the Town of Phillipsburg. Failure to give such notice shall be deemed conclusive evidence that the purchaser accepts title in its then present condition.
14. All prospective purchasers are put on notice that no employee, agent or officer of the Town of Phillipsburg has authority to waive, modify or amend any of the conditions of sale.
15. If the successful bidder was the sole or part owner of the property to be sold at the time the Town acquired title by a tax foreclosure, said bidder may not reacquire the property directly or indirectly without complying with the following condition: The successful bidder of any property at this auction, by making such bid, thereby agrees to pay the Town at closing of title the difference, if any, between the total amount of taxes, plus interest and penalties due at the time of the judgment of foreclosure was entered and the amount of the successful bid.
16. It is conclusively presumed that a bidder prior to taking his or her bid has done the following:

- a. Checked the exact location, including the correct street address and lot size of the property on the Official Tax Maps that are available at the Assessor's Office.
 - b. Made a personal inspection of the property prior to the bidding on a piece of property by contacting the Municipal Clerk, Monday – Friday, between 9:00 am to 4:00 pm, telephone number (908) 454-5500.
 - d. Responsibility for failure to comply with the above-mentioned conditions and guidelines will be fully assumed by the purchaser.
17. A failure by the purchaser to fully comply with the terms, conditions, requirements and regulations of sale as herein contained shall be considered, at the option of the Town of Phillipsburg, as a material breach of the conditions of sale whereupon the Town of Phillipsburg may declare said contract or purchase terminated and at an end. All monies paid on behalf of the purchase price, by way of deposit or otherwise, may be retained by the Town as its liquidated damages and it may thereafter resell the said property and/or pursue such other and further legal and/or equitable remedies as it may have and the defaulting purchaser shall continue to remain liable for all damages and losses sustained by the Town of Phillipsburg by reason of any such default.
18. Any descriptions of the properties published by the Town are intended as a general guide only and may not be accurate. No representations of any kind are made by the Town of Phillipsburg as to the conditions of the property, said premises are being sold in their present conditions "as is".
19. The sale is made subject to such state of facts as an accurate survey may disclose, existing tenancies, rights of persons in possession, easements, conditions, covenants, restrictions and any other encumbrances of title.
20. The sale is made subject to all applicable laws and ordinances of the State of New Jersey and the Town of Phillipsburg.
21. Successful bidders agree to the following conditions:
- a. To pay prorated property taxes for the balance of the current year as of the date of closing.
 - b. To abide by appropriate zoning, subdivision, health and building regulations and codes and stipulations that this sale will not be used as grounds to support a challenge of the existing assessment of the subject property, nor shall the purchase price be used as a comparable sale to challenge assessments with regard to other properties.

- c. That the failure to close title as agreed shall forfeit to the Town of Phillipsburg any and all money deposited with the Town.
22. If any section or provision of this Resolution shall be held invalid in any court of competent jurisdiction, the same shall not affect the other sections or provisions of this Resolution, except so far as the section of the provision so declared invalid shall be inseparable from the remainder or any portion thereof.

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their February 1, 2022 meeting.

Lorraine Loudenberry,
Acting Municipal Clerk

Schedule B

**Town of Phillipsburg
120 Filmore Street
Phillipsburg, New Jersey 08865**

Bidder Registration Form

Individual/Company Name : _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Fax Number: _____

Email: _____

Authorized Bidder's
Name: _____

Title: _____

Phone Number: _____

Other Contact
Numbers: _____

I certify that I am authorized to take part in the auction of the property.

Signature

Date

Town Use:
Bidder Number: _____ Date Received: _____

SCHEDULE A

Town of Phillipsburg

Office of the Tax Collector

120 Filmore Street

Phillipsburg, NJ 08865

Phone: 908.454.5500 Ext. 307

Fax: 908.213.1613

Town Owned Properties ALL empty Lots.

The Properties are:

191 Howard St Block 2007 Lot 7

150 Sitgreaves St Block 2002 Lot 20

140 sitgreaves St Block 2002 Lot 16

688 Belvidere Rd Block 513 Lot 10.02

62-66 Sitgreaves St Block 1421 Lot 11 – Paved Lot

R: 2022- 42

**STATEWIDE INSURANCE FUND
RESOLUTION APPOINTING FUND COMMISSIONER**

WHEREAS, Town of Phillipsburg is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the The Town of Phillipsburg (Local Unit) that Robert Bengivenga (entity's elected official or employee) is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2022**; and

BE IT FURTHER RESOLVED that Todd M. Tersigni (second elected official or employee) is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2022**; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Name of Entity: Town of Phillipsburg

ATTEST:

Clerk

By: _____

Print Name: _____

Title: _____

This Resolution agreed to the 1st day of February , 2022, by a vote of:

_____ Affirmative _____ Abstain _____ Negative _____ Absent

**RESOLUTION DESIGNATING A POOL OF SPECIAL PROJECTS
ENGINEERS FOR THE TOWN OF PHILLIPSBURG**

WHEREAS, the Town of Phillipsburg has a need for firms to perform engineering services for the Town on various projects on an as-needed basis("Special Projects Engineers"); and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), a contract for such services may be awarded without competitive bidding by reason that such services constitute "professional services" which are services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship; and

WHEREAS, Frey Engineering, LLC; VanCleaf Engineering Associates, LLC and Remington & Vernick Engineers, LLC (the, "Firms") have submitted proposals to perform engineering and related services on Special Projects within the Town on an as-needed basis and subject to the authorization of Council and also the certification of funds for each project; and

WHEREAS, the Firms' proposals are attached hereto; and

WHEREAS, the Town Council finds it to be in the best interest of the Town of Phillipsburg to appoint the Firms as Special Projects Engineers and to authorize work on an as-needed basis and subject to the authorization of Council and also the certification of funds for each project, which is not subject to public bidding.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that the Mayor and Municipal Clerk are authorized to enter into a Contract with the foregoing Firms to be designated as Special Projects Engineers subject to the authorization of Council and also the certification of funds for each project.

BE IT FURTHER RESOLVED that the Clerk is hereby authorized and directed to cause a notice to be published in the manner provided by law setting forth the nature, duration, service and amount of the Contract and that the resolution and Contract are on file in the Office of the Clerk and are available for public inspection.

CERTIFICATION

I, Lorraine Loudenberg, Acting Municipal Clerk of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on February 1, 2022.

Lorraine Loudenberg, Acting Municipal Clerk

**Frey Engineering, LLC
Labor and Material Rates
January 2022**

A. Labor

<u>Title</u>	<u>Hourly Rate</u>
Sr. Profession Engineer	\$ 165 / hr.
Professional Engineer	\$ 150 / hr.
NJ Licensed Site Remediation Professional	\$ 150 / hr.
Sr. Project Manager	\$ 135 / hr.
Project Manager	\$ 125 / hr.
Engineer / Geologist / Scientist V	\$ 145 / hr.
Engineer / Geologist / Scientist IV	\$ 135 / hr.
Engineer / Geologist / Scientist III	\$ 125 / hr.
Engineer/Geologist/Scientist II	\$ 115 / hr.
Engineer/Geologist / Scientist I	\$ 105 / hr.
Sr. Technician	\$ 95 / hr.
Technician III	\$ 85 / hr.
Technician II	\$ 75 / hr.
Technician I	\$ 65 / hr.
CADD II	\$ 82 / hr.
CADD I	\$ 70 / hr.
Sr. Administrative Staff / Technical Secretary	\$ 55 / hr.
Clerical / Word Processing	\$ 55 / hr.
Sewer Operators	
C-2 Operator/Engineer	\$ 125 / hr.
C-1 Operator/Engineer	\$ 105 / hr.
Operator technician	\$ 65 / hr.

B. Cost Other

Working prints	\$1 / ea.
Final prints (size A/B)	\$4 / ea.
Final prints (size C/D/E)	\$9 / ea.
Mileage	\$ per IRS allowance
Copies	\$0.15 / page
Outside service	cost plus 10%

C. Legal Support

All time spent in deposition or in court will be at double the normal rate.

2022 SCHEDULE OF BILLABLE HOURLY RATES

It has always been the firm's policy to encourage clients to contact our staff with questions or problems that need to be discussed. No fees are incurred each time the telephone is answered or a meeting is held on-site. Clients are free to discuss various projects without fear of incurring a consulting expense. Fees are all project-related, established at the initiation of the project or as the scope of the project can be defined. Prior to client authorization, a detailed proposal, including a scope of services, will be prepared for all Capital Projects. All proposals are subject to negotiation and approval.

ENGINEERING

Regional Engineer/Manager	\$165
Engineering Department Head	\$160
Certified Floodplain Manager	\$160
Project Manager, LSRP	\$160
Project Manager/Engineer	\$155
Project Engineer	\$150
Engineer	\$124
Senior Engineering Technician	\$120
Engineering Technician	\$95
Technical Aide	\$65

PLANNING

Planning Manager	\$160
Project Planner	\$155
Senior Landscape Architect/Planner	\$140
Landscape Architect/Planner	\$120

Principal	\$175
Administrative Manager	\$100

Mileage Commensurate in accordance with IRS Regulations

CONSTRUCTION MANAGEMENT & OBSERVATION

CM & Observation Department Head	\$140
----------------------------------	-------

Construction Management Personnel

Project Manager	\$130
Construction Manager	\$115

Observer Personnel

Observer Supervisor	\$130
Resident Observer NICET IV	\$127
Observer NICET II/III	\$120
Observer	\$115
NACE Certified Coating Inspector	\$124
Contract Administrator	\$110

SURVEY, CAD & GIS

Field Personnel

Surveyor	\$105
Party Chief	\$100
Transit/Rod Person	\$95

Office Personnel

Survey/CAD Department Head	\$140
Survey Manager	\$135
CAD/GIS Manager	\$135
Senior CAD/GIS Technician	\$120
CAD/GIS Technician	\$105

2022 Rate Schedule
Town of Phillipsburg

CLASSIFICATION	HOURLY RATE
Principal Engineer	\$140.00
Senior Professional Engineer	\$130.00
Professional Planner	\$125.00
Professional Engineer	\$112.00
Technical Manager	\$101.00
Project Designer	\$101.00
Senior Construction Observer	\$101.00
Construction Observer - Level 4	\$101.00
Senior CAD Technician	\$94.00
CAD Technician	\$87.00
Senior Geospatial Analyst	\$94.00
Geospatial Analyst	\$87.00
Draftsperson	\$79.00
Technician - Level 2	\$45.00
Technician - Level 1	\$40.00
Director of Surveying	\$130.00
Senior Professional Surveyor	\$105.00
Professional Surveyor	\$101.00
Surveyor	\$79.00
Senior Survey Technician	\$60.00
Two-Person Field Crew	\$134.00
GPS-Two-Person Field Crew	\$148.00
Robotic Unit - One-Person Field Crew	\$101.00
Robotic Unit - Two-Person Field Crew	\$144.00
Unmanned Aerial Specialist	\$101.00

ADDITIONAL EXPENSES:

Photocopies - Standard Rates	Standard
Prints - Standard Rates	Standard

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
PROFESSIONAL SERVICES

WHEREAS, the Town of Phillipsburg, Warren County is in need of Engineering Services for the time period commencing January 1, 2022 through December 31, 2024.

WHEREAS, the Town of Phillipsburg is required by Statute to appoint an Engineer; and

WHEREAS, the Town of Phillipsburg has retained Timothy O'Brien, P.E. of the Firm of Van Cleef Engineering Associates, LLC, 755 Memorial Parkway, Phillipsburg, NJ 08865.

WHEREAS, the Town of Phillipsburg and the Engineer wish to enter into an Agreement for such Services.,

NOW, THEREFORE, BE IT AGREED by and between the Town of Phillipsburg and Timothy O'Brien, P.E. for Van Cleef Engineering Associates as follows:

1. The Borough Engineer shall be compensated the maximum hourly rate of \$140.00 for all Engineering Services rendered.
2. The Town Engineer will serve as general consulting engineer to the Mayor and Council and other Municipal officials, boards, commissions and bodies. The Town Engineer will attend meetings of the Mayor and Council, provide technical advice to various Town employees, agents, departments and committees, furnish pertinent reports and assist in preparation of grant applications and those duties list in Addenda-
 1. The Town Engineer shall be compensated for the duties hereto listed in this section at the monthly retainer rate of \$4100.00.
3. Engineering Services may be performed for the Town of Phillipsburg by other principals and employees of the Firm of Van Cleef Engineering Associates, under the direct supervision of Timothy O'Brien, P.E., when Timothy O'Brien, P.E. is unavailable or, when otherwise necessary and desirable. Such Services shall be compensated in accordance with the "2022 Schedule of Hourly Fees" attached hereto and made a part of this Agreement.
4. This Agreement shall cover the period from January 1, 2022 to December 31, 2024.

5. The Town Engineer agrees that no Services shall be performed unless specific approval is granted by an appropriate Municipal Official, either verbally or in writing.

6. A "C.271 Political Contribution Disclosure Form" is attached hereto and made a part of this Agreement.

Town of Phillipsburg Municipal Engineer

Professional Engineering Services

7. A "Certificate of Employee Information Report" is attached hereto and made a part of this Agreement.

8. Van Cleef Engineering Associates will carry, at its expense during the Appointment Period, professional liability insurance.

9. Van Cleef Engineering Associates has a valid "Business Registration Certification" (BRC), a copy of which is attached hereto and made a part of this Agreement.

10. In the event that Timothy O'Brien, PE should leave Van Cleef Engineering Associates, for any reason, the Town of Phillipsburg shall have the right to void this contract.

11. If any provisions or part thereof this Agreement is held to be void or unenforceable under any law, it shall be deemed to be stricken; all remaining provisions shall, nevertheless, continue to be valid and binding upon the parties. The parties agree that this Agreement shall be reformed to replace such stricken provision or part thereof, with a valid and enforceable provision, which comes as close as possible to expressing the intention of the stricken provision.

ATTEST: for the Town of Phillipsburg for the Town of Phillipsburg

By: _____ Date: _____

Todd M. Tersigni, Mayor [date]

ATTEST: for Van Cleef For: Van Cleef Engineering

Engineering Associates, LLC Associates, LLC

By: _____ Date: _____

Timothy O'Brien, P.E.

Mr. Robert Bengivenga
Business Administrator
Town of Phillipsburg
120 Filmore Street
Phillipsburg, NJ 08865

December 29, 2021

RE: Proposals for 2022- 2024 Professional Services – Town Engineer

Dear Mr. Bengivenga,

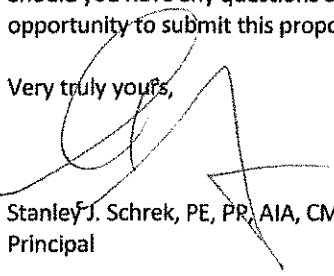
Van Cleef Engineering Associates (VCEA) is pleased to submit, for your consideration, our qualifying documents for continued service as Town Engineer for the upcoming three (3) year term.

As a multi-disciplined firm of engineers, planners, landscape architects, bridge and dam engineers, certified inspectors and land surveyors, Van Cleef provides expertise in all of the major areas of civil engineering and land surveying. Our firm has over 190 employees in 10 regional offices strategically located throughout New Jersey and eastern Pennsylvania. We are focused on building and long-term relationships in concentrated regions which allows us to bring a unique understanding of the local codes, regulations, and processes to every project.

To provide the services requested by the Town, it is proposed that Timothy O'Brien, PE, CME will be your point of contact with Van Cleef and the named Engineer of Record. I will remain as Principal in Charge for VCEA. Together, Tim and I have nearly 60 years of experience in civil engineering, building design and construction management. We have lineage of nearly 40 years of service to the Town of Phillipsburg. As Engineer of Record for several municipalities throughout New Jersey, we have direct responsibility for the planning, design and administration of capital improvement projects, and review services for local Planning and Zoning Boards. We are the appointed engineer for the Borough of Alpha, in Warren County, the Borough of Raritan and the Borough of Manville in Somerset County, Township of Washington in Morris County as well as the Township of Tewksbury in Hunterdon County. We also provide and have provided Professional Engineering Services for many other municipalities, Planning Boards and Zoning Boards. I serve as the Branch Manager for the firm's Warren County office, located in Phillipsburg, NJ, and am a Principal of the firm.

Should you have any questions or require additional information please contact me at 908-454-3080. Thank you for the opportunity to submit this proposal. We look forward to your favorable review.

Very truly yours,



Stanley J. Schrek, PE, PR, AIA, CME, LEED AP
Principal

OFFICE LOCATIONS

www.vancleefengineering.com

Lebanon, NJ 908-735-9500	Hamilton, NJ 609-689-1100	Toms River, NJ 732-573-0490	Freehold, NJ 732-303-8700	Bethlehem, PA 610-332-1772
Hillsborough, NJ 908-359-8291	Mt. Arlington, NJ 862-284-1100	Phillipsburg, NJ 908-454-3080	Doylestown, PA 214-345-1876	Leesport, PA 610-670-6630

2022 Rate Schedule
Town of Phillipsburg

CLASSIFICATION	HOURLY RATE
Principal Engineer	\$140.00
Senior Professional Engineer	\$130.00
Professional Planner	\$125.00
Professional Engineer	\$112.00
Technical Manager	\$101.00
Project Designer	\$101.00
Senior Construction Observer	\$101.00
Construction Observer - Level 4	\$101.00
Senior CAD Technician	\$94.00
CAD Technician	\$87.00
Senior Geospatial Analyst	\$94.00
Geospatial Analyst	\$87.00
Draftsperson	\$79.00
Technician - Level 2	\$45.00
Technician - Level 1	\$40.00
Director of Surveying	\$130.00
Senior Professional Surveyor	\$105.00
Professional Surveyor	\$101.00
Surveyor	\$79.00
Senior Survey Technician	\$60.00
Two-Person Field Crew	\$134.00
GPS-Two-Person Field Crew	\$148.00
Robotic Unit - One-Person Field Crew	\$101.00
Robotic Unit - Two-Person Field Crew	\$144.00
Unmanned Aerial Specialist	\$101.00

ADDITIONAL EXPENSES:

Photocopies - Standard Rates	Standard
Prints - Standard Rates	Standard

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

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Van Cleef Engineering Associates, 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 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Town of Phillipsburg** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

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

Check the box that represents the type of business entity:

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

Name of Stock or Shareholder	Home Address
Neil I Van Cleef	1574 Millstone River Rd, Hillsborough, NJ 08844
Samuel D Costanzo	545 E. State St, Doylestown, PA 18901
Cynthia V Norfleet	1570 Millstone River Rd, Hillsborough, NJ 08844

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.

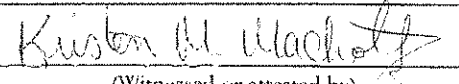
Name of Business Entity: Van Cleef Engineering Associates, LLC

Signature of Affiant:  Title: Managing Director

Printed Name of Affiant: Neil I Van Cleef Date: December 22, 2021

Subscribed and sworn before me this 22nd day of December, 2021.

My Commission expires: February 26, 2023


(Witnessed or attested by)
Kristen M. Macholtz, Notary
(Seal)

Kristen M. Macholtz
Commission # 50077549
Notary Public, State of New Jersey
Commission Expires
February 26, 2023

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
<NAME OF CONTRACTING AGENCY>

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

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

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

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

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

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

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

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

Temporary and Executing

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

~~~~~

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

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

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

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

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

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

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

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

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfnslfnmenu.shtml](http://www.nj.gov/dca/lgs/lfnslfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the "County PCD Forms" link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used "as-is", subject to edits as described herein.
  - e. The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by BLEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

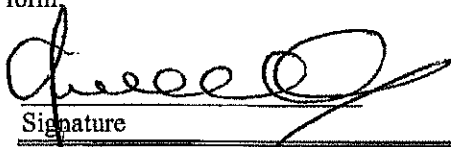
Required Pursuant To N.J.S.A. 19:44A-20.26

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: | Van Cleef Engineering Associates, LLC |        |            |
| Address:     | 32 Brower Lane                        |        |            |
| City:        | Hillsborough                          | State: | New Jersey |
|              |                                       | Zip:   | 08844      |

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.



Neil I Van Cleef

Managing Director

Signature

Printed Name

Title

## Part II - Contribution Disclosure

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

☐ Check here if disclosure is provided in electronic form.

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

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

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Page \_\_\_\_ of \_\_\_\_

[illegible]



**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally-approved or sanctioned EEO/AA program?** Yes ☐ No ☒  
**If yes, please submit a photostatic copy of such approval.**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?** Yes ☒ No ☐  
**If yes, please submit a photostatic copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: Van Cleef Engineering Associates, LLC SIGNATURE: 

PRINT NAME: Neil I Van Cleef TITLE: Managing Director

DATE: December 22, 2021

Certification 3288

# 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-JUN-2020 to 15-JUN-2023



VAN CLEEF ENGINEERING ASSOC.  
32 BROWER LANE, PO BOX 5877  
HILLSBOROUGH NJ 08844

*Elizabeth Maher Muoio*

ELIZABETH MAHER MUOIO  
State Treasurer

(REVISED 4/10)  
**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE 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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting 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, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

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

In conforming with the targeted 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302, electronically provided by the Division and distributed to the public agency through the Division's website at: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

01/31/19

Taxpayer Identification# 222-939-230/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.


If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione  
Director  
New Jersey Division of Revenue

| STATE OF NEW JERSEY<br>BUSINESS REGISTRATION CERTIFICATE         |                                    | DEPARTMENT OF TREASURY/<br>DIVISION OF REVENUE<br>PO BOX 252<br>TRENTON, N J 08646-0252                                            |
|------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| TAXPAYER NAME:<br><b>VAN CLEEF ENGINEERING ASSOCIATES LL</b>     | TRADE NAME:                        |                                                                                                                                    |
| ADDRESS:<br><b>32 BROWER LANE<br/>HILLSBOROUGH NJ 08844-1270</b> | SEQUENCE NUMBER:<br><b>1491848</b> |                                                                                                                                    |
| EFFECTIVE DATE:<br><b>06/08/09</b>                               | ISSUANCE DATE:<br><b>01/31/19</b>  |                                                                                                                                    |
| FORM-BRC<br>(04-08) D205846V                                     |                                    | <br>Director<br>New Jersey Division of Revenue |

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



## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: Professional Engineering Services

VENDOR NAME: Van Cleef Engineering Associates, LLC

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CHECK THE APPROPRIATE BOX



I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR



I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities  
Relationship to Vendor/ Bidder  
Description of Activities

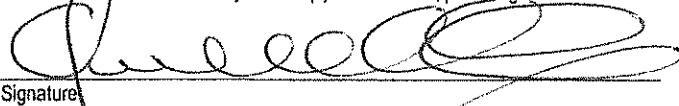
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|  |

Duration of Engagement  
Anticipated Cessation Date

*\*Attach Additional Sheets If Necessary.*

### CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

  
Signature

12/22/2021

Date

Neil I Van Cleef, Managing Director  
Print Name and Title

NON-COLLUSION AFFIDAVIT

State of New Jersey )  
 ) ss

County of Somerset

I, Neil I Van Cleef of the Township of Hillsborough in the County of

Somerset and the State of New Jersey, of full age, being duly sworn according to law on my oath, depose and say, that :

I am Managing Director of the Firm of Van Cleef Engineering Associates, LLC the bidder making the Proposal for the herein project, and that I executed the said Proposal with full authority to do so, that said bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Town of Phillipsburg relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I warrant that no requirement or commitment was made in reference to any political contribution to any party, person, or elected official and that no undisclosed benefits of any kind were promised to any one connected with County government or any political party in reference hereto.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by Van Cleef Engineering Associates, LLC  
NAME OF CONTRACTOR

I further warrant and represent that I have never been convicted of or acknowledge nor admitted to any payment of kickbacks or unlawful gifts to any government official or employee for which conduct the Town of Phillipsburg deems me disqualified from doing business with Van Cleef Engineering Associates, LLC under such circumstances.

I also understand that the above disqualification does not apply to any vendor who cooperates with the prosecution and gives supporting testimony on behalf of the prosecution in the course of a judicial inquiry.

SWORN AND SUBSCRIBED TO  
BEFORE ME THE 22nd DAY  
OF December 20 21

Kristen M. Macholtz  
Signature of Notary Public

Notary Public of New Jersey

My Commission Expires February 26, 2023

Neil I Van Cleef  
SIGNATURE OF AFFIANT

Neil I Van Cleef, Managing Director  
PRINT OR TYPE NAME OF AFFIANT

Kristen M. Macholtz  
Commission # 50077549  
Notary Public, State of New Jersey  
Commission Expires  
February 26, 2023

NC

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

**Name of Organization:** Van Cleef Engineering Associates, LLC

**Organization Address:** 32 Brower Lane, Hillsborough, NJ 08844

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

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☒ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity | Home Address (for Individuals) or Business Address |
|---------------------------------------|----------------------------------------------------|
| Neil I Van Cleef                      | 1574 Millstone River Rd, Hillsborough, NJ 08844    |
| Samuel D Costanzo                     | 545 E. State St, Doylestown, PA 18901              |
| Cynthia V Norfleet                    | 1570 Millstone River Rd, Hillsborough, NJ 08844    |
|                                       |                                                    |



**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

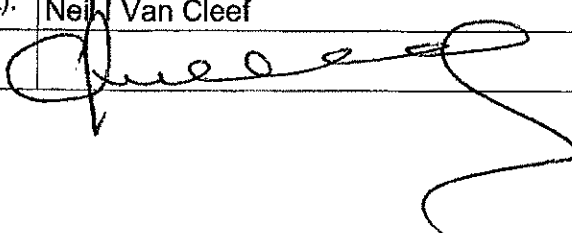
| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|-----------------------------------------------------------------------------|----------|
|                                                                             |          |
|                                                                             |          |

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Home Address (for Individuals) or Business Address |
|-----------------------------------------------------------------------|----------------------------------------------------|
| Neil I Van Cleef                                                      | 1574 Millstone River Rd, Hillsborough, NJ 08844    |
| Samuel D Costanzo                                                     | 545 E. State St, Doylestown, PA 18901              |
| Cynthia V Norfleet                                                    | 1570 Millstone River Rd, Hillsborough, NJ 08844    |

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

|                    |                                                                                     |        |                   |
|--------------------|-------------------------------------------------------------------------------------|--------|-------------------|
| Full Name (Print): | Neil I Van Cleef                                                                    | Title: | Managing Director |
| Signature:         |  | Date:  | December 22, 2021 |

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**Name of Business** Van Cleef Engineering Associates, LLC

☒ 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.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**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

☒ Limited Liability Company

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

**Stockholders:**

Name: Neil I Van Cleef

Name: \_\_\_\_\_

Home Address: 1574 Millstone River Rd  
Hillsborough, NJ 08844

Home Address: \_\_\_\_\_

Name: Samuel D Costanzo

Name: \_\_\_\_\_

Home Address: 545 E. State St  
Hillsborough, NJ 08844

Home Address: \_\_\_\_\_

Name: Cynthia V Norfleet

Name: \_\_\_\_\_

Home Address: 1570 Millstone River Rd  
Hillsborough, NJ 08844

Home Address: \_\_\_\_\_

Subscribed and sworn before me this 22nd day of  
December, 2021

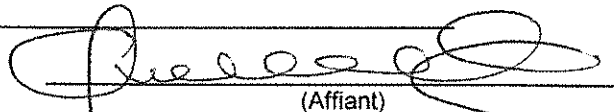
(Notary Public)

Kristen M. Macholtz

My Commission expires: February 26, 2023

Kristen M. Macholtz  
Commission # 50077549

Notary Public, State of New Jersey  
Commission Expires  
February 26, 2023

  
(Affiant)

Neil I Van Cleef, Managing Director

(Print name & title of affiant)

(Corporate Seal)

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

THIS IS TO CERTIFY THAT THE  
Board of Prof. Engineers & Land Surveyors

HAS LICENSED

VAN CLEEF ENGINEERING ASSOCIATES, LLC  
CORNELIUS VANCLEEF  
32 BROWER LANE  
Hillsborough NJ 08844-1270

FOR PRACTICE IN NEW JERSEY AS A(N): Certificate of Authorization  
Engineering & Land Surveying

New Jersey Office of the Attorney General  
Division of Consumer Affairs  
THIS IS TO CERTIFY THAT THE  
Board of Prof. Engineers & Land Surveyors  
HAS LICENSED  
VAN CLEEF ENGINEERING ASSOCIATES, LLC  
Certificate of Authorization  
Engineering & Land Surveying

09/23/2020 TO 08/31/2022  
VALID

24GA28132300  
License/Registration/Certificate #

ACTING DIRECTOR

09/23/2020 TO 08/31/2022  
VALID

Signature of Licensee/Registrant/Certificate Holder

24GA28132300  
LICENSE/REGISTRATION/CERTIFICATION #

ACTING DIRECTOR

PLEASE DETACH HERE  
IF YOUR LICENSE/REGISTRATION/  
CERTIFICATE ID CARD IS LOST  
PLEASE NOTIFY:  
Board of Prof. Engineers & Land Surveyors  
P.O. Box 45015  
Newark, NJ 07101

PLEASE DETACH HERE

VAN CLEEF ENGINEERING ASSOCIATES, LLC  
YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS 24GA 28132300 . PLEASE USE IT IN ALL  
CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS. USE THIS SECTION TO REPORT ADDRESS  
CHANGES. YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED  
BELOW.

EXPIRATION DATE 2022

Board of Prof. Engineers & Land Surveyors  
P.O. Box 45015  
Newark, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW  
YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON  
YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE  
AVAILABLE TO THE PUBLIC.

HOME ☐  
BUSINESS ☐

TELEPHONE  
INCLUDE AREA CODE

PRINT YOUR NEW MAILING ADDRESS BELOW.  
YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY  
THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL  
CORRESPONDENCE.

HOME ☐  
BUSINESS ☐

TELEPHONE  
INCLUDE AREA CODE

If the law governing your profession requires the current license/registration/certificate to be displayed, it should be  
within reasonable proximity of your original license/registration/certificate at your principal office or place of business.