

**MEMBERS**  
MARGE CALDWELL-WILSON  
JOSEPH A. HARRISON  
KATHY MCBRIDE  
GEORGE P. MUSCHAL  
SANTIAGO RODRIGUEZ  
ROBIN M. VAUGHN  
SONYA A. WILKINS



**CITY COUNCIL**  
OFFICE: (609) 989-3147  
FAX: (609) 989-3190

# **TRENTON CITY COUNCIL CONFERENCE SESSION/ REGULAR PUBLIC MEETING**

TRENTON CITY HALL, CITY COUNCIL CHAMBERS,  
319 EAST STATE STREET  
JULY 7, 2022, AT 5:30 PM

## **A G E N D A**

- I. CALL TO ORDER**
- II. FLAG SALUTE**
- III. STATEMENT:** Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Laws 1975, Chapter 231. This Agenda is complete to the extent known and was sent to the Trenton Times, posted on the first-floor bulletin board in City Hall, and filed in the City Clerk's Office. Formal action will be taken.
- IV. ROLL CALL**
- V. OLD BUSINESS:**
  - ORDINANCES**
    - a. Second Readings**
- VI. NEW BUSINESS:**
  - a. First Readings**
  - b. Resolutions**
- IX EXECUTIVE SESSION**
- X. PUBLIC COMMENTS**
- XI. CIVIC COMMENTS**
- XII. ADJOURNMENT**

**CONFERENCE SESSION & REGULAR MEETING  
THURSDAY, JULY 7, 2022**

**1. COMMUNICATIONS AND PETITIONS**

- 1a Foreclosure Notice – Filed by JPMorgan Chase Bank, N.A., 700 Kansas Lane, Monroe, LA 71203, Monroe, LA 71203. Property Address: 415 Woodland Street, Trenton, NJ 08610
- 1b Foreclosure Notice Summons and Complaints – RAS Law Offices, 130 Clinton Road, Suite 202, Fairfield, NJ – Property Address: 25 Ewing Street, Trenton, NJ 08609.
- 1c Foreclosure Notice Summons and Complaint – Filed by Fein Such Kahn 7 Shepard, PC, 7 Century Drive, 2<sup>nd</sup> Floor, Parsippany, NJ 07054 – Property Address: 34 Ashmore Avenue, Trenton, NJ 08611.
- 1d Foreclosure Notice Summons and Complaint – Filed by Brock and Scott, PLLC, 302 Fellowship Road, Suite 130, Mount Laurel, NJ 08054 – Property Address: 127 Tyler Street, Trenton, NJ 08609  
Lot 34/Block 13701.
- 1e Foreclosure Notice Summons and Compliant – Filed by Erick P Kelner, Esquire, Hill Wallack, LLP, 21 Roszel Road, PO Box 5226, Princeton, NJ 08543-5226 – Property Address: 719 William Street, Trenton, NJ 08610, block 21002, Lot 7 & 8.
- 1f Foreclosure Notice Summons and Compliant – Filed by Peter J. Liska, LLC, 766 Shrewsbury Avenue, Tinton Falls, NJ 07724 – Credit Union of New Jersey vs Major McBride, et. al. Property Address: 1458 Stuyvesant Avenue, Trenton, NJ 08618.
- 1g Foreclosure Notice Summons and Compliant – Filed by Stern & Eisenberg, PC, 1040 North Kings Highway, Suite 407, Cherry Hill, NJ 08034 – Property Address: 1006 Revere Avenue, Trenton, NJ 08629.
- 1h Tort Claim Notice for Property Damage- Filed by Domingo Perez – Against the City of Trenton.
- 1i Tort Claim Notice for Personal Injury – Filed by Jonathan D’Agostino & Associates, PC, 3309 Richmond Avenue, Staten Island, NY 10312 – for Rocio M. Cajas-Garcia – Against the City of Trenton.
- 1j Tort Claim Notice – for Personal Injury – Filed by Brandon J. Broderick, Esquire, 65 East Route 4, First Floor, Rive Edge, NJ 07661 – for Melanie Johnson and Ashanti Kelly (minor) – Against the City of Trenton.
- 1k Civil Action - Certification in support of Motion to Amend Compliant to Add Defendant, Rollie Livingston’s Heirs, Devisees and Personal Representatives, and their or Any of Their Successors in Right, Title and Interest – Filed by Rebecca D. Boudwin, Esquire, Boudwin Ross Roy Leodori, PC, 10000 Midlantic Drive, Suite 100E, Mt. Laurel, NJ 08054 – Representing – DSHC Enterprises, LLC vs Rollie Livingston; John Council; City of Trenton; P.I.B and State of New Jersey.
- 1l Civil Action – Notice of Motion to Enforce Litigant’s Rights – Filed by Amber J. Monroe, Esquire, Gary C. Zeitz, LLC, 1101 Laurel Oak Road, Suite 170, Voorhees, NJ,08043 – Representing PC7REO, LLC vs J & L Express Trust, et. al.
- 1m Civil Action- Second amended Complaint to join Gloria Rojas Fernandez as set forth in Paragraph 11e; TD Equities, LLC as set forth in Paragrpah 11d; and Joao Bernardo and Ford Motor Credit Company, LLC as set forth in Paragraph 11e – Filed by Ambert J. Monroe, Esquire, Gary C. Zeitz, LLC, 1101 Laurel Oak Road, Suite 170, Voorhees, NJ 08043 – Representing IBAT NJ Holdings, LLC vs Queen Equities, LLC; John doe and Jane Doe; City of Trenton; Gloria Rojas Fernandez; TD Equities, LLC; Joao Bernardo; Ford Motor Credit Company, LLC.
- 1n Civil Action – Notice of Chapter 11 Bankruptcy Case, District of New Jersey – Filed by S. Jason Teele, Esquire, Sills Cummis & Gross, P.C., One Riverfront Plaza, Newark, NJ 07102 – Representing National Realty Investment Advisors, LLC, et. al. Case# 22-14539-JKS.

- 1o Civil Action – Notice of Sheriff’s Foreclosure Sale – Wednesday, July 6, 2022, at 1:30 pm at the Middlesex Co Sheriff’s Office, 40 Livingston Avenue, New Brunswick, NJ. Note this is an adjournment from the original sale date of March 16, 2022. For sale information visit Auction.com at [www.Auction.com](http://www.Auction.com) or call (800) 280-2832.
- 1p Civil Action – Chapter 11 US Bankruptcy Court District of Delaware. Case #20-12422(JTD) Notice of Occurrence of Effective Date of Fourth Amended Joint Plan of Reorganization (with Technical Modifications) of Mallinckrodt PLC and ITS Debtor Affiliates Under Chapter 11 of the Bankruptcy Code.
- 1q Civil Action – Notice of Motion to Enforce Litigant’s Rights – Filed by Amber Monroe, Esquire, Gary C. Zeitz, LLC, 1101 Laurel Oak Road, Suite 170, Voorhees, NJ 08043 – Representing PC7REO, LLC vs. J & L Express Trust, et. al.
- 1r In REM Tax Foreclosure Action City of Trenton Docket @ F-000426-22 To All Parties listed in Schedule Attached to the Request for Entry of Default Final Judgment, once entered, vests title in the City of Trenton – GMS Law Attorneys, 660 New Road, 1<sup>st</sup> Floor, Northfield, NJ 08225.
- 1s Kleinfelder – Response Action Outcome Form and Response Outcome Letter – New Jersey Department of Treasury Mary Roebing Building, 20 West State Street, Trenton, NJ 0862, NJDEP PL#838972.

**2. REPORTS**

NONE

**3. EXECUTIVE SESSION**

Litigation Matters:

- Zehava Realty, LLC, et al v. COT, et al – MER- L-2715-21
- Fig Series Holdings, LLC, et al v. COT, et al – MER-L-5580-21
- Five NJ Urban Renewal, LLC, et al v. COT, et al – MER-L-2716-21

Workman’s compensation

MATTER OF RASHEEN HARRIS vs. THE CITY OF TRENTON

THE MATTER OF NAQUAN GREEN vs. THE CITY OF TRENTON

MATTER OF SHAUNTEZ CLAYTOR vs. THE CITY OF TRENTON

MATTER OF CONRAD DUBOW vs. THE CITY OF TRENTON

MATTER OF CONRAD DUBOW vs. THE CITY OF TRENTON

MATTER OF MILTON BARBER v. THE CITY OF TRENTON

Attendee: Khalifa L. Shabazz-Charles, Esq.

#### **4. PRESENTATIONS**

- Shift Capitol – Alex Robles (Redevelopment attorney John Hoffman)
- Jelanti Garrett- Director of Trenton Housing Authority

#### **5. ORDINANCES - 2<sup>nd</sup> Reading and Public Hearing**

O-21-30 AN ORDINANCE VACATING PUBLIC RIGHTS OF A PORTION OF LOMBARD ALLEY

#### **6. RESOLUTIONS**

##### **CITY CLERK'S OFFICE**

22-257 RESOLUTION APPOINTING TANZANIA GREEN TO THE TRENTON HOUSING AUTHORITY BOARD OF COMMISSIONERS

22-258 A RESOLUTION CENSURING COUNCILMAN GEORGE MUSCHAL AND URGING THAT HE IMMEDIATELY RESIGN FROM OFFICE

##### **DEPARTMENT OF ADMINISTRATION**

22-205 RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF RASHEEN HARRIS vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2019-10123, IN THE CLAIM AMOUNT OF \$88,522.80, INCLUDING ATTORNEY FEES AND COSTS

22-206 RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF NAQUAN GREEN vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2018-2070, IN THE CLAIM AMOUNT OF \$86,063.28, INCLUDING ATTORNEY FEES AND COSTS

22-207 RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF SHAUNTEZ CLAYTOR vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2019-10782, IN THE CLAIM AMOUNT OF \$41,994.00, INCLUDING ATTORNEY FEES AND COSTS

22-253 RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF CONRAD DUBOW vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2020-6879, IN THE CLAIM AMOUNT OF \$22,618.80, INCLUDING ATTORNEY FEES AND COSTS

22-259 RESOLUTION RESCINDING RESOLUTION 22-183, THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF CONRAD DUBOW vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2020-6879, IN THE CLAIM AMOUNT OF \$16,618.80, INCLUDING ATTORNEY FEES AND COSTS

- 22-260 RESOLUTION AUTHORIZING AN TWO (2) MONTH EXTENSION TO CLAIMS RESOLUTION TO CONTINUE TO PROVIDE THIRD PARTY ADMINISTRATOR SERVICES FOR LIABILITY CLAIMS, WORKER'S COMPENSATION CLAIMS MANAGEMENT AND LOSS CONTROL SERVICES FROM JULY 1, 2022 TO AUGUST 31, 2022, IN AN AMOUNT NOT TO EXCEED \$20,166.70 – CC2019-05
- 22-261 RESOLUTION AWARDED A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ TO MILLENNIUM STRATEGIES, LLC FOR PROFESSIONAL CONSULTING SERVICES IN GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION FOR A PERIOD OF ONE (1) YEAR FROM JULY 1, 2022 TO JUNE 30, 2023, IN AN AMOUNT NOT TO EXCEED \$66,000.00 AT \$5,500.00 PER MONTH – RFP2022-14
- 22-262 RESOLUTION AUTHORIZING A CONTRACT TO SHI INTERNATIONAL CORP., FOR THE PURCHASE OF A CALL MANAGEMENT SYSTEM LICENSE THROUGH NEW JERSEY COOPERATIVE ALLIANCE CKO4-19-34 FOR A PERIOD OF ONE (1) YEAR FROM MAY 1, 2022 TO APRIL 30, 2023, IN AN AMOUNT NOT TO EXCEED \$137,306.67
- 22-263 RESOLUTION FOR MEMBER PARTICIPATION IN A COOPERATIVE PRICING SYSTEM A RESOLUTION AUTHORIZING THE CITY OF TRENTON TO ENTER INTO A COOPERATIVE PRICING AGREEMENT WITH THE NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM

#### **DEPARTMENT OF FINANCE**

- 22-264 RESOLUTION AUTHORIZING THE CITY OF TRENTON TO ISSUE A TAX REFUNDS TOTALING \$19,492.53 ON 20 PROPERTIES
- 22-265 RESOLUTION AUTHORIZING THE USE OF AN ESTIMATED TAX LEVY FOR THE PURPOSES OF ISSUING 2022 3<sup>RD</sup> (AUGUST) QUARTER TAX BILLS (\$31,457,122.80)
- 22-266 RESOLUTION AUTHORIZING EMERGENCY APPROPRIATIONS TO THE CY 2022 TEMPORARY BUDGETS OF THE CITY OF TRENTON CURRENT FUND (\$46,970,773.32)
- 22-267 RESOLUTION AUTHORIZING EMERGENCY APPROPRIATIONS TO THE CY 2022 TEMPORARY UTILITIES BUDGETS OF THE CITY OF TRENTON (\$19,011,462.64)

#### **DEPARTMENT OF LAW**

- 22-269 RESOLUTION AUTHORIZING SETTLEMENT OF A CIVIL ACTION IN THE MATTER OF MILTON BARBER v. THE CITY OF TRENTON, IN THE TOTAL AMOUNT OF \$6,000.00
- 22-270 RESOLUTION AUTHORIZING A PAYMENT OF \$70,000.00 TO THE LAW OFFICES OF RENAUD DEAPPOLONIO, LLC FOR SERVICES RENDERED FOR GENERAL MUNICIPAL LITIGATION AND OTHER LEGAL MATTERS THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ.

- 22-271 RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT WITH THE LAW OFFICE OF WEINER LAW GROUP, LLP., TO PROVIDE PROFESSIONAL LEGAL SERVICES REGARDING GENERAL MUNICIPAL LITIGATION AND OTHER LEGAL MATTERS THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ., FOR A PERIOD OF ONE (1) YEAR FROM JANUARY 1, 2022, TO DECEMBER 31, 2022, IN AN AMOUNT NOT TO EXCEED \$60,000.00 – RFP2022-16
- 22-272 RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT WITH THE LAW OFFICE OF RUDERMAN & ROTH, LLC., TO PROVIDE PROFESSIONAL LEGAL SERVICES REGARDING GENERAL MUNICIPAL LITIGATION AND OTHER LEGAL MATTERS THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ., FOR THE PERIOD COVERING JUNE 1, 2022, TO DECEMBER 31, 2022, IN AN AMOUNT NOT TO EXCEED \$30,000.00 – RFP2022-16
- 22-273 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL LEGAL SERVICES CONTRACT TO CONNIE BENTLEY MCGHEE, ESQ., THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ., TO PROVIDE PROSECUTORIAL SERVICES FOR THE PERIOD COVERING JULY 1, 2022, TO DECEMBER 31, 2022, IN TRENTON MUNICIPAL COURT, IN THE AMOUNT NOT TO EXCEED \$32,500.00 – RFP2022-17
- 22-274 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL LEGAL SERVICES CONTRACT TO CRISTINA L. VAZQUES, ESQ., THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ., TO PROVIDE PROSECUTORIAL SERVICES FOR THE PERIOD COVERING JULY 1, 2022, TO DECEMBER 31, 2022, IN TRENTON MUNICIPAL COURT, IN AN AMOUNT NOT TO EXCEED \$32,500.00 – RFP2022-22
- 22-275 RESOLUTION AUTHORIZING A CONTRACT WHICH WAS AWARDED THROUGH A NON-FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A 40A: 11-3ET, SEQ. TO PAUL SANDERS III OF THE LAW FIRM OF LUM, DRASCO & POSITAN, LLC TO PROVIDE PROFESSIONAL LEGAL SERVICES REGARDING REDEVELOPMENT AND LOCAL FINANCE BOARD MATTERS IN AN AMOUNT NOT TO EXCEED \$17,500

#### **DEPARTMENT OF HOUSING & ECONOMIC DEVELOPMENT**

- 22-276 RESOLUTION TO APPROVE A TRENTON EMERGENCY LOAN (FUNDED WITH UEZ FUNDS) IN THE AMOUNT NOT TO EXCEED \$10,000 TO 9<sup>th</sup> STREET AQUATIC LLC (DBA FISHBOWL ATELIER)
- 22-277 RESOLUTION TO APPROVE A TRENTON EMERGENCY LOAN (FUNDED WITH UEZ FUNDS) IN THE AMOUNT NOT TO EXCEED \$10,000 TO ZMANNA ENTERPRISES
- 22-278 RESOLUTION TO APPROVE A TRENTON EMERGENCY LOAN (FUNDED WITH UEZ FUNDS) IN THE AMOUNT NOT TO EXCEED \$20,000 TO ELI DOMINICAN BEAUTY SALON, LLC
- 22-279 RESOLUTION REJECTING PROPOSAL RECEIVED FOR PLANNING, DESIGN AND ENGINEERING CONSULTANT TO DEVELOP CAPITAL IMPROVEMENT PLANS FOR

THE CITY OF TRENTON, DEPARTMENT OF HOUSING AND ECONOMIC  
DEVELOPMENT PER RFP2022-02B

- 22-280 RESOLUTION AUTHORIZING THE EXECUTION OF PURCHASE MONEY MORTGAGE DOCUMENTS BETWEEN THE CITY OF TRENTON AND JOSEPH T. FISHBURNE AND SHERELLE FISHBURNE FOR THE SALE AND PURCHASE OF CITY-OWNED PROPERTY, IN THE AMOUNT OF FORTY-TWO THOUSAND SEVEN HUNDRED AND FIFTY DOLLARS
- 22-281 RESOLUTION AUTHORIZING THE EXECUTION OF PURCHASE MONEY MORTGAGE DOCUMENTS BETWEEN THE CITY OF TRENTON AND ANWAR RASHEED AND HADIYAH RASHEED FOR THE SALE AND PURCHASE OF CITY-OWNED PROPERTY IN THE AMOUNT OF TWO HUNDRED SIX THOUSAND ONE HUNDRED DOLLARS

**DEPARTMENT OF HEALTH & HUMAN SERVICES**

- 22-282 RESOLUTION AUTHORIZING THE APPLICATION AND ACCEPTANCE OF \$150,000.00 AWARD FROM THE NJ DEPARTMENT OF COMMUNITY AFFAIRS FOR THE TRENTON OFFICE OF RETURNING CITIZENS
- 22-283 RESOLUTION AUTHORIZING THE CITY OF TRENTON TO ENTER INTO A LEASE AGREEMENT WITH THE COUNTY OF MERCER TO UTILIZE THE FOOD PREPARATION AND DINING HALL AREAS OF FOUR CITY OF TRENTON SENIOR CENTERS FOR THE IMPLEMENTATION OF THE MERCER COUNTY NUTRITION PROJECT FOR THE ELDERLY
- 22-284 RESOLUTION AUTHORIZING A CONTRACT AWARDED TO MAGIC TOUCH CONSTRUCTION COMPANY, INC., TO PROVIDE PLUMBING SERVICES ON TWO (2) MOBILE OFFICE TRAILERS FOR THE TRENTON ANIMAL SHELTER AWARDED THROUGH MIDDLESEX EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY (ESCNJ) 20/21/18 – WORK SHALL BE COMPLETED WITHIN THIRTY (30) CALENDAR DAYS FROM “NOTICE TO PROCEED”, IN AN AMOUNT NOT TO EXCEED \$100,942.95 FROM PRIOR APPROVED ARP FUNDING
- 22-285 RESOLUTION AUTHORIZING THE CITY OF TRENTON TO ACCEPT A SHARED SERVICES AGREEMENT WITH THE COUNTY OF MERCER THROUGH THE MERCER COUNTY OFFICE ON AGING 2022 OLDER AMERICAN ACT, SOCIAL SERVICES BLOCK GRANT FOR THE SOCIALIZATION AND RECREATION FOR FOUR SENIOR CENTERS FOR THE CITY OF TRENTON’S SENIOR POPULATION WITH THE OPTION TO EXTEND FOR AN ADDITIONAL ONE (1) YEAR (\$200,678.00)

**DEPARTMENT OF RECREATION, NATURAL RESOURCES & CULTURE**

- 22-286 RESOLUTION APPROVING THE SUBSTANTIAL AMENDMENT TO THE FISCAL YEAR 2019 ANNUAL ACTION PLAN BEGINNING JULY 1, 2019, THROUGH JUNE 30, 2020
- 22-287 RESOLUTION APPROVING THE SUBSTANTIAL AMENDMENT TO THE FISCAL YEAR 2020 ANNUAL ACTION PLAN BEGINNING JULY 1, 2020, THROUGH JUNE 30, 2021
- 22-288 RESOLUTION APPROVING THE FY2022 COMMUNITY DEVELOPMENT BLOCK

GRANT PROGRAM (CDBG), HOME INVESTMENT PARTNERSHIP PROGRAM (HOME),  
AND EMERGENCY SOLUTIONS GRANT PROGRAM (ESG) ANNUAL ACTION PLAN

- 22-289 RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ., TO HMR ARCHITECTS FOR ARCHITECTURAL AND CONSULTING SERVICES AT THE WIREWORKS BUILDING (AKA ROEBLING WIREWORKS) LOCATED AT 675 SOUTH CLINTON AVENUE, TRENTON, NEW JERSEY 08611, IN AN AMOUNT NOT TO EXCEED \$178,045.00 FOR A PERIOD OF ONE (1) YEAR FROM JUNE 24, 2022, TO JUNE 23, 2023 – RFP2022-12

**DEPARTMENT OF PUBLIC WORKS**

- 22-139 RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ., TO GREENMAN-PEDERSEN, INC., FOR ENGINEERING SERVICES FOR PREPARATION OF PLANS SPECIFICATIONS AND INSPECTIONS FOR THE RECONSTRUCTION OF WEST STATE STREET BETWEEN PROSPECT STREET AND PARKSIDE AVENUE (NJDOT LOCAL AID PROJECT), IN AN AMOUNT NOT TO EXCEED \$43,630.00 FOR A PERIOD OF ONE YEAR FROM APRIL 8, 2022 TO APRIL 7, 2023 – PER SPECIFICATIONS – RFP2022-06
- 22-290 RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND EXECUTION OF A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE PROSPECT ST., MEMORIAL DR., LIBERTY ST. IMPROVEMENTS PROJECT
- 22-291 RESOLUTION AUTHORIZING THE SUBMISSION AND ACCEPTANCE OF A GRANT APPLICATION TO THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION'S EQUIPMENT MODERNIZATION PROGRAM IN THE AMOUNT OF \$1.2 MILLION FOR THE PURCHASE OF 2 ELECTRIC SANITATION TRUCKS AND 2 ELECTRIC VEHICLE CHARGING STATIONS FOR THE DEPARTMENT OF PUBLIC WORKS
- 22-292 RESOLUTION ACCEPTING A BID AND AWARDING A CONTRACT TO RICHARD T. BARRETT PAVING COMPANY, INC., FOR THE RECONSTRUCTION OF SOUTH CLINTON AVENUE – PHASE III, PROJECT WORK SHALL BE COMPLETED IN 45 CALENDAR DAYS FROM NOTICE TO PROCEED, IN AN AMOUNT NOT TO EXCEED \$290,555.15 – BID 2022-37

**DEPARTMENT OF POLICE**

- 22-293 RESOLUTION AUTHORIZING THE ACCEPTANCE OF A STATE AND LOCAL AGREEMENT PROVIDED BY THE UNITED STATES DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION, ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE TO THE CITY OF TRENTON, NEW JERSEY POLICE DEPARTMENT
- 22-294 RESOLUTION AUTHORIZING AN APPLICATION FOR THE FY 2022 COPS HIRING COMPETITIVE GRANT PROGRAM, FROM THE OFFICE OF COMMUNITY ORIENTED POLICING SERVICES (\$8,744,749)



## **DEPARTMENT OF FIRE**

- 22-295 RESOLUTION AUTHORIZING THE APPROPRIATION OF \$446,771.00 FROM THE FUNDS ALLOCATED TO THE CITY OF TRENTON UNDER THE AMERICAN RESCUE PLAN ACT OF 2021 FOR REPLACEMENT OF PERSONAL PROTECTIVE EQUIPMENT FOR THE CITY OF TRENTON FIRE DEPARTMENT
- 22-296 RESOLUTION AWARDED A CONTRACT IN ACCORDANCE WITH NEW JERSEY LOCAL CONTRACTS LAW, N.J.S.A. 40A:11-12 TO FIREFIGHTER ONE FOR THE PURCHASE OF PERSONAL PROTECTION EQUIPMENT

## **DEPARTMENT OF WATER AND SEWER**

- 22-237 RESOLUTION ACCEPTING A BID AND AWARDED A CONTRACT TO RARITAN GROUP, INC., FOR THE FURNISH AND DELIVERY F.O.B. OF MUELLER BRASS WATER SERVICE FITTINGS FOR A PERIOD OF ONE (1) YEAR FROM MAY 6, 2022 TO MAY 5, 2023, IN AN AMOUNT NOT TO EXCEED \$332,967.35 – BID 2022-29
- 22-238 RESOLUTION AUTHORIZING A CONTRACT TO ATLANTIC PLUMBING SUPPLY FOR THE PURCHASE OF COPPER WATER SERVICE TUBING TYPE “K” SOFT CTS COPPER (ASTM B8) WITH 200 PSI MAXIMUM WORKING PRESSURE FOR THE CITY OF TRENTON FROM MAY 6, 2022 TO OCTOBER 31, 2022 AWARDED THROUGH NEW JERSEY STATE CONTRACT NUMBER #T-3027 89798, IN AN AMOUNT NOT TO EXCEED \$147,000.00
- 22-239 RESOLUTION AUTHORIZING PAYMENT FOR A CONTRACT WITH MUNICIPAL MAINTENANCE COMPANY, 1352 TAYLORS LANE CINNAMINSON, NEW JERSEY 08077, WHICH WAS AWARDED ON AN EMERGENCY BASIS FOR THE EMERGENCY MAINTENANCE AND REPAIR OF RAW WATER PUMP #2 FOR THE TRENTON WATER WORKS, WATER FILTRATION PLANT, IN AN AMOUNT NOT TO EXCEED \$64,500.00
- 22-240 RESOLUTION AUTHORIZING PAYMENT FOR A CONTRACT WITH GRES PAVING CO., INC., 2475 E. STATE STREET, TRENTON, NEW JERSEY 08619, WHICH WAS AWARDED ON AN EMERGENCY BASIS FOR EMERGENCY ROADWAY RESTORATION REPAIRS AT 2090 GREENWOOD AVENUE, IN HAMILTON, NJ 08609, FOR THE DEPARTMENT OF WATER AND SEWER, TRENTON WATER WORKS, IN AN AMOUNT NOT TO EXCEED \$23,000.00

## **7. ORDINANCES - 1<sup>st</sup> Reading and Introduction**

22-20 AN ORDINANCE REQUIRING ANY GROCERY STORE OR FOOD SERVICE BUSINESS TO OFFER CUSTOMERS MAKING A PURCHASE OF \$50 OR MORE A NON- PLASTIC, NON-PAPER RECYCLED CARRYOUT BAG

22-21 AN ORDINANCE REGULATING THE CITY OF TRENTON WEBSITE

22-22 ORDINANCE AMENDING THE TRENTON CITY CODE TO AMEND CHAPTER 257 TO INCLUDE A NEW ARTICLE “COMPLETE AND GREEN STREETS”

**NOTE:** Three ordinances were removed due to public hearing being scheduled too late in the year.


# RESOLUTION

No. \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

  
WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

  
WAHAB ONITIRI, DIRECTOR OF PUBLIC WORKS

Councilman /woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET-SEQ., TO GREENMAN-PEDERSEN, INC., FOR ENGINEERING SERVICES FOR PREPARATION OF PLANS SPECIFICATIONS AND INSPECTIONS FOR THE RECONSTRUCTION OF WEST STATE STREET BETWEEN PROSPECT STREET AND PARKSIDE AVENUE (NJDOT LOCAL AID PROJECT) IN AN AMOUNT NOT TO EXCEED \$43,630.00 FOR A PERIOD OF ONE (1) YEAR FROM APRIL 8, 2022 TO APRIL 7, 2023 PER SPECIFICATIONS -RFP2022-06**

**WHEREAS**, the City of Trenton, Department of Public Works, Division of Engineering has a need for Engineering Services for Preparation of Plans Specifications, and Inspections for the Reconstruction of West State Street between Prospect Street and Parkside Avenue (NJDOT Municipal Aid Project) for a period of one (1) year for the City of Trenton, Department of Public Works, Division of Engineering; and

**WHEREAS**, due to the existing conditions on West State Street between Prospect Street to Parkside Avenue, the City of Trenton applied and received a grant for total reconstruction of this area. Upon approval, this project will be designed in preparation for construction later this year; and

**WHEREAS**, a request for proposal was advertised on January 26, 2022 by the Purchasing Agent in the Division of Purchasing and six (6) proposals were received on February 17, 2022 and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

**WHEREAS**, the proposal of Greenman-Pedersen, Inc., 310 Gibraltar Drive, Suite 2A, Morris Plains, New Jersey 07950 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

**WHEREAS**, funds in an amount not to exceed \$43,630.00 have been certified to be available in the following capital account number(s): C-04-21-55-011C-001 for a period of one (1) year from April 8 2022 to April 7, 2023 per specifications contingent upon the temporary and final adoption of CY'2022 budget.

# RESOLUTION

**NOW, THEREFORE IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Greenman Pedersen, Inc., 301 Gibraltar Drive, Suite 2A, Morris Plains, New Jersey 07950 for Engineering Services for Preparation of Plans Specifications, and Inspections for the Reconstruction of West State Street between Prospect Street and Parkside Avenue (NJDOT Local Aid Project) in an amount not to exceed \$43,360.00 for a period of one (1) year from April 8, 2022 to April 7, 2023 for the City of Trenton, Department of Public Works, Division of Engineering.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON**  
**DEPARTMENT OF FINANCE**

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CERTIFICATION OF AVAILABILITY OF FUNDS

I, Ron Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now adequate funds to contract with:

Vendor Name: Greenman-Pedersen, Inc

Address: 301 Gibraltar Drive, Suite 2A,

City/State/Zip: Morris Plains, New Jersey

Purpose: Reconstruction of West State Street (between Prospect Street and Parkside Avenue.

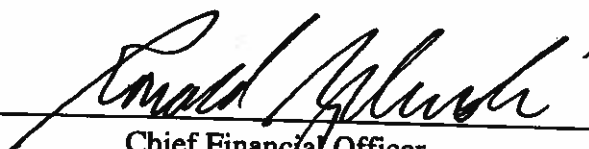
Fund: Capital

Account Number: C-04-21-55-011c-001

Vendor ID: GREEN 060

Requisition Number: Q2-01327

Amount Not to Exceed: \$43,630.00

  
\_\_\_\_\_  
Chief Financial Officer

  
  
\_\_\_\_\_  
Date

# RESOLUTION

No. 22=205

Approved as to Form and Legality

  
Wesley Bridges, City Attorney

Date of Adoption \_\_\_\_\_

Factual content certified by

  
Adam E. Cruz, Business Administrator

Councilman/woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF RASHEEN HARRIS vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2019-10123 IN THE CLAIM AMOUNT OF \$88,522.80 INCLUDING ATTORNEY FEES AND COSTS**

**WHEREAS**, Rasheen Harris, commenced the above Workers Compensation claim against the City of Trenton in Workers Compensation Court of New Jersey, Mercer County; and

**WHEREAS**, the complaint arose from allegations made by the plaintiff of work-related injuries as it purportedly relates to their employment; and

**WHEREAS**, said action has been reviewed and assessed by the City's Workers Compensation Attorney, Khalifah L. Shabazz-Charles, Esq., and the Workers Compensation Attorney is of the opinion that it is in the best interest of the City of Trenton to settle the case in the total amount of \$88,522.80; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01- -80-8030-688 for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton that said action Rasheen Harris vs. City of Trenton, is disposed of by way of settlement in the total amount of \$88,522.80, including attorney fees and costs, in accordance with the stipulation of settlement executed by the parties

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

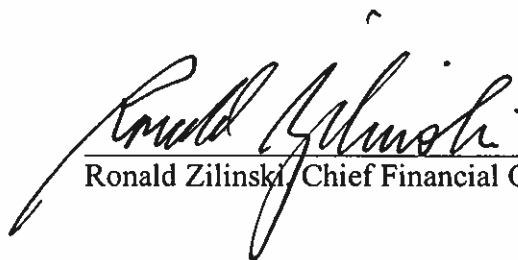
\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award the settlement in the matter of Rasheen Harris vs. the City of Trenton, et al bearing Claim Petition Number 2019-10123 in the amount of \$88,522.80. Such funds for said settlement aware are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01- -80-8030-688.

Dated: 4/29/22

  
Ronald Zilinski, Chief Financial Officer *lv 4/28/22*

# RESOLUTION

No. 22-206

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

  
Wesley Bridges, City Attorney

  
Adam E. Cruz, Business Administrator

Councilman/woman \_\_\_\_\_

\_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF NAQUAN GREEN vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2018-2070 IN THE CLAIM AMOUNT OF \$86,063.28 INCLUDING ATTORNEY FEES AND COSTS**

**WHEREAS**, Naquan Green, commenced the above Workers Compensation claim against the City of Trenton in Workers Compensation Court of New Jersey, Mercer County; and

**WHEREAS**, the complaint arose from allegations made by the plaintiff of work-related injuries as it purportedly relates to their employment; and

**WHEREAS**, said action has been reviewed and assessed by the City's Workers Compensation Attorney, Khalifah L. Shabazz-Charles, Esq., and the Workers Compensation Attorney is of the opinion that it is in the best interest of the City of Trenton to settle the case in the total amount of \$86,063.28; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01- -80-8030-688 for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton that said action Naquan Green vs. City of Trenton, is disposed of by way of settlement in the total amount of \$86,063.28, including attorney fees and costs, in accordance with the stipulation of settlement executed by the parties

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk



**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award the settlement in the matter of Naquan Green vs. the City of Trenton, et al bearing Claim Petition Number 2018-2070 in the amount of \$86,063.28. Such funds for said settlement aware are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01- -80-8030-688.

Dated: 4/29/22

  
Ronald Zilinski, Chief Financial Officer *ln 4/28/22*



Khalifah L. Shabazz \*+∞

\* Managing Attorney  
+ Admitted in NJ & NY  
∞ Admitted in PA

March 10, 2021

**VIA EMAIL ONLY**

Mr. Adam Cruz, Business Administrator  
City of Trenton  
319 State Street  
Trenton, New Jersey 08608

**PRIVILEGED AND CONFIDENTIAL ATTORNEY WORK PRODUCT  
NOT FOR PUBLIC USE  
NOT FOR PUBLIC RELEASE**

**SETTLEMENT AUTHORITY REQUEST: 183 weeks @ \$418.00 = \$76,494.00  
(30.5% of total for lower back)**

**Financial Breakdown**

Payable to client	\$ 76,494.00
Payable to Attorney	\$ 9,179.28
Payable to Doctor	\$ 300.00
Payable to Court Reporter	\$ 90.00

**TOTAL SETTLEMENT: \$86,063.28**

**NEXT LIST DATE: 05/03/21**

**RE: Naquan Green vs. The City of Trenton  
CP No.: 2018-2070  
CI No.: CRC-309-15308  
DOI: 11/29/2017**

Dear Mr. Cruz:

**Summary of the Case:**

Petitioner, a sewer laborer, alleges that as a result of helping an employee shovel dirt into a hole, the ground gave out beneath him and he fell in, sustaining injuries to his lower back on 11/29/17.

Claim petition was filed 01/25/2018.

**Medical Treatment:**

The Academy Building • 17 Academy Street, Suite 1200 • Newark, New Jersey 07102  
Phone: 973-624-1503 • Fax 973-255-1500  
www.shabazzlawfirm.com

On 12/18/17, Petitioner went to Robert Wood Johnson University Hospital at Hamilton for an occupational evaluation. An MRI was recommended.

On 12/28/17, Dr. Cairone noted that the MRI demonstrated a herniated disc on the right at L3-4 and a disc herniation at L4-5 and L5-S1 on the left. He placed Petitioner on a Medrol Dosepak. Petitioner was re-evaluated on 1/5/18 and again on 2/2/18. He was improving with physical therapy.

Dr. Cairone diagnosed Petitioner with lumbar radiculopathy prescribed physical therapy and a series of lumbar epidural steroid injections.

Dr. Shah recommended surgical intervention. He felt that surgery was indicated due to the persistence of pain despite physical therapy and injections. On 1/19/19, Petitioner underwent left L5-S1 laminectomy, medial facetectomy, foraminotomy, and discectomy.

On 5/29/19, Dr. Shah indicated that Petitioner has reach MMI and was cleared to return to work at medium duty capacity.

Petitioner stated that he did not return to work until December 2019 and was performing the full duties of his job.

**Prior Injuries:**

None relevant to present injury.

**Medical Expert Reports:**

**Permanency Exams:**

**Respondents IME-3/3/2020—Dr. Hutter**

Petitioner sustained admitted and compensable injuries to his lower back on 11/29/19 wherein he suffered a left wrist sprain and herniated nucleus pulposus L5-S1.

Medical expert opined 0% permanent injury to the left wrist based on *absence* of any objective findings. The doctor also found 7.5% partial total disability to the lower back due to course of treatment including physical therapy, injections, and lumbar discectomy, but has been performing the full duties of his job and has reached MMI.

**Petitioner IME-5/12/2020-Dr. Diamond**

Petitioner sustained admitted and compensable injuries to the lumbosacral spine on November 29, 2019 wherein he suffered a post traumatic lumbosacral sprain and strain, disc herniation, lumbar radiculitis necessitating interventional pain management, medial facetectomy, foraminotomy, and discectomy.

Medical expert opined 72.5% of partial total relative to the lumbar spine and % of partial total relative to the cervical spine.

**Judge Recommendation:**

This case was conferenced wherein Judge recommended 30.5% partial total of the lower back.

**Our Recommendation/Rationale:**

This matter was conferenced before the Judge of Trenton's Workers' Compensation Court. After negotiations, the Judge considered the medical reports of treating doctors and recommended a settlement at 30.5% of the lumbar spine which equates to 183 weeks at \$78,690.00. The City of Trenton will also be responsible for a \$90.00 stenographic fee, a medical fee of \$300.00 and an attorney's fee of \$9,442.80.

**Claims Resolution Corporation (CRC) Recommendation:**

This request has been reviewed by David Russo of CRC. CRC is in agreement with this recommendation.

**Financial Breakdown**

Payable to client	\$ 76,494.00
Payable to Attorney	\$ 9,179.28
Payable to Doctor	\$ 300.00
Payable to Court Reporter	\$ 90.00

**TOTAL SETTLEMENT: \$86,063.28**

Sincerely,  
SHABAZZ & ASSOCIATES, LLC  
*/s/Khalifah Shabazz-Charles*

Khalifah Shabazz-Charles, Esq.

\_\_\_\_ Approved

\_\_\_\_ Not approved

\_\_\_\_\_  
Adam Cruz, Business Administrator

The Academy Building • 17 Academy Street, Suite 1200 • Newark, New Jersey 07102

Phone: 973-624-1503 • Fax 973-255-1500

www.shabazzlawfirm.com

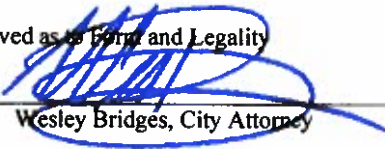
# RESOLUTION

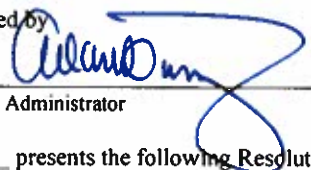
No. 22-207

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

  
Wesley Bridges, City Attorney

  
Adam E. Cruz, Business Administrator

Councilman/woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF SHAUNTEZ CLAYTOR vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2019-10782 IN THE CLAIM AMOUNT OF \$41,994.00 INCLUDING ATTORNEY FEES AND COSTS**

**WHEREAS**, Shauntez Claytor, commenced the above Workers Compensation claim against the City of Trenton in Workers Compensation Court of New Jersey, Mercer County; and

**WHEREAS**, the complaint arose from allegations made by the plaintiff of work-related injuries as it purportedly relates to their employment; and

**WHEREAS**, said action has been reviewed and assessed by the City's Workers Compensation Attorney, Khalifah L. Shabazz-Charles, Esq., and the Workers Compensation Attorney is of the opinion that it is in the best interest of the City of Trenton to settle the case in the total amount of \$41,994.00; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01- -80-8030-688 for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton that said action Shauntez Claytor vs. City of Trenton, is disposed of by way of settlement in the total amount of \$41,994.00, including attorney fees and costs, in accordance with the stipulation of settlement executed by the parties

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award the settlement in the matter of Shauntez Claytor vs. the City of Trenton, et al bearing Claim Petition Number 2019-10782 in the amount of \$41,994.00. Such funds for said settlement aware are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01- -80-8030-688.

Dated: 4/29/22

Ronald Zilinski *la 4/24/22*  
Ronald Zilinski, Chief Financial Officer



22-207

Khalifah L. Shabazz \*+∞

\* Managing Attorney  
+ Admitted in NJ & NY  
∞ Admitted in PA

January 26, 2022

**VIA EMAIL ONLY**

Mr. Adam Cruz, Business Administrator  
City of Trenton  
319 State Street  
Trenton, New Jersey 08608

**PRIVILEGED AND CONFIDENTIAL ATTORNEY WORK PRODUCT  
NOT FOR PUBLIC USE  
NOT FOR PUBLIC RELEASE**

**SETTLEMENT AUTHORITY REQUEST: 136 weeks @ \$272.13 = \$37,146.00  
(17.5% of total for lumbar back and 10% for the left knee)**

**Financial Breakdown**

Payable to client	\$ 37,146.00
Payable to Attorney	\$ 4,458.00
Payable to Doctor	\$ 300.00
Payable to Court Reporter	\$ 90.00

**TOTAL SETTLEMENT: \$ 41,994.00**

**NEXT LIST DATE: 01/31/2022**

**RE: Shauntez Claytor vs. City of Trenton  
CP No.: 2019-10782  
CI No.: CRC-00309-0015897  
DOI: 03/21/19**

Dear Mr. Cruz:

**Summary of the Case:**

Shauntez Claytor is a sanitation driver employed by the City of Trenton. He alleges that on March 21, 2019, he stumbled while loading a couch onto a truck, causing him to fall to the ground and the couch then fell onto his left knee. He alleges that the incident caused injury to his lower back and left knee. He was able to stand and drove himself back to the yard where he reported the incident to his supervisor. His supervisor then drove him to Robert Wood Johnson Hospital where x-rays taken, and he was prescribed crutches.

Claim petition was filed 04/12/19.

The Academy Building • 17 Academy Street, Suite 1200 • Newark, New Jersey 07102  
Phone: 973-624-1503 • Fax 973-255-1500  
www.shabazzlawfirm.com

**Medical Treatment:**

The day of the accident, the Petitioner was evaluated at RWJ Hamilton Occupational Corporate Health. X-Rays of the lumbar spine and left knee were taken. X-Rays of the lumbar spine revealed vertebral body height and alignment were preserved and there was no evidence of spondylolysis or spondylolisthesis. Mild degenerative endplate changes were found and mild chronic-appearing anterior wedging of the visualized lower thoracic vertebral bodies was observed. X-Ray of the left knee revealed that mild osteoarthritic changes were present. There was a mild medial joint space narrowing and tricompartmental marginal osteophyte formation. There was a questionable vertically oriented lucency seen involving the medial patellar facet for which a nondisplaced fracture was not ruled out. An MRI of the left knee was ordered, and Physical Therapy was prescribed. The petitioner was also takes out of work until March 28 ,2019.

The Petitioner underwent a course of physical therapy from April 1, 2019, to September 30, 2019.

On April 5, 2019, the Petitioner was evaluated by Dr. Oswari who recommended a course of physical therapy and a lateral J brace.

On June 14, 2019, the Petitioner underwent an MRI of the lumbar spine which showed a T12-L1 disc herniation, as well as fact hypertrophy at L3-L4, L4-L5, and L5-S1.

On June 25, 2019, the Petitioner was evaluated by Dr. Cairone, who recommended against left knee surgery.

On July 26, 2019, Dr. Cairone recommended the claimant undergo a consultation with an interventional spine specialist to determine if he is a candidate for an epidural.

The Petitioner underwent an evaluation with Dr. Kothari, followed by an L1-L2 interlaminar epidural steroid injection, with no improvement.

On December 12, 2019, the Petitioner underwent L3-L5 facet blocks performed by Dr. Kothari.

On February 13, 2020, Dr. Kothari noted that the claimant was status post bilateral L3-L4 and L4-L5 intra-articular facet injection, with a significant decrease in pain.

On March 19, 2020, the Petitioner was released from care at maximum medical improvement from the care of Dr. Kothari. He was instructed to follow a home exercise program and return to work full duty.

**Prior Injuries:**

None relevant to this claim.



**Medical Expert Reports:**  
**Permanency Exams:**

**Respondents IME - 6/25/20 - Dr. Kevin Egan, MD**

The petitioner was examined by the respondent expert Dr. Egan on 06/25/2020. Dr. Egan opined that upon examination no object findings would support a subjective complaint of discomfort. There is no loss of mobility or function of the lumbar spine referable to the incident in question.

Dr. Egan estimated 0% permanency regarding the lumbar spine and 0% permanency to the left knee referable to the incident of March 21, 2019.

**Petitioner IME - 4/6/21 - Dr. Nicholas Diamond, MD**

The petitioner was examined by the petitioner's expert Dr. Diamond on 04/05/2021. Dr. Diamond opined that the petitioner was suffering from a lumbosacral spine strain and sprain. He also sustained a left knee contusion and sprain.

Dr. Diamond estimated a disability of 47-1/2% of partial total relative to the lumbar spine due to residuals of post-traumatic lumbosacral spine strain and sprain. He also estimated a disability of 40% of partial total to the left knee due to post traumatic contusion and sprain.

**Judge Recommendation:**

This case was conferenced wherein Judge recommended 17.5% of the lumbar spine and 10% of the left knee.

**Our Recommendation/Rationale:**

I recommend that this matter be resolved for the agrees upon amount recommended by the Judge. There is no dispute that this accident occurred during the course of his employment. The only issue is the nature and extent of the injuries. Based on the petitioners, injuries, subjective complaints and medical treatment, I find the Judge recommendation to be aligned with normal case values.

**Claims Resolution Corporation (CRC) Recommendation:**

This request has been reviewed by David Russo of CRC. CRC agrees with this recommendation.

**Financial Breakdown**

Payable to client	\$ 37,146.00
Payable to Attorney	\$ 4,458.00
Payable to Doctor	\$ 300.00
Payable to Court Reporter	\$ 90.00

**TOTAL SETTLEMENT: \$ 41,994.00**

Sincerely,  
SHABAZZ & ASSOCIATES, LLC  
*/s/Khalifah Shabazz-Charles*  
Khalifah Shabazz-Charles, Esq.

\_\_\_\_ Approved

\_\_\_\_ Not approved

\_\_\_\_\_  
Adam Cruz, Business Administrator

Res 22-207


The Academy Building • 17 Academy Street, Suite 1200 • Newark, New Jersey 07102  
Phone: 973-624-1503 • Fax 973-255-1500  
[www.shabazzlawfirm.com](http://www.shabazzlawfirm.com)

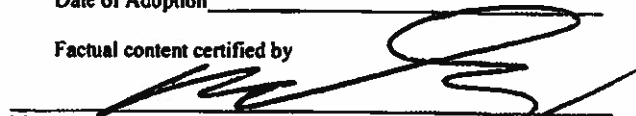
RESOLUTION <sup>22-236</sup> ~~22-236~~ 22-237

Date of Adoption \_\_\_\_\_

Factual content certified by \_\_\_\_\_

Approved as to Form and Legality

  
WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

  
MARK LAVENBERG, DIRECTOR OF WATER & SEWER

\_\_\_\_\_  
Councilman /woman

\_\_\_\_\_  
presents the following Resolution:

**RESOLUTION ACCEPTING A BID AND AWARDING A CONTRACT TO RARITAN GROUP, INC. FOR THE FURNISH AND DELIVERY F.O.B. OF MUELLER BRASS WATER SERVICE FITTINGS FOR A PERIOD OF ONE (1) YEAR FROM MAY 6, 2022 TO MAY 5, 2023 IN AN AMOUNT NOT TO EXCEED \$332,967.35 BID 2022-29**

**WHEREAS**, three (3) sealed bids were received in the Division of Purchasing on March 17, 2022, for the furnish and delivery f.o.b. of mueller brass water service fittings for the City of Trenton, Department of Water and Sewer, Trenton Water Works Construction and Maintenance Office; and

**WHEREAS**, this contract is necessary for the Construction and Maintenance Crews to have the appropriate water distribution system materials on hand in Mueller Brass Water Service Fittings the form of Brass Water Service Fittings. They are used for the repair, renewal, or installation of water services from the curb stop (shut off valve behind curb) to the water main in the street. This is the same water service material used in the implementation of the lead lined water service replacement programs; and

**WHEREAS**, Raritan Group, Inc., P.O. Box 10120, New Brunswick, New Jersey 08906-0120 is made pursuant to advertisement, be and is hereby accepted, as the lowest, responsible, responsive bidder complying with terms and specifications on file in the Division of Purchasing; and

**WHEREAS**, funds in an amount not to exceed \$332,967.35 have been certified to be available in the following account number: CY' 2022, 2-05- -55-5500-833-004 contingent upon the temporary and final adoption of CY'2022 budget. This contract shall be awarded for a period of one (1) year from May 6, 2022 to May 5, 2023.

~~22-236~~ 22-237

# RESOLUTION

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council of the City of Trenton that the Mayor is hereby authorized to execute a contract with Raritan Group, Inc., P.O. Box 10120, New Brunswick, New Jersey 08906-0120 in an amount not to exceed \$332,967.35 for the furnish and delivery f.o.b. of mueller brass water service fittings for the City of Trenton, Department of Water and Sewer, Trenton Water Works Construction and Maintenance Office for the said purposes in the manner prescribed by law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON**  
**DEPARTMENT OF FINANCE**

---

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now adequate funds to contract with:

Vendor Name: Raritan Group, Inc.  
Address: P.O. Box 10120  
City/State/Zip: New Brunswick, NJ 08906-0120  
Purpose: CY' 2022 Mueller Brass Water Service Fittings Contract  
Bid No. 2022-29  
Fund: Operating  
Account Number: 2-05- -55-5000-833-004  
Vendor ID: RARIT010  
Requisition Number: Q2-02679  
Amount not to exceed: \$332,967.35

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
Date

**City of Trenton  
Trenton Water Works  
Memorandum**

**To:** Adam Cruz – Business Administrator  
Isabel Garcia – Purchasing Agent

**From:** Mark Lavenberg  
Director – Water & Sewer



**Date:** April 13, 2022

**Re:** Recommendation for award of BID2022-29 to Raritan Group, Inc. for \$332,967.35 to furnish and deliver Mueller Brass Water Service Fittings to the Trenton Water Works Cortland Street Yard under CY 2022 OA 833-04.

I have reviewed and concur with the recommendation made by John Cassarini, Supervising Engineer, for BID2022-29 regarding the furnishing and delivery of the Mueller Brass Water Service Fittings under CY 2022 OA 833-04. The vendors came in as listed in the order below:

Vendor Bidding	Actual Vendor Bid Amount
Raritan Group Inc. (Note: Vendor had the total amount incorrectly bid as a result of a \$3,675.75 typo error in Item 47); Original Bid Amount was \$329,291.60	\$332,967.35
Ferguson Ent, LLC	\$334,939.19
Brent Material Company	\$353,207.75

The Vendors bid proposal pages are attached listing the bid amounts along with a spreadsheet comparing those unit prices. This contract is necessary for the C&M Crews to have the appropriate water distribution system materials on hand in Mueller Brass Water Service Fittings the form of Brass Water Service Fittings. They are used for the repair, renewal, or installation of water services from the curb stop (shut off valve behind curb) to the water main in the street. This is the same water service material used in the implementation of the lead lined water service replacement program.

As Raritan Group Inc. is the lowest responsible bidder to furnish and deliver the Mueller Brass Water Service Fittings meeting the contract specifications without exceptions, I recommend that they be awarded the Contract as bid. Funding will come from CY 2022 Operating Account 833-04 (2-05-55-5500-833-004). The contract term will be from one year from the issuance of a purchase order number.

**Cc:** Sean Semple, Supervising Engineer – Construction & Maintenance Office  
Joan A. Garret, Budget Officer and Water Utility Administrative Unit Manager  
Yaritza Corado-Lemus, Administrative Secretary  
Ralph Conte, Warehouse Supervisor

Enclosures

TRE. 22-142



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

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

Municipality	City of Trenton
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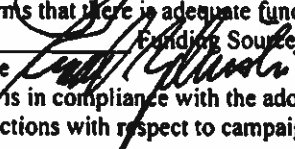
Professional Service or EUS Type	CY'2022 Mueller Brass Water Service Fittings Contract
Name of Vendor	Raritan Group, Inc.
Purpose or Need for service:	Necessary for the repair, renewal or installation of water services from the curb stop (shut off valve behind curb stop) to the water main in the street.
Contract Award Amount	\$332,967.35
Term of Contract	One Year
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	N/A
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc)	Bid Advertisement/Contract Award
Were other proposals received? If so, please attach the names and amounts for each proposal received?	Yes, please see attached.

Please attach any evaluation memoranda or evaluation forms used to evaluate the vendors. If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

  
 Mayor's Signature  
  
 Business Administrator/Manager Signature


Date 5-16-22  
 Date 5/10/22

The Chief Financial Officer affirms that there is adequate funding available for this personnel action. Funding Source for this action 2-05--55-5500-833-004

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

Certifying Officer \_\_\_\_\_ Date \_\_\_\_\_

For LGS use only:  
 Approved  Denied

Director or Designee,   
 Division of Local Government Services  
 Date 5/17/2022

Number Assigned TRE. 22-142



# RESOLUTION

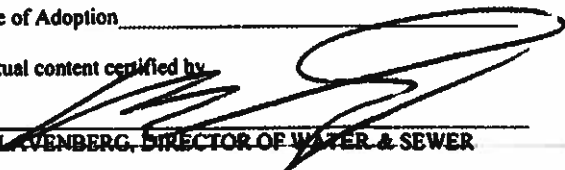
No. \_\_\_\_\_

Approved as to Form and Legality

  
\_\_\_\_\_  
CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

  
\_\_\_\_\_  
MARK LAVENBERG, DIRECTOR OF WATER & SEWER

Councilman /woman \_\_\_\_\_

presents the following Resolution:

**RESOLUTION AUTHORIZING PAYMENT FOR A CONTRACT WITH  
GRES PAVING CO. INC., 2475 E. STATE STREET TRENTON, NEW JERSEY  
08619 WHICH WAS AWARDED ON AN EMERGENCY BASIS FOR  
EMERGENCY ROADWAY RESTORATION REPAIRS AT 2090 GREENWOOD  
AVENUE IN HAMILTON, NJ 08609 FOR THE DEPARTMENT OF WATER  
AND SEWER TRENTON WATER WORKS  
IN AN AMOUNT NOT TO EXCEED \$23,000.00**

**WHEREAS**, a contract was awarded to Gres Paving Co. Inc., 2475 E. State Street, Trenton, New Jersey 08619, for the emergency roadway restoration repairs at 2090 Greenwood Avenue, Hamilton NJ 08609 for the Department of Water & Sewer, Trenton Water Works, Water Distribution Complex; and

**WHEREAS**, the maximum amount of the contract was \$23,000.00 and funds have been certified to be available in 2-05- -55-5500-836-002 and

**WHEREAS**, the Local Public Contracts Law at N.J.S.A. 40A:11-6 provides that “[a]ny contract may be negotiated or awarded . . . without public advertising for bids and bidding therefore, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety and welfare requires the immediate . . . performance of services”, subject to the award being made pursuant to the manner set forth therein; and

**WHEREAS**, the official in charge, Director Mark Lavenberg submitted the attached certification that an emergency existed, and that immediate services to remedy the emergency were required.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton, in the County of Mercer as follows:

1. The Mayor is hereby authorized to provide for payment in the amount of \$23,000.00 to Gres Paving Company, 2475 E. State Street, Trenton, NJ 08619 for emergency roadway restoration repairs.
2. This contract was awarded without competitive bidding as an emergency pursuant to N.J.S.A. 40A:11-6 of the Local Public Contracts Law.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton, and the resolution and contract shall remain on file in the City Clerk’s office.
4. The Emergency Procurement Report shall be filed with the Director of the Division of Local Government Services within 30 days pursuant to N.J.S.A. 19:44A-20.12.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now adequate funds to contract with:

Vendor Name:                   Gres Paving Co. Inc.  
Address:                        2475 East State Street  
City/State/Zip:                Trenton, NJ 08619  
Purpose:                        Emergency Roadway Restoration Repairs at  
                                      2090 Greenwood Ave, Hamilton, NJ  
Fund:                            Operating  
Account Number:                2-05- -55-5500-836-002  
Vendor ID:                      GRESPO05  
Requisition Number:            Q2-03406  
Amount not to exceed:         \$23,000.00

  
\_\_\_\_\_  
Chief Financial Officer

OK, BT

  
\_\_\_\_\_  
Date

## **CERTIFICATION OF EMERGENCY**

I, **Mark Lavenberg**, of full age, hereby certify:

---

1. I am the Director – Water & Sewer.
2. April 17, 2022, Trenton Water Works personnel repaired a 4" water main break that occurred at 2090 Greenwood Ave, Hamilton, NJ 08619.
3. A large volume of water seeped under the roadway where it remained saturated and stable under the base.
4. The recent rise in temperature caused the wet soil to dry, clump and eventually deteriorate causing hazardous driving conditions.
5. NJDOT expressed extreme safety concerns and urged TWW to remedy the matter in accordance with the NJDOT standards.
6. TWW determined that Gres Paving Co. Inc., had the necessary experience and could provide the required supervision, labor, and equipment to perform the work.
7. Gres Paving Co. Inc., milled, removed, and repaved two sections of asphalt in roadway; removing 10" of existing cold patch and stone using D.A.G.B.C. in areas needed; paving roadway with 10" of compacted HMA 25M64 stabilized base asphalt.
8. The actions undertaken to have this emergency repair work done are in accordance with N.J.S.A. 40A:11-6.
9. I certify that the foregoing statements made by me are true to the best of my knowledge and belief.

  
\_\_\_\_\_  
**Mark Lavenberg**  
Director – Water & Sewer



**CITY OF TRENTON  
DEPARTMENT OF WATER AND SEWER  
MEMORANDUM**

**TO:** Isabel Garcia  
Purchasing Agent

Adam Cruz  
Business Administrator

**FROM:** Mark Lavenberg  
Director-Water & Sewer

**DATE:** May 25, 2022

**RE:** Resolution authorizing payment to Gres Paving Co. Inc., in the amount of \$23,000.00 for emergency work performed for the City of Trenton, Department of Water and Sewer Trenton Water Works.

For your review and approval, I have attached a resolution that authorizes payment to Gres Paving Co. Inc., for emergency work it performed for Trenton Water Works. The circumstances necessitating that we do the work using a contractor without public bidding are described in the paragraphs below. I am also providing a certification as required by N.J.S.A. 40A:11-6.

**Nature of Emergency**

On April 17, 2022, Trenton Water Works personnel repaired a 4" water main break that occurred at 2090 Greenwood Ave, Hamilton, NJ 08619. A large volume of water seeped under the roadway where it remained saturated and stable under the base. The recent rise in temperature caused the wet soil to dry, clump and eventually deteriorate causing hazardous driving conditions. New Jersey Department of Transportation expressed extreme safety concerns urging TWW to remedy the matter in accordance with the NJDOT standards. Gres Paving Co. Inc., milled, removed, and repaved two sections of asphalt in roadway. Also removing 10" of existing cold patch and stone using D.A.G.B.C. in areas needed, paving roadway with 10" of compacted HMA 25M64 stabilized base asphalt.

**Time of Occurrence/Funding Source/Amount**

May 23, 2022 / 2-05- -55-5500-836-002/\$23,00.00

**Need of Invoking N.J.S.A. 49A:11-6, Emergency Purchases and Contracts**

N.J.S.A. 40A:11-6 was invoked in order to repair the hazardous conditions created by the undermining caused by the leaking water main.

sj

# RESOLUTION

No. 22-238

Approved to Form and Legality

Date of Adoption \_\_\_\_\_

Factual content certified by

  
WESLEY BRIDGES, ESQ, DIRECTOR OF LAW

  
MARK LAVENBERG, DIRECTOR OF WATER AND SEWER

Councilman /woman \_\_\_\_\_

presents the following Resolution:

**RESOLUTION AUTHORIZING A CONTRACT TO ATLANTIC PLUMBING SUPPLY FOR THE PURCHASE OF COPPER WATER SERVICE TUBING TYPE "K" SOFT CTS COPPER (ASTM B8) WITH 200 PSI MAXIMUM WORKING PRESSURE FOR THE CITY OF TRENTON FROM MAY 6, 2022 TO OCTOBER 31, 2022 AWARDED THROUGH NEW JERSEY STATE CONTRACT NUMBER #T-3027 89798 IN AN AMOUNT NOT TO EXCEED \$147,000.00**

**WHEREAS**, the Division of Purchasing has reviewed and verified New Jersey State Contract No. T-3027 89798 for Plumbing and Heating Supplies/Equipment-Statewide to Atlantic Plumbing Supply Corp., 702 Joline Avenue, P.O. Box 627, Long Branch, New Jersey 07740. The State of New Jersey has awarded this contract from October 31, 2015 to October 30, 2022 as the requirements of the City of Trenton, Department of Water and Sewer, Trenton Water Works, Construction & Maintenance Office Crew; and

**WHEREAS**, N.J.S.A. 40A:11-12(a) permits the City of Trenton to purchase items and provide services without the necessity of competitive bidding under the State of New Jersey Cooperative Purchasing Program; and

**WHEREAS**, this contract is necessary for the Construction & Maintenance Office Crews to have the appropriate water distribution system materials on hand in the form of Copper Water Service Tubing. They are used for the repair, renewal, or installation of water services from the curb stop (shut off valve behind curb) to the water main in the street. This is the same water service material used in the implementation of the lead lined water services replacement program; and

**WHEREAS**, the City of Trenton, Department of Water and Sewer, Trenton Water Works, Construction & Maintenance Office Crew have a need to purchase of copper water service tubing awarded through New Jersey State Contract T-3027 89798 from Atlantic Plumbing Supply Corp., 702 Joline Avenue, P.O. Box 627, Long Branch, New Jersey 07740 awarded through New Jersey State Contract T-3027 89798 in an amount not to exceed of \$147,000.00; and

**WHEREAS**, funds have been certified in an amount to exceed \$147,000.00 for the purchase of copper water service tubing from May 6, 2022 to October 31, 2022 be available in the following accounts number(s): 2-05- -55-5500-833-001 contingent upon the adoption of the CY'22 temporary and or final budgets; and

# RESOLUTION

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton as follows:

1. The Purchasing Agent is hereby authorized to execute a purchase order to Atlantic Plumbing Supply Corp., 702 Joline Avenue, P.O. Box 627, Long Branch, New Jersey 07740 in an amount not to exceed \$147,000.00 for the purchase of copper water service tubing from May 6, 2022 to October 30, 2022 for the City of Trenton, Department of Water and Sewer, Trenton Water Works, Construction & Maintenance Office Crew.
2. The contract is awarded without competitive bidding pursuant to N.J.S.A.40A:11-12(a) of the Local Public Contracts Law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk


**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ronald Zilinski, ~~Acting~~ Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name: Atlantic Plumbing Supply  
Address: 702 Joline Ave Rt. 36 East  
City: Long Branch  
State: NEW JERSEY  
Zip Code: 07740  
PURPOSE: Purchase of Copper Water Service Tubing NJ State Contract #T-3027  
REQ Q2-02528  
TOTAL \$147,000.00  
Fund: OPERATING BUDGET  
Account Number: 2-05-55-5500-833-001  
Vendor ID: ATLAN020

  
\_\_\_\_\_  
Chief Financial Officer OK, RZ  
4/22/22  
\_\_\_\_\_  
Date




**CITY OF TRENTON  
DEPARTMENT OF WATER AND SEWER  
MEMORANDUM**

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**TO:** ISABEL GARCIA  
PURCHASING AGENT

**FROM:** MARK LAVENBERG  
ACTING DIRECTOR, WATER AND SEWER

**DATE:** MARCH 18, 2022



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**RE:** (TWW) Trenton Water Works, (C&M) Construction & Maintenance Office Contract CY 2022 OA 833-01 for Copper Water Service Tubing per NJ State Contract A89798 pricing and the attached specifications and bid proposal, PO Request Form & Estimated Contract Cost of \$147,000.00. The materials are used by the C&M Crews to perform water service installation and repair work in the water distribution system.

Attached is a Material Contract Bid for the Construction & Maintenance Office for CY 2022 OA 833-01 for Copper Water Service Tubing. All necessary documents are attached consisting of:

- NJ State Contract A89798 pricing (unit prices per NJ State Contract A89798 are variable to market prices)
- Excel Spreadsheet Estimating the Contract Amount (\$146,893.11) rounded up to \$147,000.00
- Contract Bid Specifications and Bid Proposal
- Initialed PO REQUEST FORM.

The funding for the Copper Water Service Tubing is earmarked in the OPERATING BUDGET under FY 2022 OA 833-01 and is estimated to cost \$147,000.00. The Funding is to be charged to Copper Water Service Tubing Operating Account 2-05-55-5500-833-001.

This contract is necessary for the C&M Crews to have the appropriate water distribution system materials on hand in the form of Copper Water Service Tubing. They are used for the repair, renewal, or installation of water services from the curb stop (shut off valve behind curb) to the water main in the street. This is the same water service material used in the implementation of the lead lined water service replacement program.

**CC:** Yaritza Corado-Lemus  
Joan Garret  
David Smith, P.E.  
Sean Semple  
J. Reno Cassarini, Jr.  
Ralph T. Conte

**Enclosures**

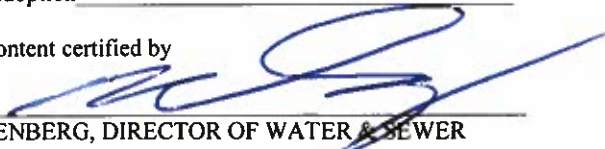
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# RESOLUTION 22-239

Approved as to Form and Legality  
  
 \_\_\_\_\_  
 CITY ATTORNEY

Date of Adoption \_\_\_\_\_  
 Factual content certified by  
  
 \_\_\_\_\_  
 MARK LAVENBERG, DIRECTOR OF WATER & SEWER

Councilman /woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING PAYMENT FOR A CONTRACT WITH  
 MUNICIPAL MAINTENANCE COMPANY, 1352 TAYLORS LANE  
 CINNAMINSON, NEW JERSEY 08077,  
 WHICH WAS AWARDED ON AN EMERGENCY BASIS FOR THE  
 EMERGENCY MAINTENANCE AND REPAIR OF RAW WATER PUMP #2  
 FOR THE TRENTON WATER WORKS, WATER FILTRATION PLANT  
 IN AN AMOUNT NOT TO EXCEED \$64,500.00**

**WHEREAS**, a contract was awarded to Municipal Maintenance Company, 1352 Taylors Lane, Cinnaminson, New Jersey 08077, for the Emergency Maintenance and Repairs of the Raw Water Pump #2 for the Department of Water & Sewer, Trenton Water Works, Water Filtration Plant; and

**WHEREAS**, the maximum amount of the contract was \$64,500.00 and funds have been certified to be available in 2-05- -55-5500-813-014 and

**WHEREAS**, the Local Public Contracts Law at N.J.S.A. 40A:11-6 provides that “[a]ny contract may be negotiated or awarded . . . without public advertising for bids and bidding therefore, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety and welfare requires the immediate . . . performance of services”, subject to the award being made pursuant to the manner set forth therein; and

**WHEREAS**, the official in charge, Director Mark Lavenberg submitted the attached certification that an emergency existed, and that immediate services to remedy the emergency were required.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton, in the County of Mercer as follows:

1. The Mayor is hereby authorized to provide for payment in the amount of \$64,500.00 to Municipal Maintenance Company, 1352 Taylors Lane, Cinnaminson, NJ 08077 for emergency maintenance and repairs to the Raw Water Pump #2.
2. This contract was awarded without competitive bidding as an emergency pursuant to N.J.S.A. 40A:11-6 of the Local Public Contracts Law.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton, and the resolution and contract shall remain on file in the City Clerk’s office.
4. The Emergency Procurement Report shall be filed with the Director of the Division of Local Government Services within 30 days pursuant to N.J.S.A. 19:44A-20.12.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
 President of Council City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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CERTIFICATION OF AVAILABILITY OF FUNDS

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now adequate funds to contract with:

Vendor Name: Municipal Maintenance Company  
Address: 1352 Taylors Lane  
City/State/Zip: Cinnaminson, NJ 08077

Purpose: Emergency Maintenance and Repair of Raw Water Pump #2

Fund: Operating

Account Number: 2-05- -55-5500-813-014

Vendor ID: MUNIC030

Requisition Number: Q2-02820

Amount not to exceed: \$64,500.00

  
\_\_\_\_\_  
Chief Financial Officer

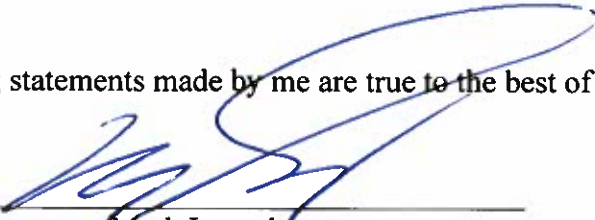
OK, BT

  
\_\_\_\_\_  
Date

## CERTIFICATION OF EMERGENCY

I, Mark Lavenberg, of full age, hereby certify:

1. I am the Director – Water & Sewer.
2. The Raw Water pump #2 was in service. The influent flow of water began to fluctuate, and smoke was seen coming from the pump.
3. The Water Filtration Plant has redundancy on all pumps. If additional pumps break down, the Filtration Plant will be unable to produce water.
4. TWW determined that Municipal Maintenance Company had the necessary experience and could provide the required supervision, labor, and equipment to perform the work.
5. Municipal Maintenance pulled the lid to the pump and discovered construction debris such as, wood, rope, etc., in the impeller of the pump. They inspected the parts and found that the mechanical seal, shaft and bearing needs replacement.
6. The actions undertaken to have this emergency repair work done are in accordance with N.J.S.A. 40A:11-6.
7. I certify that the foregoing statements made by me are true to the best of my knowledge and belief.

  
\_\_\_\_\_  
Mark Lavenberg  
Director – Water & Sewer



**CITY OF TRENTON  
DEPARTMENT OF WATER AND SEWER  
MEMORANDUM**

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**TO:** Isabel Garcia  
Purchasing Agent

Adam Cruz  
Business Administrator

**FROM:** Mark Lavenberg  
Director-Water & Sewer

**DATE:** April 29, 2022

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**RE:** Resolution authorizing payment to Municipal Maintenance Company in the amount of \$64,500.00 for emergency work performed for the City of Trenton, Trenton Water Works, Water Filtration Plant.

For your review and approval, I have attached a resolution that authorizes payment to Municipal Maintenance Company, for emergency work it performed for Trenton Water Works. The circumstances necessitating that we do the work using a contractor without public bidding are described in the paragraphs below. I am also providing a certification as required by N.J.S.A. 40A:11-6.

**Nature of Emergency**

The Raw Water pump #2 was in service. The influent flow of water began to fluctuate, and smoke was seen coming from the pump. The Water Filtration Plant has redundancy on all pumps. Should additional pumps break down, the Filtration Plant would be unable to produce water. Municipal Maintenance assessed the matter by pulling the lid to the pump in which construction debris such as, wood, rope, etc., in the impeller of the pump was discovered. With further inspection of the parts, it was found that the mechanical seal, shaft and bearing needs replacement. These repairs were necessary to maintain the Filtration Plant and remote site operations.

**Time of Occurrence/Funding Source/Amount**

April 27, 2022 / 2-05- -55-5500-813-014/\$64,500.00

**Need of Invoking N.J.S.A. 49A:11-6, Emergency Purchases and Contracts**

N.J.S.A. 40A:11-6 was invoked because unforeseen conditions were discovered that could have caused the necessary shut down of the Water Filtration Plant operations.

sj

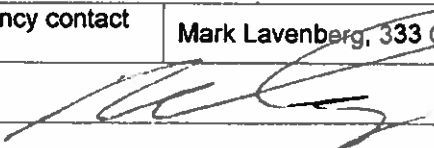
attachments

**N.J. Division of Local Government Services**

**EMERGENCY PROCUREMENT REPORT**

This report is to be filed by the contracting agent of the public agency with the Director of the Division of Local Government Services within 30 days of the date the emergency contract was issued. Please provide the necessary information to satisfactorily complete the report. Refer to the Instructions accompanying this form and the statutory and regulatory citations on the reverse of this form.

This form is designed to be completed using Microsoft Word; if not completed that way, please print it out.

1. Name of Public Agency:	City of Trenton	County:	Mercer
2. Date Emergency occurred:	4/27/22	Time emergency occurred:	11:00am
3. Date emergency declared:	4/27/22	Time emergency declared:	12:00pm
4. Agency/department responsible for determining there was an emergency:	Trenton Water Works		
5. Name and title of the official in charge of that agency:	Mark Lavenberg, Director of Water & Sewer		
6. Describe the condition or circumstance pertaining to the emergency (attach additional sheets if necessary):			
Raw water pump #2 mechanical seal failed due to fluctuations in raw water flow during inspection of raw water channels.			
7. Name and title of the individual who determined the matter was an emergency and authorized award of contract(s):	Mark Lavenberg, Director of Water & Sewer		
8. The total (or estimated) cost of providing the goods or performing services was:	\$64,500.00		
9. List the names the contractors/suppliers receiving 25% or more of the contracts awarded under the emergency:			
Municipal Maintenance			
10. When was the notification reduced to writing and filed with the purchasing agent?	5/2/22		
11. Has the public agency adopted a "chain of command" procedure pursuant to N.J.A.C.5:34-6.1?	Yes		
This report was completed by (name and title):			
Taya Brown-Humphrey, Water Treatment Plant Superintendent			
Name and Address of agency contact person:			
Mark Lavenberg, 333 Courtland Street, Trenton, NJ 08604			
Signature:			Date: 5/23/22

Submit by mail or fax to:  
 Director, Division of Local Government Services  
 P.O. Box 803  
 Trenton, New Jersey 08625-0803  
 Fax: 609-633-6243

010-22-172

ATTACHMENT D

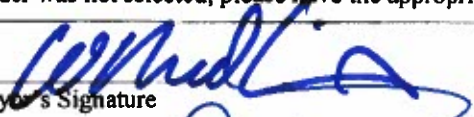
STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
CONTRACT REQUEST FORM

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

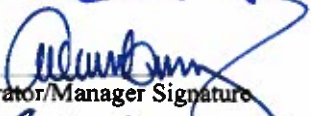
Municipality	City of Trenton
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Professional Service or EUS Type	Emergency Procurement, Repair of Raw Water Pump #2
Name of Vendor	Municipal Maintenance
Purpose or Need for service:	Repair of Raw Water Pump #2, which bring water into the Filtration Plant.
Contract Award Amount	\$64,500.00
Term of Contract	N/A
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	N/A
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc)	Emergency
Were other proposals received? If so, please attach the names and amounts for each proposal received?	No

Please attach any evaluation memoranda or evaluation forms used to evaluate the vendors. If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

  
Mayor's Signature

Date 5/31/22

  
Business Administrator/Manager Signature

Date 5/26/22

The Chief Financial Officer affirms that there is adequate funding available for this personnel action. Funding Source for this action 2-05- 5-5500-813-014  
Chief Financial Office Signature

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

Certifying Officer \_\_\_\_\_ Date \_\_\_\_\_

For LGS use only:  
 Approved  Denied

 Date 6/13/2022  
Director or Designee,  
Division of Local Government Services

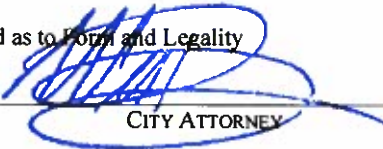
Number Assigned 010-22-172

# RESOLUTION

22-240

No. \_\_\_\_\_

Approved as to Form and Legality



CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

MARK LAVENBERG, DIRECTOR OF WATER & SEWER

Councilman /woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING PAYMENT FOR A CONTRACT WITH GRES PAVING CO. INC., 2475 E. STATE STREET TRENTON, NEW JERSEY 08619 WHICH WAS AWARDED ON AN EMERGENCY BASIS FOR EMERGENCY ROADWAY RESTORATION REPAIRS AT 2090 GREENWOOD AVENUE IN HAMILTON, NJ 08609 FOR THE DEPARTMENT OF WATER AND SEWER TRENTON WATER WORKS IN AN AMOUNT NOT TO EXCEED \$23,000.00**

**WHEREAS**, a contract was awarded to Gres Paving Co. Inc., 2475 E. State Street, Trenton, New Jersey 08619, for the emergency roadway restoration repairs at 2090 Greenwood Avenue, Hamilton NJ 08609 for the Department of Water & Sewer, Trenton Water Works, Water Distribution Complex; and

**WHEREAS**, the maximum amount of the contract was \$23,000.00 and funds have been certified to be available in 2-05- -55-5500-836-002 and

**WHEREAS**, the Local Public Contracts Law at N.J.S.A. 40A:11-6 provides that “[a]ny contract may be negotiated or awarded . . . without public advertising for bids and bidding therefore, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety and welfare requires the immediate . . . performance of services”, subject to the award being made pursuant to the manner set forth therein; and

**WHEREAS**, the official in charge, Director Mark Lavenberg submitted the attached certification that an emergency existed, and that immediate services to remedy the emergency were required.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton, in the County of Mercer as follows:

1. The Mayor is hereby authorized to provide for payment in the amount of \$23,000.00 to Gres Paving Company, 2475 E. State Street, Trenton, NJ 08619 for emergency roadway restoration repairs.
2. This contract was awarded without competitive bidding as an emergency pursuant to N.J.S.A. 40A:11-6 of the Local Public Contracts Law.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton, and the resolution and contract shall remain on file in the City Clerk’s office.
4. The Emergency Procurement Report shall be filed with the Director of the Division of Local Government Services within 30 days pursuant to N.J.S.A. 19:44A-20.12.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

CERTIFICATION OF AVAILABILITY OF FUNDS

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now adequate funds to contract with:

Vendor Name:                   Gres Paving Co. Inc.  
Address:                         2475 East State Street  
City/State/Zip:                 Trenton, NJ 08619  
Purpose:                         Emergency Roadway Restoration Repairs at  
                                       2090 Greenwood Ave, Hamilton, NJ  
Fund:                             Operating  
Account Number:                2-05- -55-5500-836-002  
Vendor ID:                       GRES005  
Requisition Number:            Q2-03406  
Amount not to exceed:         \$23,000.00

  
\_\_\_\_\_  
Chief Financial Officer

OK, BT

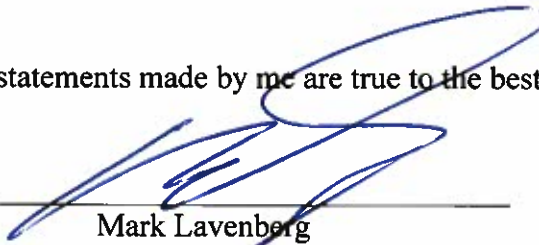
  
\_\_\_\_\_  
Date



## CERTIFICATION OF EMERGENCY

I, Mark Lavenberg, of full age, hereby certify:

1. I am the Director – Water & Sewer.
2. April 17, 2022, Trenton Water Works personnel repaired a 4” water main break that occurred at 2090 Greenwood Ave, Hamilton, NJ 08619.
3. A large volume of water seeped under the roadway where it remained saturated and stable under the base.
4. The recent rise in temperature caused the wet soil to dry, clump and eventually deteriorate causing hazardous driving conditions.
5. NJDOT expressed extreme safety concerns and urged TWW to remedy the matter in accordance with the NJDOT standards.
6. TWW determined that Gres Paving Co. Inc., had the necessary experience and could provide the required supervision, labor, and equipment to perform the work.
7. Gres Paving Co. Inc., milled, removed, and repaved two sections of asphalt in roadway; removing 10” of existing cold patch and stone using D.A.G.B.C. in areas needed; paving roadway with 10” of compacted HMA 25M64 stabilized base asphalt.
8. The actions undertaken to have this emergency repair work done are in accordance with N.J.S.A. 40A:11-6.
9. I certify that the foregoing statements made by me are true to the best of my knowledge and belief.



---

Mark Lavenberg  
Director – Water & Sewer



**CITY OF TRENTON  
DEPARTMENT OF WATER AND SEWER  
MEMORANDUM**

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**TO:** Isabel Garcia  
Purchasing Agent

Adam Cruz  
Business Administrator

**FROM:** Mark Lavenberg  
Director-Water & Sewer

**DATE:** May 25, 2022

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**RE:** Resolution authorizing payment to Gres Paving Co. Inc., in the amount of \$23,000.00 for emergency work performed for the City of Trenton, Department of Water and Sewer Trenton Water Works.

For your review and approval, I have attached a resolution that authorizes payment to Gres Paving Co. Inc., for emergency work it performed for Trenton Water Works. The circumstances necessitating that we do the work using a contractor without public bidding are described in the paragraphs below. I am also providing a certification as required by N.J.S.A. 40A:11-6.

**Nature of Emergency**

On April 17, 2022, Trenton Water Works personnel repaired a 4" water main break that occurred at 2090 Greenwood Ave, Hamilton, NJ 08619. A large volume of water seeped under the roadway where it remained saturated and stable under the base. The recent rise in temperature caused the wet soil to dry, clump and eventually deteriorate causing hazardous driving conditions. New Jersey Department of Transportation expressed extreme safety concerns urging TWW to remedy the matter in accordance with the NJDOT standards. Gres Paving Co. Inc., milled, removed, and repaved two sections of asphalt in roadway. Also removing 10" of existing cold patch and stone using D.A.G.B.C. in areas needed, paving roadway with 10" of compacted HMA 25M64 stabilized base asphalt.

**Time of Occurrence/Funding Source/Amount**

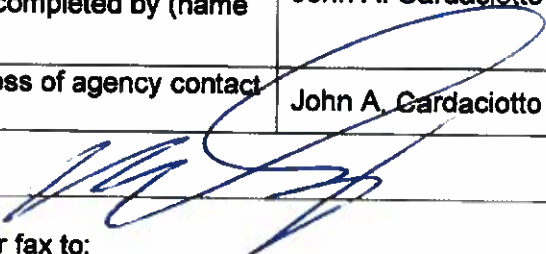
May 23, 2022 / 2-05- -55-5500-836-002/\$23,00.00

**Need of Invoking N.J.S.A. 49A:11-6, Emergency Purchases and Contracts**

N.J.S.A. 40A:11-6 was invoked in order to repair the hazardous conditions created by the undermining caused by the leaking water main.

**N.J. Division of Local Government Services  
EMERGENCY PROCUREMENT REPORT**

This report is to be filed by the contracting agent of the public agency with the Director of the Division of Local Government Services within 30 days of the date the emergency contract was issued. Please provide the necessary information to satisfactorily complete the report. Refer to the Instructions accompanying this form and the statutory and regulatory citations on the reverse of this form.

1. Name of Public Agency:	City of Trenton	County:	Mercer
2. Date Emergency occurred:	5/23/22	Time emergency occurred:	12:00 pm
3. Date emergency declared:	5/23/22	Time emergency declared:	2:30 pm
4. Agency/department responsible for determining there was an emergency:	Trenton Water Works		
5. Name and title of the official in charge of that agency:	Mark Lavenberg, Director		
6. Describe the condition or circumstance pertaining to the emergency (attach additional sheets if necessary):			
<p>On Friday, April 17<sup>th</sup>, 2022, a water main break occurred at 2090 Greenwood Ave (NJSH Rte 33) in Hamilton NJ. TWW dispatched crews to assess and repair the break. The excavation was backfilled and the road was temporarily surfaced using cold patch. Over time, the cold patch road restoration deteriorated and is now causing an unsafe driving condition per NJDOT officials. NJDOT has expressed via email (attached) the immediate safety concerns that have developed and need to restore the roadway properly and in accordance with NJDOT standards. Gres Paving was contacted to complete the emergency work. The work is to be completed during night hours per NJDOT. We expect the work to be completed within 48 hours.</p>			
7. Name and title of the individual who determined the matter was an emergency and authorized award of contract(s):	Mark Lavenberg, Director		
8. The total (or estimated) cost of providing the goods or performing services was:	\$ 24,000.00		
9. List the names the contractors/suppliers receiving 25% or more of the contracts awarded under the emergency:			
Gres Paving			
10. When was the notification reduced to writing and filed with the purchasing agent?			5/24/22
11. Has the public agency adopted a "chain of command" procedure pursuant to N.J.A.C.5:34-6.1?			Yes
This report was completed by (name and title):	John A. Cardaciotto W.S.D.T.		
Name and Address of agency contact person:	John A. Cardaciotto W.S.D.T.		
Signature:			Date: 5/24/22

Submit by mail or fax to:  
 Director, Division of Local Government Services  
 P.O. Box 803  
 Trenton, New Jersey 08625-0803  
 Fax: 609-633-6243

# GRES PAVING CO., INC.

NJ Builder's Reg. #0100619451



2475 East State Street

Trenton, NJ 08619

Phone: (609) 890-6848

Fax: (609) 890-7702

[grespaving@aol.com](mailto:grespaving@aol.com)

## PROPOSAL

PAGE 1 OF 1

<b>PROPOSAL SUBMITTED TO</b> Trenton Water Works	<b>PHONE</b> 609 989-3055	<b>DATE</b> May 24, 2022
<b>Street</b> 333 Cortland Street	<b>JOB NAME</b> 2090 Greenwood Ave. NJDOT Roadway Restoration	
<b>CITY, STATE, ZIP CODE</b> Trenton, NJ 08638	<b>JOB LOCATION</b> 2090 Greenwood Avenue, Hamilton Twp., NJ 08609	
<b>CONTACT:</b> John Cardaciotto C 609 577-3260	<b>E-MAIL</b> <a href="mailto:jcardaciotto@trentonnj.org">jcardaciotto@trentonnj.org</a>	<b>FAX</b>

We hereby propose to furnish materials and labor necessary for the completion of:

Job Location: 2090 Greenwood Ave., Hamilton Twp., NJ 08609

Mill/Remove and repave two sections of asphalt in roadway as marked out in white by TWW. (Approx. 8' x 22' & 8' x 14')

Remove 10" of existing cold patch and stone. Install D.G.A.B.C. in areas as/if needed.

Pave with 10" of compacted HMA 25M64 stabilized base asphalt.

Scheduled for Thursday 5/26/22. Work to commence after 6:45 PM. Mobilize at 6:00 PM at request of TWW.

Eastbound lane to be closed to thru traffic. Traffic to be alternated into westbound lane.

Police not required per TWW.

**\$23,000.00**

WE PROPOSE hereby to furnish material and labor to complete in accordance with above specifications, for the sum of:

**Twenty-Three Thousand Dollars and 00/100 Cents**

### Payment to be made as follows: Net 30 Days

Contractor warrants workmanship and material for a period of one year from date of completion. All material is guaranteed to be as specified, and all work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. There will be no guarantee against tire marks, indentations, gas or oil stains or vegetation. 70% water drainage guaranteed. All stone to be quarry blend or recycled material as approved by DOT. Not responsible for any damage that may occur due to weight of trucks or equipment. A late fee of 1 1/2% interest per month charged on past due accounts plus attorney fees and court cost. All employees are covered by Workers Compensation Insurance.

Authorized  
Signature

*Ralph J. Vacciano*

Note: this proposal may be withdrawn by us if not accepted within 30 days.

Signature: \_\_\_\_\_

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

TRC-22-173


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

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


Municipality	City of Trenton
--------------	-----------------

Professional Service or EUS Type	Emergency Procurement, Roadway Restoration Repairs.
Name of Vendor	Gres Paving Co. Inc.
Purpose or Need for service:	Emergency Roadway Restoration Repairs at 2090 Greenwood Ave, Hamilton NJ 08609
Contract Award Amount	\$23,000.00
Term of Contract	N/A
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	N/A
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc)	Emergency
Were other proposals received? If so, please attach the names and amounts for each proposal received?	No

Please attach any evaluation memoranda or evaluation forms used to evaluate the vendors. If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

  
Mayor's Signature Date 6-3-22

  
Business Administrator/Manager Signature Date 6/1/22

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.  Funding Source for this action 2-05- 5-5500-836-002  
Chief Financial Officer Signature

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

Certifying Officer \_\_\_\_\_ Date \_\_\_\_\_

**For LGS use only:**

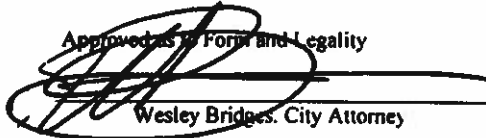
Approved  Denied  Date 06/14/2022

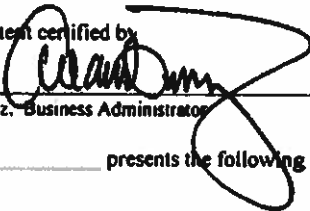
Director or Designee,  
Division of Local Government Services

Number Assigned TRC-22-173

# RESOLUTION

No. 22- 22-253

Approved as to Form and Legality  
  
 Wesley Bridges, City Attorney  
 Councilman/woman \_\_\_\_\_

Date of Adoption \_\_\_\_\_  
 Factual content certified by  
  
 Adam E. Cruz, Business Administrator  
 \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF CONRAD DUBOW vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2020-6879 IN THE CLAIM AMOUNT OF \$22,618.80 INCLUDING ATTORNEY FEES AND COSTS**

**WHEREAS**, Conrad Dubow, commenced the above Workers Compensation claim against the City of Trenton in Workers Compensation Court of New Jersey, Mercer County; and

**WHEREAS**, the complaint arose from allegations made by the plaintiff of work-related injuries as it purportedly relates to their employment; and

**WHEREAS**, said action has been reviewed and assessed by the City's Workers Compensation Attorney, Khalifah L. Shabazz-Charles, Esq., and the Workers Compensation Attorney is of the opinion that it is in the best interests of the City of Trenton to settle the case in the total amount of \$22,618.80; and

**WHEREAS**, The Chief Financial Officer has certified that sufficient funds are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01-0- -80-8030-688 for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton that said action Conrad Dubow vs. City of Trenton, is disposed of by way of settlement in the total amount of \$22,618.80, including attorney fees and costs, in accordance with the stipulation of settlement executed by the parties.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
 President of Council

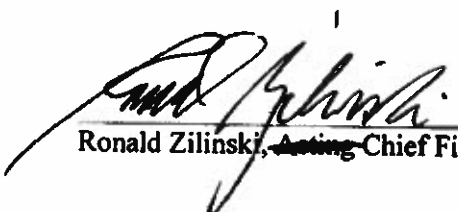
\_\_\_\_\_  
 City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ronald Zilinski, Acting Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award the settlement in the matter of Conrad Dubow vs. the City of Trenton, et al bearing Claim Petition Number 2020-6879 in the amount of \$22,618.80. Such funds for said settlement aware are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01-0- -80-8030-688.

Dated: 6/9/08

  
Ronald Zilinski, ~~Acting~~ Chief Financial Officer

# RESOLUTION

No. 22-257

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

\_\_\_\_\_  
WESLEY BERRY, ESQ., CITY ATTORNEY

\_\_\_\_\_  
BRANDON L. GARCIA, CITY CLERK

Councilman/woman: \_\_\_\_\_ presents the following Resolution:

## RESOLUTION APPOINTING TANZANIA GREEN TO THE TRENTON HOUSING AUTHORITY BOARD OF COMMISSIONERS

**WHEREAS**, the Trenton Housing Authority was created pursuant to the "Local Authorities Fiscal Control Law," [P.L.1983, c.313 (C.40A:5A-1 et seq.)] under N.J.S.A.40A:12A-17 et seq.; and,

**WHEREAS**, the Housing Authority consists of six members, five of which shall be appointed by the governing body, and one by the mayor, all of which shall be residents of the City of Trenton; and,

**WHEREAS**, a Council appointed vacancy currently exist in the Trenton Housing Authority;

**WHEREAS**, Tanzania Green has submitted a letter of interest to serve on the Trenton Housing Authority,

**NOW, THEREFORE BE IT IS RESOLVED**, by the Governing Body of the City of Trenton in the County of Mercer, State of New Jersey, that Tanzania Green is hereby appointed to the Housing Authority of Trenton for the term starting July 1, 2022 and ending June 30, 2027.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					McBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
Kathy McBride, President of Council

\_\_\_\_\_  
Brandon Garcia, City Clerk



# RESOLUTION

No. 22-258

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

\_\_\_\_\_  
CITY ATTORNEY

\_\_\_\_\_  
TITLE

Councilman /woman

**Robin M. Vaughn**

presents the following Resolution:

## A RESOLUTION CENSURING COUNCILMAN GEORGE MUSCHAL AND URGING THAT HE IMMEDIATELY RESIGN FROM OFFICE

**WHEREAS** Trenton City Councilman George Muschal has made disparaging, denigrating and undermining remarks in the media about Black women leadership in the Trenton Police Department; and

**WHEREAS** Councilman Muschal has utilized the power and influence of his office to interfere with the internal management of the Trenton Police Department; and

**WHEREAS** said remarks and conduct are outside the scope of his statutory duties, in violation of applicable law, and have generated confusion among the employees of a city government department primarily responsible for the safety of the citizens of Trenton, including a quote aired by WBCB 1490 Radio on May 17, 2021, that "...the rank and file do not respect her, and they don't listen to her when she directs them to walk the streets; and

**WHEREAS** it was recently reported in the media that on July 25, 2021, Councilman Muschal was involved in an incident with Trenton Police officers, with body worn camera video footage showing that he refused officer's demands to put down a handgun he was holding; falsely stated that "I'm a cop!"; and, also, identified himself as a Councilman, seeking to utilize his position to obtain courtesy from the officers at the scene; and

**WHEREAS** such remarks, action, and conduct are unbecoming of a Councilperson who is elected to represent the diverse demographics of Trenton in a lawful and ethical manner; and render him unfit to hold such office;

**NOW IT IS THEREFORE RESOLVED** by the City Council of the City of Trenton that Councilman George Muschal be and hereby is censured for his abhorrent disregard of the proper discharge and dignity of his position; and it is

**FURTHER RESOLVED** that Councilman George Muschal is urged to immediately resign his seat in the best interests of the City of Trenton and its residents; and it is

**FURTHER RESOLVED** that this Resolution shall take effect pursuant to law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL-WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council City

\_\_\_\_\_  
City Clerk

# RESOLUTION

No. 22-259

Approved as to Form and Legality

  
Wesley Bridges, City Attorney

Date of Adoption \_\_\_\_\_

Factual content certified by

  
Adam E. Cruz, Business Administrator

Councilman/woman \_\_\_\_\_

\_\_\_\_\_ presents the following Resolution:

**RESOLUTION RESCINDING RESOLUTION 22-183 THE SETTLEMENT OF A WORKER'S  
COMPENSATION CLAIM IN THE MATTER OF CONRAD DUBOW vs. THE CITY OF  
TRENTON, CLAIM PETITION NUMBER 2020-6879 IN THE CLAIM AMOUNT OF \$16,618.80  
INCLUDING ATTORNEY FEES AND COSTS**

**WHEREAS**, Conrad Dubow, commenced the above Workers Compensation claim against the City of Trenton in Workers Compensation Court of New Jersey, Mercer County; and

**WHEREAS**, the City's Workers Compensation Attorney, Khalifah L. Shabazz-Charles, Esq., notified the City of Trenton that the claim submitted by her office was in the incorrect amount of \$16,618.80.

**WHEREAS**, Khalifah L. Shabazz-Charles, Esq. will resubmit the worker's compensation claim for Conrad Dubow in the correct amount.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton that said action Conrad Dubow vs. City of Trenton, be rescinded in the amount of \$16,618.80; and that this claim will be resubmitted by the worker's compensation attorney in the correct amount.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

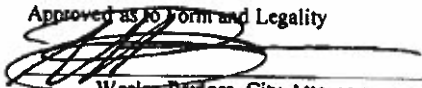
\_\_\_\_\_  
President of Council

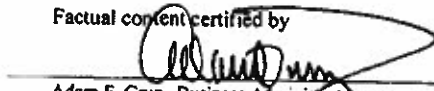
\_\_\_\_\_  
City Clerk

# RESOLUTION

No. 22-183

Date of Adoption MAY 05 2022

Approved as to Form and Legality  
  
 Wesley Bridges, City Attorney

Factual content certified by  
  
 Adam E. Cruz, Business Administrator

Councilman/woman Sonya A. Wilkins presents the following Resolution:

**RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKER'S COMPENSATION CLAIM IN THE MATTER OF CONRAD DUBOW vs. THE CITY OF TRENTON, CLAIM PETITION NUMBER 2020-6879 IN THE CLAIM AMOUNT OF \$16,618.80 INCLUDING ATTORNEY FEES AND COSTS**

**WHEREAS**, Conrad Dubow, commenced the above Workers Compensation claim against the City of Trenton in Workers Compensation Court of New Jersey, Mercer County; and

**WHEREAS**, the complaint arose from allegations made by the plaintiff of work-related injuries as it purportedly relates to their employment; and

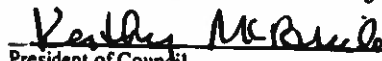
**WHEREAS**, said action has been reviewed and assessed by the City's Workers Compensation Attorney, Khalifah L. Shabazz-Charles, Esq., and the Workers Compensation Attorney is of the opinion that it is in the best interest of the City of Trenton to settle the case in the total amount of \$16,618.80; and

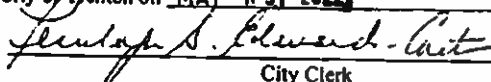
**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available in the Workers Compensation Self-Insurance Fund, Account Number 2-01- -80-8030-688 for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton that said action Conrad Dubow vs. City of Trenton, is disposed of by way of settlement in the total amount of \$16,618.80, including attorney fees and costs, in accordance with the stipulation of settlement executed by the parties.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON	✓					✓					✓			
HARRISON	✓				VAUGHN	✓								
MUSCHAL	✓				WILKINS	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on MAY 03 2022

  
 President of Council

  
 City Clerk

**Penelope S. Edwards-Curtis**  
 Assistant Municipal Clerk

SHABAZZ & ASSOCIATES, LLC



Settlement Authority Package

SHABAZZ & ASSOCIATES, LLC  
17 ACADEMY STREET  
SUITE 1200  
NEWARK, NJ 07102  
(973) 624-1503  
(973) 255-1500 (Fax)

- Conrad Dubow vs. City of Trenton  
CP No.: 2020-6879  
CL No.: CRC-00309-0016062
- Petitioner, a Firefighter alleges that on November 11, 2019, while checking the water pressure of approximately 20 different fire hydrants, he began to feel pain in his lower back and hip.
- Settlement Amount: \$16,618.80 (inclusive of all fees and cost associates with claim)

COMMITTED TO EXCELLENCE

 **Shabazz**  
& Associates  
Attorneys At Law

Khalifah L. Shabazz \*+∞

\* Managing Attorney  
+ Admitted in NJ & NY  
∞ Admitted in PA

August 20, 2021

**VIA EMAIL ONLY**

Mr. Adam Cruz, Business Administrator  
City of Trenton  
319 State Street  
Trenton, New Jersey 08608

**PRIVILEGED AND CONFIDENTIAL ATTORNEY WORK PRODUCT  
NOT FOR PUBLIC USE  
NOT FOR PUBLIC RELEASE**

**SETTLEMENT AUTHORITY REQUEST: 22.5% Partial Total with a 15% Abdullah credit,**  
which equates to a net compensation of 53.4 weeks at \$271.33, totaling \$14,490.00. Plus \$6,00

**Financial Breakdown**

Payable to Client	\$14,490.00
Payable to Attorney	\$1,738.80
Payable to Doctor	\$300.00
Payable to Court Reporter	\$90.00

**TOTAL SETTLEMENT: \$16,618.80**

**NEXT LIST DATE: 08/25/2021**

**RE: Conrad Dubow v. The City of Trenton**  
**CP No.: 2020-6879**  
**CL No.: CRC-00309-0016062**  
**DOI: 11/11/2019**

Dear Mr. Cruz:

**Summary of the Case:**

The Petitioner, Conrad Dubow, is employed by the City of Trenton as a Firefighter. He alleges that on November 11, 2019, while checking the water pressure of approximately 20 different fire hydrants, he began to feel pain in his lower back and hip.

The Academy Building • 17 Academy Street, Suite 1200 • Newark, New Jersey 07102  
Phone: 973-624-1503 • Fax 973-255-1500  
[www.shabazzlawfirm.com](http://www.shabazzlawfirm.com)

Claim petition was filed 03/03/2020.

**Medical Treatment:**

On November 12, 2019, the petitioner was seen at Robert Wood Johnson Occupational Health. The petitioner complained that while doing the task he felt some discomfort, but at the end of the day his back pain was a 10/10 and he notes that he was dragging his left leg. The petitioner advised the Doctor he was currently on light duty from back pain, left leg pain, and from vertigo. The petitioner also advised that he was currently taking 1 tramadol day for existing pain.

On November 13, 2019, x-rays of the lumbar spine and left hip were performed and revealed degenerative changes of the lumbar spine and degenerative spurring of the left hip.

On November 25, 2019, he was seen by Dr. Molter who recommended an MRI and physical therapy.

On November 29, 2019, an MRI of the lumbar spine was performed and revealed herniated nucleus pulposus and extrusion with severe central stenosis at L3-L4, L4-L5, and L5-S1 with a bulge at L1-L2, and L2-L3.

On January 17, 2020, he was seen by Dr. Cataldo who recommended to continue with physical therapy.

On January 23, 2020, x-rays of the lumbar spine were performed and revealed degenerative disc disease.

On January 30, 2020, he was seen by Dr. Polcer who recommended injections.

He had lumbar epidural steroid injections x2.

He continued to follow up with Dr. Cataldo and a laminectomy was discussed but not performed.

On September 14, 2020, an EMG/nerve conduction study was performed and revealed negative.

The petitioner is back to work on modified duty.

**Prior Injuries:**

Petitioner has prior 2006 claim for a back injury. Claim petition number 2006-30545, alleging low back pain radiating down to his right leg into his foot. Order Approving Settlement was entered on June 29, 2007, for 15% Partial Total.

**Medical Expert Reports:**  
**Permanency Exams:**

**Petitioner-IME- 02/21/2021-Dr. Arthur Becan**

Petitioner underwent an Independent Medical Evaluation with Dr. Becan who opined that the petitioner suffered significant aggravation and acceleration of the lumbar spine pathology following the defined work-related injury of November 11, 2019, including a new disc herniation at the L4-L5 level and a new bulging disc at L1-L2 and L2-L3, necessitating interventional pain management with lumbar epidural blocks. He found 52 ½% of partial total which is above his previous estimate in 2007 for the work-related injury of September 16, 2006. For the left hip he found 30% of partial total due to residuals of chronic post-traumatic trochanteric bursitis to the left hip.

**Respondent-IME-3/2/2021-Dr. Steven Hausmann**

Petitioner underwent an Independent Medical Evaluation with Dr. Hausmann opined that the petitioner has chronic degenerative disease in the lumbar spine, which he believed were responsible for his prior symptoms and need for treatment. He found 5% of partial total regardless of causality.

**Judge Recommendation:**

Parties were able to reach a settlement without the recommendation of the Judge.

**Our Recommendation/Rationale:**

Based on the claimant's injuries, subjective complaints, and objective medical testing this case appears to be an admitted and compensable accident. As there does not appear to be any dispute regarding the mechanism of injury. This case will be defended on the nature and extent of permanency, which depends heavily on the expert medical reports.

Parties agreed to settlement this matter for the back, 22.5% Partial Total with a 15% Abdullah credit, which equates to a net compensation of 53.4 weeks at \$271.33, totaling \$14,490.00. The City of Trenton will also be responsible for a \$90.00 stenographic fee, a medical fee of \$300.00 and an attorney's fee of \$1,738.80.

**Claims Resolution Corporation (CRC) Recommendation:**

This request has been reviewed by David Russo of CRC. CRC agrees with this recommendation.

**Financial Breakdown**

Payable to client	\$14,590.00
Payable to Attorney	\$1,738.80
Payable to Doctor	\$300.00
Payable to Court Reporter	\$90.00

**TOTAL SETTLEMENT: \$16,618.80**

Sincerely,  
SHABAZZ & ASSOCIATES, LLC  
*/s/Khalifah Shabazz-Charles*  
Khalifah Shabazz-Charles, Esq.

\_\_\_ Approved

\_\_\_ Not Approved

\_\_\_\_\_  
Adam Cruz, Business Administrator



# RESOLUTION

22-260

No. \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

  
WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

  
ADAM E. CRUZ, BUSINESS ADMINISTRATOR

Councilman /woman \_\_\_\_\_

\_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING AN TWO (2) MONTH EXTENSION TO CLAIMS RESOLUTION CORPORATION TO CONTINUE TO PROVIDE THIRD PARTY ADMINISTRATOR SERVICES FOR LIABILITY CLAIMS, WORKER'S COMPENSATION CLAIMS MANAGEMENT AND LOSS CONTROL SERVICES FROM JULY 1, 2022 TO AUGUST 31, 2022 IN AN AMOUNT NOT TO EXCEED \$20,166.70 CC2019-05**

**WHEREAS**, on January 4, 2022, Resolution Number #21-557 exercised the final option to extend the contract for an additional six (6) months from January 1, 2022 to June 30, 2022 awarded to Claims Resolution Corporation, 701 East Somerset Lane, Galloway, New Jersey 08205 for Third Party Administrator Services for liability claims, worker's compensation claims management and loss control services for the City of Trenton in an amount not to exceed \$60,500.00 for the City of Trenton, Department of Administration; and

**WHEREAS**, it is in the best interest of the City of Trenton, Department of Administration to authorize an additional two (2) month contract extension to continue to provide the services with Claims Resolution Corporation, 701 East Somerset Lane, Galloway, New Jersey 08205 for Third Party Administrator Services to continue to provide third party administrator services until a new procurement process is advertised, proposals are evaluated, approved by City Council and a resolution and contract are in place. This contract extension shall be from July 1, 2022 to August 31, 2022; and

**WHEREAS**, funds in an amount not to exceed \$20,166.70 have been certified to be available in the following account number(s): CY' 2022, 2-01- -80-8030-683. This contract shall be awarded from July 1, 2022 to August 31, 2022 contingent upon the adoption of the final budget.

# RESOLUTION

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton as follows:

1. The Purchasing Agent is hereby authorized to extend the contract for an additional two (2) month to continue to provide the services with Claims Resolution Corporation, 701 East Somerset Lane, Galloway, New Jersey 08205 for Third Party Administrator Services to continue to provide third party administrator services until a new procurement process is advertised, proposals are evaluated, approved by City Council and a resolution and contract are in place for the City of Trenton, Department of Administration. This contract extension shall be from July 1, 2022 to August 31, 2022.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11- 4.1.
3. This notice of action shall be printed in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

CERTIFICATION OF FUNDS

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name: Claims Resolution Corporation, Inc..  
Address# 1: 701 Somerstown Lane  
Address# 2:  
City: Galloway  
State: NJ  
Zip Code: 08205

Purpose: Third Party Administrator


Fund: Current Fund

Account Number CY'22 2-01- -80-8030-683


Vendor ID:

Requisition Number: -Q2-04056

Amount not to exceed: \$20,166.70

  
\_\_\_\_\_  
Chief Financial Officer

w 6/28/22

  
\_\_\_\_\_  
Date



Claims Resolution Corporation, Inc.

Pay To:

Claims Resolution Corporation, Inc.  
323 S. Pitney Road  
Suite 200  
Galloway, NJ 08205

# Invoice

Date                      Invoice #  
06-21-2022              309-22-007

Bill To:

City of Trenton  
319 East State Street  
Trenton, NJ 08608

P.O. No.	Terms	Project
	Monthly	TPA: Trenton #309

Quantity	Description	Rate	Amount
1	Claims Administration Fees; W/C, GL, & First Party DOS: 07/01/2022 – 07/30/2022	\$10,083.35	\$10,083.35
		<b>Total</b>	<b>\$10,083.35</b>



Claims Resolution Corporation, Inc.

Pay To:

Claims Resolution Corporation, Inc.  
323 S. Pitney Road  
Suite 200  
Galloway, NJ 08205

# Invoice

Date                      Invoice #  
06-21-2022              309-22-008

Bill To:

City of Trenton  
319 East State Street  
Trenton, NJ 08608

P.O. No.	Terms	Project
	Monthly	TPA: Trenton #309

Quantity	Description	Rate	Amount
1	Claims Administration Fees; W/C, GL, & First Party DOS: 08/01/2022 – 08/31/2022	\$10,083.35	\$10,083.35
		<b>Total</b>	<b>\$10,083.35</b>



**City of Trenton**

**Memorandum**

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**TO:** Isabel Garcia Purchasing Agent  
**CC:** Adam E. Cruz Business Administrator  
**FROM:** Joanna Gonzalez-Vasquez Risk Manager  
**DATE:** June 22, 2022

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**RE:** CC2019-05 The Final Exercise 2 Month Option to extend with Claims Resolution Corporation Inc.

The Administration would like to extend the contract with Claims Resolutions Corporation Inc. for an additional 2 months. This request needs to give the Administration enough time to issue an RFP for a one year contract.

It has been determined that it is in the City of Trenton's best interest to exercise a 2 Month Extension contract from July 1<sup>st</sup>, 2022 through August 31,2022. This will be the final 2 Month option to extend the contract. The cost of the contract during CY'22 renewal is \$20,166.70.

Please complete Resolution so it can be submitted to Council for approval.

The funding for the service contract is available in account 2-01- -80-8030-683 (\$75,00) pending adoption of the temporary or final budget for CY2022.

# CITY OF TRENTON

DEPARTMENT OF ADMINISTRATION  
 CITY OF TRENTON  
 319 EAST STATE STREET  
 TRENTON, NEW JERSEY 08608

REQUISITION	
NO.	Q2-04056

S H I P T O	DEPARTMENT OF ADMINISTRATION CITY OF TRENTON 319 EAST STATE STREET, 3RD. FL TRENTON, NEW JERSEY 08608
V E N D O R	VENDOR #: CLAIM010 CLAIMS RESOLUTION CORPORATION 701 SOMERSTOWN LANE GALLOWAY, NJ 08205 USA

ORDER DATE: 06/22/22  
 DELIVERY DATE: 06/22/22  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ADMINISTRATION FEE	2-01- -80-8030-683-	10,083.3500	10,083.35
1.00	ADMINISTRATION FEE	2-01- -80-8030-683-	10,083.3500	10,083.35
			TOTAL	20,166.70

REQUESTING DEPARTMENT

DATE

*Am*  
 6/22/22

# RESOLUTION

21-356

No. \_\_\_\_\_

Date of Adoption AUG 5 2021

Approved as to Form and Legality

Factual content certified by

  
 \_\_\_\_\_  
 CITY ATTORNEY

  
 \_\_\_\_\_  
 ADAM E. CRUZ, BUSINESS ADMINISTRATOR

Councilman /woman CALDWELL - WILSON presents the following Resolution:

**RESOLUTION EXERCISING THE OPTION TO EXTEND THE CONTRACT FOR SIX (6) MONTHS TO CLAIMS RESOLUTION CORPORATION FOR THIRD PARTY ADMINISTRATOR SERVICES FOR LIABILITY CLAIMS, WORKER'S COMPENSATION CLAIMS MANAGEMENT AND LOSS CONTROL SERVICES FROM JULY 1, 2021 TO DECEMBER 31, 2021 IN AN AMOUNT NOT TO EXCEED \$60,500.00- CC2019-05**

WHEREAS, Resolution Number 19-272 awarded a contract on June 20, 2019, to Claims Resolution Corporation, 701 East Somerset Lane, Galloway, New Jersey 08205 for Third Party Administrator Services for liability claims, worker's compensation claims management and loss control services for the City of Trenton for a period of one (1) year from June 1, 2019 to June 30, 2020 in an amount not to exceed a flat fee of \$117,500.00 the City of Trenton, Department of Administration; and

WHEREAS, Resolution Number 20-267 awarded a contract on June 19, 2020, to exercise the option to extend for a period of one (1) year to Claims Resolution Corporation, 701 East Somerset Lane, Galloway, New Jersey 08205 for Third Party Administrator Services for liability claims, worker's compensation claims management and loss control services for the City of Trenton from July 1, 2020 to June 30, 2021 in an amount not to exceed a flat fee of \$118,000.00 for the City of Trenton, Department of Administration; and

WHEREAS, pursuant to N.J.S.A. 40A-11-15 provides that service contracts may be extended for no more than one (1) two-year or (2) two one-year extensions; and

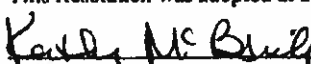
WHEREAS, the City of Trenton, Department of Administration, has determined that the vendor has performed its services in a satisfactory manner, and it is in the best interest of the City to exercise the option to extend the contract for six (6) month period from July 1, 2021 to December 31, 2021 awarded to Claims Resolution Corporation, 701 East Somerset Lane, Galloway, New Jersey 08205 in an amount not to exceed \$60,500.00; and

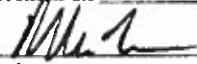
WHEREAS, funds in an amount not to exceed \$60,500.00 have been certified to be available in the following account number: Transition Year 2021 2-01- -80-8030-688 (\$60,500.00 from July 1, 2021 to December 31, 2021). The City shall exercise the final option to extend the contract for a period of an additional six (6) months from July 1, 2021 to December 31, 2021.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton that the Mayor is hereby authorized to exercise an option to extend the contract for six (6) months with Claims Resolution Corporation, 701 East Somerset Lane, Galloway, New Jersey 08205 for Third Party Administrator Services for liability claims, worker's compensation claims management and loss control services for the City of Trenton in an amount not to exceed \$60,500.00 for the City of Trenton, Department of Administration for the said purpose in the manner prescribed by law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
BLAKELEY				✓	MUSCHAL	✓				MCBRIDE	✓			
CALDWELL WILSON	✓				RODRIGUEZ	✓								
HARRISON	✓				VAUGHN	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on August 5, 2021

  
 \_\_\_\_\_  
 President of Council

  
 \_\_\_\_\_  
 City Clerk



**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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**CERTIFICATION OF FUNDS**

I, Ronald Zilinski, Acting Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name: CLAIMS RESOLUTION CORPORATION  
Address# 1: 701 EAST SOMERSET LANE  
City: GALLOWAY  
State: NEW JERSEY  
Zip Code: 08205

Purpose: **OPTION TO EXTEND FOR THE FINAL YEAR THIRD PARTY  
ADMINISTRATOR SERVICES FOR LIABILITY CLAIMS,  
WORKER'S COMPENSATION CLAIMS MANAGEMENT AND LOSS  
CONTROL SERVICES**

Fund: OPERATING

Account Numbers: Transition Year, 2-01- -80-8030-688 (\$60,500.00 from July 1, 2021 to December 31, 2021)

Vendor ID:

Requisition Number:

Amount not to exceed: \$60,500.00

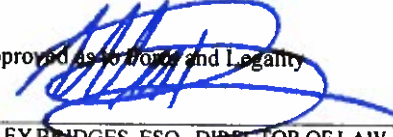
  
\_\_\_\_\_  
Chief Financial Officer

9/2/21  
\_\_\_\_\_  
Date

# RESOLUTION

No. 22-261

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality  


Factual content certified by

  
 ADAM E. CRUZ, BUSINESS ADMINISTRATOR

WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

Councilman /woman \_\_\_\_\_

presents the following Resolution:

**RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ TO MILLENNIUM STRATEGIES, LLC FOR PROFESSIONAL CONSULTING SERVICES IN GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION FOR A PERIOD OF ONE (1) YEAR FROM JULY 1, 2022 TO JUNE 30, 2023 IN AN AMOUNT NOT TO EXCEED \$66,000.00 AT \$5,500.00 PER MONTH RFP2022-14**

**WHEREAS**, the City of Trenton, Department of Administration has a need for Professional Consulting Services in Grant Writing; and

**WHEREAS**, a Request for Proposal was advertised on April 7, 2022, and two (2) proposals were received by the Purchasing Agent in the Division of Purchasing on April 26, 2022, and evaluated by a committee based on criteria that included experience, understanding of requirements and cost; and

**WHEREAS**, the proposal of Millennium Strategies, LLC, 60 Columbia Road, Bldg. B., Suite 230, Morristown, New Jersey 07960 was deemed to include the necessary qualifications and expertise for the performance of the services at the rates listed in the proposal; and

**WHEREAS**, funds in an amount not to exceed \$66,000.00 at \$5,500.00 per month have been certified to be available in the following account number(s): CY' 2022, 2-01- -60-6010-290 (\$33,000.00), and CY' 2023, 3-01- -60-6010-290 (\$33,000.00). The City of Trenton shall award this contract for a period of one (1) year from July 1, 2022 to June 30, 2023; and

**NOW, THEREFORE IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The mayor is hereby authorized to enter into a contract with Millennium Strategies, LLC, 60 Columbia Road, Bldg., B., Suite. 230, Morristown, New Jersey 07960 for Professional Consulting Services in Grant Writing for the City of Trenton, Department of Administration.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
 President of Council

\_\_\_\_\_  
 City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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CERTIFICATION OF FUNDS

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name: MILLENNIUM STRATEGIES, LLC  
Address# 1: 60 COLUMBIA ROAD, BLDG. B, SUITE 230  
City: MORRISTOWN  
State: NEW JERSEY  
Zip Code: 07960

Purpose: PROFESSIONAL CONSULTING SERVICES IN GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION THROUGH RFP2022-14

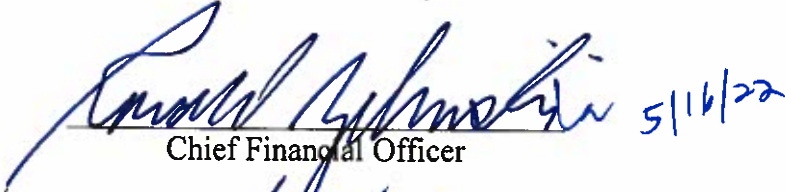
Fund: OPERATING

Account Numbers: CY'2022, 2-01- -60-6010-290 (\$33,000.00), SIX (6) MONTHS  
CY'2023, 3-01- -60-6010-290 (\$33,000.00) SIX (6) MONTHS

Vendor ID: MILLE020

Requisition Number:

Amount not to exceed: \$66,000.00 AT \$5,500.00 PER MONTH

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
Date



City of Trenton

Memorandum

TO: Isabel Garcia, Purchasing Agent
CC: Adam E. Cruz Business Administrator
Colin Cherry Assistant Business Administrator
FROM: Nikki Mosgrove Contract Administrator 2

Handwritten initials 'NM' in a blue circle

DATE: May 13, 2022

RE: Resolution to Award Contract for RFP No. 2022-14: "Professional Consulting Services in Grant Writing"

- 1. Background The RFP solicitation was a fair and open process in accordance with NJSA 19:44 A-20.4 ET SEQ and is NOT required to take the lowest bidder.
2. Scope of Services for Contract
- Consultant will monitor evaluation of the City of Trenton's current funding procurement efforts; including meeting with all necessary personnel to determine funding goals
- Consultant will notify the City of Trenton notifications of all available and potential governmental and non-governmental funding opportunities.
- Consultant will research, preparation, submission and all follow-up including appropriate legislative support of all funding grant applications.
- Consultant will be responsible for any other services the City of Trenton may require including but not limited to attendance at City of Trenton Meetings related to grant writing.
3. Evaluation
Two (2) proposals were evaluated using a scored evaluation. Millennium Strategies, LLC received the highest score of 282 and provided precisely what the RFP asked for. Millennium Strategies, LLC proposed a well-structured methodology on how the City can move forward and has a proven track record in working within New Jersey and beyond.
4. The proposals received and scores are as follows (red is the finalist), also see enclosed spreadsheets:
Table with 2 columns: Proposal Name, Score
- Millennium Strategies, LLC. (red) 282
- Brownfield Redevelopment Solutions, Inc. 267
5. Evaluation Committee:
- Rebecca FrancoMartin, Director, Trenton Free Public Library
- Stephani Register, Principal Planner, Department of Housing & Economic Development
- Anthony Santora, Chief of Traffic & Operations, Department of Public Works
6. Total dollar amount of the contract and contract term
\$66,000.00 - Pending City Council approval, the contract term shall be from July 1, 2022 to June 30, 2023.
7. Funding Source
The CY2022 and CY2023 funding accounts are: 2-01- - 60-6010-290 and 3-01- - 60-6010-290 (\$5,500.00 per month)
8. Evaluation Process
Proposal Evaluation Score Sheet with criteria for the reviews is enclosed. Each proposal had potential maximum earning points of 100.



**CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)**

**RFP2022-14**

**CONSULTING SERVICES FOR GRANT WRITING FOR A PERIOD OF ONE (1)  
YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION**

**OPENING DATE AND TIME: APRIL 26, 2022 AT 11:00AM**

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Rebecca Franco Martin  
Print Evaluator's name

5/3/2022  
Date Evaluated

Rebecca Franco Martin  
Evaluator's Signature

RFP2022-14 CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION PROPOSALS OPENED 4/26/2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	VENDOR NAME	NAME OF EVALUATOR
RFP2021-14 CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION		BROWNFIELD REDEVELOPMENT SOLUTIONS, INC.	MILLENNIUM STRATEGIES, LLC	Rebecca FrancoMartin
Experience and reputation in grant writing field	30 POINTS	30	30	
Knowledge of the City of Trenton and the subject matter to be addressed under the contract	30 POINTS	28	29	
Compensation Proposal	15 POINTS	15	10	
Quality of technical proposal	25 POINTS	23	23	
SIGNATURE OF EVALUATOR		Rebecca FrancoMartin	92	



**CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)**

**RFP2022-14**

**CONSULTING SERVICES FOR GRANT WRITING FOR A PERIOD OF ONE (1)  
YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION**

**OPENING DATE AND TIME: APRIL 26, 2022 AT 11:00AM**

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Stephanie Register  
Print Evaluator's name

5/10/22  
Date Evaluated

Stephanie Register  
Evaluator's Signature

**RFP2022-14 CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF  
ADMINISTRATION PROPOSALS OPENED 4/26/2022 AT 11:00AM**

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	VENDOR NAME	NAME OF EVALUATOR
RFP2021-14 CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION		BROWNFIELD REDEVELOPMENT SOLUTIONS, INC.	MILLENNIUM STRATEGIES, LLC	
Experience and reputation in grant writing field	30 POINTS	30	30	Stephan Hegar
Knowledge of the City of Trenton and the subject matter to be addressed under the contract	30 POINTS	25	25	
Compensation Proposal	15 POINTS	10	15	Stephan
Quality of technical proposal	25 POINTS	20	25	Stephan
SIGNATURE OF EVALUATOR		850	950	Stephan





**CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)**

**RFP2022-14**

**CONSULTING SERVICES FOR GRANT WRITING FOR A PERIOD OF ONE (1)  
YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION**

**OPENING DATE AND TIME: APRIL 26, 2022 AT 11:00AM**

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Anthony H. Santora

Print Evaluator's name

5/2/22

Date Evaluated

[Handwritten Signature]

Evaluator's Signature

**RFP2022-14 CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION PROPOSALS OPENED 4/26/2022 AT 11:00AM**

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	VENDOR NAME	NAME OF EVALUATOR
RFP2021-14 CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION		BROWNFIELD REDEVELOPMENT SOLUTIONS, INC.	MILLENNIUM STRATEGIES, LLC	Anthony W. Sarbone
Experience and reputation in grant writing field	30 POINTS	25	29	
Knowledge of the City of Trenton and the subject matter to be addressed under the contract	30 POINTS	26	28	
Compensation Proposal	15 POINTS	12	15	
Quality of technical proposal	25 POINTS	23	23	
SIGNATURE OF EVALUATOR				



W. REED GUSCIORA, ESQ.  
MAYOR

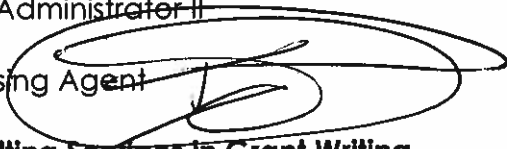
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASING  
319 EAST STATE STREET  
TRENTON, NJ 08608-186  
(609)-989-3139 (609) 989-4260 FAX

ADAM E. CRUZ, INTERIM  
BUSINESS ADMINISTRATOR

ISABEL C. GARCIA, QPA  
PURCHASING AGENT

To: Mr. Adam E. Cruz, Business Administrator

cc: Mr. Colin Cherry, Assistant Business Administrator  
Mrs. Nikki Mosgrove, Contract Administrator II

From: Isabel C. Garcia, QPA, Purchasing Agent 

Subject: **RFP2022-14 Professional Consulting Services in Grant Writing**

Date: April 26, 2022

Please be advised that on **April 26, 2022, at 11:00AM** the Division of Purchasing received **two (2)** sealed proposals for **RFP2022-14** for Professional Consulting Services in Grant Writing for the City of Trenton, Department of Administration.

The proposals have been reviewed by the Purchasing Agent for procurement. The proposals are ready to be reviewed and evaluated by the evaluation committee.

The following proposals were received (**see attachments**):

1. Brownfield Redevelopment Solutions, Inc. total amount for twelve (12) months \$56,400.00
2. Millennium Strategies, LLC total amount for twelve (12) months \$5,000.00 per month Retainer, NTE \$60,000.00

#### **EVALUATION CRITERIA**

**Proposals shall be evaluated as following:**

- Experience and reputation in grant writing field 30 points
- Knowledge of the City of Trenton and the subject matter to be addressed under the contract 30 points
- Compensation Proposal 15 points
- Quality of technical proposal 25 points

Prior to preparing the resolution, the Division of Purchasing will need a copy of the following:

- 1. Copy of the Recommendation of award memo**
- 2. A completed MOU and Certification of Funds**
- 3. Copy of the Proposal**
- 4. Original Signed Conflict of Interest Forms from each evaluator**
- 5. Evaluation Sheet from for Each Evaluator/Signed and dated**

Attachment

icg/dp

YRB-22-156

ATTACHMENT D

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

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

Municipality	City of Trenton
--------------	-----------------

Name of Vendor	MILLENNIUM STRATEGIES, LLC
Purpose or need for service:	PROFESSIONAL GRANT WRITING SERVICES FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION
Contract Award Amount	\$66,000.00 AT \$5,500.00 PER MONTH
Term of Contract	JULY 1, 2022 TO JUNE 30, 2023
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	OPERATING
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc)	RFP2022-14
Were other proposals received? If so, please attach the names and amounts for each proposal received?	TWO (2) PROPOSALS WERE RECEIVED ON APRIL 26, 2022

Please attach any evaluation memoranda or evaluation forms used to evaluate the vendors. If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

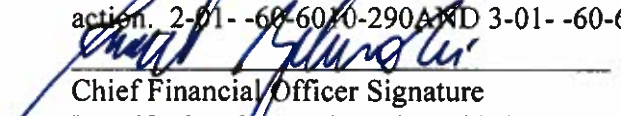
Mayor's Signature 

Business Administrator/Manager Signature 

Date 5.19.22

Date 5/23/22

The Chief Financial Officer affirms that there is adequate funding available for this personnel action. 2-01- -60-6010-290 AND 3-01- -60-6010-290 \_\_ Funding Source for this action



Chief Financial Officer Signature

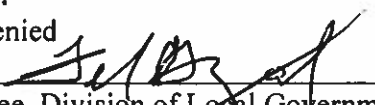
I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

\_\_\_\_\_  
Certifying Officer

\_\_\_\_\_  
Date

*For LGS use only:*

Approved ( ) Denied



Date

06/25/2022

Director or Designee, Division of Local Government Services

Number Assigned

825-22-156

**RFP2022-14 CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON,  
DEPARTMENT OF ADMINISTRATION PROPOSALS OPENED 4/26/2022 AT 11:00AM**

<b>RFP2022-14 CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION</b>		
<b>NUMBER OF RESPONDENTS:</b>	<b>2</b>	
<b>NAME OF BIDDER</b>	<b>BROWNFIELD REDEVELOPMENT SOLUTIONS, INC.</b>	<b>MILLENNIUM STRATEGIES, LLC</b>
<b>ADDRESS</b>	739 STOKES ROAD, SUITE A & B	609 COLUMBIA ROAD, BUILDING B, SUITE 230
<b>CITY, STATE, ZIP</b>	MEDFORD, NJ 08055	MORRISTOWN, NJ 07960
<b>CONTACT NAME</b>	<b>MICHELE CHRISTINA</b>	<b>EDWARD FARMER</b>
<b>TELEPHONE</b>	856-964-6456	973-226-3329
<b>FAX</b>	732-782-0404	973-292-0832
<b>E-MAIL</b>	<b>MICHELE@BRSINC.COM</b>	<b>EFARMER@M-STRAT.COM</b>
<b>STATEMENT OF OWNERSHIP DISCLOSURE</b>	INCLUDED	INCLUDED
<b>EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A</b>	INCLUDED	INCLUDED
<b>REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE</b>	INCLUDED	INCLUDED
<b>ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA</b>	INCLUDED	INCLUDED
<b>NJ BUSINESS REGISTRATION CERTIFICATE</b>	INCLUDED	INCLUDED
<b>NON-COLLUSION AFFADAVIT</b>	INCLUDED	INCLUDED
<b>AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE</b>	INCLUDED	INCLUDED
<b>ETHICS COMPLAINT DISCLOSURE</b>	INCLUDED	INCLUDED
<b>DEBARMENT NOTICE</b>	INCLUDED	INCLUDED
<b>CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</b>	INCLUDED	INCLUDED
<b>DISCLOSURE OF INVESTED ACTIVITIES IN IRAN</b>	INCLUDED	INCLUDED
<b>CITY OF TRENTON RESIDENT EMPLOYMENT POLICY</b>	INCLUDED	INCLUDED
<b>EIC</b>	CERT.#37774 EXP. 11/15/2026	CERT.#39523 EXP. 03/15/2028
<b>CERTIFICATE OF INSURANCE</b>	<b>REQUIRED FROM THE AWARDED VENDOR PRIOR TO AWARD</b>	<b>REQUIRED FROM THE AWARDED VENDOR PRIOR TO AWARD</b>
<b>60-DAY EXTENSION COMPLIANCE</b>	YES	YES
<b>PROVIDE PRIORITY EMERGENCY SERVICES</b>	YES	YES
<b>REFERENCES</b>	INCLUDED	INCLUDED
<b>W-9</b>	INCLUDED	INCLUDED
<b>EXCEPTIONS (IF ANY)</b>	NONE	NONE
<b>TOTAL AMOUNT FOR TWELVE (12) MONTHS</b>	<b>\$56,400.00</b>	<b>\$66,000.00 PER ANNUAL AT \$5,500.00 PER MONTH RETAINER FEE</b>
<b>FATAL FLAW</b>	NONE	NONE

1

**BID PROPOSAL FORM**  
**RESPONDENT MUST COMPLETE**

**WE THE UNDERSIGNED PROPOSE TO FURNISH CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION PURSUANT TO THE SCOPE OF SERVICES AND REQUIREMENTS AND MADE PART HEREOF:**

TOTAL AMOUNT FOR TWELVE MONTHS \$ 56,400.00  
Michele Christina  
**(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)**

The undersigned is a Corporation, Partnership or Individual under the laws of the State of New Jersey having its principal office at 739 Stokes Rd, Suites A & B, Medford, NJ 08055

COMPANY Brownfield Redevelopment Solutions, Inc.

ADDRESS 739 Stokes Rd, Suites A & B

ADDRESS Medford, NJ 08055

FED. ID # \_\_\_\_\_

NAME Michele Christina

TELEPHONE 856-964-6456

FAX 732-782-0404

EMAIL michele@brsinc.com

DATE April 21, 2022

SIGNATURE Michele Christina





**REQUEST FOR PROPOSALS – CONSULTING SERVICES FOR GRANT WRITING RFP2022-14**

**PRICING INFORMATION**

Please note the following explanations regarding the information provided on the pricing form:

- (1) It is anticipated that the lump sum amount for consulting services would be treated like a retainer contract and would be billed in monthly increments of \$4,700.
- (2) Should the City wish to pursue a piecemeal pricing arrangement, the price per grant application will vary depending upon the level of effort required for the submittal. BRS can provide a work assignment proposal for every funding application identified for the City’s review and authorization prior to preparing an application.
- (3) Compensation as a percentage of a grant award is atypical for grant writing contracts. If the intent is to compensate for grant writing out of the awarded funding, please know that this is almost always an ineligible use of funding for most grants, particularly those awarded by state and federal agencies.
- (4) As a fourth alternative, BRS would be more than willing to consider invoicing on a time and materials basis using the following billing schedules:

<b>Position</b>	<b>BRS Key Personnel</b>	<b>Hourly Rate</b>
Principal (Role: Program Manager)	Leah Yasenchak, PhD, PP/AICP, CEcD	\$ 160
Grant Manager & Planner (Role: Project Manager)	Laura Burnham	\$ 110
Director, Planning and Grants Division (Role: Grant Writer)	Alisa Drooker Goren, PP/AICP, CFM	\$ 135
Grant Manager & Economist (Role: Grant Writer)	Sonia Martin	\$ 110
<b>Position</b>	<b>Sustainable Strategies DC Personnel</b>	<b>Hourly Rate</b>
Principal	Andrew Seth Matthew Ward	\$ 200

Rates for other staff can be provided as warranted by the grant assignment.

2

**BID PROPOSAL FORM  
RESPONDENT MUST COMPLETE**

**WE THE UNDERSIGNED PROPOSE TO FURNISH CONSULTING SERVICES FOR GRANT WRITING FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION PURSUANT TO THE SCOPE OF SERVICES AND REQUIREMENTS AND MADE PART HEREOF:**

**TOTAL AMOUNT FOR TWELVE MONTHS**

\$5,500.00 per month retainer fee,  
\$ not to exceed \$66,000.00 per annum

  
\_\_\_\_\_  
**(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)**

The undersigned is a Corporation, Partnership or Individual under the laws of the State of  
New Jersey having its principal office at 60 Columbia Road, Building B, Suite 230, Morristown, NJ, 07960

COMPANY Millennium Strategies LLC

ADDRESS 60 Columbia Road, Building B, Suite 230, Morristown, NJ, 07960

ADDRESS 60 Columbia Road, Building B, Suite 230, Morristown, NJ, 07960

FED. ID # \_\_\_\_\_

NAME Edward Farmer

TELEPHONE (973) 226-3329

FAX (973) 292-0832

EMAIL efarmer@m-strat.com

DATE 04/18/2022

SIGNATURE 

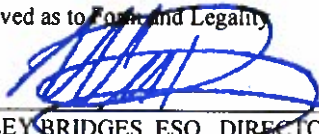
# RESOLUTION

No. 22-262

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by




\_\_\_\_\_  
WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

\_\_\_\_\_  
ADAM E. CRUZ, BUSINESS ADMINISTRATOR

Councilman /woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING A CONTRACT TO SHI INTERNATIONAL CORP., FOR THE PURCHASE OF A CALL MANAGEMENT SYSTEM LICENSE THROUGH NEW JERSEY COOPERATIVE ALLIANCE CK04-19-34 FOR A PERIOD OF ONE (1) YEAR FROM MAY 1, 2022 TO APRIL 30, 2023 IN AN AMOUNT NOT TO EXCEED \$137,306.67**

**WHEREAS**, the Division of Purchasing has reviewed and verified New Jersey Cooperative Alliance CK04-19-34 for Cisco Call Management system for a period of one year May 1 2022, to April 30, 2023 to the City of Trenton, Department of Administration. New Jersey Cooperative Alliance CK04-19-34 has renewed this contract from June 5, 2021 to June 4, 2023; and

**WHEREAS**, the City of Trenton, Department of Administration has awarded a contract to SHI International Corp., 290 Davidson Avenue, Somerset, New Jersey 08873 for the purchase of call management system license that meets the department's requirements through the New Jersey Cooperative Alliance CK04-19-34 in an amount not to exceed \$137,306.67; and

**WHEREAS**, N.J.S.A. 40A:11-10 (a) (1) permits the City of Trenton to purchase items and utilize the services without the necessity of competitive bidding under the New Jersey Cooperative Alliance; and

**WHEREAS**, funds in an amount not to exceed \$137,306.67 have been certified in the following account number(s): CY'2022, 2-01- -25-2540-290 (\$137,306.67). The City shall award this contract for a period of one (1) year from May 1, 2022, to April 30, 2023.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton as follows:

1. The Purchasing Agent is hereby authorized to execute a purchase order to SHI International Corp., 290 Davidson Avenue, Somerset, New Jersey 08873 in an amount not to exceed \$137,306.67 for the purchase of call management system license for the City of Trenton, Department of Administration.
2. The contract is awarded without competitive bidding pursuant to N.J.S.A.40A:11-12(a) of the Local Public Contracts Law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk



**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

CERTIFICATION OF FUNDS

I, Ron Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name: SHI International Corp  
Address# 1: 290 Davidson Avenue  
Address# 2:  
City: Somerset  
State: N.J.  
Zip Code: 08873

Purpose: Call Management System License

Fund: Current Fund

Account Number 2-01- -25-2540-290 (\$137,306.67),

Vendor ID: SHIIN010

Requisition Number: Q2-02934

Amount not to exceed: \$137,306.67

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
Date





**City of Trenton**

**Memorandum**

---

**TO:** Isabel Garcia, Purchasing Agent

**FROM:** Alphonso R. Jones Budget Examiner *Amj*

**DATE:** May 3, 2022

---

**RE:** CY 22 Renew Cisco Telephone System Licensing

The City has a license with Cisco for our telephone system which has expired on April 30, 2022. The license needs to be renewed to continue run our telephone server, use City telephones and other devices.

The license will be properly procured through the New Jersey Cooperative Purchasing Alliance under contract CK04-19-34 and the cost is \$137,306.67

Please prepare a resolution for Council approval. Funding will be available in account 2-01- -25-2540-290 pending the adoption of the final budget for CY 2022.







Pricing Proposal  
Quotation #: 21919388  
Created On: 4/22/2022  
Valid Until: 5/12/2022

---

## City of Trenton

---

### Mark Giallella

319 East State Street  
Management Info Sys  
Trenton, NJ 08608  
United States  
Phone: (609) 989-4000  
Fax:  
Email: mgiallella@trentonnj.org

---

## Inside Account Manager

---

### Robert LaRue

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 1-888-744-4084  
Fax:  
Email: Robert\_LaRue@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Collaboration Flex Plan 3.0 Cisco Systems - Part#: A-FLEX-3 Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	1	\$0.00	\$0.00
2 Basic Support for Flex Plan Cisco Systems - Part#: SVS-FLEX-SUPT-BAS Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	1	\$0.00	\$0.00
3 Unity Connection Smart License (1) Cisco Systems - Part#: A-FLEX-P-UCXN Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	600	\$0.00	\$0.00
4 Common Area Smart License (1) Cisco Systems - Part#: A-FLEX-P-CA Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	250	\$0.00	\$0.00
5 Messaging Entitlement Cisco Systems - Part#: A-FLEX-MSG-ENT Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	600	\$0.00	\$0.00
6 Access Smart License (1) Cisco Systems - Part#: A-FLEX-P-ACC Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	100	\$0.00	\$0.00

Cisco Systems - Part#: A-FLEX-CCUCS-EA  
Contract Name: New Jersey Cooperative Purchasing Alliance  
Contract #: CK04  
Subcontract #: 19-34

8	Cloud Device Registration Entitlement Cisco Systems - Part#: A-FLEX-C-DEV-ENT Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	600	\$0.00	\$0.00
9	Expressway Rich Media Session (1) Cisco Systems - Part#: A-FLEX-EXP-RMS Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	100	\$0.00	\$0.00
10	EntW On-Premises Calling Cisco Systems - Part#: A-FLEX-EAPL Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	500	\$153.20	\$76,600.00
11	Expressway Product Authorization Key (1) Cisco Systems - Part#: A-FLEX-EXP-PAK Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	1	\$0.00	\$0.00
12	Session Manager (1) Cisco Systems - Part#: A-FLEX-SME-S Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	1	\$0.00	\$0.00
13	CUBE Standard Trunk Session License Cisco Systems - Part#: A-FLEX-STD-CUBE Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	100	\$57.20	\$5,720.00
14	On-Premises Smart License - EA (1) Cisco Systems - Part#: A-FLEX-P-EA Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	600	\$0.00	\$0.00
15	Emergency Responder Smart License (1) Cisco Systems - Part#: A-FLEX-P-ER Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	1500	\$0.00	\$0.00
16	File Storage Entitlement Cisco Systems - Part#: A-FLEX-FILESTG-ENT Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 19-34	12000	\$0.00	\$0.00
17	Pro Pack for Cisco Control Hub Entitlement	600	\$0.00	\$0.00

TE-22-140

ATTACHMENT D

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

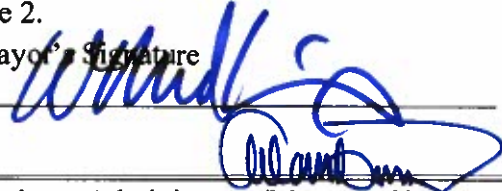
This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	City of Trenton
--------------	-----------------

Professional Service or EUS Type	
Name of Vendor	SHI International.
	CISCO Call Management System
Contract Award Amount	\$137,306.67 2-01- 25-2540-290 \$
Term of Contract	5-1-2022 through 4-30-2023
Temporary or Seasonal	No
Grant Funded (attach appropriate documentation allowing for service through grant funds)	No
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc)	CK04-19-34 New Jersey Cooperative Purchasing Alliance
Were other proposals received? If so, please attach the names and amounts for each proposal	No

Please attach any evaluation memoranda or evaluation forms used to evaluate the vendors. If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

Mayor's Signature



Date

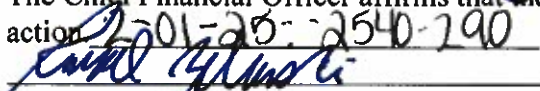
5-23-22

Date

5/16/22

Business Administrator/Manager Signature

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

2-01-25-2540-290  


Funding Source for this action

Chief Financial Officer Signature

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

Certifying Officer

Date

\_\_\_\_\_



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

\_\_\_\_\_  
Chief Financial Officer Signature

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

\_\_\_\_\_  
Certifying Officer

Date \_\_\_\_\_

---

***For LGS use only:***

Approved

Denied

Date

05/23/2022

\_\_\_\_\_  
Director or Designee,  
Division of Local Government Services

Number Assigned

920-22-140

1.  $\frac{1}{x^2} = x^{-2}$

2.

3.

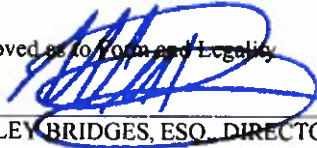
4.

5.

# RESOLUTION

No. 22-263

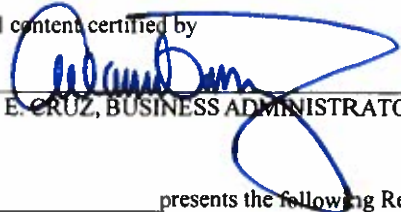
Approved as to Form and Legality



WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

Date of Adoption \_\_\_\_\_

Factual content certified by



ADAME CRUZ, BUSINESS ADMINISTRATOR

Councilman /woman \_\_\_\_\_

presents the following Resolution:

## RESOLUTION FOR MEMBER PARTICIPATION IN A COOPERATIVE PRICING SYSTEM

### A RESOLUTION AUTHORIZING THE CITY OF TRENTON TO ENTER INTO A COOPERATIVE PRICING AGREEMENT WITH THE NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM

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

**WHEREAS**, the Passaic Valley Sewerage Commission (PVSC) serves as the lead agency of the North Jersey Wastewater Cooperative Pricing System (NJWCPS), hereinafter referred to as the "Lead Agency " has offered voluntary participation in North Jersey Wastewater Cooperative Pricing System 88-NJWCPS for the purchase of goods and services; and

**WHEREAS**, on JULY 7, 2022, the governing body of the CITY OF TRENTON County of MERCER, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services; and

**WHEREAS**, the City of Trenton desires to become a member of the North Jersey Wastewater Cooperative Pricing System (NJWCPS), effective July 7, 2022 and, that such membership shall be for the period ending November 24, 2024, and each renewal, thereafter of the system, unless the City of Trenton elects to formally withdraw from the system;

**NOW, THEREFORE, IT IS RESOLVED**, by the Governing Body of the City of Trenton, County of Mercer, State of New Jersey, that it hereby authorizes participation in the North Jersey Wastewater Cooperative Pricing System, and that the proper officials of the City of Trenton are hereby authorized to execute the attached agreement for such membership.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

Mayor  
Business Administrator

Adam E. Cruz

**CITY OF TRENTON**  
*Department of Administration*

To: Mr. Adam E. Cruz, Business Administrator

From: Isabel C. Garcia, QPA, Purchasing Agent



Subject: **REQUEST TO JOIN THE NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM**

Date: June 20, 2022

---

This memo serves as a request to join the North Jersey Wastewater Cooperative Pricing System. The Department of Water and Sewer have requested to join the North Jersey Wastewater Cooperative Pricing System (NJCPSC) to be able to cover a great portion of their procurement needs and similar opportunities for the department.

The NJCPSC will cover the following manufacturer's needs and more for the Department of Water and Sewer:

- Smith & Blair materials
- U.S. Pipe Ductile Iron Cement Lined Pipe
- U.S. Pipe Ductile Iron Cement Lined Fittings
- Type K Soft Copper Water Service Fittings (60 ft. coils)
- And many more

Once the City of Trenton becomes a member of the NJCPSC, we can request three (3) quotes under the bid threshold or prepare a resolution for any amount over the bid threshold without going out to bid.

**This agreement shall be from July 7, 2022 to November 24, 2024, and each renewal, thereafter of the system, unless the City of Trenton elects to formally withdraw from the system.**

---

Attached please find a resolution to join the Coop, a copy of an agreement to be signed after the resolution has been approved and adopted by City Council, information on NJCPSC and a memo from the director of Water.

Enc.



---

**City of Trenton  
Trenton Water Works  
Memorandum**

**To:** Isabel C. Garcia, QPA  
City of Trenton, Purchasing Agent

**From:** Mark Lavenberg  
Acting Director – Water & Sewer



**Date:** May 24, 2022

---

**Re:** Recommendation for (COT) City of Trenton Purchasing Department to join the North Jersey Cooperative Pricing System Contract B305.

It is requested that the City of Trenton, Department of Water & Sewer join the (NJCPSC) North Jersey Cooperative Pricing System Contract B305.

The advantage of a COOP is that the COT doesn't have to go through the bidding process or have to receive 3 quotes as the NJCPSC has vetted the material vendors that supply materials that the Water or Sewer Department uses. The CO-OP is not something you have to renew once one is added and the contract gets rebid each year on its own. With regards to the Trenton Water Works, it covers items like:

- Smith & Blair materials
- U.S. Pipe Ductile Iron Cement Lined Pipe
- U.S. Pipe Ductile Iron Cement Lined Fittings
- Type K Soft Copper Water Service Tubing (60 ft coils)

But I believe you will find it covers a great portion of our purchasing needs and should offer similar opportunities for the Sewer Division as well. Attached you will see this year's contract containing the manufacturer's awarded to us just to give you an example.

You will need to contact the lead agency Passaic Valley Sewerage Commission more specifically: Mr. Tom Fuscaldo, PVSC Purchasing Agent; (973-817-5702; Fax 973-465-1742; [tfuscaldo@pvsc.com](mailto:tfuscaldo@pvsc.com)) to be added to the list of member agencies.

---

**Cc:** Joseph McIntyre, General Superintendent – Sewer Utility  
John R. Cassarini, Supervising Engineer  
Joan A. Garret, Budget Officer and Water Utility Administrative Unit Manager  
Yaritza Corado-Lemus, Administrative Secretary  
Ralph Conte, Warehouse Supervisor

Enclosures

**City of Trenton  
Trenton Water Works  
Memorandum**

**To:** Isabel C. Garcia, QPA  
City of Trenton, Purchasing Agent

**From:** Mark Lavenberg  
Acting Director – Water & Sewer

**Date:** May 24, 2022

**Re:** Recommendation for (COT) City of Trenton Purchasing Department to join the North Jersey Cooperative Pricing System Contract B305.

On behalf of the Trenton Water Works, please accept this memo authorizing you to auction the following Water Utility equipment:

JRC response to per IG email 5/17/2022;  
11:54 a.m. to scrap of dispose of  
vehicles or equipment

Trenton Water Works Vehicles to be Scrapped or disposed of: Tuesday, May 24, 2022 < Print Date  
Location of Vehicles/Equipment: Trenton Water Works, 333 Cortland St, Trenton NJ Contact Person: Alex Rivas, Supervising Mechanic 609.989.3234  
\*: Older duplicate vehicle Mileage

Qty	Call #	Vin #	Plate	Year	Make	Type Vehicle	Color	or hours	Cond.	Office	Fuel	Keys	Title	Remarks
1	W 5 *	1GDP7H1C92J502869	MG50754	2002	GMC	DUMP TRUCK	Lt Blue	53,045	Poor	C & M	Diesel	None	None	SCRAP: 17 years old: Engine bad, leaking oil, no power, Dump Body removed & missing diesel emission filter; <b>NOT WORKING</b>
2	W 32	1GDE4C12X7F410500	MG72695	2007	GMC	SERVICE TRUCK	Lt Blue	75,722	Poor	C & M	Diesel	2	None	SCRAP: 4/30/2022 Vehicle is OOS and to be combined with W-34 to make fix W-78 Service Truck; <b>OPERABLE BUT NOT LEGAL TO DRIVE</b>
3	W 34	1GDE4C12S7F410727	MG72693	2007	GMC	SERVICE TRUCK	Lt Blue	66,781	Poor	C & M	Diesel	2	None	SCRAP: 4/30/2022 Vehicle is OOS and to be combined with W-32 to fix W-78 Service Truck; <b>OPERABLE BUT NOT LEGAL TO DRIVE</b>
4	W 41 *	1GDP7H1C32J502561	MG50752	2002	GMC	DUMP TRUCK	Lt Blue	54,149	Poor	C & M	Diesel	1	None	SCRAP: 11/25/2019 OOS DEF Filter needed; DEF filters cost \$15K to replace; used for parts; Dump Body doesn't Lift, PTO button & wires missing, No AC, Brake lines leaking, etc.; <b>OPERABLE BUT NOT LEGAL TO DRIVE</b>
5	W 62 *	3GDKC34F51M113954	MG50755	2002	GMC	SERVICE TRUCK	Lt Blue	61,102	Poor	C & M	Diesel	None	None	SCRAP: Not driveable; transmission broken, leaking antifreeze, seats broken, etc. not equipped w req'd accessories; <b>NOT WORKING</b>
6	W 101 AB	S/N FMD14490	MG67460	2005	TEREX/AMIDA	ARROW BOARD SES JB Solar	Yellow	NA	Poor	C & M	Solar	NA	None	SCRAP: Terrible shape; two blown tires & rims, broken arrow board lights, won't start; <b>NOT WORKING</b>

**Cc:** Dave Smith, P.E., Chief Engineer  
Sean Semple, Supervising Engineer  
John R. Cassarini, Supervising Engineer  
Joan A. Garret, Budget Officer and Water Utility Administrative Unit Manager  
Yaritza Corado-Lemus, Administrative Secretary  
Alex Rivas, Supervising Mechanic

Enclosures

**NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM**

The Passaic Valley Sewerage Commission (PVSC) serves as the lead agency of the North Jersey Wastewater Cooperative Pricing System (NJWCPS). The Identifier Number assigned to the cooperative by the New Jersey Department of Community Affairs, Division of Local Government Services is 88-NJWWCPS. The NJWCPS has advertised and awarded contracts for a variety of goods and equipment including: Janitorial Supplies, Various Manufacturer Equipment and Spare Parts, Instrumentation Equipment, Tools and Accessories, Various Manufacturers Pumps and Motor Repair, Replacement, and Installation, Valves and Accessories, Wireless Monitoring and Alarm Systems, Rental of Mobile Crane with Operator, Various Hose Couplings and Fittings, Safety Equipment and Supplies, Various Bulk Chemicals, and Various Filters. The PVSC is permitted to accept and approve requests for additional membership. The process to add members is not complicated, and the PVSC currently operates the Cooperative at no cost for the member agencies. The governing body of your organization (municipal council, board of directors, etc.) will need to pass a resolution expressing their interest in joining the cooperative. Once in receipt of the resolution and agreement (both appear below in this document), PVSC will formally accept the new member by resolution. Finally, the state Local Government Services Unit approves the addition to the Cooperative. The members of the cooperative have meetings on an informal basis during the year to discuss contract needs and possible additional contracts to be advertised. The lead agency is also available to discuss individual member questions on an ongoing basis. Please contact me with any questions you may have at 973-817-5702.

**SAMPLE RESOLUTION**

WHEREAS, the \_\_\_\_\_  
desires to become a member of the North Jersey Wastewater Cooperative Pricing System, NJWCPS, effective \_\_\_\_\_ and, that such membership shall be for the period ending November 24, 2024, and each renewal, thereafter of the system, unless \_\_\_\_\_  
elects to formally withdraw from the system;

Now, therefore, be it resolved, that the \_\_\_\_\_ and \_\_\_\_\_  
(Officers) (Officer)

are hereby authorized to execute the attached agreement for such membership.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
CEO

Attest:  
\_\_\_\_\_  
\_\_\_\_\_

Provide three (3) certified copies, of Resolution and three (3) executed copies of Agreement to:

Thomas A. Fuscaldo, RPPO-QPA  
Purchasing Agent  
Passaic Valley Sewerage Commission  
600 Wilson Avenue  
Newark, New Jersey 07105

**AGREEMENT  
NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM**

**PARTICIPANTS:**

This agreement made and entered into this day of \_\_\_\_\_ 2021 by and between the Passaic Valley Sewerage Commission (hereinafter referred to as "PVSC") and the \_\_\_\_\_ a governmental corporation of the State of New Jersey or Public Agency located at \_\_\_\_\_ (hereinafter referred to as the "Participating Contracting Unit").

**WITNESSETH:**

**LEGAL AUTHORITY:**

WHEREAS, N.J.S. 40A:11-11 (5), specifically authorizes two or more contracting units to enter into a Cooperative Pricing System and Agreement for the purchase of work, materials and supplies; and

**WORK TO BE PERFORMED:**

WHEREAS, the Passaic Valley Sewerage Commission will conduct a Cooperative Pricing System with Participating Contracting Units, utilizing administrative purchasing services and facilities of the PVSC; and this Cooperative Pricing Agreement is to effect substantial economies in the purchase of goods and supplies; and

WHEREAS, the PVSC wishes to operate the **North Jersey Wastewater Cooperative Pricing System** (hereinafter referred to as the NJWCPS) with the Bergen County Utilities Authority (BCUA), the Joint Meeting of Essex and Union Counties (JMEUC), the Pequannock, Lincoln Park, and Fairfield Sewerage Authority- Two Bridges (TBSA), the Northwest Bergen County Utilities Authority, the Rahway Valley Sewerage Authority, the Town of Morristown, the Township of Wayne, the City of Asbury Park, the Linden Roselle Sewerage Authority, the Sussex County Municipal Utilities Authority, the Township of Mine Hill, the Musconetcong Sewerage Authority, the Borough of Fair Lawn, the Township of Morris, the Village of Ridgewood, the Rockaway Valley Sewerage Authority, the Atlantic County Utilities Authority, the Township of Wall, the Township of Readington, the Borough of South Plainfield, the Borough of Lodi, the Borough of Madison, the Secaucus Municipal Utilities Authority, the Two Rivers Water Reclamation Authority, the Borough of Point Pleasant, the Township of Branchburg, the Township of Parsippany-Troy Hills, the Township of Springfield, the Township of Neptune, the Township of Verona, the Borough of Lindenwold, the North Bergen Utilities Authority, the Bayshore Regional Sewerage Authority, the Lacey Municipal Utilities Authority, the Cape May County Municipal Utilities Authority, the Bernards Township Sewerage Authority, the South Monmouth Regional Sewerage Authority, the East Windsor Utilities Authority, the Borough of Stone Harbor, the Borough of Bloomingdale, the Township of Livingston, the Township of Roxbury, the Township of Freehold,

the Southeast Morris County Utilities Authority, the Township of Montville, the Manasquan River Regional Sewerage Authority, the Cumberland Co. Utilities Authority, the Borough of Old Tappan, the Readington Lebanon Sewerage Authority, the Borough of Glen Rock, the Warren Township Sewerage Authority, the Borough of Highlands, the Township of Denville, and the Logan Township Municipal Utilities Authority, as well as other appropriate Public Agencies within New Jersey; and

WHEREAS, all parties hereto have approved the within Agreement by Ordinance or Resolution as appropriate, in accordance with the aforesaid statute; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE, in consideration of the conditions hereinafter set forth, it is mutually agreed as follows:

1. The goods or supplies to be priced cooperatively may include Spare Parts, Instrumentation Equipment, Maintenance Chemicals, Motor Repair/Replacement, Mechanical Seals, Safety Equipment, Electrical Equipment, Laboratory Supplies, Bulk Chemicals and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis, providing the PVSC consents to these other items.

The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.

**ADMINISTRATION AND OPERATION OF SYSTEM:**

2. The PVSC, on behalf of all participating contracting units, at the beginning of participating in the NJWCPS, and during each January thereafter, shall publish a legal advertisement in such format as required by the State Division of Local Government Services in a newspaper normally used for such purposes by it to include such information as:

- (1) The name of the participating contracting units, and
- (2) The name of the Cooperative Pricing System soliciting competitive bids or informal quotations, and
- (3) The address and telephone number of the NJWCPS, and
- (4) The State Identification Code for the Cooperative Pricing System, and
- (5) The expiration date of the Cooperative Pricing Agreement.

3. The specifications shall be prepared and approved by the NJWPCS and filed as required by law, and no changes shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

4. The NJWPCS may provide the Participating Units with the copies of the specifications at least thirty (30) days prior to seeking bids and will notify the Participating Contracting Units, in writing, of the item(s) on which it will seek bids. Fifteen (15) days prior to advertising, each of the participating contracting units shall designate, in writing, to the NJWCPS, the items to be purchased and indicate therein the approximate quantities desired, the location for delivery and other requirements, to permit the preparation and filing of specifications as provided by law.

The NJWPCS will call a meeting of all Participating Contracting Units each December in order to provide the participants with an opportunity to discuss the goods or services to be priced cooperatively and the terms of the specifications for the next calendar year.

5. A single advertisement for bids or the solicitation of informal quotations for the goods or

services to be purchased shall be presented on behalf of all of the Participating Contracting Units desiring to purchase any item by the NJWCPS in the Cooperative Pricing System.

6. In seeking bids the NJWCPS will include in the specifications two categories upon which bids are sought: (a) the NJWCPS's requirements, stated in definite quantities; and (b) the Participating Contracting Units, stated as an estimated total quantity of the needs of all the other Participating Contracting Units, which total shall not be exceeded in the aggregate by more than 20 percent of the total cost awarded for that Category. The specification for this category shall list the other Participating Contracting Units, their delivery address, their estimated maximum quantities and other relevant information to permit the bidder to understand what is potentially involved. The bids will contain: (1) a provision stating that contracts shall be in compliance with N.J.A.C. 5:30-5.5 (B), open-end contract rules; and (2) language requiring the bid price(s) to be stated so that it is uniform with respect to both categories (the NJWCPS and other Participating Contracting Units).

The provision with respect to the other contracting units category will allow the bidder to indicate if it is willing to provide the item(s) bid upon to other participating contracting units in the system; or if it is not willing to extend prices to other participating units in the systems.

7. The NJWCPS shall advertise for bids or the solicitation of informal quotations and shall receive bids or quotations on behalf of all Participating Contracting Units. Following the receipt of bids, the NJWCPS shall review said bids and on behalf of all Participating Contracting Units, either reject all or certain of the bids or make an award to the lowest responsible bidder or bidders for each separate item. This award shall result in the NJWCPS entering into a master contract with the successful bidder(s)

8. The NJWCPS shall enter into a formal written contract(s), when required by law, directly with the successful bidder(s) only after it has certified the funds available only for its own needs ordered. Each Participating Contracting Unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder(s); issue purchase orders in its own name directly to the successful bidder(s) against said contract; accept its own deliveries; be invoiced by and receive statements from the successful bidder(s); make payment directly to the successful bidder(s); and be responsible for any tax liability. No Participating Contracting Unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other Participating Contracting Units and shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability. The provisions of this paragraph shall be quoted or referred to and sufficiently described in all advertisements for bids by the NJWCPS so that each bidder shall be on notice as to the respective responsibilities and liabilities of the Participating Contracting Units. The NJWCPS shall supply the Participating Contracting Units with copies of the specifications, name of successful bidder, prices awarded and the contract identification number. Each Participating Contracting Unit may then order directly from that vendor by purchase order if under the appropriate statutory bid limit or by contract of the governing body or agency if over the appropriate statutory bid limit. The identification number shall be affixed to each purchase order or contract and shown on all forms pertaining thereto.

9. If the lowest responsible bidder declines to extend prices to the Participating Contracting Units all bids shall be rejected and no further bids will be sought by the NJWCPS on behalf of the Participating Contracting Units.

10 . A bidder shall not be required or permitted to extend his bid prices to Participating Contracting Units unless he has voluntarily agreed to do so as part of his bid.

11. Nothing in this Agreement shall prevent any Participating Contracting Unit from awarding contracts of purchase, with or without advertising, individually and on its own behalf, provided, however, that invitations for such individual bids shall not be advertised, nor shall bids be received individually, during the period in which the NJWCPS is advertising for and receiving bids for the same goods or services, except in the case of emergency or hardship.

12. No purchase order or contract shall be issued by any Participating Contracting Unit for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.

13. The NJWCPS reserves the right to exclude any goods or services from within said system if, in its opinion, the pooling of purchasing requirements or needs of the Participating Contracting Units is either not beneficial or not workable.

**ADMINISTRATIVE COSTS:**

14. The PVSC shall bear all costs associated with administering the Cooperative Pricing system and bidding process including cost of advertising and administration and the Participating Contracting Units shall not be obligated for any part of such expenses.

**DURATION AND TERMINATION:**

15. This Agreement shall become effective the date executed, subject to the approval of the Director of the Division of Local Government Services and shall continue in effect for a period not to exceed five (5) years from said date or the term of the current approval unless any party to this Agreement shall give written notice of its intention to terminate its participation at least 30 days prior to the succeeding four (4) years. The NJWCPS may choose to terminate registration of the system no later than 30 days prior to the expiration date of the system. Renewal of the system will be in accordance with the provisions of N.J.A.C. 5:34-17.6, as may be amended.

16. This Agreement and the Cooperative Pricing System will not terminate nor be invalidated by the PVSC or the withdrawal or addition of any Participating Contracting Unit. However, this Agreement and the Cooperative Pricing System shall be terminable and invalidated at the instance of the NJWCPS upon written notice to the Participating Contracting Unit and without recourse against the NJWCPS for any reason or if continuance of the within system becomes unlawful for any reason.

**DOCUMENTATION:**

17. All records and documents maintained or utilized pursuant to the terms of this Agreement shall be identified by the code number assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the NJWCPS for purposes identifying each contract and item awarded.

18. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

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19. This Agreement may be executed in several counterparts, each of which, when so executed, shall be deemed to be an original, but such counterparts shall together constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

**PASSAIC VALLEY SEWERAGE COMMISSION**

BY: \_\_\_\_\_  
GREGORY A. TRAMONTOZZI  
EXECUTIVE DIRECTOR, PASSAIC VALLEY SEWERAGE COMMISSION

(SEAL) ATTEST BY: \_\_\_\_\_  
PASSAIC VALLEY SEWERAGE COMMISSION  
MATTHEW F. MURRAY, CLERK

ATTEST: NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM

By: \_\_\_\_\_  
Passaic Valley Sewerage Commission

Date: \_\_\_\_\_

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[NAME OF AUTHORITY OR GOVERNMENT ENTITY-  
PLEASE LEAVE ON SEPARATE PAGE]

BY: \_\_\_\_\_

(Chief Administrative Officer's Signature or other Official duly authorized to sign cooperative purchasing agreements)

PRINTED NAME

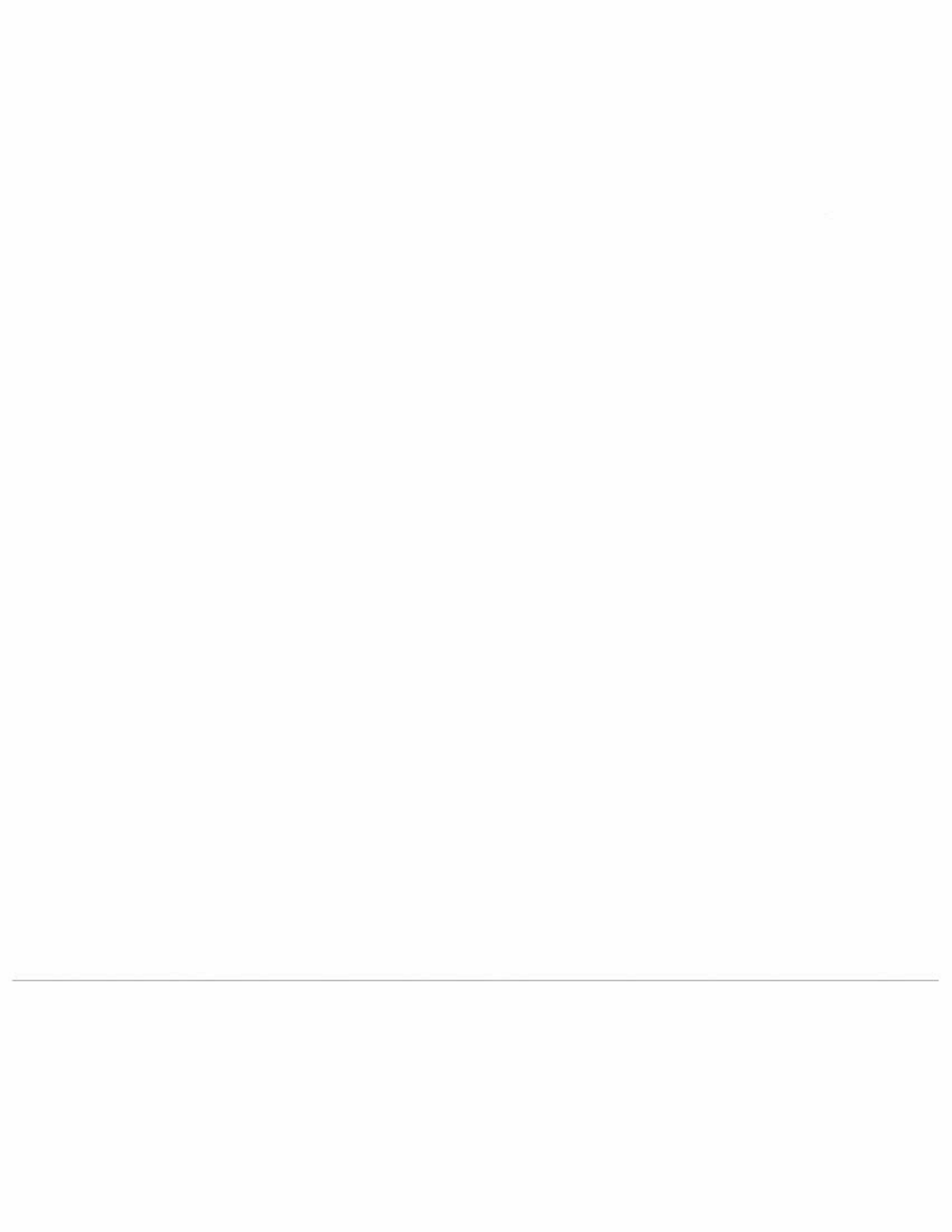
\_\_\_\_\_

TITLE \_\_\_\_\_

(SEAL) ATTEST BY: \_\_\_\_\_

PRINTED NAME AND TITLE:

\_\_\_\_\_



# RESOLUTION

No. 22-264

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

CITY ATTORNEY

Factual content certified by

CONSTANCE S. LUDDEN, TAX COLLECTOR

Councilman/woman \_\_\_\_\_ presents the following Resolution:

## RESOLUTION AUTHORIZING THE CITY OF TRENTON TO ISSUE A TAX REFUNDS TOTALING \$19,492.53 ON 20 PROPERTIES

**WHEREAS**, in accordance with the list below tax overpayments/erroneous payments and/or duplicate payments have been made as indicated; and

**WHEREAS**, said tax payments were applied to the various accounts listed as directed by the remitter; and

**WHEREAS**, it has been discovered that said tax payments were incorrectly remitted to the City of Trenton; and

**WHEREAS**, refunds of the amounts shown have been requested by the remitter and are recommended by the Tax Collector.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Trenton, County of Mercer, State of New Jersey hereby directs refunds as per the list in the total amount of \$19,492.53 to be processed and the records of the Tax Collector's office be accordingly updated.

<u>Block</u>	<u>Lot</u>	<u>Yr/Qtr</u>	<u>Amount</u>	<u>Refund To</u>	<u>Reason</u>
8605	24	21/2	\$861.01	Pine Valley Once RE	Erroneous Pymt
11702	28	22/1	\$508.10	East Coast Title Agency	Erroneous Pymt
15302	15	22/2	\$1134.20	Universal Abstract	Duplicate Pymt
16208	3	22/2	\$602.50	Empire Title & Abstract	Duplicate Pymt
16702	45	20/1	\$493.87	Anibal Martinez Mendez	Duplicate Pymt
29103	1	21/4	\$4813.52	Michael Heitmann Law	Erroneous Pymt
36201	13	21/4	\$2154.07	FNA DZ, LLC	Erroneous Pymt
2605	31	22/2	\$914.98	Group NJ, LLC	Duplicate Pymt
34404	18	22/2	\$1137.02	Group NJ, LLC	Duplicate Pymt
34104	4	22/2	\$1077.29	Group NJ, LLC	Duplicate Pymt
3101	14	22/2	\$928.74	Group NJ, LLC	Duplicate Pymt
17702	16	22/2	\$746.88	Group NJ, LLC	Duplicate Pymt
6606	19	22/2	\$644.15	Group NJ, LLC	Duplicate Pymt
10503	29	22/2	\$590.01	Group NJ, LLC	Duplicate Pymt
3201	18	22/2	\$571.96	Group NJ, LLC	Duplicate Pymt
20606	13	22/2	\$517.82	Group NJ, LLC	Duplicate Pymt
16703	35	22/2	\$501.16	Group NJ, LLC	Duplicate Pymt
<del>22503</del>	<del>15</del>	<del>22/2</del>	<del>\$312.36</del>	<del>Group NJ, LLC</del>	<del>Duplicate Pymt</del>
26906	13	22/2	\$447.02	Group NJ, LLC	Duplicate Pymt
6603	8	22/2	\$535.87	Group NJ, LLC	Duplicate Pymt



	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

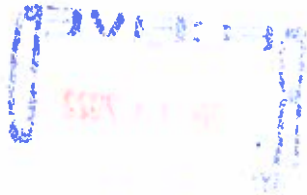
\_\_\_\_\_  
City Clerk

# Memorandum

**To:** Adam E. Cruz, Business Administrator   
**From:** Constance S. Ludden, Tax Collector   
**Date:** June 3, 2022  
**Re:** RESOLUTION for 6/16/22 Meeting  
Authorizing Tax Refunds on 20 Properties totaling \$19,492.53

Attached please find a resolution authorizing refunds to be issued as a result of the remittance of erroneous/duplicate payments.

I respectfully recommend the City Council adopts the resolution authorizing this refund in accordance with the Statutes.



# RESOLUTION

No. 22-265

Approved as to Form and Legality

CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

CONSTANCE S. LUDDEN, TAX COLLECTOR

Councilman/woman \_\_\_\_\_ presents the following Resolution:

## RESOLUTION AUTHORIZING THE USE OF AN ESTIMATED TAX LEVY FOR THE PURPOSES OF ISSUING 2022 3<sup>rd</sup> (August) QUARTER TAX BILLS

**WHEREAS**, N.J.S.A. 54:4-66.4 provides that whenever the governing body of a municipality determines that the Tax Collector will be unable to complete the mailing and/or delivery of tax bills by June 14, estimated tax bills may be authorized; and

**WHEREAS**, the Tax Collector and Chief Financial Officer shall compute an estimated tax levy range for any districts whose levy has not yet been certified by the County Board of Taxation; and

**WHEREAS**, it has been determined that the preliminary levy to be used for the 2022 3<sup>rd</sup> (August) quarter tax bills is \$31,457,122.80.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Trenton, County of Mercer, State of New Jersey that estimated tax bills for the 3<sup>rd</sup> quarter (August 2022) are hereby authorized.



	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

# Memorandum

**To:** Adam E. Cruz, Business Administrator   
**From:** Constance S. Ludden, Tax Collector   
**Date:** June 3, 2022  
**Re:** RESOLUTION: Authorizing Use of Estimated Tax Levy for the  
Purposes of Issuing 2022 3Q (August) Tax Bills

Attached please find the resolution referenced above.

Without an adopted budget the City cannot issue tax bills for the next quarter, August 2022. It is imperative for the taxpayers to receive bills to enable them to remit tax payments in accordance with NJ Law. In an effort to maintain a schedule that is both Statutory and known to the taxpayers this resolution will allow an estimated bill to be sent ensuring homeowners can remit taxes in quarterly payments. If the estimated bills are not mailed homeowners will be forced to remit 2 payments back-to-back which may cause a hardship on their personal budgets.

I respectfully recommend the City Council adopts the resolutions authorizing the issuance of estimated bills which will improve the financial integrity of the City and allow homeowners to remit payments in quarterly installments.

# RESOLUTION

No. 22-266

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Title

Councilman /woman \_\_\_\_\_

\_\_\_\_\_ presents the following Resolution:

## **RESOLUTION AUTHORIZING EMERGENCY APPROPRIATIONS TO THE CY 2022 TEMPORARY BUDGETS OF THE CITY OF TRENTON CURRENT FUND, IN THE AMOUNT OF \$46,970,773.32**

**WHEREAS**, an emergency has arisen with respect to providing funds for the operation of the City of Trenton Current Fund and no adequate provision has been made in the CY 2022 Temporary Budget for certain purposes, and N.J.S.A. 40A:4-20 provides for creation of an emergency appropriation for the certain purposes as listed below, and

**WHEREAS**, the total emergency temporary resolutions adopted for the CY 2022 year pursuant to the provisions of Chapter 96, P.L. 1951 including this resolution total \$46,970,773,32

**NOW, THEREFORE BE IT RESOLVED, BY THE** City Council of the City of Trenton, (by not less than two-thirds of all members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-20 the following emergency appropriations are hereby adopted as follows.

Mayor-SW	184,566.33
Mayor-OE	2,145.00
City Council-SW	43,659.75
City Council-OE	49,846.50
City Council Attorney-SW	27,720.00
City Clerk-SW	75,594.18
City Clerk-OE	9,044.31
City Clerk OPRA-OE	660.00
Elections-OE	14,381.73
Administration-SW	179,202.51
Administration-OE	18,869.40
Public Defender - SW	4,538.62
Public Defender -OE	85,800.00
Purchasing - SW	53,770.60
Purchasing -OE	11,409.75
Management Information Systems-SW	24,334.39
Management Information Systems -OE	406,941.48
Personnel - SW	55,667.55
Insurance - SW	10,092.06
Finance Director-SW	39,964.41
Finance Director-OE	1,217.70

# RESOLUTION

Accounts and Control-SW	103,660.06
Accounts and Control-OE	4,432.23
Treasury-SW	91,036.10
Treasury-OE	30,888.00
Tax Collection-SW	202,297.58
Tax Collection-OE	84,704.40
Assessments-SW	128,672.24
Assessments-OE	6,609.90
Revaluation-OE	9,900.00
Law-SW	263,757.77
Law-OE	517,489.50
Health & Human Services-Director-SW	191,243.78
Health Promotion & Code Enforcement-SW	133,530.20
Environmental Health - SW	163,750.17
Registrar - SW	80,797.81
Registrar - OE	7,359.99
Animal Control-SW	166,889.25
Animal Control-OE	89,298.00
Office of Adult & Family Services-SW	43,037.43
Office of Adult & Family Services -OE	52,319.19
Community Relations & Social Services-SW	90,826.13
Community Relations & Social Services-OE	4,871.37
Coordinated Entry & Assessment Services-SW	208,571.15
Emergency Shelter - OE	89,387.10
Public Assistance-OE	3,151.50
Fire-SW	7,918,633.03
Emergency Management-SW	34,320.00
Emergency Management-OE	8,735.76
Trenton Emergency Medical Service-OE	18,798.78
Police-SW	9,313,237.51
Police-OE	630,069.00
Crossing Guards - SW	193,566.79
Crossing Guards - OE	5,280.00
Communications-SW	1,172,506.31
Communications-OE	19,930.35
EMD Shared Services-OE	76,230.00
Public Works-Director-SW	110,918.36
Public Works-Director-OE	19,536.00
Solid Waste Management-SW	1,041,590.46
Solid Waste Management-OE	200,000.00



# RESOLUTION

Streets-SW	596,316.87
Streets-OE	240,834.00
Snow Removal OE	8,580.00
Public Property-SW	705,245.79
Public Property-OE	324,166.43
Traffic & Transportation-SW	199,465.05
Traffic & Transportation-OE	44,880.00
Engineering & Operations-SW	83,176.24
Engineering & Operations-OE	100,841.40
Landfill-OE	2,196,018.00
Recycling-OE	396,000.00
Housing & Econ. Dev-Director-SW	118,177.34
Planning Board-OE	23,042.91
Rent Stabilization Board-OE	462.00
R E/Property Manage-SW	96,758.18
Landmarks Commission-OE	33.00
Economic Development-SW	52,609.34
Planning-SW	74,285.10
Housing Production-OE	6,435.00
Inspections-Director-SW	45,615.08
Inspections-Director-OE	11,583.00
Technical Services-SW	282,534.43
Technical Services-OE	4,455.00
Technical Services (inc fee rev)-SW	24,933.15
Housing Inspections-SW	255,934.93
Housing Inspections-OE	2,821.50
Weights and Measures-SW	21,022.90
Weights and Measures-OE	1,287.00
Zoning Board-OE	1,221.00
Recreation, NRC-Director-SW	26,602.36
Recreation NRC-Director-OE	2,845.59
Recreation-SW	344,890.58
Recreation-OE	66,092.40
Recreation Maintenance & Nat'l. Res-SW	279,044.95
Recreation Maintenance & Nat'l Res-OE	19,470.83
Pool - SW	39,600.00
Pool - OE	2,903.51
Division of Culture-SW	30,275.10
Division of Culture-OE	18,140.10
Municipal Courts-SW	861,780.55

# RESOLUTION

Health Insurance-OE	8,574,998.86
Other Employee Benefits-OE	23,100.00
Workers Compensation-OE	990,000.00
Occupational Health Center-OE	62,700.00
Salary & Wage Adj. Program-SW	1,320,000.00
Trenton Free Public Library-SW	342,318.69
Trenton Free Public Library-OE	293,883.76
Telephone-OE	143,550.00
Public Service-Electric-OE	636,900.00
Public Service-Street & Traffic Lights-OE	643,701.05
Postage-OE	39,600.00
Gasoline Delivery-OE	155,000.00
Diesel Fuel Delivery-OE	34,000.00
Heating Fuel Oil-OE	6,600.00
Ca-District Heating-OE	52,800.00
Water Bills OE	53,955.00
Medicare-Employer Share-OE	430,493.93
Social Security System-OE	691,541.95
Consolidated Police & Fire Pensions-OE	12,540.00
Defined Contribution Retirement System-OE	21,450.00
	46,970,773.32

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

# MEMO

**Date:** 6/02/2022

**From:** Ron Zilinski, Chief Financial Officer

**To:** Adam Cruz, Business Administrator



**Subject:** Emergency for CY 2022 Temporary Budget for

There are budget appropriations where the temporary budget was not adequate to account for the spending cycle for the new calendar year. The attached resolution funds these accounts on an emergency basis for the CY 2022 Temporary Budget.

This temporary budget should be good till the end of September 2022.

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# RESOLUTION

No. 22-267

Date of Adoption \_\_\_\_\_

Factual content certified by \_\_\_\_\_

Approved as to Form and Legality

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Title

\_\_\_\_\_  
Councilman /woman

\_\_\_\_\_  
presents the following Resolution:

## **RESOLUTION AUTHORIZING EMERGENCY APPROPRIATIONS TO THE CY 2022 TEMPORARY UTILITY BUDGETS OF THE CITY OF TRENTON, IN THE AMOUNT OF \$19,011,462.64**

**WHEREAS**, an emergency has arisen with respect to providing funds for the operation of the City of Trenton Utility Budgets and no adequate provision has been made in the CY 2022 Temporary Utility Budgets for certain purposes, and N.J.S.A. 40A:4-20 provides for creation of an emergency appropriation for the certain purposes as listed below, and

**WHEREAS**, the total emergency temporary resolutions adopted for the CY 2022 year pursuant to the provisions of Chapter 96, P.L. 1951 including this resolution total \$19,011,462.64.

**NOW, THEREFORE BE IT RESOLVED, BY THE** City Council of the City of Trenton, (by not less than two-thirds of all members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-20 the following emergency appropriations for Utility Budgets are hereby adopted as follows.

<b>WATER UTILITY OPERATING</b>	
FINANCE	
WATER UTILITY-SW	68,512.26
WATER UTILITY-OE	1,355,124.98
PUBLIC WORKS	
WATER UTILITY-SW	5,430,643.01
WATER UTILITY-OE	7,865,761.77
SOCIAL SECURITY-OE	365,537.80
CAPITAL OUTLAY-OE	500,000.00
SUB-TOTAL WATER UTILITY OPERATING	<b>\$ 15,585,579.82</b>
<b>SEWER UTILITY OPERATING</b>	
FINANCE	
SEWER UTILITY-SW	63,144.12
SEWER UTILITY-OE	656,982.26
PUBLIC WORKS	
SEWER UTILITY-SW	1,678,607.98
SEWER UTILITY-OE	-73,523.77
SOCIAL SECURITY-OE	140,000.00
CAPITAL OUTLAY-OE	250,000.00
SUB-TOTAL SEWER UTILITY OPERATING	<b>\$ 2,715,210.59</b>

# RESOLUTION

<b>PARKING UTILITY OPERATING</b>		
PARKING UTILITY-SW		183,226.21
PARKING UTILITY-OE		120,067.29
SOCIAL SECURITY-OE		4,648.00
PUBLIC EMPLOYEE'S RETIREMENT SYSTEM-OE		25,000.00
UNEMPLOYMENT-OE		1,730.73
CAPITAL OUTLAY-OE		376,000.00
<b>SUB-TOTAL PARKING UTILITY OPERATING</b>	<b>\$</b>	<b>710,672.23</b>
<b>GRAND TOTAL</b>		<b>\$ 19,011,462.64</b>

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

# MEMO

**Date:** 6/03/2022

**From:** Ron Zilinski, Chief Financial Officer



**To:** Adam Cruz, Business Administrator

**Subject:** Emergency for CY 2022 Temporary Budget for Utilities

There are budget appropriations where the temporary budget for the utility accounts is not adequate to account for the spending cycle for the new calendar year. The attached resolution funds these accounts on an emergency basis for the CY 2022 Temporary Budget.

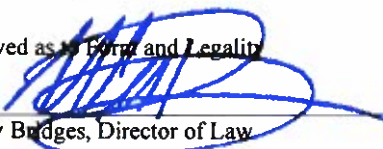
This temporary budget should be good till the end of September 2022.

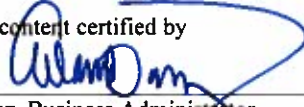
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# RESOLUTION

No. 22-269

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality  
  
Wesley Bridges, Director of Law

Factual content certified by  
  
Adam E. Cruz, Business Administrator

Councilman /woman \_\_\_\_\_ presents the following Resolution:

## RESOLUTION AUTHORIZING SETTLEMENT OF A CIVIL ACTION IN THE MATTER OF MILTON BARBER v. THE CITY OF TRENTON IN THE TOTAL AMOUNT OF \$6,000.00

**WHEREAS**, Milton Barber, commenced a civil suit against the City of Trenton, in Mercer County Superior Court, under Docket No. MER-L-30-20; and

**WHEREAS**, the complaint alleged that plaintiff sustained severe and permanent injuries as a result of the negligence and carelessness of Defendants, occurring on or about January 10, 2018; and

**WHEREAS**, said action has been reviewed and assessed by the City Attorney and the City Attorney is of the opinion that it is in the best interest of the City of Trenton to settle the case in the total amount of \$6,000.00; and

**WHEREAS**, the parties agree that settlement of this matter does not constitute an admission of any liability; and

**WHEREAS**, the settlement in the total amount of \$6,000.00 is inclusive of costs and attorney's fees; and

**WHEREAS**, the Director of Finance has certified that sufficient funds are available in the CY22 General Budget, Account Number 2-01- -80-8070-623, for this purpose; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Trenton City Council that the case of Milton Barber v. City of Trenton be disposed of by way of settlement in the total amount of \$6,000.00.

**BE IT FURTHER RESOLVED**, that the City Treasurer is hereby authorized to issue a warrant for the payment of \$6,000.00 to the Law Offices of Destribats, Campbell Staub & Schroth, LLC shall in accordance with the terms of settlement as set forth herein.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ron Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exist adequate funds to award the settlement in the matter of Milton Barber v. City of Trenton, et al bearing Docket Number MER-L-30-20 in the amount of \$6,000.00. Such funds for said settlement award are available in CY2021 General Liability Self-Insurance Fund, Account Number 2-01- -80-8070-623. ✓

Dated: 6/2/22

  
Ronald Zilinski, Chief Financial Officer

6/2/22

Account Number: 2-01- -80-8070-623 - \$6,000.00

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CITY OF TRENTON  
NEW JERSEY  
DEPARTMENT OF LAW

**MEMO**

**To: Trenton City Council**  
**From: Department of Law**  
**Date: May 10, 2022**  
**Settlement (Barber v. COT)**

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**Description Of The Accident:**

Milton Barber was a tenant at Rowan Towers, on April 15, 2016, renting apartment 14C. Rowan Towers is a multi-story apartment building owned and operated by Interstate Realty Management, a private entity located at 620 West State Street, Trenton New Jersey. It rents apartments to private citizens who receive rental and/or public assistance. In order to provide security for the property and its tenants, interstate Realty Management (“Rowan Towers”) contracted with the City of Trenton to provide security for Rowan Towers and its agents. As such, the memorandum of agreement provides:

It is further agreed that the police officers assigned to the detail are not employees of said applicant (Rowan Towers) but are employees of the City of Trenton Police Department and are responsible for the enforcement of all State statutes and City ordinances. All assigned officers are subject to Police Department rules and regulations and Department Policies and Procedures and shall be under the direct supervision and command of the Trenton Police Department.

The Trenton Police Officers assigned to Rowan Towers still have a duty to also act as a security guard to provide security and protection of the tenants of Rowan Towers while on the premises of Rowan Towers.

On January 10, 2018, a verbal confrontation occurred between Mr. Barber, and the female tenant next door. The confrontation took place in the hallway outside both apartments. In that conversation Mr. Barber told her to stop bothering him, and that he was tired of her saying all those awful things and constantly harassing him and everything. When Mr. Barber said this, the female in 14B came out, and a verbal confrontation with her took place. After these confrontations occurred, Mr. Barber left Rowan Towers and walked to his mother's house a few blocks away. Apparently, one of the neighbors had contacted security earlier that day and told the security guard of the confrontation with Mr. Barber. Prior to Mr. Barber leaving, the security guard, Alberto Barboza, confronted him about and started to question him about the confrontation. Mr. Barber told Officer Barboza that he had reported the harassment to Tara Medina the manager of Rowan Towers. Mr. Barber then walked to his mother's house which was a few blocks away. When he returned later that afternoon, the neighbors who had confronted Mr. Barber were standing on the porch with another man. When Mr. Barber approached the building through its front walkway, Mr. Barber had observed those two females who had harassed him standing on the large porch forming a part of the entranceway to Rowan Towers. Mr. Barber stated the following at his deposition:

Now the guy and girl and the other female were standing there on the porch.

Mr. Barber testified that he could see Officer Barboza as he walked up since the security guard's booth was just inside the front door which is glass as is the entranceway. The security guard's booth was surrounded with clear, transparent, bullet-proof plastic. As Mr. Barber approached the entranceway and started to walk up the steps, he testified at his deposition:

Now the guy and the girl and her other female were standing there on the porch. I went to walk right past them and he (the guy) punched me from behind in the jaw, punched me again, punched me again. That's when the two girls came up there, all three of them threw me down on the ground and started stomping on me all over everywhere.

Mr. Barber testified that the assault went on for a few minutes. At the time of the assault, Officer Barboza was on duty in the booth.

While the assault was going on, Mr. Barber's cousin was in the lobby of the building and apparently heard the commotion. Mr. Barber's cousin came out and pulled the male assailant off Mr. Barber. Officer Barboza did nothing to prevent nor stop the assault once it occurred. According to his testimony, Officer Barboza remained inside and did not know of it until Mr. Barber appeared with his bloody lip.

In his deposition Officer Barboza, testified that his "main concern as a security guard was to make sure that whoever goes in the building was an actual resident." When someone entered Officer Barboza asked for an ID and compared it to the residence list that he kept in the booth, which was inside the entrance. When Officer Barboza was asked:

Did you ever look from the door out to see what was going on in the entranceway to Rowan Towers?

He answered:

I was concentrated that whoever crossed the door, it was a legitimate resident of the building.

Officer Barboza testified that he did not see the assault and was not aware of an altercation or fight that occurred outside Rowan Towers at the entranceway in January of 2018.

It was not Officer Barboza who did anything to stop the assault once it occurred. Mr. Barber's cousin, Maurice, came outside to pull the male assailant off him. After the assault had taken place, Officer Barboza called for backup, and that was when the police arrived. The Trenton Police Officers that arrived grabbed Mr. Barber.

**Liability:**

Pursuant to Section 2:58 of the municipal code, Officer Barboza had a duty to:

- (a) Preserve the public peace, prevent crimes, and detect arrest offenders against the penal laws and ordinances effective within the City...
- (c) Remove all nuisances in the public streets, parks and other public places, inspect and observe all places of public amusement or assemblages, and all places of business requiring any State or Municipal license or permit and report thereon to the appropriate department.

Because Officer Barboza was a security guard and police officer, his conduct was ministerial in nature. Officer Barboza's conduct was ministerial in nature because as a security and police officer he was performing his duties in obedience to the mandate of legal authority without regard to exercise of his own judgment. Because Officer Barboza's

conduct was ministerial, the immunities that would normally apply to municipalities in situations like this through the Tort Claims Act were non-applicable.

**Damages:**

As a result of the assault, Mr. Barber sustained a fractured orbit, dislocated jaw, a lacerated lip and other contusions.

Following discovery, a summary judgment motion was filed and subsequently denied. Thereafter, all parties agreed to settle the matter for a total contribution of six thousand (\$6,000) from the City. Considering the absence of a Tort Claims Act immunity, the lack of a liability expert report, the implications of plaintiff's injuries, the Law Department recommends that the City accept settlement of \$6,000.



Marco Di Stefano, Assistant City Attorney  
Attorney for: Defendant, City of Trenton

# RESOLUTION

No. 22-270

Approved as to Form and Legality

  
WESLEY BRISCOE, ATTORNEY AT LAW

Councilman/woman \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Factual content certified by

  
ADAM E. CRUZ, BUSINESS ADMINISTRATOR

\_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING A PAYMENT OF \$70,000.00 TO THE LAW OFFICES OF RENAUD DEAPPOLONIO, LLC FOR SERVICES RENDERED FOR GENERAL MUNICIPAL LITIGATION AND OTHER LEGAL MATTERS THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ.**

**WHEREAS**, in Fiscal Year 2021, the City of Trenton had, and continued to have, the need for professional legal services for General Municipal Litigation and other legal matters for the City of Trenton, Department of Law; and

**WHEREAS**, in Fiscal Year 2021, the law firm *Renaud DeAppolonio, LLC* (the "Firm") was awarded a contract with the City for General Municipal Litigation (the "Contract"); and

**WHEREAS**, pursuant to the Contract, the Firm was assigned the following litigation matters:

W. Reed Gusciora v. City of Trenton, et al., Docket No. MER-L-1753-20  
W. Reed Gusciora v. City of Trenton, et al., Docket No. MER L-857-20  
John Morelli v. City of Trenton, et al., Docket No. MER-L-1500-21  
Matthew Conlon v. City of Trenton, et al., Docket No. MER-L-2235-21  
City of Trenton v. MPS Communications, Inc., Docket No. MER-L-2244-21  
Jason Woodhead v. City of Trenton, et al., Docket No. MER-L-2532-21; and

**WHEREAS**, in February 2022 Trenton City Council rejected a Resolution to award a Contract to the Firm; and

**WHEREAS**, based upon the amount of open invoicing for the above referenced matters assigned to the Firm, there is currently an excess of \$70,000.00 due to the Firm for services rendered; and

**WHEREAS**, many of the above cases are well into, if not beyond the discovery phase; and

**WHEREAS**, although the Firm very likely has a successful *quantum merit* cause against the City for services rendered, it has not done so while continuing to protect the City and its employees' interests in these matters to the extent possible, such litigation is inevitable if the legal fees are not addressed; and

**WHEREAS**, the Firm has agreed to accept \$70,000.00 as full payment for services rendered from Fiscal Year 2021 to current; and

**WHEREAS**, funds in an amount not to exceed \$70,000.00 have been certified to be available in the CY22 Budget in Account No. 2-01- -35-3500-290 for this purpose; and

# RESOLUTION

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton, that the anticipated dispute between the City and the Firm is hereby resolved in its entirety; and

**BE IT FURTHER RESOLVED**, that the City of Treasurer is hereby authorized to issue a warrant for the payment of \$70,000.00 to the Law Office of Renaud Deappolonio LLC in accordance with this resolution of the Firm's outstanding legal fees.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL -WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

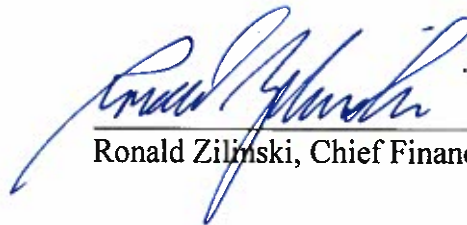
**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ron Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exist adequate funds to award the amount not to exceed \$70,000.00 to Renaud DeAppolonio, LLC for services rendered regarding General Municipal Litigation and other legal matters for the City of Trenton. Such funds for said rendered services shall be available in the Department of Law's CY2022 Budget, Account Number 2-01- -35-3500-290.

Dated: 6/22/22

  
\_\_\_\_\_  
Ronald Zilinski, Chief Financial Officer

6/22/22

Account Number: 2-01- -35-3500-290 - \$70,000.00





**CITY OF TRENTON  
DEPARTMENT OF LAW  
MEMORANDUM**



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**DATED:** June 24, 2022  
**TO:** Adam E. Cruz, Business Administrator  
**FROM:** A. Wesley Bridges, CITY ATTORNEY *WB*  
**SUBJECT:** Professional Legal Services

---

The attached Resolution authorizes a payment of \$70,000.00 to the Law Offices of Renaud DeAppolonio, LLC for services rendered for General Municipal Litigation and other legal matters.

The Firm was awarded a contract for FY2021. The Firm exceeded the allotment afforded them in the original contract. Consequently, an amendment was made granting the firm an additional \$30,000.00 to continue services for FY2021. The law firm has since exhausted all the appropriations that were awarded to them during that period. Following this, the firm continued to provide services for TY2022 to CY2022. Said services were rendered without contract. In lieu of this the firm has sought compensation for services rendered.

Despite lack of compensation, the Firm continued to protect the City Council's interest. The Firm represented the City Council in six (6) litigation matters. Such representation was done effectively and was well within the standard expected of exceptional outside counsel. Although the Firm very likely has a successful *quantum meruit* cause of action against the City, it has yet to file a Complaint with the Court.

Such litigation is inevitable if the legal fees are not addressed. The firm has agreed to accept \$70,000.00 as full payment for services rendered from Transitional Year 2022 to current. Should the City not agree to the proposed Settlement, the Firm will likely file suit, which may result in a probable loss for the City. Therefore, I recommend that the Council adopt the attached Resolution.

ypj/AWB

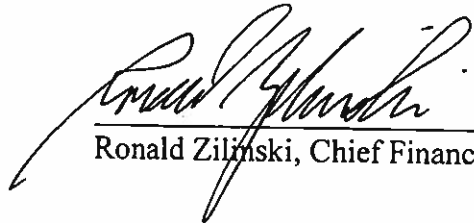
**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ron Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exist adequate funds to award the amount not to exceed \$70,000.00 to Renaud DeAppolonio, LLC for services rendered regarding General Municipal Litigation and other legal matters for the City of Trenton. Such funds for said rendered services shall be available in the Department of Law's CY2022 Budget, Account Number 2-01- -35-3500-290.

Dated: 6/10/22


  
Ronald Zilinski, Chief Financial Officer 6/22/22

Account Number: 2-01- -35-3500-290 - \$70,000.00

# RESOLUTION

No. 22-271

Approved as to Form and Legality

  
Wesley Bridges, Esq., CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

  
ADAM E. CRUZ – BUSINESS ADMINISTRATOR

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT WITH THE LAW OFFICE OF WEINER LAW GROUP, LLP. TO PROVIDE PROFESSIONAL LEGAL SERVICES REGARDING GENERAL MUNICIPAL LITIGATION AND OTHER LEGAL MATTERS THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ. FOR A PERIOD OF ONE (1) YEAR FROM JANUARY 1, 2022, TO DECEMBER 31, 2022, IN AN AMOUNT NOT TO EXCEED \$60,000.00 – RFP2022-16**

**WHEREAS**, the City of Trenton has a continued need for professional legal services in regarding General Municipal Litigation and other legal matters for the City of Trenton, Department of Law; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the value of the contract will not exceed \$.60,000.00; and

**WHEREAS**, request for proposals were advertised on the City website and fourteen (14) proposals were received and opened in the City Purchasing Office at 11:00 AM on May 10, 2022, and

**WHEREAS**, the evaluation committee has reviewed the proposals submitted and has recommended that a contract be awarded to Weiner Law Group, LLP., in an amount not to exceed \$60,000.00 and structured at the hourly rates as follow, \$175.00 for Partners, \$135.00 for Associate Attorneys and \$85.00 for Paralegals; and

**WHEREAS**, funds in an amount not to exceed \$60,000.00 have been certified to be available contingent upon temporary or final adoption of the CY22 Budget in Account No. 2-01- -35-3500-290 from January 1, 2022 through December 31, 2022.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to execute a contract in an amount not to exceed \$60,000.00 with Weiner Law Group, LLP., 629 Parsippany, New Jersey 07054 to provide professional legal services regarding General Municipal litigation and other matters for the City of Trenton.
2. This contract is awarded through a fair and open process as a “Professional Service” in accordance with N.J.S.A. 19:44A-20.5 et seq. and in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk’s Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ron Zilinski, Chief Financial Officer for the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award a contract to Weiner Law Group, LLP., to provide Professional Legal Services regarding General Municipal litigation and other legal matters for the City of Trenton for a period of one year in an amount not to exceed \$60,000.00. Such funds for said services shall be available in Law Department's CY2022 Budget, Account Number 2-01- -35-3500-290 contingent upon adoption of the CY2022 temporary or final budget.

Date: \_\_\_\_\_

*6/28/22*

\_\_\_\_\_  
Ron Zilinski  
Chief Financial Officer

*Ron Zilinski* *6/27/22*


Account Number: 2-02- -35-3500-290 - \$60,000.00





**CITY OF TRENTON  
DEPARTMENT OF LAW  
MEMORANDUM**



**DATE:** June 27, 2022  
**TO:** Adam E. Cruz, Business Administrator  
**FROM:** Wes Bridges, Esq. – Director of Law   
**RE:** Authorization of an Extension of a Contract – Weiner Law Group, LLP

---

The resolution at hand aims to extend a contract for services to Weiner Law Group, LLP for CY22.

Historically, Weiner Law Group has provided professional legal services for the City of Trenton in a reputable manner.

The firm was assigned to two (2) companion matters in FY21 that consist of mitigating conflictual circumstances. As such, it was in the best interest of the City of Trenton to utilize outside counsel to prevent any possibility of bias improprieties.

As such, the Department of Law has been able to facilitate funding to provide payment of services by way of the extension of a contract for seventeen-thousand, five hundred dollars.

Each of the matters have reached a pivotal point within the civil litigation process that will require multiple instances of deposition, negotiation, arbitration, and settlement conferencing tasking. This activity will more than double the required performance provided by the firm and its attorneys.

As such, the Department of Law respectfully requests authorization to extend a contract to cover the services for Calendar Year 2022 in an amount not to exceed \$60,000.00.



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-16

RE-ADVERTISEMENT-LEGAL SERVICES GENERAL MUNICIPAL LITIGATION AND  
OTHER RELATED MATTERS FOR THE CITY OF TRENTON, DEPARTMENT OF LAW

OPENING DATE AND TIME: MAY 10, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

A. Wesley Bridges  
Print Evaluator's name

02/10/22  
Date Evaluated

[Handwritten Signature]  
Evaluator's Signature

EVALUATION SHEET FOR RFP2022-10 LEGAL SERVICES-GENERAL MUNICIPAL LITIGATION AND OTHER RELATED MATTERS FOR DEPARTMENT OF LAW PROPOSALS OPENED 05/10/2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME
RF2022-16 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR MUNICIPAL LITIGATION AND OTHER RELATED MATTERS FOR THE CITY OF TRENTON DEPARTMENT OF LAW		RUDERMAN PEARCE FENNER SMITH LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP	ROTHMAN LLP
Qualifications and experience of attorneys that will handle the general municipal litigation and related matters identified in the Scope of Services	9	10	9	9	10	9	10	9	10	10	10	9	10
Price proposal must include separate rates for shareholders of other attorneys and paralegals	10	10	10	10	10	10	9	9	10	10	10	10	10
History and experience of firm or attorney conducting all of the litigation matters and other municipal legal matters in the State of New Jersey as identified in the Scope of Services	10	10	10	10	10	10	10	10	10	10	10	10	9
SIGNATURE OF EVALUATOR	29	10	29	29	30	29	29	29	50	30	29	30	28



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-16

RE-ADVERTISEMENT-LEGAL SERVICES GENERAL MUNICIPAL LITIGATION AND  
OTHER RELATED MATTERS FOR THE CITY OF TRENTON, DEPARTMENT OF LAW

OPENING DATE AND TIME: MAY 10, 2022 AT 11:00AM

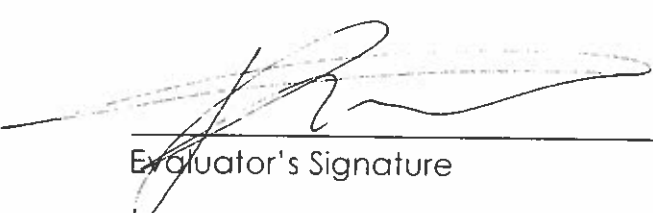
"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Palmer J. Richardson

Print Evaluator's name

6/3/22

Date Evaluated

  
\_\_\_\_\_  
Evaluator's Signature



**REQUEST FOR PROPOSALS  
FOR  
LEGAL SERVICES – GENERAL MUNICIPAL LITIGATION AND OTHER LEGAL MATTERS  
RE-ADVERTISEMENT**

**SCOPE OF SERVICES**

The City of Trenton, through the Department of Law (the "City"), issues this Request for Proposals ("RFP") intending to select one or more qualified law firms or attorneys interested in providing legal services pertaining general municipal litigation and other legal matters in the municipal government context as an independent contractor for the City. A contract or contracts regarding the above will be awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The successful respondent(s) will have general litigation expertise defending New Jersey municipal governments in a variety of litigation and other legal matters in the municipal government context, including but not limited to:

- Title 59 litigation (Tort Claims Act)
- Civil Rights litigation (inclusive of excessive force claims)
- Wrongful death cases
- Real estate, including but not limited to, acquisition and disposition of real property, as well as negotiating and drafting conveyance instruments
- Contractual disputes and procurement disputes (inclusive of litigation involving Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.)
- Open Public Records Act (OPRA) claims and litigation
- Providing expert legal advice and advisory opinions to the City Administration as relates to any of the issues identified within this Scope of Services
- Drafting of Municipal Ordinances and Resolutions

**TERM OF CONTRACT**

Duration of Contract: One year from date of award.





CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-16

RE-ADVERTISEMENT-LEGAL SERVICES GENERAL MUNICIPAL LITIGATION AND  
OTHER RELATED MATTERS FOR THE CITY OF TRENTON, DEPARTMENT OF LAW

OPENING DATE AND TIME: MAY 10, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

RaShaan Williams

Print Evaluator's name

6-22-2022

Date Evaluated

RaShaan Williams

Evaluator's Signature

EVALUATION SHEET FOR RFP2022-14 LEGAL SERVICES-GENERAL MUNICIPAL LITIGATION AND OTHER RELATED MATTERS FC  
 DEPARTMENT OF LAW PROPOSALS OPENED 05/19/2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	
RFP2022-16 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR MUNICIPAL LITIGATION AND OTHER RELATED MATTERS FOR THE CITY OF FRENCH, DEPARTMENT OF LAW		RUDERMAN ANN ROTH, LLC	PARKER MCCARTHY P.A.	LACORTE, BOND, VARADAKIS ASSOCIATES LLC	MALVINI AND ASSOCIATES LLC	SHAYON SLAW, LLC	BOYLE AND VALENTI LAW, P.C.	ANTONELLI LLP KAYTOR, PC	WEINER LAW GROUP, LLP	MICHAEL A ARMSTRONG AND ASSOCIATES	GOLDFINGER G. MACKLER MAYGILL MINTZ, PFEFFER, BOXCHE AND GILL	FLORIO, KENNEDY, RIVALTA, LLP	BLANK DONOFRUE, KAMPE, R.G.P.
Qualifications and experience of attorneys that will handle the general municipal litigation and related matters identified in the scope of Services		6	6	9	9	10	10	10	8	10	9	10	9
Price proposal must include separate rates for shareholders or other attorneys and paralegals		10	10	10	10	10	10	10	8	10	10	10	10
History and experience of firm or attorney conducting all of the litigation matters and other municipal/legal matters in the State of New Jersey as identified in the Scope of Services.		10	10	10	10	10	10	10	8	10	10	10	10
SIGNATURE OF EVALUATOR:		29	30	29	29	30	30	30	26	30	29	30	26

# RESOLUTION

No. 22-272

Approved as to Form and Legality

Wesley Bridges, Esq., CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

ADAM E. CRUZ – BUSINESS ADMINISTRATOR

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT WITH THE LAW OFFICE OF RUDERMAN & ROTH, LLC., TO PROVIDE PROFESSIONAL LEGAL SERVICES REGARDING GENERAL MUNICIPAL LITIGATION AND OTHER LEGAL MATTERS THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ. FOR THE PERIOD COVERING JUNE 1, 2022, TO DECEMBER 31, 2022, IN AN AMOUNT NOT TO EXCEED \$30,000.00 – RFP2022-16**

**WHEREAS**, the City of Trenton has a continued need for professional legal services in regarding General Municipal Litigation and other legal matters for the City of Trenton, Department of Law; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the value of the contract will not exceed \$.30,000.00; and

**WHEREAS**, request for proposals were advertised on the City website and fourteen (14) proposals were received and opened in the City Purchasing Office at 11:00 AM on May 10, 2022, and

**WHEREAS**, the evaluation committee has reviewed the proposals submitted and has recommended that a contract be awarded to Ruderman & Roth, LLC., in an amount not to exceed \$30,000.00 and structured at the hourly rates as follow, \$175.00 for Partners, \$135.00 for Associate Attorneys and \$85.00 for Paralegals; and

**WHEREAS**, funds in an amount not to exceed \$30,000.00 have been certified to be available contingent upon temporary or final adoption of the CY22 Budget in Account No. 2-01- -35-3500-290 from June 1, 2022 through December 31, 2022.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to execute a contract in an amount not to exceed \$30,000.00 with Ruderman & Roth, LLC., 150 Morris Avenue, Ste. 303, Springfield, NJ 07081 to provide professional legal services regarding General Municipal litigation and other matters for the City of Trenton.
2. This contract is awarded through a fair and open process as a “Professional Service” in accordance with N.J.S.A. 19:44A-20.5 et seq. and in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk’s Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

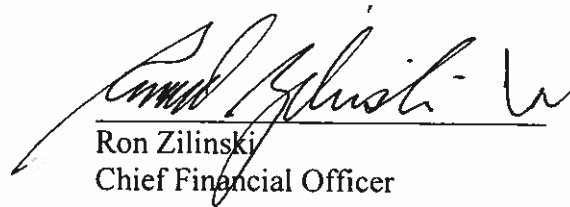
**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ron Zilinski, Chief Financial Officer for the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award a contract to Ruderman & Roth, LLC., to provide Professional Legal Services regarding General Municipal litigation and other legal matters for the City of Trenton for a period of one year in an amount not to exceed \$30,000.00. Such funds for said services shall be available in Law Department's CY2022 Budget, Account Number 2-01- -35-3500-290 contingent upon adoption of the CY2022 temporary or final budget.

Date: 6/28/22

 6/27/22  
Ron Zilinski  
Chief Financial Officer



Account Number: 2-02- -35-3500-290 - \$30,000.00



**CITY OF TRENTON  
DEPARTMENT OF LAW  
MEMORANDUM**



**DATE:** June 27, 2022  
**TO:** Adam E. Cruz, Business Administrator  
**FROM:** Wes Bridges, Esq. – Director of Law *WB*  
**RE:** Authorization of an Extension of a Contract – Ruderman & Roth, LLC

---

The resolution at hand aims to extend a contract for services to Ruderman & Roth, LLC for CY22.

Ruderman & Roth, LLC was assigned to defend a matter which consists of allegations against an Administrative Official and includes employee relation discrepancies. As such, it was determined that the matter be assigned to an outside counsel firm to prevent the existence of any improprieties.

This matter is within the discovery period and could cause irreputable harm in the event that its defense assignment is changed.

With any and all litigation, the goal is to always bring the matter to a sound resolution. Ruderman & Roth, LLP have been working diligently to succeed at achieving this goal.

The extension of a contract for thirty thousand dollars would cover funding for the firms' efforts to resolve this matter equitably and respectfully.



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-16

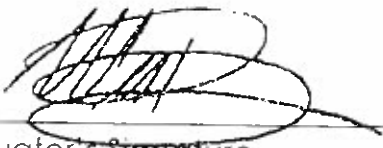
RE-ADVERTISEMENT-LEGAL SERVICES GENERAL MUNICIPAL LITIGATION AND  
OTHER RELATED MATTERS FOR THE CITY OF TRENTON, DEPARTMENT OF LAW

OPENING DATE AND TIME: MAY 10, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

It Wesley Bridges  
Print Evaluator's name

05/10/22  
Date Evaluated

  
Evaluator's Signature



EVALUATION SHEET FOR RFP2022-14 LEGAL SERVICES-GENERAL MUNICIPAL LITIGATION AND OTHER RELATED MATTERS FOR THE CITY OF TRENTON, DEPARTMENT OF LAW PROPOSALS OPENED 05/14/2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	NAME OF EVALUATOR
RFP2022-14 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR MUNICIPAL LITIGATION AND OTHER RELATED MATTERS FOR THE CITY OF TRENTON DEPARTMENT OF LAW		RUBEN ANSARI ROHLI LLC	PARAFERRI MCCABE V.P.A.	TACORTE BUNDS V. ARADYAKI ASSOCIATES	MAIAMI SIMMONS AND ASSOCIATE	ROHLI AND VALENZUELA LAW P.C.	ANTONELLI KASTOR PC	WEINER LAW GROUP LLP	MICHAEL ARNSTROM G. AND ASSOCIATES	GODFRED MACKERS S. SAVELI, MINTZ, PEEFER, BONCHI AND GILL	FLORIO, KENNY, RAVALLI LLP	BLANEY, DONOHUE, E. KWEFNBERG, P.C.	MAFFA GIOVANNI P.C.	COMEGNO LAW GROUP LLC		Rudenski Williams
Qualifications and experience of attorneys that will handle the general municipal litigation and related matters identified in the Scope of Services		10	10	9	10	10	10	8	10	9	10	9	6	4		
Price proposal must include separate rates for shareholders, all other attorneys and paralegals		10	10	10	10	10	10	10	10	10	10	10	10	10		
History and experience of firm or attorney conducting all of the litigation matters and other municipal legal matters in the State of New Jersey as identified in the Scope of Services		10	10	10	10	10	10	8	10	10	10	10	10	10		
SIGNATURE OF EVALUATOR		29	30	29	29	30	30	26	30	29	30	29	29	29		

# RESOLUTION

No. 22-273

Approved as to Form and Legality

Wesley Bridges, Esq., CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

ADAM E. CRUZ BUSINESS ADMINISTRATOR

Councilman/woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL LEGAL SERVICES CONTRACT TO CONNIE BENTLEY MCGHEE ESQ., THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ., TO PROVIDE PROSECUTORIAL SERVICES FOR THE PERIOD COVERING JULY 1, 2022, TO DECEMBER 31, 2022, IN TRENTON MUNICIPAL COURT IN AN AMOUNT NOT TO EXCEED \$32,500.00 - RFP2022-17**

**WHEREAS**, the City of Trenton has a need for municipal prosecutorial services with regards to matters concerning Trenton Municipal Court: and

**WHEREAS**, request for proposals were advertised on the City website and one (1) proposal was received and opened in the City Purchasing Office at 11:00 AM on May 11, 2022; and

**WHEREAS**, the proposal of Connie Bentley McGhee, Esq.. was reviewed by the evaluation committee and recommended that a contract be awarded at a rate of \$215.00 per regular session and an additional \$300 per session for preparation per day. (video court prep sessions must be at least two (2) hours or longer); and

**WHEREAS**, the total contract amount not to exceed \$32,500.00 will cover the period of July 1, 2022, through December 31, 2022; and

**WHEREAS**, funds in an amount not to exceed \$32,500.00 have been certified to be available contingent upon the adoption of the temporary or final CY22 Budget in Account No. 2-01- -35-3500-291.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton as follows:

1. The Mayor is hereby authorized to execute a contract with Connie Bentley McGhee, Esq. in an amount not to exceed \$32,500.00 to provide municipal prosecutorial services.
2. This contract is awarded through a fair and open process as a " Professional Service" in accordance with N.J.S.A. 19:44 A-20.5 et seq. and in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk 's Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ron Zilinski, Chief Financial Officer for the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award a contract to Cristina L. Vazquez, Esq. to provide Prosecutorial Services regarding matters concerning Trenton Municipal Court for a period of one year in an amount not to exceed \$32,500.00. Such funds for said services shall be available in Law Department's CY22 Budget, Account Number 2-01- -35-3500-291 contingent upon adoption of the CY22 temporary or final budget.

Date: 6/28/22

Ron Zilinski *6/27/22*  
Ron Zilinski  
Chief Financial Officer



Account Number: 2-02- -35-3500-291 - \$32,500.00

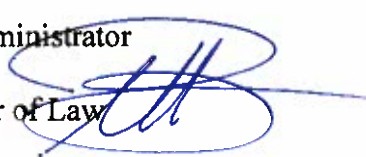


**CITY OF TRENTON  
DEPARTMENT OF LAW  
MEMORANDUM**



**DATE:** June 27, 2022

**TO:** Adam E. Cruz, Business Administrator

**FROM:** Wes Bridges, Esq. – Director of Law 

**RE:** Authorization of an Extension of a Contract –  
Connie Bentley McGhee, Esq. & Cristina L Vazquez, Esq.  
for Assistant Municipal Prosecutors

---

The resolutions at hand aim to extend a contract to two Assistant Municipal Prosecutors to provide services for the Trenton Municipal Court.

In previous endeavors, this office has requested an increase in funding for an Assistant Municipal Prosecutor to cover the overflow. At the point of request, we diligently outlined the need for additional Assistance Municipal Prosecutors and the intent to increase court session to address the existing overflow from the unfortunate decline in tasking due to COVID.

The Department of Law extended a public Request for Proposals. Of the responses received, the review committee has determined that Connie Bentley McGhee, Esq. and Cristina L. Vazquez, Esq. both present the ability to task in a prosecutorial capacity to assist with moving our Municipal Court process forward..



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-17

RE-ADVERTISEMENT-LEGAL SERVICES FOR ASSISTANT MUNICIPAL  
PROSECUTORS THE CITY OF TRENTON, DEPARTMENT OF LAW


OPENING DATE AND TIME: MAY 11, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Palmer J. Richardson

Print Evaluator's name

6/22/22  
Date Evaluated

  
Evaluator's Signature



W. REED GUSCIORA, ESQ.  
MAYOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASING  
319 EAST STATE STREET  
TRENTON, NJ 08608-1865  
(609) 989-3139 PHONE  
(609) 989-4260 FAX

ADAM E. CRUZ  
BUSINESS ADMINISTRATOR

ISABEL C. GARCIA, QPA  
PURCHASING AGENT

To: Mr. Wesley Bridges, Acting Interim Director for the Law Department  
From: Isabel C. Garcia, QPA, Purchasing Agent  
Subject: **RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES ASSISTANT MUNICIPAL PROSECUTORS FOR THE CITY OF TRENTON, DEPARTMENT OF LAW**  
Date: May 11, 2022

Please be advised that on **May 11, 2022 at 11:00AM** the Division of Purchasing received **one (1)** sealed proposal for **RFP2021-17** for Re-Advertisement Legal Services for Assistant Municipal Prosecutors for a period of one (1) year the City of Trenton, Department of Law.

The proposal has been reviewed for procurement. The proposal is ready to be reviewed by the department and evaluated by the evaluation committee.

The following company submitted a proposal:

1. Connie Bentley McGhee, Attorney at Law for an hourly rate of \$175.00 per hour (see attached breakdown of pricing)

**The following criteria are being utilized as the basis for the award of services:**

- A. Qualifications including experience and reputation in the field.
- B. Compensation proposal.
- C. Past performance.
- D. History and experience of firm in performing the work.
- E. The qualifications and experience of the proposed staff.

**THE DIVISION OF PURCHASING REQUIRES A COPY OF THE ADOPTED RESOLUTION, COPIES OF SIGNED CONFLICT OF INTEREST FORMS, COPIES OF THE SCORE SHEETS AND ORIGINAL COPY OF VENDOR'S SIGNED CONTRACTS PER OUR YEARLY AUDIT EVALUATION.**

Enclosed please find copies of the proposals, results, conflict of interest forms and score sheets.

Thank you.

Enclosed please copies of the proposal received, proposal results and a conflict-of-interest forms, and score sheet.

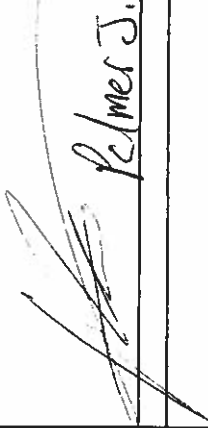
Thank you.

Attachment  
icg/dp

**RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR  
A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW  
PROPOSALS OPENED 5/11/2022 AT 11:00AM**

<b>RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW</b>	
<b>NUMBER OF RESPONDENTS:</b>	1
<b>NAME OF BIDDER</b>	CONNIE BENTLEY MCGHEE ATTORNEY AT LAW
<b>ADDRESS</b>	292 LAFAYETTE STREET
<b>CITY, STATE, ZIP</b>	NEWARK, NJ 07105
<b>CONTACT NAME</b>	CONNIE BENTLEY MCGHEE ATTORNEY AT LAW
<b>TELEPHONE</b>	973-589-2700 OR 973-629-2365
<b>FAX</b>	702-933-8490
<b>E-MAIL</b>	<b>TALK2CONNIEESQ@GMAIL.COM</b>
<b>STATEMENT OF OWNERSHIP DISCLOSURE</b>	INCLUDED
<b>EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A</b>	INCLUDED
<b>REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE</b>	INCLUDED
<b>ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA</b>	N/A
<b>NJ BUSINESS REGISTRATION CERTIFICATE</b>	INCLUDED
<b>NON-COLLUSION AFFADAVIT</b>	INCLUDED
<b>AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE</b>	INCLUDED
<b>ETHICS COMPLAINT DISCLOSURE</b>	INCLUDED
<b>DEBARMENT NOTICE</b>	INCLUDED
<b>CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</b>	INCLUDED
<b>DISCLOSURE OF INVESTED ACTIVITIES IN IRAN</b>	INCLUDED
<b>CITY OF TRENTON RESIDENT EMPLOYMENT POLICY</b>	INCLUDED
<b>EIC</b>	<b>REQUIRED FROM AWARDED VENDOR</b>
<b>CERTIFICATE OF INSURANCE</b>	CERT.#37442 EXP. 02/15/2025
<b>60-DAY EXTENSION COMPLIANCE</b>	YES
<b>PROVIDE PRIORITY EMERGENCY SERVICES</b>	N/A
<b>REFERENCES</b>	N/A
<b>W-9</b>	N/A
<b>EXCEPTIONS (IF ANY)</b>	NONE
<b>TOTAL AMOUNT FOR THE SERVICES FOR TWELVE (12) MONTHS</b>	<b>\$175.00 HOURLY RATE (SEE ATTACHED BREAKDOWN OF PRICING</b>
<b>FATAL FLAW</b>	NONE

RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW PROPOSALS OPENED 5/11/2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	NAME OF EVALUATOR
RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW		CONNIE BENTLEY MCGHEE ATTORNEY AT LAW	
Qualifications including experience and reputation in the field	7		
Compensation proposal	7		
Past performance	N/A		
History and experience of firm in performing the work	7		
The qualifications and experience of the proposed staff	7		
SIGNATURE	28		





CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-17

RE-ADVERTISEMENT-LEGAL SERVICES FOR ASSISTANT MUNICIPAL  
PROSECUTORS THE CITY OF TRENTON, DEPARTMENT OF LAW

OPENING DATE AND TIME: MAY 11, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Elizabeth J. James

Print Evaluator's name

6/22/22

Date Evaluated

*Elizabeth J. James*

Evaluator's Signature



W. REED GUSCIORA, ESQ.  
MAYOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASING  
319 EAST STATE STREET  
TRENTON, NJ 08608-1865  
(609) 989-3139 PHONE  
(609) 989-4260 FAX

ADAM E. CRUZ  
BUSINESS ADMINISTRATOR

ISABEL C. GARCIA, QPA  
PURCHASING AGENT

To: Mr. Wesley Bridges, Acting Interim Director for the Law Department  
From: Isabel C. Garcia, QPA, Purchasing Agent  
Subject: **RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES ASSISTANT MUNICIPAL PROSECUTORS FOR THE CITY OF TRENTON, DEPARTMENT OF LAW**  
Date: May 11, 2022

Please be advised that on **May 11, 2022 at 11:00AM** the Division of Purchasing received **one (1)** sealed proposal for **RFP2021-17** for Re-Advertisement Legal Services for Assistant Municipal Prosecutors for a period of one (1) year The City of Trenton, Department of Law.

The proposal has been reviewed for procurement. The proposal is ready to be reviewed by the department and evaluated by the evaluation committee.

The following company submitted a proposal:

1. Connie Bentley McGhee, Attorney at Law for an hourly rate of \$175.00 per hour (see attached breakdown of pricing)

**The following criteria are being utilized as the basis for the award of services:**

- A. Qualifications including experience and reputation in the field.
- B. Compensation proposal.
- C. Past performance.
- D. History and experience of firm in performing the work.
- E. The qualifications and experience of the proposed staff.

**THE DIVISION OF PURCHASING REQUIRES A COPY OF THE ADOPTED RESOLUTION, COPIES OF SIGNED CONFLICT OF INTEREST FORMS, COPIES OF THE SCORE SHEETS AND ORIGINAL COPY OF VENDOR'S SIGNED CONTRACTS PER OUR YEARLY AUDIT EVALUATION.**

Enclosed please find copies of the proposals, results, conflict of interest forms and score sheets.

Thank you.

Enclosed please copies of the proposal received, proposal results and a conflict-of-interest forms, and score sheet.

Thank you.

Attachment  
icg/dp

**RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW  
PROPOSALS OPENED 5/11/2022 AT 11:00AM**

<b>RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW</b>	
<b>NUMBER OF RESPONDENTS:</b>	<b>1</b>
<b>NAME OF BIDDER</b>	<b>CONNIE BENTLEY MCGHEE ATTORNEY AT LAW</b>
<b>ADDRESS</b>	<b>292 LAFAYETTE STREET</b>
<b>CITY, STATE, ZIP</b>	<b>NEWARK, NJ 07105</b>
<b>CONTACT NAME</b>	<b>CONNIE BENTLEY MCGHEE ATTORNEY AT LAW</b>
<b>TELEPHONE</b>	<b>973-589-2700 OR 973-629-2365</b>
<b>FAX</b>	<b>702-933-8490</b>
<b>E-MAIL</b>	<b>TALK2CONNIEESQ@GMAIL.COM</b>
<b>STATEMENT OF OWNERSHIP DISCLOSURE</b>	<b>INCLUDED</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A</b>	<b>INCLUDED</b>
<b>REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE</b>	<b>INCLUDED</b>
<b>ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA</b>	<b>N/A</b>
<b>NJ BUSINESS REGISTRATION CERTIFICATE</b>	<b>INCLUDED</b>
<b>NON-COLLUSION AFFADAVIT</b>	<b>INCLUDED</b>
<b>AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE</b>	<b>INCLUDED</b>
<b>ETHICS COMPLAINT DISCLOSURE</b>	<b>INCLUDED</b>
<b>DEBARMENT NOTICE</b>	<b>INCLUDED</b>
<b>CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</b>	<b>INCLUDED</b>
<b>DISCLOSURE OF INVESTED ACTIVITIES IN IRAN</b>	<b>INCLUDED</b>
<b>CITY OF TRENTON RESIDENT EMPLOYMENT POLICY</b>	<b>INCLUDED</b>
<b>EIC</b>	<b>REQUIRED FROM AWARDED VENDOR</b>
<b>CERTIFICATE OF INSURANCE</b>	<b>CERT.#37442 EXP. 02/15/2025</b>
<b>60-DAY EXTENSION COMPLIANCE</b>	<b>YES</b>
<b>PROVIDE PRIORITY EMERGENCY SERVICES</b>	<b>N/A</b>
<b>REFERENCES</b>	<b>N/A</b>
<b>W-9</b>	<b>N/A</b>
<b>EXCEPTIONS (IF ANY)</b>	<b>NONE</b>
<b>TOTAL AMOUNT FOR THE SERVICES FOR TWELVE (12) MONTHS</b>	<b>\$175.00 HOURLY RATE (SEE ATTACHED BREAKDOWN OF PRICING</b>
<b>FATAL FLAW</b>	<b>NONE</b>

RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW PROPOSALS OPENED 5/11/2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	NAME OF EVALUATOR
RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW		CONNIE BENTLEY MCGHEE ATTORNEY AT LAW	
Qualifications including experience and reputation in the field	8		
Compensation proposal	8		
Past performance	Not applicable		
History and experience of firm in performing the work	8		
The qualifications and experience of the proposed staff	7		
SIGNATURE	31	Elizabeth James	



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-17

RE-ADVERTISEMENT-LEGAL SERVICES FOR ASSISTANT MUNICIPAL  
PROSECUTORS THE CITY OF TRENTON, DEPARTMENT OF LAW

OPENING DATE AND TIME: MAY 11, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Marco DiStefano

Print Evaluator's name

6/22/22

Date Evaluated

*Marco DiStefano*

Evaluator's Signature



W. REED GUSCIORA, ESQ.  
MAYOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASING  
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ADAM E. CRUZ  
BUSINESS ADMINISTRATOR

ISABEL C. GARCIA, QPA  
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From: Isabel C. Garcia, QPA, Purchasing Agent  
Subject: **RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES ASSISTANT MUNICIPAL PROSECUTORS FOR THE CITY OF TRENTON, DEPARTMENT OF LAW**  
Date: May 11, 2022

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The proposal has been reviewed for procurement. The proposal is ready to be reviewed by the department and evaluated by the evaluation committee.

The following company submitted a proposal:

1. **Connie Bentley McGhee**, Attorney at Law for an hourly rate of \$175.00 per hour (see attached breakdown of pricing)

The following criteria are being utilized as the basis for the award of services:

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Attachment  
icg/dp

**RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR  
A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW  
PROPOSALS OPENED 5/11/2022 AT 11:00AM**

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<b>NUMBER OF RESPONDENTS:</b>	1
<b>NAME OF BIDDER</b>	CONNIE BENTLEY MCGHEE ATTORNEY AT LAW
<b>ADDRESS</b>	292 LAFAYETTE STREET
<b>CITY, STATE, ZIP</b>	NEWARK, NJ 07105
<b>CONTACT NAME</b>	CONNIE BENTLEY MCGHEE ATTORNEY AT LAW
<b>TELEPHONE</b>	973-589-2700 OR 973-629-2365
<b>FAX</b>	702-933-8490
<b>E-MAIL</b>	<b>TALK2CONNIEESQ@GMAIL.COM</b>
<b>STATEMENT OF OWNERSHIP DISCLOSURE</b>	INCLUDED
<b>EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A</b>	INCLUDED
<b>REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE</b>	INCLUDED
<b>ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA</b>	N/A
<b>N.J BUSINESS REGISTRATION CERTIFICATE</b>	INCLUDED
<b>NON-COLLUSION AFFADAVIT</b>	INCLUDED
<b>AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE</b>	INCLUDED
<b>ETHICS COMPLAINT DISCLOSURE</b>	INCLUDED
<b>DEBARMENT NOTICE</b>	INCLUDED
<b>CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</b>	INCLUDED
<b>DISCLOSURE OF INVESTED ACTIVITIES IN IRAN</b>	INCLUDED
<b>CITY OF TRENTON RESIDENT EMPLOYMENT POLICY</b>	INCLUDED
<b>EIC</b>	REQUIRED FROM AWARDED VENDOR
<b>CERTIFICATE OF INSURANCE</b>	CERT #37442 EXP. 02/15/2025
<b>60-DAY EXTENSION COMPLIANCE</b>	YES
<b>PROVIDE PRIORITY EMERGENCY SERVICES</b>	N/A
<b>REFERENCES</b>	N/A
<b>W-9</b>	N/A
<b>EXCEPTIONS (IF ANY)</b>	NONE
<b>TOTAL AMOUNT FOR THE SERVICES FOR TWELVE (12) MONTHS</b>	<b>\$175.00 HOURLY RATE (SEE ATTACHED BREAKDOWN OF PRICING</b>
<b>FATAL FLAW</b>	NONE

RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW PROPOSALS OPENED 5/11/2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	NAME OF EVALUATOR
RFP2022-17 RE-ADVERTISEMENT FOR LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF LAW		CONNIE BENTLEY MCGHEE ATTORNEY AT LAW	Marco Di Stefano
Qualifications including experience and reputation in the field	90%		Marco Di Stefano
Compensation proposal	90%		Marco Di Stefano
Past performance	90%		Marco Di Stefano
History and experience of firm in performing the work	90%		Marco Di Stefano
The qualifications and experience of the proposed staff	90%		Marco Di Stefano
SIGNATURE	Marco Di Stefano		



# RESOLUTION

No. 22-274

Approved as to Form and Legality

Wesley Bridges, Esq., CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

ADAM E. CRUZ – BUSINESS ADMINISTRATOR

Councilman/woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL LEGAL SERVICES CONTRACT TO CRISTINA L. VAZQUES, Esq., THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ., TO PROVIDE PROSECUTORIAL SERVICES FOR THE PERIOD COVERING JULY 1, 2022, TO DECEMBER 31, 2022, IN TRENTON MUNICIPAL COURT IN AN AMOUNT NOT TO EXCEED \$32,500.00 - RFP2022-22**

**WHEREAS**, the City of Trenton has a need for municipal prosecutorial services with regards to matters concerning Trenton Municipal Court; and

**WHEREAS**, request for proposals were advertised on the City website and one (1) proposal was received and opened in the City Purchasing Office at 11:00 AM on May 27, 2022; and

**WHEREAS**, the proposal of Cristina L. Vazquez, Esq., was reviewed by the evaluation committee and recommended that a contract be awarded at a rate of \$215.00 per regular session and an additional \$300 per session for preparation per day. (video court prep sessions must be at least two (2) hours or longer); and

**WHEREAS**, the total contract amount not to exceed \$32,500.00 will cover the period of July 1, 2022, through December 31, 2022; and

**WHEREAS**, funds in an amount not to exceed \$32,500.00 have been certified to be available contingent upon the adoption of the temporary or final CY22 Budget in Account No. 2-01- -35-3500-291.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton as follows:

1. The Mayor is hereby authorized to execute a contract with Cristina L. Vazquez, Esq. in an amount not to exceed \$32,500.00 to provide municipal prosecutorial services.
2. This contract is awarded through a fair and open process as a " Professional Service" in accordance with N.J.S.A. 19:44 A-20.5 et seq. and in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk 's Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

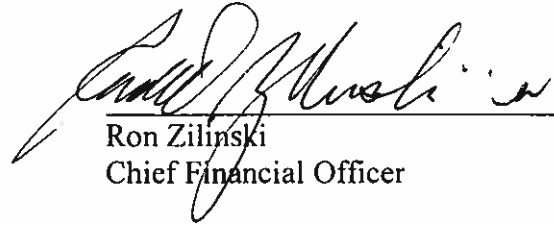
**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ron Zilinski, Chief Financial Officer for the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award a contract to Connie Bentley McGhee, Esq. to provide Prosecutorial Services regarding matters concerning Trenton Municipal Court for a period of one year in an amount not to exceed \$32,500.00. Such funds for said services shall be available in Law Department's CY22 Budget, Account Number 2-01- -35-3500-291 contingent upon adoption of the CY22 temporary or final budget.

Date: 6/28/22

 6/27/22  
Ron Zilinski  
Chief Financial Officer



Account Number: 2-02- -35-3500-291 - \$32,500.00



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-22

ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS  
FOR THE CITY OF TRENTON, DEPARTMENT OF *Law*

OPENING DATE AND TIME: MAY 27, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

*Palmer Richardson*

Print Evaluator's name

*6/22/22*

Date Evaluated

*[Handwritten Signature]*

Evaluator's Signature




W. REED GUSCIORA, ESQ.  
MAYOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASING  
319 EAST STATE STREET  
TRENTON, NJ 08608-1865  
(609) 989-3139  
(609) 989-4260 FAX

ADAM E. CRUZ, INTERIM  
BUSINESS ADMINISTRATOR

ISABEL C. GARCIA, QPA  
PURCHASING AGENT

To: Mr. Wesley Bridges, Esq., Director of Law  
From: Isabel C. Garcia, QPA, Purchasing Agent   
Subject: **RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF LAW**  
Date: May 27, 2022

Please be advised that on May 27, 2022 at 11:00AM the Division of Purchasing received one (1) sealed proposal for RFP2022-22 for Additional legal services for assistant municipal prosecutors for a period of one (1) year for the City of Trenton, Department of Law.

The proposal has been reviewed for procurement. The proposal is ready to be reviewed by the department and evaluated by the evaluation committee.

The sole proposal received in purchasing (See Attachments):

1. Cristine L. Vazquez, Esq. for an hourly rate between \$250.00-\$300.00 per session

**The following criteria are being utilized as the basis for the award of services:**

- A. Qualifications including experience and reputation in the field.
- B. Compensation proposal.
- C. Past performance.
- D. History and experience of firm in performing the work.
- E. The qualifications and experience of the proposed staff.

**Prior to preparing the resolution, the Division of Purchasing will need a copy of the following:**

1. Copy of the Recommendation of award memo
2. A completed MOU and Certification of Funds
3. Copy of the Proposals
4. Original Signed Conflict of Interest Forms from each evaluator
5. Evaluation Sheet from for Each Evaluator/Signed and dated

Thank you.

Attachment

icg/dp

**RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATON  
PROPOSAL OPENED 5/27/2022 AT 11:00AM**

RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATON	
NUMBER OF RESPONDENTS:	1
NAME OF BIDDER	CRISTINA L. VAZQUEZ, ESQ.
ADDRESS	401 KINGS HIGHWAY SOUTH, SUITE #3C
CITY, STATE, ZIP	CHERRY HILL, NJ 08034
CONTACT NAME	CRISTINA L. VAZQUEZ
TELEPHONE	856-354-4795
FAX	856-354-4796
E-MAIL	<b><u>OFFICE40115@YAHOO.COM</u></b>
STATEMENT OF OWNERSHIP DISCLOSURE	INCLUDED
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	N/A
NJ BUSINESS REGISTRATION CERTIFICATE	REQUIRED FROM AWARDED AWARDED VENDOR
NON-COLLUSION AFFADAVIT	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED
DEBARMENT NOTICE (REQUIRED)	INCLUDED
FEDERAL GOVERNMENT CONTRACTS FORM	INCLUDED
EIC	REQUIRED FROM AWARDED AWARDED VENDOR
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED AWARDED VENDOR
60-DAY EXTENSION COMPLIANCE	YES
WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES
W-9	INCLUDED
EXCEPTIONS (IF ANY)	NONE
HOURLY RATE	<b>\$250.00-\$300 PER SESSION</b>
FATAL FLAW	NONE

EVALUATION FORM FOR RFP2022-22 ASSISTANT LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR THE CITY OF TRENTON  
 DEPARTMENT OF LAW OPENING DATE: MAY 27, 2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	NAME OF EVALUATOR
RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF LAW		CRISTINA L. VAZQUEZ, ESQ.	
Qualifications including experience and reputation in the field	7		
Compensation proposal	7		
Past performance	NA		
History and experience of firm in performing the work	7		
The qualifications and experience of the proposed staff	7		
SIGNATURE OF EVALUATOR	28		



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-22

ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS  
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OPENING DATE AND TIME: MAY 27, 2022 AT 11:00AM

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*Rashaan Williams*

Print Evaluator's name

*Rashaan Williams*

Evaluator's Signature

*6-22-2022*

Date Evaluated




W. REED GUSCIORA, ESQ.  
MAYOR

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BUSINESS ADMINISTRATOR

ISABEL C. GARCIA, QPA  
PURCHASING AGENT

To: Mr. Wesley Bridges, Esq., Director of Law  
From: Isabel C. Garcia, QPA, Purchasing Agent   
Subject: **RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF LAW**  
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Attachment

icg/dp



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A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATON  
PROPOSAL OPENED 5/27/2022 AT 11:00AM**

<b>RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATON</b>	
<b>NUMBER OF RESPONDENTS:</b>	<b>1</b>
<b>NAME OF BIDDER</b>	<b>CRISTINA L. VAZQUEZ, ESQ.</b>
<b>ADDRESS</b>	401 KINGS HIGHWAY SOUTH, SUITE #3C
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<b>CONTACT NAME</b>	<b>CRISTINA L. VAZQUEZ</b>
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<b>STATEMENT OF OWNERSHIP DISCLOSURE</b>	INCLUDED
<b>MANDATORY EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A</b>	INCLUDED
<b>REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE</b>	INCLUDED
<b>ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA</b>	N/A
<b>NJ BUSINESS REGISTRATION CERTIFICATE</b>	<b>REQUIRED FROM AWARDED AWARDED VENDOR</b>
<b>NON-COLLUSION AFFADAVIT</b>	INCLUDED
<b>AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE</b>	INCLUDED
<b>ETHICS COMPLAINT DISCLOSURE</b>	INCLUDED
<b>CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</b>	INCLUDED
<b>DISCLOSURE OF INVESTED ACTIVITIES IN IRAN</b>	INCLUDED
<b>DEBARMENT NOTICE (REQUIRED)</b>	INCLUDED
<b>FEDERAL GOVERNMENT CONTRACTS FORM</b>	INCLUDED
<b>EIC</b>	<b>REQUIRED FROM AWARDED AWARDED VENDOR</b>
<b>CITY OF TRENTON RESIDENT EMPLOYMENT POLICY</b>	INCLUDED
<b>CERTIFICATE OF INSURANCE</b>	<b>REQUIRED FROM AWARDED AWARDED VENDOR</b>
<b>60-DAY EXTENSION COMPLIANCE</b>	YES
<b>WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES</b>	YES
<b>W-9</b>	INCLUDED
<b>EXCEPTIONS (IF ANY)</b>	NONE
<b>HOURLY RATE</b>	<b>\$250.00-\$300 PER SESSION</b>
<b>FATAL FLAW</b>	NONE

EVALUATION FORM FOR RFP2022-22 ASSISTANT LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR THE CITY OF TRENTON  
 DEPARTMENT OF LAW OPENING DATE: MAY 27, 2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	NAME OF EVALUATOR
RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF LAW		CRISTINA L. VAZQUEZ, ESQ.	
Qualifications including experience and reputation in the field.	7		
Compensation proposal.	7		
Past performance.	8		
History and experience of firm in performing the work.	8		
The qualifications and experience of the proposed staff.	7		
SIGNATURE OF EVALUATOR	27		



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-22

ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS  
FOR THE CITY OF TRENTON, DEPARTMENT OF *L & W*

OPENING DATE AND TIME: MAY 27, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Marco Distefano

Print Evaluator's name

6/22/22

Date Evaluated

*Marco Distefano*

Evaluator's Signature




W. REED GUSCIORA, ESQ.  
MAYOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASING  
319 EAST STATE STREET  
TRENTON, NJ 08608-1865  
(609) 989-3139  
(609) 989-4260 FAX

ADAM E. CRUZ, INTERIM  
BUSINESS ADMINISTRATOR

ISABEL C. GARCIA, QPA  
PURCHASING AGENT

To: Mr. Wesley Bridges, Esq., Director of Law  
From: Isabel C. Garcia, QPA, Purchasing Agent   
Subject: RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF LAW  
Date: May 27, 2022

Please be advised that on May 27, 2022 at 11:00AM the Division of Purchasing received one (1) sealed proposal for RFP2022-22 for Additional legal services for assistant municipal prosecutors for a period of one (1) year for the City of Trenton, Department of Law.

The proposal has been reviewed for procurement. The proposal is ready to be reviewed by the department and evaluated by the evaluation committee.

The sole proposal received in purchasing (See Attachments):

1. Cristine L. Vazquez, Esq. for an hourly rate between \$250.00-\$300.00 per session

The following criteria are being utilized as the basis for the award of services:

- A. Qualifications including experience and reputation in the field.
- B. Compensation proposal.
- C. Past performance.
- D. History and experience of firm in performing the work.
- E. The qualifications and experience of the proposed staff.

Prior to preparing the resolution, the Division of Purchasing will need a copy of the following:

1. Copy of the Recommendation of award memo
2. A completed MOU and Certification of Funds
3. Copy of the Proposals
4. Original Signed Conflict of Interest Forms from each evaluator
5. Evaluation Sheet from for Each Evaluator/Signed and dated

Thank you.

Attachment

icg/dp

**RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR  
A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATON  
PROPOSAL OPENED 5/27/2022 AT 11:00AM**

RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATON	
NUMBER OF RESPONDENTS:	1
NAME OF BIDDER	CRISTINA L. VAZQUEZ, ESQ.
ADDRESS	401 KINGS HIGHWAY SOUTH, SUITE #3C
CITY, STATE, ZIP	CHERRY HILL, NJ 08034
CONTACT NAME	CRISTINA L. VAZQUEZ
TELEPHONE	856-354-4795
FAX	856-354-4796
E-MAIL	<b><u>OFFICE40115@YAHOO.COM</u></b>
STATEMENT OF OWNERSHIP DISCLOSURE	INCLUDED
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONAIRE	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	N/A
NJ BUSINESS REGISTRATION CERTIFICATE	REQUIRED FROM AWARDED AWARDED VENDOR
NON-COLLUSION AFFADAVIT	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED
DEBARMENT NOTICE (REQUIRED)	INCLUDED
FEDERAL GOVERNMENT CONTRACTS FORM	INCLUDED
EIC	REQUIRED FROM AWARDED AWARDED VENDOR
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED AWARDED VENDOR
60-DAY EXTENSION COMPLIANCE	YES
WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES
W-9	INCLUDED
EXCEPTIONS (IF ANY)	NONE
HOURLY RATE	<b>\$250.00-\$300 PER SESSION</b>
FATAL FLAW	NONE

EVALUATION FORM FOR RFP2022-22 ASSISTANT LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR THE CITY OF TRENTON  
 DEPARTMENT OF LAW OPENING DATE: MAY 27, 2022 AT 11:00AM

EVALUATION CRITERIA	PERCENTAGE	VENDOR NAME	NAME OF EVALUATOR
RFP2022-22 ADDITIONAL LEGAL SERVICES FOR ASSISTANT MUNICIPAL PROSECUTORS FOR A PERIOD OF ONE (1) YEAR THE CITY OF TRENTON, DEPARTMENT OF LAW		CRISTINA L. VAZQUEZ, ESQ.	
Qualifications including experience and reputation in the field.	80%		
Compensation proposal.	80%		
Past performance.	50%		
History and experience of firm in performing the work.	80%		
The qualifications and experience of the proposed staff.	80%		
SIGNATURE OF EVALUATOR	[Signature]		

# RESOLUTION

No. 22-275

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

  
WESLEY BRIDGES, CITY ATTORNEY

ADAM E. CRUZ, BUSINESS ADMINISTRATOR

Councilman/woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING A CONTRACT WHICH WAS AWARDED THROUGH A NON-FAIR AND OPEN PROCESS IN ACCORDINANCE WITH N.J.S.A 40A:11-3 ET, SEQ. TO PAUL SANDERS III OF THE LAW FIRM OF LUM, DRASCO & POSITAN, LLC TO PROVIDE PROFESSIONAL LEGAL SERVICES REGARDING REDEVELOPMENT AND LOCAL FINACE BOARD MATTERS IN AN AMOUNT NOT TO EXCED \$17,500.00**

**WHEREAS**, the Trenton City Council has a need for professional legal services to support the body's efforts to manage Redevelopment and Local Finance Board matters in a legal capacity; and

**WHEREAS**, the City Council has determined that Paul Saunders III, Esquire of Lum, Drasco & Positan, LLC has sufficient qualifications to provide legal guidance as needed; and

**WHEREAS** funds in the amount not to exceed \$17,500.00 have been certified to be available contingent upon the adoption of the CY22 Budget in Account No. 2-01- -2010-290 from June 1, 2022, through December 31, 2022.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to execute a contract in an amount not to exceed \$17,500.00 with Paul Saunders III, Esquire of Lum, Drasco & Positan, LLC, 103 Eisenhower Pkwy #401, Roseland NJ 07068 to provide professional legal services regarding Redevelopment and Local Finance Board matters for the Trenton City Council.
2. This contract is awarded through a non-fair and open process in accordance with N.J.S.A.40:A 11-3 et seq. of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

---

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, Ron Zilinski, Chief Financial Officer for the City of Trenton, do hereby certify, to the best of my knowledge and belief that there now exists adequate funds to award a contract to Paul Sanders, III, Esq. of Lum, Drasco & Positan, LLC., to provide Professional Legal Services regarding Redevelopment and Local Finance Board matters for Trenton City Council for a period to cover June 1, 2022, to December 31, 2022, in an amount not to exceed \$17,500.00. Such funds for said services shall be available in City Clerk's Office CY2022 Budget, Account Number 2-01- -20-2010-290 contingent upon adoption of the CY2022 temporary or final budget.

Date: \_\_\_\_\_

*6/29/22*

\_\_\_\_\_  
Ron Zilinski  
Chief Financial Officer

*Ron Zilinski*

Account Number: 2-01- -20-2010-290 - \$17,500.00



# RESOLUTION

1 22-276

No. \_\_\_\_\_

Approved as to Form and Legality

CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by (

C ANDRE DANIELS, DIRECTOR

DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT

Councilman/woman \_\_\_\_\_ presents the following Resolution:

## **RESOLUTION TO APPROVE A TRENTON EMERGENCY LOAN (FUNDED WITH UEZ FUNDS) IN THE AMOUNT NOT TO EXCEED \$10,000 TO 9<sup>th</sup> STREET AQUATIC LLC (DBA FISHBOWL ATELIER)**

**WHEREAS**, the present state of the economy and business environment has made apparent the need for an accessible, responsive, and community-centric revolving loan program to address the current crisis and other needs that may arise in the future; and

**WHEREAS**, unprecedented measures have been taken by agencies at all levels of government to curb the spread of COVID-19; and

**WHEREAS**, these measures include such tactics as mandatory business closures, limitations on the number of patrons allowed in those businesses that remain open, restrictions on in-store services, and other constraints, in addition to the continued encouragement of "social distancing" and the avoidance of public places; and

**WHEREAS**, Governor Phil Murphy ordered a State of Emergency for the State of New Jersey on March 9, 2020; and

**WHEREAS**, Mayor W. Reed Gusciora ordered a State of Emergency for the City of Trenton (the "City") on March 14, 2020; and

**WHEREAS**, businesses within the City are suffering substantial and unprecedented economic injuries due to these measures; and

**WHEREAS**, it is in the interest of the City, business-owners, and residents of the City to retain jobs and aid business owners in remaining viable; and

**WHEREAS**, the present circumstances have also highlighted the exigent need for an established revolving loan program that can be readily disbursed to Trenton businesses; and

**WHEREAS** the City Council authorized the use of \$2 million from the fund currently maintained by the City to create a revolving loan program to survive the pandemic pursuant to Resolution 20-169 as amended and/or supplemented by Resolution 20-159; and

Department of Housing & Economic Development

MEMO

of Trenton

# RESOLUTION

**WHEREAS**, under the auspices of R20-169, the City, by and through the Department of Housing and Economic Development, Division of Economic Development, created an Emergency Loan Program to assist Trenton businesses, which were in business at the beginning of the pandemic, pay certain expenses to help them survive the pandemic; and

**WHEREAS**, 9<sup>th</sup> Street Aquatic LLC (dba Fishbowl Atelier) located at 222 South Broad Street submitted a complete emergency loan application for \$20,000 to cover rent, payroll and utilities; and

**WHEREAS**, New Jersey Community Capital was authorized to handle the underwriting, the preparation and execution of loan documents and administration of the Emergency Loan Program (per R20-171); and

**WHEREAS**, 9<sup>th</sup> Street Aquatic has gone through underwriting with New Jersey Community Capital who has reported that the applicant has suffered from the pandemic including a challenging credit history and a low credit score, and therefore has recommended that the City of Trenton decline the loan; and

**WHEREAS**, the Division of Economic Development is committed to supporting Trenton businesses and this Emergency Loan Fund was created to support businesses suffering from exactly the pandemic that has hampered business at 9<sup>th</sup> Street Aquatic, the Division has offered an alternative loan of \$10,000 (limiting the fiscal liability of the City) with a requirement of the completion of a credit counseling program with the Small Business Development Center of New Jersey.

**NOW, THEREFORE IT BE RESOLVED** by the City Council of the City of Trenton, County of Mercer, State of New Jersey as follows:

1. The above recitals are incorporated by reference as if set forth at length herein.
2. The City hereby approves a Trenton Emergency Loan to 9<sup>th</sup> Street Aquatic LLC an amount not to exceed ten thousand (\$10,000) dollars to be repaid to the Revolving Loan Fund.
3. The Mayor is hereby authorized to execute any and all documents necessary to facilitate the loan.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_



\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk



CITY OF TRENTON  
NEW JERSEY

# Memo

**To:** Adam Cruz, Business Administrator   
**From:** C Andre Daniels, Director of Housing & Economic Development   
**Date:** May 24, 2022  
**Re:** Resolution to Approve a Trenton Emergency Loan in the Amount Not to Exceed \$10,000 to 9<sup>th</sup> Street Aquatic

---

In this COVID-19 emergency, the City is taking all possible measures to provide economic relief to local businesses already feeling financial strain. Closures, limited hours, restrictions on in-store services, and other constraints have greatly reduced or fully stopped the revenue that businesses could reliably count on just weeks ago. The City must act quickly to provide support to businesses shouldering this unexpected burden.

The Department of Housing & Economic Development has developed a loan program that will help keep Trenton businesses solvent and reduce the number of employees that might otherwise be laid off. In the longer term, this program will provide the City with a means to offer affordable and manageable loans to area businesses in need.

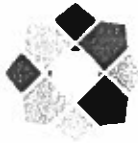
9<sup>th</sup> Street Aquatic has submitted a complete application. The application has been recommended for denial by New Jersey Community Capital underwriters, so the Division has approved them for a more limited amount of money to limit (\$10,000) the City's financial exposure while still supporting Trenton businesses and required the completion of a credit counseling course.

Please attach the companion Resolution for consideration at the next meeting of the Trenton City Council.

Best,

C Andre Daniels

Director of Housing & Economic Development



**I. Summary of Proposed Credit**

<b>Basic Information</b>	
Borrower Name & Address	9 <sup>th</sup> Street Aquatic LLC (d/b/a Fishbowl Atelier) Robert Jean-Pierre 222 South Broad Street Trenton, Mercer County, NJ 08609
Project Name	9 <sup>th</sup> Street Aquatic Relief Loan
Project Sector & Industry	Clothing Retailer and Art Studio
Analyst Name	David Langlieb

<b>Loan Summary</b>	
Loan Amount	\$10,000
Loan Type	Working Capital
Term / Amortization	72 months with no payments required during the first 24 months. Thereafter, monthly payments of P & I to fully amortize the loan during the remaining term. Full repayment is expected after 72 months. No prepayment penalty.
Interest Rate	0% for the first 24 months. Thereafter interest will accrue at 2.00%.
Fees	N/A
Special Terms	N/A
Primary Repayment Source	Cash flow from business
Collateral	UCC-1 on all business assets
Guarantees	Robert Jean-Pierre
Source of Funding	Trenton UEZ

<b>Metrics</b>	
LTV	N/A
DSCR	6.38x – tested against 2021 operations
Investment Area / Overview	<input checked="" type="checkbox"/> Qualifies for Trenton UEZ Fund: <input type="checkbox"/> <input type="checkbox"/>

<b>Risk Rating and Risk Factors</b>	
Proposed Risk Rating	5 – Recommended Decline
Rating Justification & Major Risks	<ul style="list-style-type: none"> <li>While the business can meet debt service for the new loan tested against 2021 operations, the owner’s personal financials reflect a challenging credit history. His credit score of 445 reflects serious delinquencies and accounts in collection.</li> </ul>
Exceptions to Policy	N/A

**II. Business and Project Overview**

<b>Project Summary</b>	
Business / Organization Overview	9 <sup>th</sup> Street Aquatic (d/b/a Fishbowl Atelier) is a design studio and retail clothing store founded in 2016. The business is organized as a sole proprietorship LLC, owned and operated by Robert Jean-Pierre. Mr. Jean-Pierre sells various

streetwear and accessories, including logo t-shirts, hats, sweaters, and umbrellas. The business also hosts art shows and other events at its storefront in Trenton under the "Fishbowl Atelier" moniker.

Due to the Covid-19 pandemic, the business was unable to manufacture its typical quantities of inventory due to its suppliers shutting down. The company also canceled multiple events which it had been scheduled to host at its retail location. Mr. Jean-Pierre hopes to utilize Trenton UEZ funds for working capital expenses as the business gears up again.

Person(s) in Charge Robert Jean-Pierre

Other Key Staff N/A

Geographic Area Served Greater Trenton

Expense Summary

Loan Amount	Expenses	Amount
\$10,000	Rent, Payroll, and other eligible expenses	\$10,000

Number of Full Time Employees

As of today, the business has one (1) full time employee and no part-time employees.

Additional Comments

N/A

#### Historic Debt Service Coverage Calculation

	FY21
<b>Income</b>	
Net Income	16,600
<b>Total Profit (Loss)</b>	<b>16,600</b>
Add: Depreciation Expense	0
<b>Total Available Cash Flow</b>	<b>16,600</b>
Less Trenton UEZ Debt Service	\$2,603
<b>Total Debt Service</b>	<b>2,603</b>
Cash After Debt Service	13,997
<b>DSCR</b>	<b>6.38</b>

Comments and Explanation

The business reported \$16,600 in EBITDA for 2021. The business does not report any additional debt obligations. Loan funds will go towards rent, utilities and payroll.

### III. Business Financials

#### Business Financials Summary

Notes on Business Financials

9<sup>th</sup> Street Aquatic reported top line sales on of \$50,000 in FY21. The business also reported positive EBIDTA of \$16,600, with no amortization, interest, or depreciation expense. Significant expenses include rent, utilities, travel, and

start up costs. Free cash flow was nominal, but sufficient to cover the UEZ's proposed debt service payments given a \$10,000 loan amount and 48 month repayment term for principal and interest at 2.00%.

The business files its profit/loss on Mr. Jean-Pierre's Schedule C and reports no assets or liabilities.

#### IV. Guarantor Financials

##### Guarantor Financials Summary

Scope of Analysis	Robert Jean-Pierre – 100% Owner Mr. Jean-Pierre is single and report no dependents on his personal tax returns. The guarantor reported \$48,486 of total income in FY21, including wages and salaries and \$16,600 of schedule C income from his sole proprietorship. Mr. Jean-Pierre does not report any other income sources.
Notes on Guarantor Financials	Mr. Jean-Pierre does not report any assets; however, he does report \$12,280 in outstanding student loans. As of today, he remains current on his student loan payments.

##### Credit Report

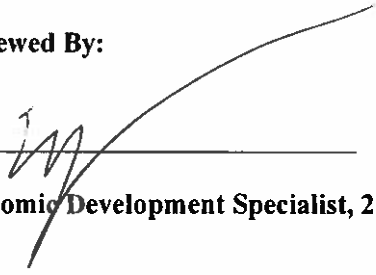
Average Credit Score	Robert Jean-Pierre - 445
Comments	Mr. Jean-Pierre reports multiple delinquencies on five (5) open accounts and three (3) closed accounts in the past year. The guarantor's delinquencies include two (2) charge offs and two (2) accounts in collection.

**Approval Page**

**Project:** 9<sup>th</sup> Street Aquatic Relief Loan

**Borrower:** 9<sup>th</sup> Street Aquatic LLC

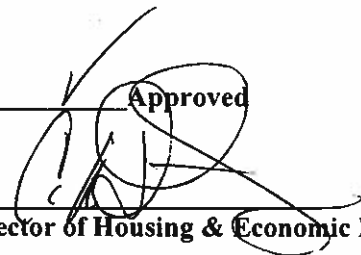
**Reviewed By:**

  
\_\_\_\_\_  
**Economic Development Specialist, 2**

24 May 2022  
**Date**

\_\_\_\_\_  
**Project Coordinator, Redevelopment**

\_\_\_\_\_  
**Date**

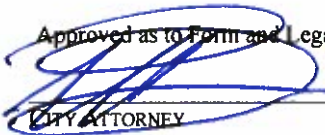
  
\_\_\_\_\_  
**Director of Housing & Economic Development**

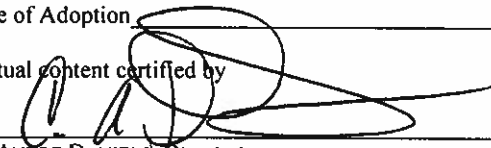
\_\_\_\_\_  
**Denied**  
5/24/22  
**Date**

# RESOLUTION

22-277

No. \_\_\_\_\_

Approved as to Form and Legality  
  
CITY ATTORNEY

Date of Adoption \_\_\_\_\_  
Factual content certified by  
  
C ANDRE DANIELS, DIRECTOR  
DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT

Councilman/woman \_\_\_\_\_ presents the following Resolution:

## **RESOLUTION TO APPROVE A TRENTON EMERGENCY LOAN (FUNDED WITH UEZ FUNDS) IN THE AMOUNT NOT TO EXCEED \$10,000 TO ZMANNA ENTERPRISES**

**WHEREAS**, the present state of the economy and business environment has made apparent the need for an accessible, responsive, and community-centric revolving loan program to address the current crisis and other needs that may arise in the future; and

**WHEREAS**, unprecedented measures have been taken by agencies at all levels of government to curb the spread of COVID-19; and

**WHEREAS**, these measures include such tactics as mandatory business closures, limitations on the number of patrons allowed in those businesses that remain open, restrictions on in-store services, and other constraints, in addition to the continued encouragement of "social distancing" and the avoidance of public places; and

**WHEREAS**, Governor Phil Murphy ordered a State of Emergency for the State of New Jersey on March 9, 2020; and

**WHEREAS**, Mayor W. Reed Gusciora ordered a State of Emergency for the City of Trenton (the "City") on March 14, 2020; and

**WHEREAS**, businesses within the City are suffering substantial and unprecedented economic injuries due to these measures; and

**WHEREAS**, it is in the interest of the City, business-owners, and residents of the City to retain jobs and aid business owners in remaining viable; and

**WHEREAS**, the present circumstances have also highlighted the exigency for an established revolving loan program that can be readily disbursed to Trenton businesses; and

**WHEREAS** the City Council authorized the use of \$2 million from the Urban Enterprise Zone fund currently maintained by the City to create a revolving loan program to support Trenton businesses survive the pandemic pursuant to Resolution 20-169 as amended and/or supplemented by Resolution 21-159; and



# RESOLUTION

**WHEREAS**, under the auspices of R20-169, the City, by and through the Department of Housing and Economic Development, Division of Economic Development, created an Emergency Loan Program to assist Trenton businesses, which were in business at the beginning of the pandemic, pay certain expenses to help them survive the pandemic; and

**WHEREAS**, Zmanna Enterprises Inc which runs a laundromat at 144 Academy Street submitted a complete emergency loan application for \$20,000 to cover rent, payroll and utilities; and

**WHEREAS**, New Jersey Community Capital was authorized to handle the underwriting, the preparation and execution of loan documents and administration of the Emergency Loan Program (per R20-171); and

**WHEREAS**, Zmanna has gone through underwriting with New Jersey Community Capital who has reported that the applicant has suffered from the pandemic including a negative net income, and therefore has recommended that the City of Trenton decline the loan; and

**WHEREAS**, the Division of Economic Development is committed to supporting Trenton businesses and this Emergency Loan Fund was created to support businesses suffering from exactly the pandemic that has hampered business at Zmanna, the Division has offered an alternative loan of \$10,000 (limiting the fiscal liability of the City) with a requirement of the completion of a credit counseling program with the Small Business Development Center of New Jersey.

**NOW, THEREFORE IT BE RESOLVED** by the City Council of the City of Trenton, County of Mercer, State of New Jersey as follows:

1. The above recitals are incorporated by reference as if set forth at length herein.
2. The City hereby approves a Trenton Emergency Loan to Zmanna Enterprises Inc in an amount not to exceed ten thousand (\$10,000) dollars to be repaid to the Revolving Loan Fund.
3. The Mayor is hereby authorized to execute any and all documents necessary to facilitate the loan.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk



CITY OF TRENTON  
NEW JERSEY

# Memo

**To:** Adam Cruz, Business Administrator <sup>ac</sup>

**From:** C Andre Daniels, Director of Housing & Economic Development <sub>CAD</sub>

**Date:** May 24, 2022

**Re:** Resolution to Approve a Trenton Emergency Loan in the Amount Not to Exceed \$10,000 to Zmanna Enterprises

In this COVID-19 emergency, the City is taking all possible measures to provide economic relief to local businesses already feeling financial strain. Closures, limited hours, restrictions on in-store services, and other constraints have greatly reduced or fully stopped the revenue that businesses could reliably count on just weeks ago. The City must act quickly to provide support to businesses shouldering this unexpected burden.

The Department of Housing & Economic Development has developed a loan program that will help keep Trenton businesses solvent and reduce the number of employees that might otherwise be laid off. In the longer term, this program will provide the City with a means to offer affordable and manageable loans to area businesses in need.

Zmanna Enterprises has submitted a complete application. The application has been recommended for denial by New Jersey Community Capital underwriters, so the Division has approved them for a more limited amount of money to limit (\$10,000) the City's financial exposure while still supporting Trenton businesses and required the completion of a credit counseling course.

Please attach the companion Resolution for consideration at the next meeting of the Trenton City Council.

Best,

C Andre Daniels

Director of Housing & Economic Development



**I. Summary of Proposed Credit**

<b>Basic Information</b>	
Borrower Name & Address	Zmanna Enterprises Inc. Kinfe Manna 23 Taylor Rd. Princeton, Mercer County NJ 08540
Project Name	Real Estate Relief Loan
Project Sector & Industry	Dry Cleaning & Real Estate Holding Company
Analyst Name	Seth McClerklin

<b>Loan Summary</b>	
Loan Amount	\$10,000
Loan Type	Working Capital
Term / Amortization	72 months with no payments required during the first 24 months. Thereafter, monthly payments of P & I to fully amortize the loan during the remaining term. Full repayment is expected after 72 months. No prepayment penalty.
Interest Rate	0% for the first 24 months. Thereafter interest will accrue at 2.00%.
Fees	N/A
Special Terms	N/A
Primary Repayment Source	Cash flow from business
Collateral	UCC-1 on all business assets
Guarantees	Kinfe Manna
Source of Funding	Trenton UEZ

<b>Metrics</b>	
LTV	N/A
DSCR	-3.48x
Investment Area / Overview	<input checked="" type="checkbox"/> Qualifies for Trenton UEZ Fund: <input type="checkbox"/> <input type="checkbox"/> The business is an MBE.

<b>Risk Rating and Risk Factors</b>	
Proposed Risk Rating	5 – Recommended Decline
Rating Justification & Major Risks	<ul style="list-style-type: none"> <li>- The business reports negative net income in FY19.</li> <li>- Debt service coverage tested against historic cash flow is negative</li> <li>- The guarantor’s income is derived primarily from a \$40,000 pension; Schedule E income is generally nominal.</li> <li>- The guarantor reports a favorable credit score and positive net worth.</li> </ul>
Exceptions to Policy	N/A

**II. Business and Project Overview**

<b>Project Summary</b>	
Business / Organization Overview	Zmanna Enterprises is a laundromat and real estate holding company established in 2000. The business is organized as a corporation owned and operated by Kinfe

Manna. The business offers dry cleaning services and owns five rental apartments in Trenton, NJ.

Due to the Covid-19 pandemic, the business's tenants have struggled to pay their rent, resulting in a reduction in net income for Zmanna Enterprises. Since then, the business has struggled to keep up with its operating expenses. Mr. Manna hopes to utilize Trenton UEZ funds to cover his operating expenses including utilities, rent, and payroll.

Person(s) in Charge

Kinfe Manna

Other Key Staff

N/A

Geographic Area Served

Greater Trenton Area

Expense Summary

Loan Amount	Expenses	Amount
\$10,000	Misc. Operating expenses. (Utilities, payroll, rent, etc.)	\$10,000

Number of Full Time Employees

The business reports one (1) full time employee.

Additional Comments

N/A

#### Historic Debt Service Coverage Calculation

	FY19
<b>Income</b>	
Net Income	(9,072)
<b>Total Profit (Loss)</b>	<b>(9,072)</b>
Add: Depreciation Expense	0
<b>Total Available Cash Flow</b>	<b>(9,072)</b>
Less NJCC Debt Service*	\$2,603
<b>Total Debt Service</b>	<b>2,603</b>
Cash After Debt Service	(11,675)
<b>DSCR</b>	<b>(3.48)</b>
Comments and Explanation	The business reported negative (\$9,072) in EBITDA for 2019. The business reports no debt obligations. Loan funds will go toward miscellaneous operating expenses such as utilities, payroll, and rent.

### III. Business Financials

<b>Business Financials Summary</b>	
	The business reported top line sales of \$31,037 in FY19. Net income was a negative (9,072) in FY19, due to relatively high utility and tax expenses occurred that year.
Notes on Business Financials	The business reports a single real-estate asset located at 144 Academy Street in Trenton, NJ. The building is paid off and has a current market value of approximately \$377,000.

### IV. Guarantor Financials

<b>Guarantor Financials Summary</b>	
Scope of Analysis	Kinfe Manna – 100% Owner Mr. Manna is married and files jointly with his wife Awet Tesfa. The two report one dependent. The couple draws income primarily from their \$40,000 pension. The guarantor’s remaining income derives from two properties located at 501 Center Street, Trenton, NJ 08611 and 144 Academy Street, Trenton, NJ 08611. The guarantor sold 501 Center Street in 2019. The building was purchased for \$125,000 and sold for \$126,000, resulting in a \$1,000 net gain.
Notes on Guarantor Financials	Mr. Manna’s personal current assets include \$18,200 in cash and cash equivalents, \$8,773 in retirement accounts, and \$17,257 in cash surrender value of life insurance.  The guarantor’s remaining assets consist of two properties – 23 Taylor Rd. Princeton, NJ 08540 (his personal residence) and 144 Academy Street Trenton, NJ 08608. Mr. Manna’s property located in Trenton is fully paid off and the Princeton property shows an outstanding mortgage balance of \$190,376. Significant liabilities include \$190,000 in outstanding mortgage balances, \$18,000 in notes payable to banks, and \$23,000 in property taxes. Mr. Manna reports an adjusted net worth of \$730,830.

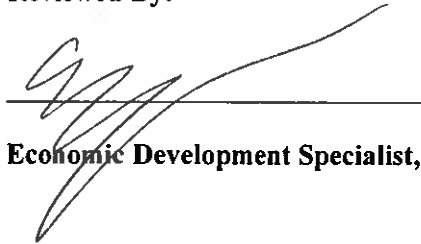
<b>Credit Report</b>	
Average Credit Score	Kinfe Manna - 776
Comments	N/A

**Approval Page**

**Project:** Zmanna Enterprises Relief Loan

**Borrower:** Zmanna Enterprises Inc.

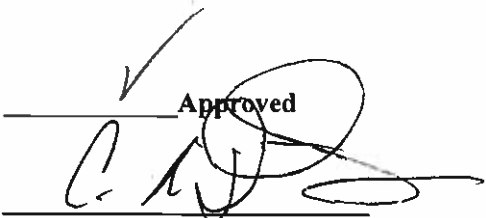
**Reviewed By:**

  
\_\_\_\_\_  
**Economic Development Specialist, 2**

24 May 2022  
**Date**

\_\_\_\_\_  
**Project Coordinator, Redevelopment**

\_\_\_\_\_  
**Date**

**Approved**  
  
\_\_\_\_\_  
**Director of Housing & Economic Development**

**Denied**  
5/24/22  
**Date**

# RESOLUTION

No. 22-278

Approved as to Form and Legality

CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

C ANDRE DANIELS, DIRECTOR

DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT

Councilman/woman \_\_\_\_\_ presents the following Resolution:

## **RESOLUTION TO APPROVE A TRENTON EMERGENCY LOAN (FUNDED WITH UEZ FUNDS) IN THE AMOUNT NOT TO EXCEED \$20,000 TO ELI DOMINICAN BEAUTY SALON LLC**

**WHEREAS**, the present state of the economy and business environment has made apparent the need for an accessible, responsive, and community-centric revolving loan program to address the current crisis and other needs that may arise in the future; and

**WHEREAS**, unprecedented measures have been taken by agencies at all levels of government to curb the spread of COVID-19; and

**WHEREAS**, these measures include such tactics as mandatory business closures, limitations on the number of patrons allowed in those businesses that remain open, restrictions on in-store services, and other constraints, in addition to the continued encouragement of "social distancing" and the avoidance of public places; and

**WHEREAS**, Governor Phil Murphy ordered a State of Emergency for the State of New Jersey on March 9, 2020; and

**WHEREAS**, Mayor W. Reed Gusciora ordered a State of Emergency for the City of Trenton (the "City") on March 14, 2020; and

**WHEREAS**, businesses within the City are suffering substantial and unprecedented economic injuries due to these measures; and

**WHEREAS**, it is in the interest of the City, business-owners, and residents of the City to retain jobs and aid business owners in remaining viable; and

**WHEREAS**, the present circumstances have also highlighted the exigency for an established revolving loan program that can be readily disbursed to Trenton businesses; and

**WHEREAS** the City Council authorized the use of \$2 million from the Urban Enterprise Zone fund currently maintained by the City to create a revolving loan program to support Trenton businesses survive the pandemic pursuant to Resolution 20-169 as amended and/or supplemented by Resolution 21-159; and

# RESOLUTION

**WHEREAS**, under the auspices of R20-169, the City, by and through the Department of Housing and Economic Development, Division of Economic Development, created an Emergency Loan Program to assist Trenton businesses, which were in business at the beginning of the pandemic, pay certain expenses to help them survive the pandemic; and

**WHEREAS**, Eli Dominican Beauty Salon LLC located at 1520 Princeton Avenue submitted a complete emergency loan application for \$20,000 to cover rent, payroll and utilities; and

**WHEREAS**, New Jersey Community Capital was authorized to handle the underwriting, the preparation and execution of loan documents and administration of the Emergency Loan Program (per R20-171); and

**WHEREAS**, Eli has gone through underwriting with New Jersey Community Capital who has reported that the applicant has strong debt service payments compared to FY20 net income, reports a positive EBIDTA over the past two years and reports an adequate net worth and therefore has recommended that the City of Trenton approve the loan; and

**WHEREAS**, the Division of Economic Development is committed to supporting Trenton businesses and accepts the recommendation of approval from NJCC; and

**NOW, THEREFORE IT BE RESOLVED** by the City Council of the City of Trenton, County of Mercer, State of New Jersey as follows:

1. The above recitals are incorporated by reference as if set forth at length herein.
2. The City hereby approves a Trenton Emergency Loan to Eli Dominican Beauty Salon LCC an amount not to exceed ten thousand (\$20,000) dollars to be repaid to the Revolving Loan Fund.
3. The Mayor is hereby authorized to execute any and all documents necessary to facilitate the loan.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council


\_\_\_\_\_  
City Clerk





CITY OF TRENTON  
NEW JERSEY

# Memo

**To:** Adam Cruz, Business Administrator 

**From:** C Andre Daniels, Director of Housing & Economic Development

**Date:** June 23, 2022

**Re:** Resolution to Approve a Trenton Emergency Loan in the Amount Not to Exceed \$20,000 to Eli Dominican Beauty Salon

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In this COVID-19 emergency, the City is taking all possible measures to provide economic relief to local businesses already feeling financial strain. Closures, limited hours, restrictions on in-store services, and other constraints have greatly reduced or fully stopped the revenue that businesses could reliably count on just weeks ago. The City must act quickly to provide support to businesses shouldering this unexpected burden.

The Department of Housing & Economic Development has developed a loan program that will help keep Trenton businesses solvent and reduce the number of employees that might otherwise be laid off. In the longer term, this program will provide the City with a means to offer affordable and manageable loans to area businesses in need.

Eli Dominican Beauty Salon has submitted a complete application. The application has been recommended for approval by New Jersey Community Capital underwriters.

Please attach the companion Resolution for consideration at the next meeting of the Trenton City Council.

Best,

C Andre Daniels

Director of Housing & Economic Development



**I. Summary of Proposed Credit**

<b>Basic Information</b>	
Borrower Name & Address	Eli Dominican Beauty Salon LLC Elida Espino 1520 Princeton Ave. Trenton, NJ 08638
Project Name	Eli Dominican Beauty Salon Relief Loan
Project Sector & Industry	Beauty Salon Services
Analyst Name	Seth McClerklin

<b>Loan Summary</b>	
Loan Amount	\$20,000
Loan Type	Working Capital
Term / Amortization	60 months with no payments required during the first 12 months. Thereafter, monthly payments of P & I to fully amortize the loan during the remaining term. Full repayment is expected after 60 months. No prepayment penalty.
Interest Rate	0% for the first 12 months. Thereafter interest will accrue at 2.00%.
Fees	N/A
Special Terms	N/A
Primary Repayment Source	Cash flow from business
Collateral	UCC-1 on all business assets
Guarantees	Elida Espino
Source of Funding	Greater Trenton UEZ

<b>Metrics</b>	
LTV	N/A
DSCR	3.61x
Investment Area / Overview	<input checked="" type="checkbox"/> Qualifies for Greater Trenton UEZ Fund: <input type="checkbox"/> <input type="checkbox"/> The business is a WBE.

<b>Risk Rating and Risk Factors</b>	
Proposed Risk Rating	4 – Watch (recommended approval)
Rating Justification & Major Risks	<ul style="list-style-type: none"> <li>- Strong debt service payments compared to FY20 net income.</li> <li>- The business reported a positive EBIDTA over the past two years.</li> <li>- The guarantor reports an adequate net worth; however all of her income derives from revenues from Eli Dominican Hair Salon.</li> <li>- The guarantor reports no credit history.</li> </ul>
Exceptions to Policy	N/A

**II. Business and Project Overview**

<b>Project Summary</b>	
Business / Organization Overview	Eli Dominican Beauty Salon is a hair salon business established in 2019. The business is organized as a sole proprietorship LLC owned and operated by Elida

	Espino. The business also offers blow dry, blow out, hair extensions, and hair stylist services to its clientele. The business maintains a 4.5 business rating from the Chamber of Commerce.		
	Due to the Covid-19 pandemic, the business is behind six months on rent and owes its three employees \$7,000 in back pay. Ms. Espino hopes to utilize Greater Trenton UEZ funds to cover these unpaid operating expenses.		
Person(s) in Charge	Elida Espino		
Other Key Staff	N/A		
Geographic Area Served	Greater Trenton Area		
Expense Summary	Loan Amount	Expenses	Amount
	\$20,000	Rent	\$9,600
		Employees	\$7,000
		Misc. Expenses (salon products, utilities, etc.)	\$3,400
Number of Full Time Employees	The business reports three (3) full time employees.		
Additional Comments	N/A		

<b>Historic Debt Service Coverage Calculation</b>	
	<b>FY20</b>
<b>Income</b>	
Net Income	<b>18,803</b>
<b>Total Profit (Loss)</b>	<b>18,803</b>
Add: Depreciation Expense	0
<b>Total Available Cash Flow</b>	<b>18,803</b>
Less NJCC Debt Service*	\$5,207
<b>Total Debt Service</b>	<b>5,207</b>
Cash After Debt Service	13,596
<b>DSCR</b>	<b>3.61</b>
Comments and Explanation	The business reported \$18,803 in EBITDA for 2020. The business reports no debt obligations. Loan funds will go toward rent, employee back pay, utilities and salon products.

### III. Business Financials

<b>Business Financials Summary</b>
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Notes on Business Financials	<p>Eli Dominican Beauty Salon reported top line revenue of \$38,859 in FY19, up from the previous year when the business reported \$23,356 of gross sales. Net income increased slightly from \$13,754 in FY19 to \$18,803 in FY20. Historically, the business has reported low EBITDA relative to top line revenues. Eli Dominican Beauty Salon's significant expenses include rent, travel, bank services, and telecommunications. Ms. Espino leases the business property for \$600 a month, which equates to \$7,200 a year.</p> <p>The business reports no assets or liabilities.</p>
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#### IV. Guarantor Financials

<b>Guarantor Financials Summary</b>	
Notes on Guarantor Financials	<p>Ms, Espino – 100% Owner</p> <p>Ms. Espino is single and files as head of household for her three dependents. Ms. Espino reported \$18,803 in total income for 2019, which consist solely of Schedule C income from Ms. Espino's proprietorship of Eli Dominican Beauty Salon. The guarantor's income ix has remained consistent over the past few years.</p> <p>Ms. Espino's personal financial statement reports \$15,000 in cash on hand and a \$6,000 automobile, with no significant expenses. Ms. Espino reports a net worth \$21,000.</p>


<b>Credit Report</b>	
Average Credit Score	Ms. Espino – No credit score available
Comments	N/A

### Approval Page

**Project:** Eli Dominican Hair Salon Relief Loan

**Borrower:** Eli Dominican Hair Salon LLC.

**Reviewed By:**

  
 \_\_\_\_\_  
**Economic Development Specialist, 2**

10 Feb 2022

**Date**

\_\_\_\_\_  
**Project Coordinator, Redevelopment**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approved**

A handwritten signature in black ink, appearing to be 'C. A. J.', written over a horizontal line.

\_\_\_\_\_  
**Director of Housing & Economic Development**

\_\_\_\_\_  
**Denied**

2/10/22

\_\_\_\_\_  
**Date**

# City of Trenton

W. Reed, Gusciora, Mayor

Department of Housing & Economic Development  
Benjamin Delisle, Director



NEW JERSEY  
**COMMUNITY**  
CAPITAL

## **Trenton Small Business Emergency Relief Program**

En respuesta a la crisis de COVID-19, la Ciudad de Trenton busca otorgar préstamos a bajo interés a las empresas de Trenton para ayudarlos a permanecer en el negocio y proteger sus empleos.

Las solicitudes completas con todos los archivos adjuntos necesarios se considerarán por orden de llegada. Una vez que se agota el fondo del préstamo, no se pueden otorgar más préstamos. Un préstamo por solicitante.

El Fondo de Préstamo está restringido a las empresas de Trenton dentro de la Zona de Empresa Urbana. Se alienta a las empresas fuera de la Zona a completar una solicitud en caso de que haya fondos adicionales sin restricciones disponibles.

Para acceder a la Solicitud de préstamo, visite: [www.trentonnj.org/businesshelp](http://www.trentonnj.org/businesshelp)

### **Requisito**

- Las empresas deben ser participantes calificados de Trenton Urban Enterprise Zone durante todo el plazo del préstamo. Para hacer esto, las empresas deben estar en la UEZ y estar al día con los impuestos estatales.
- Las empresas deben tener una licencia comercial de la ciudad o un registro comercial de Nueva Jersey aplicable.
- Las organizaciones sin fines de lucro no son elegibles.
- Business must have been open and operating on March 1, 2020.
- El negocio debe haber estado abierto y operativo el 1 de Marzo de 2020.
- Todos los propietarios con al menos un 20% de propiedad en el negocio deben presentar su declaración de impuestos comerciales y personales más reciente, proporcionar una garantía personal, completar el Formulario 413 de la SBA del estado financiero personal y someterse a una verificación de crédito. La puntuación del propietario principal debe ser de al menos 625.
- El negocio debe demostrar la necesidad del préstamo y debe proporcionar una descripción detallada de cómo se gastará el dinero. Los usos elegibles incluyen nómina, alquiler,

hipoteca de propiedad comercial o servicios públicos. El uso del préstamo para impuestos municipales, estatales o federales, permisos, tarifas o gastos personales no está permitido.

- El alcalde, los directores de departamento, el consejo municipal y el personal del Departamento de Desarrollo Económico, así como sus familiares inmediatos, no son elegibles.
- La Ciudad de Trenton puede cambiar o aclarar elementos de estos requisitos y este programa de préstamos según sea necesario.

#### **Plazo del préstamo**

- El préstamo máximo es de \$ 20,000. El préstamo mínimo es de \$ 5,000. El monto real del préstamo aprobado se basará en la necesidad y los fondos disponibles.
- El plazo del préstamo será de 60 meses (5 años).
- Sin pagos y 0% de interés durante los primeros 12 meses.
- Durante los meses 13 al 60, los intereses se acumularán y se cobrarán a una tasa del dos (2.00) por ciento anual, según el monto del principal pendiente. El pago mensual de capital e intereses se realizará en una cantidad suficiente para pagar el monto total del préstamo durante los 48 meses restantes.
- Se espera el reembolso total después de 60 meses. No hay penalidad por pago anticipado.
- Si es aceptado en el programa, la empresa debe presentar informes trimestrales que detallen (1) cómo se gastó el dinero (proporcionando recibos por gastos) y (2) el número de empleados a tiempo completo y parcial.

## **City of Trenton**

W. Reed, Gusciora, Mayor

Department of Housing & Economic  
Development Benjamin Delisle,  
Director



NEW JERSEY  
**COMMUNITY**  
CAPITAL

## **Solicitud de préstamo de emergencia empresarial de Trenton**

- **Complete el formulario, adjunte todos los documentos necesarios y haga clic en enviar. Recibirá un acuse de recibo de su solicitud por correo electrónico.**
- **La fecha límite para la presentación de solicitudes es el 1 de Julio de 2020.**
- **Las solicitudes completas, con todos los archivos adjuntos necesarios, se considerarán por orden de llegada. El total de préstamos agregados no puede exceder el fondo del préstamo. Una vez que se agota el fondo del préstamo, no se pueden otorgar más préstamos.**

### **SOLICITUD**

Fecha 7/8/2021

### INFORMACIÓN DEL SOLICITANTE

Nombre comercial del solicitante Elida Espino Diaz  
Dirección comercial para préstamo 1520 Princeton Ave, <sup>Trenton</sup> NJ 08638  
Bloque y Lote \_\_\_\_\_  
Persona de contacto Elida Espino Diaz  
Número de teléfono 609-533-3874  
DIRECCIÓN DE CORREO ELECTRÓNICO elidazida<sup>569</sup>~~59~~@gmail.com  
Número de identificación fiscal 968-97-7723  
Estructura de propiedad federal \_\_\_\_\_  
Año de fundación del negocio 2019  
Año en que comenzó el negocio en Trenton (diferente de la fecha de fundación) \_\_\_\_\_

Describa brevemente la naturaleza de su negocio o organización (1-2 oraciones máx).

Indique la última semana calendario COMPLETA en 2020, comenzando un lunes, que el negocio generó ingresos \_\_\_\_\_. Ingresos semanales promedio en 2019 \_\_\_\_\_

¿Su empresa se encuentra 1520 Princeton Ave Trenton NJ 08638 actualmente en la Zona Empresarial Urbana? Sí/No /No lo sé

¿Su empresa participa actualmente en el \_\_\_\_\_ programa Urban Enterprise Zone?

**Sí/No**

¿Es dueño de la propiedad? En NO

caso afirmativo, ¿están al día \_\_\_\_\_

los pagos de impuestos \_\_\_\_\_

municipales a la propiedad y los \_\_\_\_\_

pagos de agua? \_\_\_\_\_

¿Para qué otros préstamos o subvenciones de emergencia solicitó?



- Subvención de asistencia de emergencia para pequeñas empresas de NJEDA
- Programa de protección de sueldo de la SBA
- Préstamo de bajo interés por desastre de lesiones económicas de la SBA Program
- Otro

Si solicito, ¿cuál es el estado de esas otras aplicaciones?

Indique el número de personas actualmente empleadas en la empresa solicitante.

Tipo de Empleo	proyecto en la actualidad	
	Tiempo completo	Medio tiempo
Salon		
Professional, gerencial, técnico		
Calificado, SemiCalificado		
no calificado		
<b>TOTALES</b>	3	

**FONDOS SOLICITADOS**

préstamo solicitado \_\_\_\_\_

Por favor proporcione una breve descripción de la necesidad de este préstamo, ¿de qué manera el coronavirus ha impactado negativamente en su negocio?

Necesito recuperarme de los billes atrasados por el cierre de la pandemia- y ahora trato de mantenerme al día, y comprando ~~la~~ Producto para mejorar el Servicio en el Salon.

Por favor proporcione una descripción detallada de cómo usará este préstamo, es decir, cuánto pagará por nómina, cuánto pagará por alquiler / hipoteca y cuánto pagará por servicios públicos, etc. Todos los demás usos están prohibidos.

\$1,600 Rent / Light bill  
\$300 Internet  
\$5,000 Salon Products +

### DIVERSIDAD DE PRESTATARIO

La siguiente información no es necesaria para procesar esta solicitud, ni se utilizará para determinar la elegibilidad para un préstamo, pero ayuda a describir a nuestros prestatarios a los ciudadanos de Trenton.

Raza: Latina / Hispana  
Etnicidad: Dominicana

¿Este negocio es propiedad (50% o más) de:

¿Mujer?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
LGBTQ + persona (s) discapacitadas)?	Yes Personas	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Veterano	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Persona (s) de ingresos bajos a moderados	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### ADJUNTOS

- Adjunte los siguientes documentos.
  - Registro Comercial - Estado de Nueva Jersey ○ Bicenencia comercial - Ciudad de Trenton
  - Prueba de que sus impuestos municipales y la factura del agua están al día
  - Todos los propietarios con al menos un 20% de propiedad deben presentar su declaración de impuestos comerciales y personales más reciente.
  - Todos los propietarios con al menos un 20% de propiedad deben completar el Formulario 413 de la SBA del estado financiero personal. Puede encontrar este formulario aquí (link to PDF).

## DECLARACIÓN JURADA DEL SOLICITANTE

Certifico que esta declaración jurada se ha ejecutado para inducir a la Ciudad de Trenton a considerar un préstamo para el negocio ubicado en 1520 Princeton NJ 08438 en la Ciudad de Trenton, Nueva Jersey (en lo sucesivo conocido como Negocio) y certifico que el abajo firmante es el Propietario del Negocio, o el Agente debidamente autorizado del Propietario del Negocio.

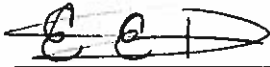
Certifico que la información en esta solicitud es verdadera, completa y correcta a mi leal saber y entender.

Certifico que ningún propietario con al menos un 20% de propiedad es alcalde, director del Departamento de la Ciudad de Trenton, miembro del Consejo de la Ciudad o personal del Departamento de Desarrollo Económico, o un miembro de sus familias inmediatas.

Si recibo un préstamo, reconozco que se me exigirá que ejecute un Acuerdo de préstamo.

Certifico que leo y entiendo las condiciones de este Préstamo y entiendo mis responsabilidades bajo estos documentos.

FIRMA



FECHA

7/8/2021

NOMBRE IMPRESO

Elida Espino Diaz

**La solicitud no será considerada si no está firmada, no está completa y no incluye todos los documentos requeridos.**

# Commercial Net Lease for Part of Building

1. Names. This lease is made by Elida Espino Diaz, Landlord and ANTHONY MARTYNUK, Tenant: →

2. Premises Being Leased. Landlord is leasing to Tenant and Tenant is leasing from Landlord the following premises:

1520 PRINCETON AVE TRENTON, NJ 08638

Part of Building Only. Specifically, Tenant is leasing the 1ST FL & BASEMENT of the building.

Shared Facilities. As part of this lease, Tenant and Tenant's employees and customers may use the following additional facilities in common with other tenants, employees, and customers:

Parking spaces: \_\_\_\_\_

Restroom facilities: \_\_\_\_\_

Storage areas: \_\_\_\_\_

Hallways, stairways, and elevators: \_\_\_\_\_

Conference rooms: \_\_\_\_\_

Other: 1ST FL & BASEMENT ALL INCLUDED

3. Term of Lease. This lease begins on 09-01-19 and ends on 09-01-~~24~~<sup>27</sup>

4. Rent. Tenant will pay rent in advance on the 1ST day of each month. Tenant's first rent payment will be on 09-01-19 in the amount of \$1,300<sup>00</sup>. Tenant will pay rent of \$1,300<sup>00</sup> per month thereafter.

Tenant will pay this rental amount for the entire term of the lease.

Rent will increase each year, on the anniversary of the starting date in paragraph 3, as follows:

PROVIDING TAX INCREASES ARE NOT RAISED 10% ABOVE NOW - 09-01-19

## 5. Option to Extend Lease

First Option. Landlord grants Tenant the option to extend this lease for an additional 10 years. To exercise this option, Tenant must give Landlord written notice on or before 09-01-27.

Tenant may exercise this option only if Tenant is in substantial compliance with the terms of this lease. Tenant will lease the premises on the same terms as in this lease except as follows:

TERMINATION AT TIME 09-01-27 AS PER-CONV-

Second Option. If Tenant exercises the option granted above, Tenant will then have the option to extend this lease for 10 years beyond the first option period. To exercise this option, Tenant must give Landlord written notice on or before 09-01-27. Tenant may exercise this option only if Tenant is in substantial compliance with the terms of this lease. Tenant will lease the premises on the same terms as in this lease except as follows:

AS PER CONVERSATION ON 09-01-25

**6. Security Deposit.** Tenant has deposited \$ 0 with Landlord as security for Tenant's performance of this lease. Landlord will refund the full security deposit to Tenant within 14 days following the end of the lease if Tenant returns the premises to Landlord in good condition (except for reasonable wear and tear) and Tenant has paid Landlord all sums due under this lease. Otherwise, Landlord may deduct any amounts required to place the premises in good condition and to pay for any money owed to Landlord under the lease.

**7. Improvements by Landlord**

Before the lease term begins, Landlord (at Landlord's expense) will make the repairs and improvements listed in Attachment 1 to this contract.

Tenant accepts the premises in "as is" condition. Landlord need not provide any repairs or improvements before the lease term begins.

**8. Improvements by Tenant.** Tenant may make alterations and improvements to the premises after obtaining the Landlord's written consent. At any time before this lease ends, Tenant may remove any of Tenant's alterations and improvements, as long as Tenant repairs any damage caused by attaching the items to or removing them from the premises.

**9. Tenant's Use of Premises.** Tenant will use the premises for the following business purposes:

HAIR SALON w/ ANY HAIR SALON FUNCTIONS

Tenant may also use the premises for purposes reasonably related to the main use.

**10. Landlord's Representations.** Landlord represents that:

A. At the beginning of the lease term, the premises will be properly zoned for Tenant's stated use and will be in compliance with all applicable laws and regulations.

B. The premises have not been used for the storage or disposal of any toxic or hazardous substance, and Landlord has received no notice from any governmental authority concerning removal of any toxic or hazardous substance from the property.

**11. Utilities and Services.**

A. Separately Metered Utilities. Tenant will pay for the following utilities and services that are separately metered or billed to Tenant:

- Water
- Electricity
- Gas
- Heating Oil

- Trash Collection
- Other: BY CITY OR PRIVATE

B. Other Utilities. Tenant will pay \_\_\_\_\_ % of the following utilities and services that are not separately metered to Tenant:

- Water
- Electricity
- Gas
- Heating Oil
- Trash collection
- Other: SNOW REMOVAL

Tenant will pay for these utilities in monthly installments on or before the \_\_\_\_\_ day of each month, in advance, in an amount estimated by Landlord. Every \_\_\_\_\_ months, Landlord will give Tenant copies of the bills sent to Landlord. If Tenant's share of the actual costs for utilities and services exceeds the amount paid in advance by Tenant, Tenant will pay Landlord the difference within 30 days. If Tenant has paid more than Tenant's share of the actual costs, Tenant will receive a credit for the overage, which will be applied to reduce the next installments due from Tenant. AS NEEDED

**12. Maintenance and Repair of Common Areas.** Landlord will maintain and make all necessary repairs to the common areas of the building and adjacent premises and keep these areas safe and free of trash. This includes:

- On-site parking areas
- Off-site parking areas
- Restroom facilities
- Storage areas
- Hallways, stairways, and elevators
- Conference rooms
- Sidewalks and driveways
- Other: \_\_\_\_\_

Tenant will pay Landlord \_\_\_\_\_ % of the cost of such maintenance and repairs. Tenant will pay these amounts in monthly installments on or before the \_\_\_\_\_ day of each month, in advance, in an amount estimated by Landlord. Within 90 days after the end of each lease year, Landlord will give Tenant a statement of the actual amount of Tenant's share of such costs for such period. If Tenant's share of the actual costs exceeds the amount paid in advance by Tenant, Tenant will pay Landlord the difference within 30 days. If Tenant has paid more than Tenant's share of the actual costs, Tenant will receive a credit for the overage, which will be applied to reduce the next installments due from Tenant.

**13. Maintenance and Repair of Leased Premises.** Landlord will maintain and make all necessary repairs to the following parts of the building in which the leased premises are located:

- Roof
- Foundation and structural components
- Exterior walls
- Interior common walls
- Exterior doors and windows

*AM* *SEP*

- Plumbing system
- Sewage disposal system
- Electrical system
- Heating, ventilating, and air-conditioning systems
- Sprinkler system
- Other: \_\_\_\_\_

Tenant will maintain and repair the leased premises and keep the leased premises in good repair except for those items specified above as being Landlord's responsibility.

**14. Insurance**

- A. Landlord will carry fire and extended coverage insurance on the building. Tenant will pay Tenant's proportionate share (0%) of such insurance within ten days after receiving a statement from Landlord as to the cost.
- B. Tenant will carry public liability insurance, which will include Landlord as a party insured. The public liability coverage for personal injury will be primary to any insurance maintained by landlord, and in at least the following amounts:
  - \$ 4,000,000 per occurrence.
  - \$ 10,000,000 in any one year.
- C. Landlord and Tenant release each other from any liability to the other for any property loss, property damage, or personal injury to the extent covered by insurance carried by the party suffering the loss, damage, or injury.
- D. Tenant will give Landlord a copy of all insurance policies that this lease requires Tenant to obtain.

**15. Taxes**

- A. Tenant will pay 0 % of all taxes and assessments that may be levied or assessed against the building and the land for the period of the lease. Tenant will pay these taxes and assessments in monthly installments on or before the 0 day of each month, in advance, in an amount estimated by Landlord. Landlord will give Tenant copies of the tax bills and assessments as Landlord receives them. If Tenant's share of the actual taxes and assessments exceeds the amount paid in advance by Tenant, Tenant will pay Landlord the difference within 30 days. If Tenant has paid more than Tenant's share of the actual taxes and assessment, Tenant will receive a credit for the overage, which will be applied to reduce the next installments due from Tenant. Taxes and assessments to be paid by Tenant will be prorated on a due date basis and will be assumed to cover a period of one year from the due date.
- B. Tenant will pay all personal property taxes levied and assessed against Tenant's personal property.

**16. Subletting and Assignment.** Tenant will not assign this lease or sublet any part of the premises without the written consent of Landlord. Landlord will not unreasonably withhold such consent.

**17. Damage to Premises**

- A. If the premises are damaged through fire or other cause not the fault of Tenant, Tenant will owe no rent for any period during which Tenant is substantially deprived of the use of the premises.
- B. If Tenant is substantially deprived of the use of the premises for more than 90 days because of such damage, Tenant may terminate this lease by delivering written notice of termination to Landlord.

**18. Notice of Default.** Before starting a legal action to recover possession of the premises based on Tenant's default, Landlord will notify Tenant in writing of the default. Landlord will take legal action only if Tenant does not correct the default within ten days after written notice is given or mailed to Tenant.




**16. Damage to Premises**

- A. If the premises are damaged through fire or other cause not the fault of Tenant, Tenant will owe no rent for any period during which Tenant is substantially deprived of the use of the premises.
- B. If Tenant is substantially deprived of the use of the premises for more than 90 days because of such damage, Tenant may terminate this lease by delivering written notice of termination to Landlord.

**17. Notice of Default.** Before starting a legal action to recover possession of the premises based on Tenant's default, Landlord will notify Tenant in writing of the default. Landlord will take legal action only if Tenant does not correct the default within ten days after written notice is given or mailed to Tenant.

**18. Quiet Enjoyment.** As long as Tenant is not in default under the terms of this lease, Tenant will have the right to occupy the premises peacefully and without interference.

**19. Eminent Domain.** This lease will become void if any part of the leased premises or the building in which the leased premises are located are taken by eminent domain. Tenant has the right to receive and keep any amount of money that the agency taking the premises by eminent domain pays for the value of Tenant's lease, its loss of business, and for moving and relocation expenses.

**20. Holding Over.** If Tenant remains in possession after this lease ends, the continuing tenancy will be from month to month.

**22. Disputes**

- Litigation. If a dispute arises, either party may take the matter to court.
- Mediation and Possible Litigation. If a dispute arises, the parties will try in good faith to settle it through mediation conducted by

- \_\_\_\_\_
- a mediator to be mutually selected.

The parties will share the costs of the mediator equally. Each party will cooperate fully and fairly with the mediator and will attempt to reach a mutually satisfactory compromise to the dispute. If the dispute is not resolved within 30 days after it is referred to the mediator, either party may take the matter to court.

- Mediation and Possible Arbitration. If a dispute arises, the parties will try in good faith to settle it through mediation conducted by

- \_\_\_\_\_
- a mediator to be mutually selected.

The parties will share the costs of the mediator equally. Each party will cooperate fully and fairly with the mediator and will attempt to reach a mutually satisfactory compromise to the dispute. If the dispute is not resolved within 30 days after it is referred to the mediator, it will be arbitrated by

- \_\_\_\_\_
- an arbitrator to be mutually selected.

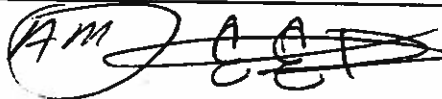
Judgment on the arbitration award may be entered in any court that has jurisdiction over the matter.

Costs of arbitration, including lawyers' fees, will be allocated by the arbitrator.

Landlord need not participate in mediation or arbitration of a dispute unless Tenant has paid the rent called for by this lease or has placed any unpaid rent in escrow with an agreed upon mediator or arbitrator.

**22. Additional Agreements.** Landlord and Tenant additionally agree that: \_\_\_\_\_

**23. Entire Agreement.** This is the entire agreement between the parties. It replaces and supersedes any and





all oral agreements between the parties, as well as any prior writings.

**24. Successors and Assignees.** This lease binds and benefits the heirs, successors, and assignees of the parties.

**25. Notices.** All notices must be in writing. A notice may be delivered to a party at the address that follows a party's signature or to a new address that a party designates in writing. A notice may be delivered:

- in person
- via email, at the addresses provided below
- by certified mail, or
- by overnight courier.

**26. Governing Law.** This lease will be governed by and construed in accordance with the laws of the state of N.J.

**27. Counterparts.** The parties may sign several identical counterparts of this lease. Any fully signed counterpart shall be treated as an original.

**28. Modification.** This lease may be modified only by a writing signed by the party against whom such modification is sought to be enforced.

**29. Waiver.** If one party waives any term or provision of this lease at any time, that waiver will be effective only for the specific instance and specific purpose for which the waiver was given. If either party fails to exercise or delays exercising any of its rights or remedies under this lease, that party retains the right to enforce that term or provision at a later time.

**30. Severability.** If any court determines that any provision of this lease is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this lease invalid or unenforceable, and shall be modified, amended, or limited only to the extent necessary to render it valid and enforceable.

Dated: 09-01-19

**LANDLORD**

Name of Business: ANTHONY MARTYNUK  
 at 1800 BRUNSWICK AVE LITTLE NT  
 By: [Signature]  
 Printed Name: ANTHONY MARTYNUK  
 Title: OWNER  
 Address: 1800 BRUNSWICK PIKE LITTLE N.J. 08044  
 Email: \_\_\_\_\_

**TENANT**

<sup>Party</sup>  
 Name of Business: Eli Dominican Salon  
 at 1520 Princeton Ave  
 By: [Signature]  
 Printed Name: Elida Espino Diaz  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: Catalinad1665@gmail.com

**GUARANTOR**

By signing this lease, I personally guarantee the performance of all financial obligations of 1520 PRINCETON AVE under this lease.

Dated: 09-01-19  
 Printed Name: ELICTA ESPINO DIAZ Title: TENANT  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

[Signatures]



**PERSONAL FINANCIAL STATEMENT  
7(a) / 504 LOANS AND SURETY BONDS**

U.S. SMALL BUSINESS ADMINISTRATION

As of Sept. 2, 2021

SBA uses the information required by this Form 413 as one of a number of data sources in analyzing the repayment ability and creditworthiness of an application for an SBA guaranteed 7(a) or 504 loan or a guaranteed surety.

Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant (including the assets of the owner's spouse and any minor children); and (5) any person providing a guaranty on the loan

Return completed form to:

For 7(a) loans: the lender processing the application for SBA guaranty

For 504 loans: the Certified Development Company (CDC) processing the application for SBA guaranty

For Surety Bonds: the Surety Company or Agent processing the application for surety bond guaranty

Name **Elida Espino Diaz**

Business Phone **609 218-6194**

Home Address **1103 MLK Blvd**

Home Phone

City, State, & Zip Code **Trenton, NJ 08638**

Business Name of Applicant **Eli Dominican Beauty Salon**

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on Hand & in banks.....	\$ 15000	Accounts Payable.....	\$
Savings Accounts.....	\$	Notes Payable to Banks and Others.....	\$
IRA or Other Retirement Account.....	\$	(Describe in Section 2)	
(Describe in Section 5)		Installment Account (Auto).....	\$
Accounts & Notes Receivable.....	\$	Mo. Payments \$	
(Describe in Section 5)		Installment Account (Other).....	\$
Life Insurance - Cash Surrender Value Only.....	\$	Mo. Payments \$	
(Describe in Section 8)		Loan(s) Against Life Insurance.....	\$
Stocks and Bonds.....	\$	Mortgages on Real Estate.....	\$
(Describe in Section 3)		(Describe in Section 4)	
Real Estate.....	\$	Unpaid Taxes.....	\$
(Describe in Section 4)		(Describe in Section 6)	
Automobiles.....	\$ 6000.00	Other Liabilities.....	\$
(Describe in Section 5, and include		(Describe in Section 7)	
Year/Make/Model)		Total Liabilities.....	\$ 0
Other Personal Property.....	\$	Net Worth.....	\$ 21000
(Describe in Section 5)			
Other Assets.....	\$		
(Describe in Section 5)			
<b>Total Assets</b>	<b>\$ 21000</b>	<b>Total Liabilities &amp; Net Worth</b>	<b>\$ 21000</b>
			<b>*Must equal total in assets column.</b>

**Section 1. Source of Income.**

Salary.....	\$ 78000
Net Investment Income.....	\$
Real Estate Income.....	\$
Other Income (Describe below)*.....	\$

**Contingent Liabilities**

As Endorser or Co-Maker.....	\$
Legal Claims & Judgments.....	\$
Provision for Federal Income Tax.....	\$
Other Special Debt.....	\$

**Description of Other Income in Section 1.**

\*Alimony or child support payments should not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

**Section 2. Notes Payable to Banks and Others.** (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Names and Addresses of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

**Section 3. Stocks and Bonds.** (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned.** (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Real Estate (e.g. Primary Residence, Other Residence, Rental Property, Land, etc.)			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

**Section 5. Other Personal Property and Other Assets.** (Describe, and, if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and, if delinquent, describe delinquency.)

I own a 2008 Suzuki Suv for which I paid \$6,000.

**Section 6. Unpaid Taxes.** (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

**Section 7. Other Liabilities.** (Describe in detail.)

**Section 8. Life Insurance Held.** (Give face amount and cash surrender value of policies – name of insurance company and Beneficiaries.)

I authorize the SBA/Lender/Surety Company to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

**CERTIFICATION:** (to be completed by each person submitting the information requested on this form)

By signing this form, I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that SBA or its participating Lenders or Certified Development Companies or Surety Companies will rely on this information when making decisions regarding an application for a loan or a surety bond. I further certify that I have read the attached statements required by law and executive order.

Signature 

Date 9-2-2021

Print Name Elida Espino Diaz

Social Security No. 968-97-7723

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

**NOTICE TO LOAN AND SURETY BOND APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:**

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan or surety bond application. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally-insured institution, a false statement is punishable under 18 U.S.C. § 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000. Additionally, false statements can lead to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729, and other administrative remedies including suspension and debarment.

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance officer, paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB.

**PLEASE READ, DETACH, AND RETAIN FOR YOUR RECORDS**  
**STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER**

SBA is required to withhold or limit financial assistance, to impose special conditions on approved loans, to provide special notices to applicants or borrowers and to require special reports and data from borrowers in order to comply with legislation passed by the Congress and Executive Orders issued by the President and by the provisions of various inter-agency agreements. SBA has issued regulations and procedures that implement these laws and executive orders. These are contained in Parts 112, 113, and 117 of Title 13 of the Code of Federal Regulations and in Standard Operating Procedures.

**Privacy Act (5 U.S.C. 552a)**

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b)(a), respectively. For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's investigative files system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks; only to the extent the information is relevant to the requesting agencies' function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.

**Right to Financial Privacy Act of 1978 (12 U.S.C. 3401)** -- This is notice to you as required by the Right to Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guaranty. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government guaranteed loan. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement. The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan, or concerning an approved loan or loan guaranty, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

**Freedom of Information Act (5 U.S.C. 552)**

This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

**Flood Disaster Protection Act (42 U.S.C. 4011)** -- Regulations have been issued by the Federal Insurance Administration (FIA) and by SBA implementing this Act and its amendments. These regulations prohibit SBA from making certain loans in an FIA designated floodplain unless Federal Flood insurance is purchased as a condition of the loan. Failure to maintain the required level of flood insurance makes the applicant ineligible for any financial assistance from SBA, including disaster assistance.

**Executive Orders -- Floodplain Management and Wetland Protection (42 F.R. 26951 and 42 F.R. 26961)** -- SBA discourages settlement in or development of a floodplain or a wetland. This statement is to notify all SBA loan applicants that such actions are hazardous to both life and property and should be avoided. The additional cost of flood preventive construction must be considered in addition to the possible loss of all assets and investments due to a future flood.

**Occupational Safety and Health Act (15 U.S.C. 651 et seq.)** -- This legislation authorizes the Occupational Safety and Health Administration in the Department of Labor to require businesses to modify facilities and procedures to protect employees or pay penalty fees. Businesses can be forced to cease operations or be prevented from starting operations in a new facility. Therefore, SBA may require additional information from an applicant to determine whether the business will be in compliance with OSHA regulations and allowed to operate its facility after the loan is approved and disbursed. Signing this form as an applicant is certification that the OSHA requirements that apply to the applicant business have been determined and that the applicant, to the best of its knowledge, is in compliance. Furthermore, applicant certifies that it will remain in compliance during the life of the loan.

**Civil Rights Legislation** -- All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. This includes making their goods and services available to handicapped clients or customers. All business borrowers will be required to display the "Equal Employment Opportunity Poster" prescribed by SBA.

**Equal Credit Opportunity Act (15 U.S.C. 1691)** -- The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

**Executive Order 11738 -- Environmental Protection (38 F.R. 251621)** -- The Executive Order charges SBA with administering its loan programs in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act and other environment protection legislation.

**Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles)** -- These laws require SBA to collect aggressively any loan payments which become delinquent. SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may take one or more of the following actions: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice or other attorneys for litigation, or (6) foreclose on collateral or take other action permitted in the loan instruments.

**Immigration Reform and Control Act of 1986 (Pub. L. 99-603)** -- If you are an alien who was in this country illegally since before January 1, 1982, you may have been granted lawful temporary resident status by the United States Immigration and Naturalization Service pursuant to the Immigration Reform and Control Act of 1986. For five years from the date you are granted such status, you are not eligible for financial assistance from the SBA in the form of a loan guaranty under Section 7(a) of the Small Business Act unless you are disabled or a Cuban or Haitian entrant. When you sign this document, you are making the certification that the Immigration Reform and Control Act of 1986 does not apply to you, or if it does apply, more than five years have elapsed since you have been granted lawful temporary resident status pursuant to such 1986 legislation.

**Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.)**

Borrowers using SBA funds for the construction or rehabilitation of a residential structure are prohibited from using lead-based paint (as defined in SBA regulations) on all interior surfaces, whether accessible or not, and exterior surfaces, such as stairs, decks, porches, railings, windows and doors, which are readily accessible to children under 7 years of age. A "residential structure" is any home, apartment, hotel, motel, orphanage, boarding school, dormitory, day care center, extended care facility, college or other school housing, hospital, group practice or community facility and all other residential or institutional structures where persons reside.

**Executive Order 12549, Debarment and Suspension 2 CFR 2700**

1. The borrower or contractor certifies, by submission of its application for an SBA loan or bond guarantee, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to the application.

# RESOLUTION

22-279

No. \_\_\_\_\_

Approved as to Form and Legality

Date of Adoption \_\_\_\_\_

Factual content certified by \_\_\_\_\_

\_\_\_\_\_  
WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

\_\_\_\_\_  
C. ANDRE DANIELS, DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

Councilwoman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION REJECTING PROPOSAL RECEIVED FOR PLANNING, DESIGN AND ENGINEERING CONSULTANT TO DEVELOP CAPITAL IMPROVEMENT PLANS FOR THE CITY OF TRENTON DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT PER RFP2022-02B**

**WHEREAS**, on February 2, 2022 at 11:00 am, the Division of Purchasing was scheduled to receive sealed proposals for the first (1<sup>st</sup>) time pursuant to RFP2022-02 for a Planning, Design and Engineering Consultant to develop capital improvements plans (the "Work") for the City of Trenton, by and through the Department of Housing and Economic Development, however *no proposals* were received; and

**WHEREAS**, the Division of Purchasing did advertise RFP2022-02B a second (2<sup>nd</sup>) time for a Planning, Design and Engineering Consultant to provide the Work, and received one (1) sealed proposal from the Nishuane Group, LLC, 105 Grove Street, Suite 3, Montclair, New Jersey 07042 on March 31, 2022, at 11:00 am; and

**WHEREAS**, pursuant to Local Public Contract Law, specifically N.J.S.A. 40A:11-13.2(d), the contracting unit may reject all bids if it wants to substantially revise the specifications; and

**WHEREAS**, it is in the best interest of the City of Trenton to reject the sole proposal received pursuant the afore-mentioned statute and re-advertise the procurement process for a Planning, Design and Engineering Consultant to provide the afore-mentioned Work.

**NOW THEREFORE BE IT RESOLVED**, by the Trenton City Council that:

1. The above recitals are incorporated as if set forth at length hereto.
2. The sole proposal received is hereby rejected pursuant to N.J.S.A.40A:11-13.2(d), and the Division of Purchasing is authorized to re-advertise the revised specifications through the procurement process in accordance with pertinent sections of the Local Public Contracts Law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk



W. Reed Gusciora  
Mayor

**CITY OF TRENTON**  
**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT**

C. Andre Daniels  
Director

To: Isabel Garcia, Purchasing Agent  
Adam Cruz, Business Administrator  
From: C. Andre Daniels, Director  
Jeffrey Wilkerson, Supervising Planner  
Re: **RFP 2022-02B CONSULTANTS TO DEVELOP CAPITAL IMPROVEMENT PLANS**  
Date: May 9, 2022

On April 14, 2022 the Planning Board voted to deny the sole proposal. The Planning Division will revise the scope of work and specifications for advertising in May or June.

The Planning Division will seek to re-advertise the RFP again.

- Background** The RFP solicitation was a fair and open process in accordance with NJSA 19:44 A-20.4 ET SEQ and is NOT required to take the lowest bidder.
- Scope of Services for Contract**  
Professional services to create a 6-year capital improvement plan document that includes project descriptions, cost estimates, project schedules and priorities, and funding sources.
- Evaluation**  
One (1) proposal was evaluated using a scored evaluation. Nishuane Group, LLC received an average score of 7.8.
- The proposals received and scores are as follows (red is the finalist):**

Proposal	Score
<b>Nishuane Group, LLC</b>	<b>7.8</b>

- Evaluation Committee:**
    - Charles Romanow, Member, Planning Board
    - Anthony Santora, Member, Planning Board
  - Funding Source**  
CDBG Funds
  - Evaluation Process**
    - A Selection Committee was solicited and created from members of the Planning Board to review all proposals received.
    - The Selection Committee reviewed proposals, scored them, and provided the Board with their results.
    - The Board heard the Selection Committee's scores and voted to deny the sole proposal received and desired to re-advertise the RFP.
    - The Board's decision is documented by this memo to the Purchasing Division.
- Proposal Evaluation Score Sheet with criteria for the reviews is enclosed. Each proposal had a potential maximum earning of 10 points.






W. Reed Gusciora  
Mayor

**CITY OF TRENTON**  
DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT

C. Andre Daniels  
Director

To: Isabel Garcia, Purchasing Agent  
Adam Cruz, Business Administrator  
From: C. Andre Daniels, Director   
Jeffrey Wilkerson, Supervising Planner  
Re: **RFP 2022-02B CONSULTANTS TO DEVELOP CAPITAL IMPROVEMENT PLANS**  
Date: April 22, 2022

On April 14, 2022 the Planning Board voted to deny the sole proposal based on not an adequate number of proposals received and the sole proposal received did not appear to have enough capital improvement plan development experience. The proposal did receive an average score of 7.8 out of 10.

The Planning Division will seek to re-advertise the RFP again.

1. **Background** The RFP solicitation was a fair and open process in accordance with NJSA 19:44 A-20.4 ET SEQ and is NOT required to take the lowest bidder.
2. **Scope of Services for Contract**  
Professional services to create a 6-year capital improvement plan document that includes project descriptions, cost estimates, project schedules and priorities, and funding sources.
3. **Evaluation**  
One (1) proposal was evaluated using a scored evaluation. Nishuane Group, LLC received an average score of 7.8.
4. **The proposals received and scores are as follows (red is the finalist):**

<b>Nishuane Group, LLC</b>	<b>7.8</b>
----------------------------	------------

5. **Evaluation Committee:**
  - Charles Romanow, Member, Planning Board
  - Anthony Santora, Member, Planning Board
6. **Funding Source**  
CDBG Funds
7. **Evaluation Process**
  1. A Selection Committee was solicited and created from members of the Planning Board to review all proposals received.
  2. The Selection Committee reviewed proposals, scored them, and provided the Board with their results.
  3. The Board heard the Selection Committee's scores and voted to deny the sole proposal received and desired to re-advertise the RFP.
  4. The Board's decision is documented by this memo to the Purchasing Division.

Proposal Evaluation Score Sheet with criteria for the reviews is enclosed. Each proposal had a potential maximum earning of 10 points.

**CITY OF TRENTON | PLANNING BOARD**

**Evaluation of Proposals for:**

RFP 2022-02B Capital Improvement Plan

**Company Name:**

Nishuane Group, LLC

**Rated By:**

Anthony H Santora

**Score 0-10 (10 is High)**

Criteria (1)	Weight (2)	Score (3)	Weighted Score (2*3)
<b>Experience of Firm</b>			
<i>Example</i>	<i>25%</i>	<i>8</i>	<i>(0.25)x8=2</i>
Qualifications of team	5%	7	0.35
Experience with CIP development / past projects	35%	5	1.75
<b>Understanding of Project</b>			
A clear understandin of work to be performed - Approach/ methodology	35%	7	2.45
Schedule and capacity to perform work	5%	7	0.35
Fee structure appropriate for skillsets	20%	6	1.2
<b>Total Weighted Points</b>			<b>6.1</b>

*10 is a per*

Signature: 

*11/1/22*

Date

**Comments:**

Although the firm and its subcontractor have vast redevelopment and planning expertise, I am not seeing any related to specifically creating a Capital Improvement Plan.



**CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)**

**RFP2022-02B**

**PLANNING AND DESIGN/ENGINEERING CONSULTANTS TO DEVELOP CAPITAL  
IMPROVEMENT PLANS FOR THE CITY OF TRENTON, DEPARTMENT OF HOUSING  
AND ECONOMIC DEVELOPMENT**

**OPENING DATE AND TIME: MARCH 31, 2022 AT 11:00AM**

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Anthony H. Santora

Print Evaluator's name

4/11/22

Date Evaluated

[Handwritten Signature]

Evaluator's Signature

**CITY OF TRENTON | PLANNING BOARD**

**Evaluation of Proposals for:**

RFP 2022-02B Capital Improvement Plan

Company Name:

Nishuane Group, LLC

Rated By:

Charles Romanow

Criteria (1) Weight (2) Experience of Firm Score (3) Weighted Score (2\*3)

Criteria (1)	Weight (2)	Experience of Firm	Score (3)	Weighted Score (2*3)
<b>Example</b>	<b>25%</b>		<b>8</b>	<b>(0.25)x8=2</b>
Qualifications of team	5%		10	0.5
Experience with CIP development / past projects	35%		10	3.5
<b>Understanding of Project</b>				
A clear understanding of work to be performed - Approach/ methodology	35%		9	3.15
Schedule and capacity to perform work	5%		9	0.45
Fee structure appropriate for skillsets	20%		9	1.8
<b>Total Weighted Points</b>				<b>9.4</b>

10 is a perfect score

Signature:

Charles Romanow

7/18/22

Date



CITY OF TRENTON  
EVALUATOR'S CERTIFICATION  
N.J.A.C. 5:34-4.3(f)

RFP2022-02B

PLANNING AND DESIGN/ENGINEERING CONSULTANTS TO DEVELOP CAPITAL  
IMPROVEMENT PLANS FOR THE CITY OF TRENTON, DEPARTMENT OF HOUSING  
AND ECONOMIC DEVELOPMENT

OPENING DATE AND TIME: MARCH 31, 2022 AT 11:00AM

"I hereby certify that I have reviewed the conflict-of-interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization."

Charles Romanov

Print Evaluator's name

4/8/22

Date Evaluated

Charles Romanov

Evaluator's Signature

# RESOLUTION 22-280

No. \_\_\_\_\_

Approved by Dept. of Legal Affairs

WESLEY BRIDGES, CITY ATTORNEY

Councilman /woman \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

Factual content certified by

C. ANDRÉ DANIELS, DIRECTOR  
HOUSING AND ECONOMIC DEVELOPMENT

\_\_\_\_\_ presents the following Resolution:

## **RESOLUTION AUTHORIZING THE EXECUTION OF PURCHASE MONEY MORTGAGE DOCUMENTS BETWEEN THE CITY OF TRENTON AND JOSEPH T. FISHBURNE AND SHERELLE FISHBURNE FOR THE SALE AND PURCHASE OF CITY-OWNED PROPERTY IN THE AMOUNT OF FORTY-TWO THOUSAND SEVEN HUNDRED AND FIFTY DOLLARS**

**WHEREAS**, the City of Trenton is authorized to sell the Properties by public auction pursuant to N.J.S.A. 40A:12-13(a) (the "Local Lands and Buildings Law" or the "Law"); and

**WHEREAS**, in accordance with the Law and pursuant to Resolution 21-476, the City of Trenton (the "City") advertised and held an online public real property auction on Tuesday, December 7, and Wednesday, December 8, 2021, beginning at 10:00 a.m., during which city-owned properties were offered for sale; and

**WHEREAS**, pursuant to Resolution 21-476 the City Council also did authorize the City to offer a Purchase Money Mortgage to the Successful Bidder; and

**WHEREAS**, Joseph T. Fishburne and Sherelle Fishburne was the successful bidder of certain city-owned property commonly known as 39 Christoph Avenue, Trenton, New Jersey (the "Property") in the amount of Forty-Seven Thousand Five Hundred (\$47,500.00) Dollars; and

**WHEREAS**, Joseph T. Fishburne and Sherelle Fishburne executed a Contract of Sale and has paid the ten percent purchase money deposit; and

**WHEREAS**, Joseph T. Fishburne and Sherelle made an application to the City for a Purchase Money Mortgage ("PMM") and have been approved for said mortgage; and

**WHEREAS**, the term of the Purchase Money Mortgage shall be for five years in the amount of Forty-Two Thousand Seven Hundred and Fifty (\$42,750.00) Dollars at an interest rate of six percent (6%) pursuant to N.J.S.A. 40A:12-13(b) (See proposed Purchase Money Mortgage, Mortgage Note and Loan Agreement documents hereto attached Exhibit A); and

**WHEREAS**, the Joseph T. Fishburne and Sherelle Fishburne (the "Borrowers") will be required to provide insurance for the Property through the duration of the PMM (See Agreement to Provide Insurance hereto attached as Exhibit B).

# RESOLUTION

**NOW THEREFORE BE IT RESOLVED**, by the Municipal Council of the City of Trenton that:

1. The above recitals are incorporated by reference as if set forth at length herein.
2. The Mayor is hereby authorized to execute any and all documents necessary to facilitate the Purchase Money Mortgage between the City and the Borrowers for the sale and purchase of the Property.
3. The City Clerk is hereby directed to publish this Resolution as may be required by applicable law.
4. This Resolution shall take effect immediately after passage in accordance with applicable law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									


This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_


\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON**  
**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT**

**Memorandum**

TO: Adam Cruz, Business Administrator   
Department of Administration

FROM: C. Andre Daniels, Director   
Department of Housing and Economic Development

COPY: Josie Pabon, Real Estate Manager  
Division of Real Estate and Property Management

DATE: June 6, 2022

RE: Purchase Money Mortgage to the Successful Bidder Joseph T. Fishburne and Sherelle Fishburne

---

In accordance with N.J.S.A. 40A:12-13(a) and pursuant to Resolution 21-476, the City of Trenton (the City”) advertised and held an online public real property auction on Tuesday and Wednesday, December 7<sup>th</sup> and 8<sup>th</sup>, 2021 during which city-owned properties were offered for sale. The City Council accepted the successful bids and authorized the sale of the Properties by Resolution 21-476.

Joseph T. Fishburne and Sherell Fishburne were the successful bidder of certain city-owned property commonly known as 39 Christoph Avenue, Trenton, New Jersey (the “Property”) in the amount of Forty-Seven Thousand Five Hundred (\$47,500.00) Dollars. Joseph T. Fishburne and Sherelle Fishburne executed a Contract of Sale and has paid the ten percent deposit.

Further, pursuant to Resolution 21-4761 the City Council did authorize the City to offer a Purchase Money Mortgage to the successful bidder of five-year homeowner residency restricted property. Joseph T. Fishburne and Sherelle Fishburne made an application to the City for a Purchase Money Mortgage and has been approved for said mortgage as Borrower. The term of the Purchase Money Mortgage shall be for five years in the amount of Forty-Two Thousand Seven Hundred and Fifty (\$42,750.00) Dollars at an interest rate of six percent (6%) pursuant to N.J.S.A. 40A:12-13(b) (See proposed Purchase Money Mortgage, Mortgage Note and Loan Agreement documents hereto attached as Exhibit A). The Borrower will also execute an agreement to insure the Property for the duration of the mortgage.

The above considered, I request that the attached resolution be added to the docket for the next available City Council meeting.



# RESOLUTION

22-281

No. \_\_\_\_\_

Approved as to Form and Legality

WESLEY BRIDGES, CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

C. ANOBE DANIELS, DIRECTOR  
HOUSING AND ECONOMIC DEVELOPMENT

Councilman /woman \_\_\_\_\_

presents the following Resolution:

**RESOLUTION AUTHORIZING THE EXECUTION OF PURCHASE MONEY MORTGAGE DOCUMENTS BETWEEN THE CITY OF TRENTON AND ANWAR RASHEED AND HADIYAH RASHEED FOR THE SALE AND PURCHASE OF CITY-OWNED PROPERTY IN THE AMOUNT OF TWO HUNDRED SIX THOUSAND ONE HUNDRED DOLLARS**

**WHEREAS**, the City of Trenton is authorized to sell the Properties by public auction pursuant to N.J.S.A. 40A:12-13(a) (the "Local Lands and Buildings Law" or the "Law"; and

**WHEREAS**, in accordance with the Law and Resolution 20-671, the City of Trenton (the "City") advertised and held an online public real property auction on Wednesday, December 9, 2020, beginning at 10:00 a.m., during which city-owned properties were offered for sale; and

**WHEREAS**, pursuant to Resolution 21-016 the City Council did authorize the City to offer a Purchase Money Mortgage to the Successful Bidder; and

**WHEREAS**, Anwar Rasheed was the Successful Bidder of certain city-owned property commonly known as 1413 W. State Street, Trenton, New Jersey (the "Property") in the amount of Two Hundred Twenty-Nine Thousand (\$229,000.00) Dollars; and

**WHEREAS**, Anwar Rasheed executed a Contract of Sale and has paid the ten percent purchase money deposit; and

**WHEREAS**, Anwar Rasheed made an application to the City for a Purchase Money Mortgage, but it was determined that a co-application should be made by Hadiyah Rasheed, both of which have been approved for said mortgage (the "Borrower(s)"); and

**WHEREAS**, the term of the Purchase Money Mortgage shall be for five years in the amount of Two Hundred Six Thousand, One Hundred (\$206,100.00) Dollars at an interest rate of six percent (6%) pursuant to N.J.S.A. 40A:12-13(b) (See proposed Purchase Money Mortgage, Mortgage Note and Loan Agreement documents hereto attached Exhibit A); and

**WHEREAS**, the Borrower will be required to provide insurance for the Property (See Agreement to Provide Insurance hereto attached as Exhibit B).

# RESOLUTION

**NOW THEREFORE BE IT RESOLVED**, by the Municipal Council of the City of Trenton that:

1. The above recitals are incorporated by reference as if set forth at length herein.
2. The Mayor is hereby authorized to execute any and all documents necessary to facilitate the Purchase Money Mortgage between the City and the Borrowers for the sale and purchase of the Property.
3. The City Clerk is hereby directed to publish this Resolution as required by applicable law.
4. This Resolution shall take effect immediately after passage in accordance with applicable law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									


This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_


\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON**  
**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT**

**Memorandum**

TO: Adam Cruz,   
Business Administrator

FROM: C. Andre Daniels, Director   
Department of Housing and Economic Development

COPY: Josie Pabon, Real Estate Manager  
Division of Real Estate and Property Management

DATE: June 21, 2022

RE: Resolution Authorizing the Execution of Purchase Money Mortgage Documents

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In accordance with N.J.S.A. 40A:12-13(a) and Resolution 20-671, the City of Trenton (the "City") advertised and held an online public real property auction on Wednesday, December 9, 2020, during which city-owned properties were offered for sale. The City Council accepted the Successful Bids and authorized the sale of the Properties by Resolution 21-016. Anwar Rasheed was the Successful Bidder of certain city-owned property commonly known as 1413 W. State Street, Trenton, New Jersey (the "Property") in the amount of Two Hundred Twenty-Nine Thousand (\$229,000.00) Dollars.

Pursuant to Resolution 20-671 the City Council also did authorize the City to offer a Purchase Money Mortgage to the Successful Bidder. Anwar Rasheed made an application to the City for a Purchase Money Mortgage ("PMM"). However, it was determined he would need a co-borrower. To that end, Anwar Rasheed and Hadiyah Rasheed made application to the City for a PMM and has been approved for said mortgage as Borrowers. The term of the Purchase Money Mortgage shall be for five (5) years in the amount of Two Hundred Six Thousand, One Hundred (\$206,100.00) Dollars at an interest rate of six percent (6%) pursuant to N.J.S.A. 40A:12-13(b) (See Purchase Money Mortgage, Mortgage Note and Loan Agreement documents hereto attached Exhibit A). The Borrower will also execute an agreement to insure the Property for the duration of the mortgage.

The above considered, I request that the attached resolution be added to the docket for the next available City Council meeting.

# Simple Loan Calculator

	Enter values
Loan amount	\$ 206,100.00
Annual interest rate	6.00%
Loan period in years	5
Start date of loan	7/15/2022
Monthly payment	\$ 3,984.49
Number of payments	60
Total interest	\$ 32,969.42
Total cost of loan	\$ 239,069.42

No.	Payment Date	Beginning Balance	Payment	Principal	Interest	Ending Balance
1	8/15/2022	\$ 206,100.00	\$ 3,984.49	\$ 2,953.99	\$ 1,030.50	\$ 203,146.01
2	9/15/2022	\$ 203,146.01	\$ 3,984.49	\$ 2,968.76	\$ 1,015.73	\$ 200,177.25
3	10/15/2022	\$ 200,177.25	\$ 3,984.49	\$ 2,983.60	\$ 1,000.89	\$ 197,193.65
4	11/15/2022	\$ 197,193.65	\$ 3,984.49	\$ 2,998.52	\$ 985.97	\$ 194,195.12
5	12/15/2022	\$ 194,195.12	\$ 3,984.49	\$ 3,013.51	\$ 970.98	\$ 191,181.61
6	1/15/2023	\$ 191,181.61	\$ 3,984.49	\$ 3,028.58	\$ 955.91	\$ 188,153.03
7	2/15/2023	\$ 188,153.03	\$ 3,984.49	\$ 3,043.73	\$ 940.77	\$ 185,109.30
8	3/15/2023	\$ 185,109.30	\$ 3,984.49	\$ 3,058.94	\$ 925.55	\$ 182,050.36
9	4/15/2023	\$ 182,050.36	\$ 3,984.49	\$ 3,074.24	\$ 910.25	\$ 178,976.12
10	5/15/2023	\$ 178,976.12	\$ 3,984.49	\$ 3,089.61	\$ 894.88	\$ 175,886.51
11	6/15/2023	\$ 175,886.51	\$ 3,984.49	\$ 3,105.06	\$ 879.43	\$ 172,781.45
12	7/15/2023	\$ 172,781.45	\$ 3,984.49	\$ 3,120.58	\$ 863.91	\$ 169,660.87
13	8/15/2023	\$ 169,660.87	\$ 3,984.49	\$ 3,136.19	\$ 848.30	\$ 166,524.68
14	9/15/2023	\$ 166,524.68	\$ 3,984.49	\$ 3,151.87	\$ 832.62	\$ 163,372.81
15	10/15/2023	\$ 163,372.81	\$ 3,984.49	\$ 3,167.63	\$ 816.86	\$ 160,205.19
16	11/15/2023	\$ 160,205.19	\$ 3,984.49	\$ 3,183.46	\$ 801.03	\$ 157,021.72
17	12/15/2023	\$ 157,021.72	\$ 3,984.49	\$ 3,199.38	\$ 785.11	\$ 153,822.34
18	1/15/2024	\$ 153,822.34	\$ 3,984.49	\$ 3,215.38	\$ 769.11	\$ 150,606.96
19	2/15/2024	\$ 150,606.96	\$ 3,984.49	\$ 3,231.46	\$ 753.03	\$ 147,375.51
20	3/15/2024	\$ 147,375.51	\$ 3,984.49	\$ 3,247.61	\$ 736.88	\$ 144,127.89
21	4/15/2024	\$ 144,127.89	\$ 3,984.49	\$ 3,263.85	\$ 720.64	\$ 140,864.04
22	5/15/2024	\$ 140,864.04	\$ 3,984.49	\$ 3,280.17	\$ 704.32	\$ 137,583.87
23	6/15/2024	\$ 137,583.87	\$ 3,984.49	\$ 3,296.57	\$ 687.92	\$ 134,287.30
24	7/15/2024	\$ 134,287.30	\$ 3,984.49	\$ 3,313.05	\$ 671.44	\$ 130,974.25
25	8/15/2024	\$ 130,974.25	\$ 3,984.49	\$ 3,329.62	\$ 654.87	\$ 127,644.63
26	9/15/2024	\$ 127,644.63	\$ 3,984.49	\$ 3,346.27	\$ 638.22	\$ 124,298.36
27	10/15/2024	\$ 124,298.36	\$ 3,984.49	\$ 3,363.00	\$ 621.49	\$ 120,935.36

No.	Payment Date	Beginning Balance	Payment	Principal	Interest	Ending Balance
28	11/15/2024	\$ 120,935.36	\$ 3,984.49	\$ 3,379.81	\$ 604.68	\$ 117,555.55
29	12/15/2024	\$ 117,555.55	\$ 3,984.49	\$ 3,396.71	\$ 587.78	\$ 114,158.84
30	1/15/2025	\$ 114,158.84	\$ 3,984.49	\$ 3,413.70	\$ 570.79	\$ 110,745.14
31	2/15/2025	\$ 110,745.14	\$ 3,984.49	\$ 3,430.76	\$ 553.73	\$ 107,314.38
32	3/15/2025	\$ 107,314.38	\$ 3,984.49	\$ 3,447.92	\$ 536.57	\$ 103,866.46
33	4/15/2025	\$ 103,866.46	\$ 3,984.49	\$ 3,465.16	\$ 519.33	\$ 100,401.30
34	5/15/2025	\$ 100,401.30	\$ 3,984.49	\$ 3,482.48	\$ 502.01	\$ 96,918.82
35	6/15/2025	\$ 96,918.82	\$ 3,984.49	\$ 3,499.90	\$ 484.59	\$ 93,418.92
36	7/15/2025	\$ 93,418.92	\$ 3,984.49	\$ 3,517.40	\$ 467.09	\$ 89,901.52
37	8/15/2025	\$ 89,901.52	\$ 3,984.49	\$ 3,534.98	\$ 449.51	\$ 86,366.54
38	9/15/2025	\$ 86,366.54	\$ 3,984.49	\$ 3,552.66	\$ 431.83	\$ 82,813.88
39	10/15/2025	\$ 82,813.88	\$ 3,984.49	\$ 3,570.42	\$ 414.07	\$ 79,243.46
40	11/15/2025	\$ 79,243.46	\$ 3,984.49	\$ 3,588.27	\$ 396.22	\$ 75,655.19
41	12/15/2025	\$ 75,655.19	\$ 3,984.49	\$ 3,606.21	\$ 378.28	\$ 72,048.97
42	1/15/2026	\$ 72,048.97	\$ 3,984.49	\$ 3,624.25	\$ 360.24	\$ 68,424.73
43	2/15/2026	\$ 68,424.73	\$ 3,984.49	\$ 3,642.37	\$ 342.12	\$ 64,782.36
44	3/15/2026	\$ 64,782.36	\$ 3,984.49	\$ 3,660.58	\$ 323.91	\$ 61,121.78
45	4/15/2026	\$ 61,121.78	\$ 3,984.49	\$ 3,678.88	\$ 305.61	\$ 57,442.90
46	5/15/2026	\$ 57,442.90	\$ 3,984.49	\$ 3,697.28	\$ 287.21	\$ 53,745.63
47	6/15/2026	\$ 53,745.63	\$ 3,984.49	\$ 3,715.76	\$ 268.73	\$ 50,029.86
48	7/15/2026	\$ 50,029.86	\$ 3,984.49	\$ 3,734.34	\$ 250.15	\$ 46,295.52
49	8/15/2026	\$ 46,295.52	\$ 3,984.49	\$ 3,753.01	\$ 231.48	\$ 42,542.51
50	9/15/2026	\$ 42,542.51	\$ 3,984.49	\$ 3,771.78	\$ 212.71	\$ 38,770.73
51	10/15/2026	\$ 38,770.73	\$ 3,984.49	\$ 3,790.64	\$ 193.85	\$ 34,980.10
52	11/15/2026	\$ 34,980.10	\$ 3,984.49	\$ 3,809.59	\$ 174.90	\$ 31,170.51
53	12/15/2026	\$ 31,170.51	\$ 3,984.49	\$ 3,828.64	\$ 155.85	\$ 27,341.87
54	1/15/2027	\$ 27,341.87	\$ 3,984.49	\$ 3,847.78	\$ 136.71	\$ 23,494.09
55	2/15/2027	\$ 23,494.09	\$ 3,984.49	\$ 3,867.02	\$ 117.47	\$ 19,627.07
56	3/15/2027	\$ 19,627.07	\$ 3,984.49	\$ 3,886.36	\$ 98.14	\$ 15,740.71
57	4/15/2027	\$ 15,740.71	\$ 3,984.49	\$ 3,905.79	\$ 78.70	\$ 11,834.93
58	5/15/2027	\$ 11,834.93	\$ 3,984.49	\$ 3,925.32	\$ 59.17	\$ 7,909.61
59	6/15/2027	\$ 7,909.61	\$ 3,984.49	\$ 3,944.94	\$ 39.55	\$ 3,964.67
60	7/15/2027	\$ 3,964.67	\$ 3,984.49	\$ 3,964.67	\$ 19.82	\$ 0.00

# RESOLUTION

No. 22-282

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

  
Wesley Bridges, City Attorney

Factual content certified by

  
DR. ADELA AMES-LOPEZ, DIRECTOR OF HEALTH & HUMAN SERVICES

Councilman/woman \_\_\_\_\_

presents the following Resolution:

## RESOLUTION AUTHORIZING THE APPLICATION AND ACCEPTANCE OF \$150,000.00 AWARD FROM THE NJ DEPARTMENT OF COMMUNITY AFFAIRS FOR THE TRENTON OFFICE OF RETURNING CITIZENS

**WHEREAS**, the City of Trenton Office of Returning Citizens will apply for a \$150,000.00 grant from the NJ Department of Community Affairs' Reentry Program; and

**WHEREAS**, the purpose of this application is to professionally staff and offer training and educational opportunities the Office of Returning Citizens in the City of Trenton as part of the NJDCA Reentry Program; and

**WHEREAS**, the City of Trenton will need to enter into a grant agreement to accept this grant upon award; and

**WHEREAS**, no matching funds are required through this program; and

**WHEREAS**, the City of Trenton desires to authorize submission of this application and acceptance of the award.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Trenton as follows:

- 1) The Mayor is hereby authorized and directed to file a grant application on behalf of the City of Trenton to the NJ Department of Community Affairs' Reentry Program."
- 2) The Mayor is hereby authorized to execute any agreements and other documents necessary to apply for and accept the aforementioned grant.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

W. Reed Gusciora  
Mayor



**CITY OF TRENTON**  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

## Memorandum

**Date:** June 6, 2022

**To:** Adam E. Cruz, Business Administrator

**From:** Dr. Adela Ames-Lopez, MPA, Ed.S, Ed.D, Director Health and Human Services

**cc:** John Seigle, Administrative Assistant

**Re:** Authorizing the application for and acceptance of \$150,000 DCA Reentry Grant

---

The City of Trenton's Office of Returning Citizens (ORC) within the Department of Health and Human Services assists those reentering into the community with employment training and supportive services.

Attached please find Resolution to Apply and Accept \$150,000.00 for the Trenton Office of Returning Citizens (Reentry services). There is no match.

This grant will be used to staff the office: one full-time coordinator (already in place) and one full-time administrative assistant (to be hired). Funding will also be used for educational and employment training.

Last month a resolution was passed to provide services specifically for individuals exiting State incarceration over the last three years. This grant will not be a duplication of services.

**Funding Source:** State of New Jersey Department of Community Affairs

**Contract period:** July 1, 2022 through June 30, 2023

**Amount:** \$150,000.00

**Funding Match:** N/A no match required

**New Jersey Department of Community Affairs  
APPLICATION FOR GRANT FUNDS**

**STANDARD GRANT COVER SHEET**

2022-05213-0671

<b>1. DCA Program to Which Applicant is Applying:</b> Mercer County Reentry 2022			
<b>2. Name of Applicant Agency</b> Trenton City			
<b>3. Street Address</b> 319 East State Street			
<b>City</b> Trenton	<b>State</b> New Jersey	<b>Zip Code</b> 08608-1809	<b>County</b> Mercer
<b>4. Official Contact Person</b> Mr. Samuel Zubah		<b>Title</b> Principle Accountant	
<b>5. Program Contact Person</b> Ms. Nikki Mosgrove		<b>Title</b> Contract Administrator II	
<b>6. Proposed Project/Grant Title</b> Trenton Office of Returning Citizens Reentry Program		<b>Phone number</b> (609) 989-3162	
<b>7. Total Cost of the Project</b> \$150,000		<b>8. Requested Amount</b> \$150,000	
		<b>9. Funds from Other Sources</b> \$0	
<b>10. Project Location (if Different from Applicant Agency)</b>			
<b>Street Address</b> 319 E State St.			
<b>City</b> Trenton	<b>State</b> New Jersey	<b>Zip</b> 08608-1809	<b>Room Number</b>
<b>11. Vendor Number</b> 216001242-99		<b>12. Employer ID</b> 216001242	
		<b>13. Tax Exempt ID</b>	
<b>14. Area(s) Benefiting:</b> City of Trenton,			
<b>15. Briefly describe the project for which you are seeking funds.</b> To continue to professionally staff the Office of Returning Citizens in the City of Trenton. The Office will assist those reentering into the community with employment training and supportive services.			



16. a. Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant?

Yes  No

b. Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or task force which has regulatory or advising influence on the funding program?  Yes  No

If yes, please describe:

17. Fiscal Contact Person Mr. Samuel Zubah		Title Principle Accountant	Phone Number (609) 989-3162
18. Agency Fiscal Year 7/1 to 6/30	19. Name of CPA Firm Appointed by Grantee		
20. <b>Certification:</b> The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by the New Jersey Department of Community Affairs which include provisions described in grant applications instructions.			
Name and Title of Applicant (Print)		Signature of Applicant	Date of Application

## OBJECTIVES

Objective Number: 1

Short Description: Staff Office of Returning Citizens

### Detailed Description

With this funding, the City of Trenton will continue to professionally staff the Office of Returning Citizens to increase capacity and serve more citizens reentering into the community from the criminal justice system. Having dedicated staff within this office allows for increased training and workforce preparation programs, as well as providing additional services for reentering citizens.

### Methods

To fulfill this objective, the City will continue to employ one full-time Assistant Administrative Analyst for coordination of reentry efforts and one full-time Account Clerk (administrative duties). The City will follow all local hiring procedures to maintain these staff.

### Evaluation

As this office is newly formed, the ORC will be able to serve additional citizens reentering into the Trenton community with these staff positions. The Office aims to serve 200 participants within the second year.

Application Program Component: Trenton Office of Returning Citizens Reentry Program

## OBJECTIVES

Objective Number: 2

Short Description: Employment Training for Returning Citizens

### Detailed Description

The ORC will be able to provide additional employment training opportunities for those reentering into the Trenton community. Providing educational training for topics such as finding employment (i.e. resume writing, interviewing skills), personnel skills, and clerical/administrative skills are critical to securing employment. In addition, courses for learning an advanced skill that leads to a certification will also be provided for increased economic opportunities with employment.

### Methods

Staff in the ORC will schedule and register participants for appropriate trainings based on their individual skill levels and the available/desired field of employment for each participant.

### Evaluation

Staff in the ORC will record the number and type of courses taken by all participants served through this program. Staff will also track any additional requests for courses not already offered to be provided in the future as available.

Application Program Component: Trenton Office of Returning Citizens Reentry Program

## OBJECTIVES

Objective Number: 3

Short Description: Wrap-Around Services for Returning Citizens

### Detailed Description

Many factors such as transportation, professional clothes, childcare arrangements, administrative issues and more can be obstacles to those reentering into the community hindering employment opportunities. The ORC will be able to provide wrap-around services to aid with these challenges in the form of stipends, transportation credits, administrative tasks, and more to help these individuals overcome these barriers to gain meaningful employment.

### Methods

ORC staff will evaluate the needs of each participant as to what type of services they require financial assistance with. Staff will track all forms of assistance provided to each individual and determine appropriate levels of assistance as needed. Staff will work with participants to ensure these services are properly utilized and are effectively aiding in gaining and maintaining employment for all participants.

### Evaluation

ORC staff will closely track and monitor all participants that receive supplementary assistance. Records for each participant will be kept and monitored for progress.

Application Program Component: Trenton Office of Returning Citizens Reentry Program

## Scope of Services

Through the NJDCA, the Trenton Office of Returning Citizens Reentry Program is seeking funds to continue to professionally staff the Office of Returning Citizens (ORC). The ORC assists those reentering into the community with employment training and supportive services. As currently operating, the capacity of this office is very limited with the Assistant Administrative Analyst hired as the full-time coordinator. (We anticipate bringing a full-time person to perform administrative duties.) Volunteers also collaborate to provide aid to residents returning from a period of incarceration with services related to employment, housing, and other resources. The office helps residents coordinate with partner agencies, employers both within and outside of City government, and institutions that facilitate professional development and certifications. The ORC coordinates with the Trenton OneStop and local community organizations to schedule training sessions to provide an overview of available programs and resources for individuals returning to the community after a period of incarceration. To date, at least 100 formerly incarcerated individuals have already received referral, training and job placement assistance through the ORC. While these efforts have made great strides in the City, and the framework of this Office is in place to succeed.

An award of \$150,000 will help to continue to staff the ORC with one full-time Assistant Administrative Analyst to coordinate reentry work and hire one full-time Account Clerk for record keeping and administrative duties. Having dedicated staff within this office allows for an increase in the number of reentering citizens that are served through this program. The ORC's current goal is to serve a total of 200 citizens with this program, 15-20 citizens per month, over the one-year project period. The primary focus for the staff will remain employment training and making opportunities for employment attainable for reentering citizens. Employment training programs/courses will include topics such as resume writing, interview skills, personnel skills and more. Staff will then work with citizens to place them either within City employment or outside of the City as well. The ORC currently partners with First Step Staffing, a staffing agency that specializes in hard to reach and vulnerable populations. The Office will continue to utilize this partnership as well to help find employment for citizens. In addition, the ORC aims to help citizens complete courses or trainings that lead to a skill certification so there are increased economic opportunities when employment is secured (i.e. CDL, HVAC license). Having dedicated staff allows for consistency within the ORC so staff can truly have knowledge of and understand the specific communities that residents are returning to within the City. Volunteers will still be welcomed by the Office, but staff will remain constant for familiarity and more reliable services.

While many require assistance securing employment, there are numerous other tools necessary to obtain and sustain employment, such as continuing education, transportation to and from employment, childcare costs, professional clothing and more. Funds through this program will also be made available for obtaining these additional services for participants to have a pathway for improved economic opportunities. Each participant in need of an allowance for wrap-around services will be provided funds as determined by staff, such as stipends for professional clothing, additional training courses, travel expenses such as a bus pass or Uber/Lyft credits, childcare costs and more. In addition, the ORC partners with numerous organizations to help facilitate additional services for citizens such as with the County for obtaining identification, connecting citizens to housing services, the City's Department of Health and Human Services, the Mercer County One-Stop for continuing education, the Trenton Library for the Fresh Start program and more. In addition, funds will be used to purchase technology for participants and staff, such as workstations, web cams, internet connections/wifi hotspots and laptops. This will help participants in their job searches, preparation for interviews, courses and more.

The proposed timeline for implementation of the Trenton Office of Returning Citizens Reentry Program will commence once the grant agreement is completed with the NJDCA and City of Trenton. The ORC will then continue to staff the office with one full-time Assistant Administrative Analyst and one full-time Account Clerk (for administrative office duties). Technology and equipment for staff is in the process of being purchased. The ORC will then be able to increase the number of citizens served through this program with an estimated 15-20 participants per month for a total of 200 citizens served at the end of the project period. Funds for stipends, credits, and other wrap-around services will be purchased as citizens are served as this will be dependent up specific participant needs.

Budget Detail

Mercer County Reentry: Trenton Office of Returning Citizens Reentry Program  
Trenton City

Budget Category	State Funds	Other Funds	Total
ADM - Personnel			
Salaries/Wages			
Assistant Administrative Analyst	\$60,000.00		\$60,000.00
Account Clerk	\$40,000.00		\$40,000.00
Minor Category Sub-Total	\$100,000.00		\$100,000.00
Major Category Sub-Total	\$100,000.00		\$100,000.00
PROGRAM - Operating Cost			
Meetings & Conferences			
Staff Training/Conference(s)	\$5,000.00		\$5,000.00
Minor Category Sub-Total	\$5,000.00		\$5,000.00
Major Category Sub-Total	\$5,000.00		\$5,000.00
PROGRAM - Purchased Services			
Other			
Wrap-Around Services	\$45,000.00		\$45,000.00
Minor Category Sub-Total	\$45,000.00		\$45,000.00
Major Category Sub-Total	\$45,000.00		\$45,000.00
Total	\$150,000.00		\$150,000.00



Mercer County Reentry 2022  
STATEMENT OF BOARD PRESIDENT

I have reviewed and/or discussed the above proposed grant application with the Named Applicant and make the following statement:	
<input checked="" type="checkbox"/>	I am in support of this application
<b>COMMENTS</b>	
N/A	
<b>AGENCY DESCRIPTION</b>	
Briefly describe your agency and qualifications for implementing the proposed program project. Please include your agency's mission statement.	
N/A	
<b>Signature of President of the Board of Treasury/Directors</b>	
<b>Name of Board President:</b>	N/A
<b>Title of Board President:</b>	N/A
<b>Address:</b>	N/A
<b>Address 2:</b>	N/A
<b>City:</b>	N/A
<b>Zip:</b>	N/A
<b>President of the Board:</b>	



Mercer County Reentry 2022  
STATEMENT OF MAYOR/COUNTY OFFICIAL

I have reviewed and/or discussed the above proposed grant application with the Named Applicant and make the following statement:

I am in support of this application and will work to integrate this service with others in this community, county and/or region.

**COMMENTS**

Thank you for the support of the Trenton Office of Returning Citizens Reentry Program application.

**Signature of Mayor or County Official**

<b>Name:</b>	W. Reed Gusciora
<b>Title:</b>	Mayor
<b>Address:</b>	319 E State St. NJ
<b>Zip</b>	08608
<b>Mayor or County Officer</b>	Mayor

I will/have mailed this attachment       I will/have hand delivered this attachment

Mercer County Reentry 2022  
PROJECT NARRATIVE

Provide an estimate of the number of people your program will serve whose incomes are at or below 125% of the federal poverty level.	
--	--

<b>LIST THE NEED(S) WHICH ILLUSTRATE THE REASON FOR THE PROJECT.</b>
--

The City of Trenton, New Jersey has a resident population of 90,871, according to the 2020 US Census Population Estimates. It is a melting pot with 48.7% of residents identifying as Black or African American, 37.2% identifying as Hispanic or Latino, 13.5% identifying as White, and 1% identifying as Asian. Additionally, the City's unemployment rate is 13%, which is almost double the State of New Jersey's 6% employment rate. The City is the 11th poorest of 607 U.S. cities with populations of 65,000 or more, and economic opportunity is not accessible to much of Trenton's 87% minority population. 27.3% of residents live below the Federal poverty level and household incomes average \$36,727, which is half the Mercer County and State average. Minorities in Trenton also face unemployment rates of 17.8%, which is three times higher than their white counterparts.

Statistics show that the prevalence of various economic hardships have an impact on the level of crime in a region and given the economic conditions of the City of Trenton, the data outlined above supports comparatively elevated levels of crime. According to the 2019 Uniform Crime Report prepared by the NJ State Police, the City registered 515 total index crime arrests or approximately 35% of the total index crime arrests within Mercer County.

Due to numerous budget cuts in past years, and the most recent financial strain of the COVID-19 pandemic, the City has had to slash department budgets, and the Office of Returning Citizens (ORC) has not been exempted from these budget cuts. Unfortunately, this means that the ORC is operated only from outside funding sources. We rely on this NJDCA funding to operate, pay personnel, provide services and purchase equipment. Research supports that a coordinated support system of reentry services decreases the likelihood of recidivism, improves individual functional outcomes, and increases the possibility of participation in treatment plans. Coordination between providers, with access to supplemental services, is key to address the many needs of those reentering into the community. As such, expanding the services offered through this Office for employment opportunities and training, as well for approaches to engage participants in other wrap-around services will help meet this need within the Trenton community.

To date, at least 100 formerly incarcerated individuals have already received referral, training and job placement assistance through the ORC. The ORC coordinates with both the Trenton OneStop and local community organizations to schedule training sessions to provide an overview of available programs and resources for individuals returning to the community after a period of incarceration. Without professional staff, the capacity of this office is very limited. Many individuals need assistance with finding employment, as well as the tools necessary to obtain and sustain employment, such as continuing education, transportation to and from employment or professional clothing. Funds through this program will also be made available for obtaining these additional services for program participants to have a pathway for improved economic opportunities.

Mercer County Reentry 2022  
AGENCY CAPACITY

**DESCRIBE YOUR AGENCY'S CAPACITY TO SUCCESSFULLY EXECUTE THE PROJECT.**

In recognition of the challenges residents face when returning home from a period of incarceration, Mayor W. Reed Gusciora convened a Reentry Committee to address issues surrounding employment for residents with prior offenses on their records. Comprised of experts from all facets of the criminal justice system and the realities of reintegrating back into the community, the Reentry Committee has been meeting since late 2019 to advise on appropriate hiring guidelines for applicants with previous criminal convictions. The Committee was formed to help develop a fair process and impartial criteria to allow all applicants the opportunity for gainful employment. The Committee is made up of over a dozen leaders from local churches, advocacy groups, and non-profit agencies, and receives critical assistance from the N.J. Department of Labor and the N.J. State Parole Board. Efforts started with a change in the City of Trenton's employment policy to access applicants' backgrounds on a case-by-case basis rather than relying on a seven-year lookback that would automatically disqualify them for having a criminal record. The work of this Committee has led to the creation of an office dedicated to a holistic approach to aiding residents returning from a period of incarceration. As such, the Mayor announced the launch of the Office of Returning Citizens (ORC), which helps formerly incarcerated Trenton residents secure employment opportunities, professional development training, and housing. The Office is serving as an entry point for residents in need of services, especially those searching for employment. To ensure each applicant engages in meaningful professional development opportunities, the City has established partnerships with both the Mercer County One-Stop Career Center in Trenton and the Fresh Start program hosted by the Trenton Free Public Library. The City also established employment partnerships with The Home Rubber Company, Jingoli Construction Company, and Solterra. Other partners include Avanzar, which focuses on the particular needs of women, families and the LGBTQ community, and the N.J. Institute for Social Justice, which works in the arena of voter registration and civic engagement.

Currently, the ORC has one full-time coordinator. Funds from the NJDCA for the second year, will allow the City to continue to professionally staff the Office of Returning Citizens. As the infrastructure of the Office is already in place, maintaining the staff for the Assistant Administrative Analyst (Coordinator) and hiring a full-time Account Clerk (administrative duties), will allow the ORC to fulfill its capacity and greatly increase the number of reentering citizens that are served in the Trenton community. Please see attached job descriptions for all staff positions.

Mercer County Reentry 2022  
SCHEDULE A: PERSONNEL

Name of Employee: Racha Barlow

Position/Title: Trenton Reentry Office Coordinator/ Assistant

New Position: Yes x No

Vacant Position: Yes x No

Annual Salary: \$60,000.00

Annual Salary  
Requested from State: \$60,000.00

Standard Weekly Work Hours: 40

Weekly Hours on this Project: 40

% of Hours on this Project: 100

% of salary from State: 100

**Responsibilities/Duties:**

Trenton Reentry Office Coordinator/  
Assistant Administrative Analyst

Mercer County Reentry 2022  
SCHEDULE A: PERSONNEL

Name of Employee: TBD

Position/Title: Account Clerk

New Position: Yes x No

Vacant Position: x Yes No

Annual Salary: \$40,000.00

Annual Salary  
Requested from State: \$40,000.00

Standard Weekly Work Hours: 40

Weekly Hours on this Project: 40

% of Hours on this Project: 100

% of salary from State: 100

**Responsibilities/Duties:**

Administration and finance for billing and general administration

Mercer County Reentry 2022  
OTHER SOURCES OF FUNDING RELATED TO THIS APPLICATION

<u>Source</u>	<u>Amount</u>	<u>Code</u>
N/A	\$0.00	(L)

**Total Funds From Other Sources Related To This Application Only** \$0.00

Mercer County Reentry 2022

CERTIFICATION SHEETS

<i>If your Agency type is not required to answer any of the questions below, click the N/A radio button</i>			
1.	I certify that this agency is not delinquent on any Federal or State debt.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
2.	I understand that payments from NJDCA will depend on our submission of all required grant reports.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
3.	I certify that neither members of our organization's governing body nor members of their families will receive any direct or indirect personal or monetary gain from the funding of this grant.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
4.	I certify that our organization's Certification of System for Award Management(SAM) is valid and current.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
5.	I certify that neither members of our organization's governing body nor members of their families serve on any board, council, commission, committee, or task force that has regulatory authority or advising influence on the funding program.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
	If no, please explain:		
<b>Non-government Agencies only—</b>			
6.	If our agency has not received funds from NJDCA for the current State Fiscal Year, I will submit our organization's most recent audit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
7.	The information contained in the Board of Directors list in our Agency Information is adequate and up-to-date at the time of this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

ATTACHMENTS	
<b>Certification Regarding Debarment and Suspension - Schedule G</b>	
I will upload this attachment <input type="checkbox"/>	Not applicable <input type="checkbox"/>
<b>Certification Regarding Lobbying - Schedule H</b>	
I will upload this attachment <input type="checkbox"/>	Not applicable <input type="checkbox"/>
<b>Resolution - Schedule I Or Local Match Only - Schedule I</b>	
I will upload this attachment <input type="checkbox"/>	Not applicable <input type="checkbox"/>
<b>IRS Determination Letter (New Applicants, Non-profit, Non-government only)</b>	
I will upload this attachment <input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>
<b>Organizational Chart (Non-government only)</b>	
I will upload this attachment <input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>
<b>Application Cover Page</b>	
I will upload this attachment <input type="checkbox"/>	Not applicable <input type="checkbox"/>
<b>Please upload any third party agreement(s) that may be pertinent to this grant.</b> <b>(see application instructions for specific details)</b>	





## State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO BOX 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

VICTORIA L. KUHN, ESQ.  
*Acting Commissioner*

February 28, 2022

Dr. Adela Ames-Lopez, Project Director  
City of Trenton  
Office of Returning Citizens  
319 E. State Street  
Trenton, NJ 08608

**RE: Grant Agreement – New Jersey Local, Empowered, Accountable, and Determined (NJ LEAD) Reentry Initiative  
Category C – Innovative Reentry Initiatives in New Jersey**

Dear Dr. Ames-Lopez:

Enclosed for your review and signature, please find a Sub-award Contract in the amount of \$100,000 between the New Jersey Department of Corrections (NJDOC) and the City of Trenton, Office of Returning Citizens. The Grant Agreement was awarded through the NJDOC, under the NJ State Fiscal Year 2022 New Jersey Local, Empowered, Accountable, and Determined (NJ LEAD) Reentry Initiative, Category C – Innovative Reentry Initiatives in New Jersey. This funding will authorize your organization to provide reentry services to former inmates returned to your jurisdiction.

We enjoyed meeting virtually with you and the other sub-grantee organizations yesterday as part of the NJ LEAD TEAMS overview meeting. A separate TEAMS Budget Review meeting for your organization only will be scheduled in March.

The Grant Agreement contains the Sub-award Contract, General Conditions, Program Specific Special Conditions and a Certification signature page. Once signed, please scan the Sub-award Contract and Certification page and forward to my attention via email. A fully-executed Sub-award Contract, signed by Acting Commissioner Victoria L. Kuhn, Esq., will be returned for your records.

Should you have any questions regarding the Sub-award Contract and Grant General Conditions and Program Specific Special Conditions, please contact me via email at

Dr. Ames-Lopez  
February 28, 2022  
Page 2

[Angela.Mosley@doc.nj.gov](mailto:Angela.Mosley@doc.nj.gov) or by phone at (609) 292-4036 ext. 5273. On behalf of the NJDOC, your agency is congratulated for its efforts in working to reintegrate former inmates to their communities and reduce recidivism in New Jersey.

Sincerely,



Angela Mosley-Ross  
Grants Manager

AM-R:tr  
Enclosures

c: Donna Gies, Assistant Commissioner  
Darcella Sessomes, Ph.D., Assistant Commissioner  
Jennifer Malinowski, Director  
Nikki Mosgrove, City of Trenton (w/out enclosures)



**NEW JERSEY DEPARTMENT OF CORRECTIONS  
SUBAWARD CONTRACT**

<b>PROJECT TITLE</b>	<b>SUBAWARD AMOUNT</b>
<b>New Jersey Local, Empowered, Accountable, and Determined (LEAD) Reentry Initiative, Category C: Innovative Reentry Career and Entrepreneurial Initiatives for New Jersey</b>	<b>STATE \$100,000</b>
<b>IMPLEMENTING AGENCY</b> NJ Department of Corrections	<b>MATCH \$ No Match</b>
<b>SUBRECIPIENT</b> City of Trenton, Office of Returning Citizens	<b>TOTAL \$100,000</b>
<b>STATE ACCOUNT NO.      FY22-100-026-7025-346</b>	<b>DATE OF AWARD</b>  January 1, 2022

In accordance with the provisions of P.L. 2009 c. 329, (C.30:1B-6.2), P.L. 2007, c. 327 (C.2A:168A-7, and P.L. 1968, c. 282 (C.2A:168A-1 et seq.) and based on the program application, the Department of Corrections hereby awards to the above-named Subrecipient, a subaward in the amount specified for the purposes set forth in the approved application.

The subaward is subject to all applicable federal and state statutes and the requirements set forth in the general conditions, special conditions, approved budget, application authorization, and certifications attached to this program. The subaward is also subject to all applicable federal, state, and local financial accounting requirements, including the filing of single audits as required by 2 C.F.R. Part 200.500 et seq. and State Circular Letters 15-08-OMB and 07-05-OMB (if applicable). Lastly, this Subaward incorporates all conditions and representations contained or made in the application and notice of availability of funds.

**FOR THE SUBRECIPIENT**

**FOR THE STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS**

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Commissioner or Designee

\_\_\_\_\_  
Typed Name and Title of Authorizing Official

\_\_\_\_\_  
Date

Subaward Number: NJLEAD-Cat C - 09

Subaward Period: **January 1, 2022 – April 30, 2023**

Subrecipient Fiscal Year Start Date: July 1

Date Application Received: December 6, 2021

**STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS**

**New Jersey Local, Empowered, Accountable, and Determined (LEAD) Reentry Initiative  
Category C  
Innovative Reentry Career and Entrepreneurial Initiatives for New Jersey**

**General Conditions**

1. **Legal Authority for the Application:** The Sub-recipient agrees that it possesses legal authority to apply for the New Jersey Local, Empowered, Accountable, and Determined (LEAD) Reentry Initiative, Category C: Innovative Reentry Career and Entrepreneurial Initiatives for New Jersey that, if applicable, a resolution or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. The Sub-recipient agrees that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-State share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. **Prohibition Against Personal Enrichment:** The Sub-recipient agrees that it will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
3. **Prohibition Against Conflicts of Interests:** The Sub-recipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. **Compliance with State and Federal Laws:** The Sub-recipient agrees to comply with all requirements imposed by the Department of Corrections (DOC) concerning special requirements of all federal, State, municipal laws and regulations and Department of Treasury, State Circular Letters (State Circulars) generally applicable to the activities in which the Sub-recipient is engaged in the performance of this grant. Failure to comply with these laws, regulations and State circulars will be grounds for termination of this grant.
5. **Anti-Discrimination/Affirmative Action:** The Sub-recipient assures that it will comply, and all of its contractors will comply with the requirements of the State's anti-discrimination and affirmative action laws and regulations, including N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5-1, et al., as amended, and all implementing regulations. Failure to comply with these laws, rules, regulations, and State Circular Letters will be grounds for termination of this award.

6. **Findings of Discrimination:** The Sub-recipient assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, sex or disability against a recipient of funds, the Sub-recipient will forward a copy of the finding to DOC.
7. **Debarments and Suspensions:** The Sub-recipient understands and agrees to comply with state Executive Order No. 34 (March 17, 1976), and State Circular Letter regarding Debarments, Suspensions & Disqualifications, OMB 93-13-GSA. Sub-recipient will not conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.
8. **Financial Management System:** The Sub-recipient agrees to maintain an adequate financial management system in accordance with generally accepted principles of accounting. The Sub-recipient shall maintain accurate and current financial reports, accounting records, internal controls, budget controls, and cash management procedures for receiving, holding and expending grant funds. The Sub-recipient shall maintain accurate and complete disclosure of financial results of each grant in the Detailed Cost Statements (DCS), have procedures to determine allowable costs, and provide adequate source documentation for financial records.
9. **Accounting Records:** The Sub-recipient agrees to enter, maintain and record all grant funds received by the State for this program in accounting records separate from all other fund accounts, including funds derived from other grant awards. Disbursed grant funds shall be available for expenditure by the Sub-recipient in accordance with the provisions of the grant subject to such conditions as DCJ may prescribe.
10. **Audit Requirements:** The Sub-recipient agrees to comply with State Circular Letter Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid, 15-08-OMB. The Sub-recipient agrees to submit to DCJ any copies of any exceptions and/or findings regarding this project as a result of a single audit. The Sub-recipient immediately will report to DCJ any changes in its fiscal year.
11. **Data Collection and Reporting Requirements:** The Sub-recipient agrees to provide information required for any reporting, data collection, and evaluation conducted by DOC and the State of New Jersey. The Sub-recipient also agrees that it will submit timely reports, including programmatic and financial reports, as DOC may require. If reports are not submitted as required, DOC may, at its discretion, request a return of funds on this grant. The State of New Jersey may, at its discretion, withhold payments to the Sub-recipient on this or any grant with other State agencies until the required reports have been submitted.
12. **Budget Revisions/Grant Extensions:** The Sub-recipient agrees to report any Budget Revisions as follows:
  - a. Deviations in excess of \$500 from the approved budget in the grant period require prior approval via DOC Grant Budget Revision Extension Request Form. Sub-recipient

should be aware that approved budget revisions may result in the imposition of additional special conditions.

b. DOC may request changes in the scope of services of the Sub-recipient to be performed hereunder. Such changes, which are mutually agreed upon by and between DOC and the Sub-recipient must be incorporated in written amendments to this grant.

c. If the Sub-recipient is making program expenditures at a rate which, in the judgment of DOC, will result in substantial failure to expend the grant amount, DOC may so notify the Sub-recipient. If, after consultation, the Sub-recipient is unable to develop to the satisfaction of DOC a plan to rectify its low level of program expenditures or grant services, DOC may upon thirty (30) days' notice to the Sub-recipient, reduce the grant amount by a sum so that the revised grant amount fairly projects program expenditures over the grant period. This reduction shall take into account the Sub-recipient's budget and shall establish the committed level of expenditures for the program element of the grant at the reduced grant amount. If such a determination is made by DOC subsequent to the awarding of the grant and the funds already received by the Sub-recipient, the remaining amount will be remitted to DOC.

d. The Sub-recipient agrees that should circumstances affecting the grant-funded project change it will immediately contact DOC in writing and advise of such changes; and prior to (or not timely) expending any grant funds other than as contained on the approved budget, it will request and receive prior written approval from DOC via a DOC Grant Budget Revision Extension Request Form.

13. **Access to Records:** The Sub-recipient agrees to give the New Jersey Attorney General, and DOC through any authorized representative, access to and the right to examine all paper and electronic records, books, papers, and documents related to the grant including pertinent accounting records, books, documents, and papers as may be necessary to monitor and audit the Sub-recipient's operations. DOC reserves the right to have access to all work papers produced in connection with audits made by the Sub-recipient or independent certified public accountants, registered municipal accountants or licensed public accountants hired by the Sub-recipient to perform such audits.
14. **Records Retention:** Unless otherwise directed by DOC, state or federal statute, all grant records shall be retained for a period of seven years. This period is extended until otherwise directed if there is any litigation, claim, negotiation, action, or audit in progress and/or audit finding involving grant records started before the end of the seven year period.
15. **Grant Fund Availability:** Sub-recipient recognizes and agrees that the provision of funding under this grant is expressly dependent upon the availability to DOC of funds appropriated by the State Legislature from State revenue or such other funding sources as may be applicable. A failure of DOC to make any payment under this grant or to observe and perform any condition on its part to be performed under the grant as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the agreement by DOC or an event of default under the agreement and DOC shall not be held liable for any breach of the agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from DOC beyond the duration of the award period set forth in the grant agreement and in no event shall the grant

agreement be construed as a commitment by DOC to expend funds beyond the termination date set in the grant agreement.

- 16. Subcontracts and Assignments:** The Sub-recipient may subcontract any of the work or services covered by this grant as specified in their application, and within the scope as may be provided for in this grant or with the express written approval of DOC. No rights or obligations of the Sub-recipient under this sub-grant, in whole or part, may be assigned to another entity for any reason without the prior written approval of DOC. The Sub-recipient may not transfer any rights or obligations under this grant pursuant to an acquisition, affiliation, consolidation, merger or other synergy with another entity.
- 17. Failure to Comply with Award Conditions:** If the Sub-recipient materially fails to comply with the terms of an award, whether stated in a State or Federal statute or regulation, an assurance, general condition, special condition, in a State plan or application, a notice of award, or elsewhere, the Sub-recipient agrees that DOC may take one or more of the following actions, as appropriate in the circumstances:

  - a. Temporarily withhold cash payments pending correction of the deficiency by the Sub-recipient or take more severe enforcement action.
  - b. Disallow all or part of the cost of the activity or action not in compliance.
  - c. Wholly or partly suspend or terminate the current award for the Sub-recipient's program.
  - d. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement.
  - e. Take other remedies that may be legally available.
- 18. Grant Termination:** When the Sub-recipient has failed to comply with grant award requirements, stipulations, standards, or conditions, the Sub-recipient agrees that DOC may suspend the grant and withhold further payments; prohibit the Sub-recipient from incurring additional obligations of grant funds pending corrective action by the Sub-recipient; or decide to terminate the grant in accordance with the below paragraph. DOC shall allow all necessary and proper costs, which the Sub-recipient could not reasonably avoid during the period of suspension, provided they meet State requirements.
- 19. Grant Termination – Notification and Due Process:** The Sub-recipient agrees that DOC may terminate the grant in whole or in part whenever it is determined that the Sub-recipient has failed to comply with the conditions of the grant. DOC shall notify the Sub-recipient in writing of the determination and the reasons for the termination together with the effective date. Payments made to the Sub-recipient or recoveries by DOC under the grant terminated shall be in accord with the legal right and liability of the parties. In taking an enforcement action, DOC may provide the Sub-recipient an opportunity for such hearing, appeal, or other administrative proceeding to which the Sub-recipient is entitled under any statute or regulation applicable to the action involved.
- 20. Mutual Termination of the Grant:** DOC and the Sub-recipient may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not

produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Sub-recipient shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.

21. **Termination of the Grant for Convenience:** DOC may terminate this grant for convenience, upon 60 days written advance notice to the Sub-recipient, for any reason whatsoever, including lack of funding available to DOC. Upon receipt of a notice of termination for convenience, the Sub-recipient shall cease incurring additional obligations of grant funds. However, DOC shall allow the Sub-recipient to incur all necessary and proper costs which the Sub-recipient cannot reasonably avoid during the termination process, as long as these costs comply with all program requirements.
22. **High Risk Sub-recipients:** The Sub-recipient agrees that under certain instances it may be considered "High Risk":
  - a. If DOC determines that a Sub-recipient:
    - i. Has a history of unsatisfactory performance.
    - ii. Has not filed its financial reports (Detailed Cost Statements) or Final Grant Narrative in a timely manner.
    - iii. Is not financially stable.
    - iv. Has a financial management system which does not appear adequate according to the General Conditions, or meet the standards expressed according to State Circular Letter, Standard Grant Agreement Form, VIII Financial Management System, 07-05-OMB.
    - v. Has not conformed to terms and conditions of previous awards.
    - vi. Is otherwise not responsible; and determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.
  - b. If a Sub-recipient is considered "High Risk," then L&PS may impose additional Special Conditions or restrictions on the Sub-recipient at any time including:
    - i. Issuing payment on a reimbursement basis.
    - ii. Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period.
    - iii. Requiring additional, more detailed financial reports.
    - iv. Requiring additional project monitoring.
    - v. Requiring the Sub-recipient obtain technical or management assistance.
    - vi. Establishing additional prior approvals.
    - vii. Wholly or partly suspending or terminate the current award for the Sub-recipient's program.
    - viii. Require return of funds awarded for the program.



- c. If DOC decides to impose such special conditions, DOC will notify the Sub-recipient as soon as possible, in writing, of:
  - i. The nature of the special conditions/restrictions.
  - ii. The reason(s) for imposing the special conditions.
  - iii. The corrective actions that must be taken before the special conditions will be removed by the DOC and the time allowed for completing the corrective actions.
  - iv. The method of requesting reconsideration of the conditions/restrictions imposed.

**23. Corruption of Public Resources Act:** The Sub-recipient understands and agrees that, in compliance with the Corruption of Public Resources Act, N.J.S.A. 2C:27-12, it cannot knowingly misuse state grant funds for an unauthorized purpose, and violations under this act could result in a prison term of up to 20 years, and, under N.J.S.A. 2C:30-8, subject to a fine of up to \$500,000. The Sub-recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from state grants, recoupment of monies provided under an award and civil and/or criminal penalties, including under the New Jersey False Claims Act, N.J.S.A. 2A: 32C-3.

**24. Prohibition Against State Employee Status:** Sub-recipient understands and agrees that persons performing services in connection with a grant shall not be considered employees of the State of New Jersey for any purpose, including but not limited to, defense and indemnification for liability claims, workers compensation or unemployment.

**25. Indemnification:** The Sub-recipient agrees that it shall be solely responsible for and shall defend, keep, save, and hold the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Sub-recipient's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Sub-recipient's services that results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Sub-recipient's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of the Sub-recipient. The Sub-recipient's responsibility shall also include all legal fees and costs that may arise from these actions. The Sub-recipient's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

### **Program Specific Special Conditions**

1. The Sub-recipient understands that funding for the New Jersey Local, Empowered, Accountable, and Determined (LEAD) Reentry Initiative, Category C: Innovative Reentry Career and Entrepreneurial Initiatives for New Jersey is a one-time distribution of funding. The Sub-recipient accepts this award on the condition that if sufficient funds are not available, the Sub-recipient may not receive its entire state award.
2. **No Cost Extension:** A No Cost Extension of NJ LEAD FY 2022 State funding has been approved by the New Jersey Department of the Treasury, Office of Management and Budget. The extension of the grant period from January 1, 2022 – June 30, 2022 to January 1, 2022 – April 30, 2023 allows the Sub-recipient organization until April 30, 2023 to expend and obligate their Sub-grant award. All General Conditions and Program Specific Special Conditions remain in force through the extended grant period of April 30, 2023. Any NJ LEAD funds awarded to the Sub-recipient that are not spent by the end of the forty-five (45) day grant liquidation period of May 16, 2023 are due back to the State of New Jersey. Signature on the Certification page of this document by the Sub-recipient organization signifies acceptance of and adherence to the No Cost Extension clause of this Agreement.
3. The Sub-recipient agrees that the NJ LEAD FY 2022 State funding has been approved by the New Jersey Department of the Treasury, Office of Management and Budget as a one distribution of grant funding. The Sub-recipient will provide their organization's account information to the NJDOC Office of Financial Management (OFM) for the disbursement of grant funding as determined by OFM.
4. The Sub-recipient agrees that all grant expenditures will be made only for NJLEAD resources that are consistent with the provisions of N.J.A.C. 30:1B-6.2, 2A:168A-7, and 2A:168A-1, et seq., and for NJLEAD resources that are approved under the grant.
5. The Sub-recipient agrees to follow all applicable requirements and procedures as required by the Department of Corrections (DOC), the State of New Jersey, and as outlined in the notification, application, award, and other letters sent to the Sub-recipient which are hereby incorporated by reference. The Sub-recipient also agrees to follow all applicable requirements and procedures as required by statute, N.J.S.A. 30:1B-6.2, 2A:168A-7, and 2A:168A-1, et seq.
6. The Sub-recipient agrees to provide timely and accurate monthly Programmatic Narrative reports and Detailed Cost Statements (DCSs) during the grant period as follows: 1/1 – 1/31/2022; 2/1 – 2/28/2022; 3/1 – 3/31/2022; 4/1 – 4/30/22; 5/1 – 5/31/2022; 6/1 – 6/30/2022; 7/1 – 7/31/2022; 8/1 – 8/31/2022; 9/1 – 9/30/2022; 10/1 – 10/31/2022; 11/1 – 11/30/2022; 12/1 – 12/31/2022; 1/1 – 1/31/2023; 2/1 – 2/8/2023; 3/1 – 3/31/2023; and 4/1 – 4/30/2023, as well as one Final Programmatic Narrative report and DCS. All monthly reports will be due by the 5th of the month after the report month end. The Final reports will be due on 5/16/2023 in accordance with a 45 day grant closeout period.

- 7. The Sub-recipient agrees that after the closeout period submission to the NJDOC and review of the Final Detailed Cost Statement (DCS) by the NJDOC, Grants Management Unit, they will adhere to the return of any and all of their organization's unexpended FY 2022 NJ LEAD Grant funding to the NJDOC OFM according to the instructions and process as set forth per State of New Jersey requirements.**

**CERTIFICATION**

I certify that the programs proposed in the applicant's application meet all the requirements of the New Jersey Local, Empowered, Accountable, and Determined (LEAD) Reentry Initiative, Category C, Innovative Reentry Career and Entrepreneurial Initiatives for New Jersey; that all the information presented is correct; and that the applicant will comply with the provisions of this grant program, these conditions, and all other applicable federal and state laws, regulations, and guidelines.

City of Trenton, Office of Returning Citizens  
Sub-recipient Agency

Grant # NJLEAD – Cat C-09

\_\_\_\_\_  
Printed Name of Chief Executive Officer

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

# RESOLUTION

No. 22-283

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

  
Wesley Bridges, City Attorney

Factual content certified by

  
DR. ADELA AMES-LOPEZ, DIRECTOR OF HEALTH & HUMAN SERVICES

Councilman/woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE CITY OF TRENTON TO ENTER INTO A LEASE AGREEMENT WITH THE COUNTY OF MERCER TO UTILIZE THE FOOD PREPARATION AND DINING HALL AREAS OF FOUR CITY OF TRENTON SENIOR CENTERS FOR THE IMPLEMENTATION OF THE MERCER COUNTY NUTRITION PROJECT FOR THE ELDERLY.**

**WHEREAS**, the City of Trenton in the County of Mercer, State of New Jersey, hereinafter referred to as the “Landlord” or “City”, and the County of Mercer, hereinafter referred to as the “Tenant” or “County”; and

**WHEREAS**, the Landlord does hereby lease to the Tenant and the Tenant does hereby rent from the Landlord, the following described premises: the food preparation and dining hall areas of the following City of Trenton Senior Centers: Jennye Stubblefield Senior Center, 301 Prospect Street; South Ward Senior Center, 870 South Broad Street; Reading Senior Center, 15 Ringold Street; Sam Naples Senior and Community Center, 611 Chestnut Avenue (the “Leased Premises”); and

**WHEREAS**, the provisions of the lease shall establish that the aforementioned premises be utilized by the Tenant between the hours of 8:30 A.M. and 1:30 P.M., Monday through Friday, each week as long as the agreed upon lease is in effect for a term commencing on January 1, 2022 and terminating December 31, 2023; and

**WHEREAS**, the Tenant covenants and agrees to pay the Landlord, as rent for and during the term of the lease hereof, the sum of Four (\$4.00) Dollars for each year of the lease; and

**WHEREAS**, rent for each year of the lease will be due and payable on or before May 2nd, contingent upon inclusion in and approval of the Mercer County budget(s); and

# RESOLUTION

**WHEREAS**, the Leased Premises are to be used for the implementation of the Mercer County Nutrition Project for the Elderly, designed to provide nutritional and other supportive services for the elderly citizens in the City of Trenton as an adjunct to the on-going programs of the City of Trenton's Division on Aging being conducted on said Leased Premises; and

**WHEREAS**, it is in the best interest of the City to enter into said shared services agreement with the County.

**NOW, THEREFORE, IT IS RESOLVED** by the City Council of the City of Trenton as follows:

1. The above recitals are incorporated by reference as if set forth at length herein.
2. The Mayor is hereby authorized to execute a Shared Services Agreement with the County to lease the food preparation and dining hall areas of four City senior centers for the implementation of the Mercer County Nutrition Project for the Elderly.
3. Said Agreement shall be approved as to form and legality by the City Attorney and shall be kept on file in the City Clerk's office on behalf of the City, in the manner prescribed by law.
4. The City Clerk is hereby directed to publish this Resolution as authorized by applicable law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

W. Reed Gusciora  
Mayor



**CITY OF TRENTON**  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

## Memorandum

**Date:** June 2, 2022

**To:** Adam E. Cruz, Business Administrator

**From:** Ruth Carter, Director of Community Relations and Social Services

**Re:** Mercer County Senior Centers Shared Lease Agreement

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The City of Trenton working through its Department of Health and Human Services wishes to enter into a two (2) year shared lease agreement with the County of Mercer to lease the food preparation and dining hall areas of four City of Trenton senior centers for the implementation of the Mercer County Nutrition Project for the Elderly.

The City of Trenton will be designed as the "Landlord" or "City" per the terms of the lease while the County of Mercer will be designated as the "Tenant" or "County." The provisions of the lease shall establish that the following premises be utilized by the Tenant between the hours of 8:30 A.M. and 1:30 P.M., Monday through Friday, each week as long as the agreed upon lease is in effect for a term commencing on January 1, 2022 and terminating December 31, 2023: the Jennye Stubblefield Senior Center, 301 Prospect Street; South Ward Senior Center, 870 South Broad Street; Reading Senior Center, 15 Ringold Street; Sam Naples Senior and Community Center, 611 Chestnut Avenue.

The Tenant covenants and agrees to pay the Landlord, as rent for and during the term hereof established, the sum of Four Dollars (\$4.00) for each year of the agreed upon lease. Rent for each year of the lease will be due and payable on May 2, contingent upon inclusion in and approval of the Mercer County budget(s). The Leased Premises are to be used for the implementation of the Mercer County Nutrition Project for the Elderly, designed to provide nutritional and other supportive services for the elderly citizens in the City of Trenton as an adjunct to the on-going programs of the City of Trenton's Division on Aging being conducted on said Leased Premises.

The Department of Health and Human Services, Division of Community Relations and Social Services has provided nutritional luncheon meals through the Mercer County Office on Aging

for over 30 years at our various senior centers. Mercer County provide for the food, employees, and deliveries at no cost to the City of Trenton. During the COVID Pandemic from March 2020 through May 2022 the dining room and kitchen cooking facilities were not utilized even though lunches were provided through grab and go outside the senior buildings or transported by our Office on Aging drivers to their homes. On May 8, 2022, the senior sites were opened for on site eating for our senior center participants, so cooking and dining rooms were opened up along with various activities.

It was also difficult to get Resolutions on docket due to the lack of having a City Clerk and the docket having a backlog of Resolutions and Ordinances which preceded our Resolutions.

Cc: Dr. Adela Mes-Lopez, Director of Health and Human Services







**COUNTY OF MERCER  
DEPARTMENT OF HUMAN SERVICES  
NUTRITION PROJECT FOR THE ELDERLY  
MCDADE ADMINISTRATION BUILDING  
640 SOUTH BROAD STREET  
P.O. BOX 8068  
TRENTON, NEW JERSEY 08650-0068  
(609) 989-6650  
(609) 989-6651 FAX  
nutrition@mercercounty.org**

**BRIAN M. HUGHES**  
County Executive

**M E M O R A N D U M**

**KELVIN S. GANGES**  
Chief of Staff

**LILLIAN L. NAZZARO, Esq.**  
County Administrator

**TO:** Ruth Carter, Director  
City of Trenton  
Division of Community Relations and Social Services

**MARYGRACE BILLEK**  
Director

**FROM:** Jenifer L. Williams, Chief  
Mercer County Nutrition Project for the Elderly

**FILEEN E. DOREMUS**  
Executive Director  
Office on Aging

**SUBJECT:** Lease Agreement for Mercer County Congregate Meal Sites  
in the City of Trenton

**JENIFER L. WILLIAMS**  
Chief, Nutrition Project  
For the Elderly

**DATE:** October 20, 2020

Enclosed please find six (6) originals of the Mercer County renewal Lease Agreement for use of the four (4) City of Trenton facilities to operate a congregate meal site at the Jennye Stubblefield Senior Center, the South Ward Senior Center, the Reading Senior Center and the Sam Naples Community and Senior Citizens Center.

Please note that the amount stipulated in the Lease Agreement is subject to inclusion in and adoption of the 2021, 2022 and 2023 Mercer County Budgets.

Additional documents are necessary for the execution of this contract: Municipal Resolution, Retail Food License and State and Local Health Inspection Certificates.

Before returning this package, please be sure that all six (6) Lease Agreements contain original signatures in blue ink and also attested.

Please return the completed signed package to:

Mercer County Nutrition Project for the Elderly  
640 South Broad Street - Room 406  
PO Box 8068  
Trenton, New Jersey 08650-0068.

In order to meet the Freeholder Agenda Meeting dates, it is requested you return this package as soon as possible.

Should you have any questions, please feel free to call Jenifer Williams, Chief of the Nutrition Program at (609) 989-6650.

Thank you for your cooperation.

Enclosure

*Visit Mercer County on the web at [www.mercercounty.org](http://www.mercercounty.org)*

## LEASE AGREEMENT

This lease agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_, between the City of Trenton, a municipal corporation of the State of New Jersey, having its principal office located at 319 East State Street, Trenton, in the County of Mercer and State of New Jersey, herein after designated as the "Landlord", and the County of Mercer, a body politic of the State of New Jersey, having its principal offices located at 640 South Broad Street, Trenton, New Jersey. County of Mercer, herein designated as the "Tenant", and;

Witness that, the Landlord does hereby lease to the Tenant and the Tenant does hereby rent from the Landlord, the following described premises: the food preparation areas and dining hall areas of the following City of Trenton Senior Centers:

- Jennye Stubblefield Senior Center, 301 Prospect Street
- South Ward Senior Center, 870 South Broad Street
- Reading Senior Center, 15 Ringold Street
- Sam Naples Senior and Community Center, 611 Chestnut Avenue

between the hours of 8:30 a.m. and 1:30 p.m., Monday through Friday, each week as long as this lease is in effect for a term commencing on January 1, 2022 and terminating December 31, 2023.

The leased premises are to be used for the implementation of the Mercer County Nutrition Project for the Elderly, designed to provide nutritional and other supportive services for the elderly citizens of Mercer County as an adjunct to the on-going programs of the City of Trenton's Division on Aging being conducted on said premises.

**UPON THE FOLLOWING CONDITIONS AND COVENANTS:**

(1). The Tenant covenants and agrees to pay the Landlord, as rent for and during the term hereof, the sum of Four Dollars (\$4.00) for each year of this lease. Rent for each year of the lease will be due and payable on May 2, contingent upon inclusion in and approval of the Mercer County Budgets.

(2). Either party may terminate this lease agreement at any time by giving the other party a ninety (90) day notice in writing of its intentions to terminate. All such notices shall be sent to the addresses of the respective parties hereto as set forth above, or as may, from time to time be changed by one of the respective parties to the lease.

(3). The Tenant shall not sub-lease nor assign the demised premises, nor any portion thereof, without first securing written approval from the Landlord, which approval shall not unreasonably be withheld.

(4). The Tenant agrees to save and hold harmless the Landlord, its officers, agents, representatives, successors and assigns from any and all suits or actions of every nature and kind which may be made or brought for/or on account of any injury, death or damage arising or growing out of the acts or omissions of the Tenant, its officers, agents, servants or employees; provided such acts are not attributed in any way to the negligence of the Landlord, its officers, agents, servants or employees.

(5). Utilities and services furnished to the demised premises for the benefit of the Tenant shall be provided and paid for by the Landlord as follows: water, gas, electricity, heat, refrigeration, air conditioning and hot water.

(6). The Tenant agrees to assume the responsibility for repair or replacement, if necessary of equipment or property damage resulting from the Project's activities.

(7). The Tenant shall be permitted to install a telephone specifically for its use during operating hours and shall assume the responsibility of payment.

(8). The location of the site may not be changed without written consent and the Tenant must

receive ninety (90) days written notice of intent to change the location.

(9). The Tenant agrees to clean the premises on a daily basis.

(10). The Landlord shall provide space within the multipurpose room to house a freestanding safe, which measure 2.5 cubic feet for the duration of the lease.

AND, the Tenant covenants and agrees to quit and surrender the premises at the expiration of the term hereof, in as good state and condition as they were at the commencement of the said term, wear from reasonable use thereof and damages by the elements excepted;

AND, the Tenant hereby further covenants that if any default has been made in the payment of the said rent or any part thereof at the times specified, or if default be made in the performance of any of the covenants or agreements herein contained, the said lettering and the relation of the Landlord and Tenant, at the option of the said Landlord, shall cease and terminate and the Landlord shall and may re-enter the premises and remove all persons there from;

AND, the Landlord covenants that the Tenant, on paying the rent as herein specified in the amounts, at the times and in the manner aforementioned, and performing the covenants aforesaid, shall and may peaceably and quietly have, hold and enjoy the said premises for the term aforesaid.

In all references herein to any parties, persons, entities or corporations, the use of any particular gender or the plural or singular number is intended to include the appropriate gender or number as the text of the within instrument may require. All the terms, conditions and covenants herein contained shall be for and shall inure to the benefit of and shall bind the respective parties hereto, and their executors, administrators, personal or legal representatives, successors, and assigns

respectfully.

In witness whereof, the parties hereto have hereunto set their hands and seals, or caused these presents to be signed by their proper corporate officers and their proper corporate seals to be affixed, the day and year first written above.

**UNDERSTANDING BETWEEN**  
**THE CITY OF TRENTON AND THE COUNTY OF MERCER**

This agreement will constitute the day to day scope of services and performances of the City of Trenton Supervisor of Senior Citizen Activities and the County of Mercer Site Manager, Nutrition Program for the Elderly, at the City owned Senior Citizen Centers.

- I. The City of Trenton Supervisor of Senior Citizen Activities will:
  - A. Open and close the Center.
  - B. Coordinate and schedule Center activities.
  - C. Keep all records on Center participants.
  - D. Welcome new comers and visitors.
  - E. Encourage participation in center programs and nutrition programs.
  - F. Responsible for greeting and supervising all local, County, State and Federal Inspectors and maintaining a copy of all reports.
  - G. Responsible for reporting all emergencies to the Director, Office on Aging on the same day of the emergency.
  - H. Maintain an active and high profile for both visibility and accessibility.
  - I. Responsible for and attend to the physical plant maintenance.
  - J. Responsible for the security of the building.
  - K. Responsible for developing the calendar of activities for the month and carry out after receiving approval for the Director of the Office on Aging.
  
- II The County of Mercer, Nutrition Project for the Elderly will:
  - A. The County Social Services schedule for each month will be sent to the City of Trenton Director and Mercer County Office on Aging by the 15<sup>th</sup> of the month proceeding the month for which the activities are scheduled.
  - B. The County of Mercer staff will coordinate the County schedule with the City's scheduled activities and provide one schedule which will be posted by the final Monday of each month for the upcoming month.
  - C. All cancellations, changes, or requests for modification of any type are to be cleared through the City of Trenton Director, Office on Aging, as soon as possible. No changes are to be made without her prior consent. The Director will notify her staff of any changes.
  - D. Announcements to be made in the dining room will be handled by the County Site Manager, all other information should be given to the (City Activities Coordinator) to be displayed or announced.
  - E. All problems associated with the building (heat, paper products, etc.) should be

- referred to the Supervisor of Senior Activities for resolution.
- F. Monthly menus prepared by the County will be forwarded to the City of Trenton Director, Office on Aging upon arrival.
  - G. The County will request the City to make an effort not to schedule activities during the nutrition feeding times, in order to maximize utilization of the nutrition program.
  - H. Supervises the operation of the Nutrition Project for the Elderly at the congregate meal site.
  - I. Establishes and is responsible for a system of collecting and recording meal payments.
  - J. Supervises food preparation and related food service functions as provided by the congregate meal vendor.
  - K. Collects and stores data and is responsible for the preparation of recurring and special reports on the characteristics of the participants in a nutrition program.
  - L. Work with the City of Trenton staff to promote increased participation in the nutrition program primarily through the coordination of outreach activities.
  - M. Report all problems and concerns to the City Supervisor of Senior Citizens Activities within the working day.

IN WITNESS WHEREOF, the parties hereto have executed this Lease Agreement the day and year first above written.

ATTEST:

THE CITY OF TRENTON

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

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

ATTEST:

COUNTY OF MERCER

\_\_\_\_\_  
 Jerlene H. Worthy  
 Clerk to the Board of  
 Chosen Freeholders

\_\_\_\_\_  
 Brian M. Hughes  
 County Executive

# RESOLUTION

22-284

No. \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

Factual content certified by

DR. ADELA AMES-LOPEZ, DIRECTOR OF HEALTH AND HUMAN SERVICES

*A  
benefit  
of*

Councilman /woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING A CONTRACT AWARDED TO MAGIC TOUCH CONSTRUCTION COMPANY, INC TO PROVIDE PLUMBING SERVICES ON TWO (2) MOBILE OFFICE TRAILERS FOR TRENTON ANIMAL SHELTER AWARDED THROUGH MIDDLESEX EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY (ESCNJ) 20/21/18 – WORK SHALL BE COMPLETED WITHIN THIRTY (30) CALENDAR DAYS FROM “NOTICE TO PROCEED” IN AN AMOUNT NOT TO EXCEED \$100,942.95, FROM PRIOR APPROVED ARP FUNDING ADOPTED ON OCTOBER 21, 2021**

**WHEREAS**, the Division of Purchasing has reviewed and verified Middlesex Educational Services Commission of New Jersey (ESCNJ) 20/21/18 awarded to Magic Touch Construction Company, Inc., 59 W. Front Street, Keyport, New Jersey 07735 for plumbing services, time and materials meeting the requirements of the City of Trenton, Department of Health and Human Services, Division of Humane Law Enforcement and Animal Shelter. Each participant must enter into their own contract. Middlesex Educational Services Commission of New Jersey (ESCNJ) 20/21/18 has awarded this contract from July 1, 2020 to June 30, 2023; and

**WHEREAS**, N.J.S.A. 40A:11-12 (a) permits the City of Trenton to purchase items without the necessity of competitive bidding under the Middlesex Regional Educational Services Commission Cooperative Pricing Agreement ESCNJ# 20/21/18; and

**WHEREAS**, The City of Trenton, Department of Health and Human Services, Division of Humane Law Enforcement and Animal Shelter have the need to provide plumbing services on two (2) office mobile trailers to be used at the Trenton Animal Shelter. These plumbing services shall be performed by Magic Touch Construction Company, Inc., 59 W. Front Street, Keyport, New Jersey 07735 awarded through Middlesex Regional Education Service Commission (ESCNJ) 20/21/18; and

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**WHEREAS**, funds in an amount not to exceed \$100,942.95 have been certified to be available in the following account number: FY'2022', R-02 - -40-4030-401 contingent upon the adoption of CY'22 temporary/final budget. Work shall be completed in thirty (30) calendar days from "Notice to Proceed".

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton as follows:

1. The Purchasing Agent is hereby authorized to execute a purchase order in an amount not to exceed \$100,942.95 awarded to Magic Touch Construction Company, Inc., 59 W. Front Street, Keyport, New Jersey 07735 to provide plumbing services on two (2) mobile office trailers for the City of Trenton, Department of Health and Human Services, Division of Humane Law Enforcement and Animal Shelter.
2. The contract is awarded without competitive bidding pursuant to N.J.S.A.40A:11-12(a) of the Local Public Contracts Law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk



**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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CERTIFICATION OF FUNDS

I, Ron Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name: MAGIC TOUCH CONSTRUCTION COMPANY, INC.  
Address# 1: 59 W. FRONT STREET  
#2:  
City: KEYPORT  
State: NEW JERSEY  
Zip Code: 07735

Purpose: PLUMBING SERVICES

Fund: APPROVED ARP FUNDING

Account Numbers: R-02 - -40-4030-401

Vendor ID:

Requisition Number:

Amount not to exceed: \$100,942.95

  
\_\_\_\_\_  
Chief Financial Officer

6/30/22  
\_\_\_\_\_  
Date

# RESOLUTION

No. 21-466

Approved as to Form and Legality

  
Wesley Bridges, City Attorney

Date of Adoption

October 21, 2021

Factual content certified by

  
Adam Cruz, Business Administrator

Councilman / woman Caldwell-Wilson, Harrison, Blakeley presents the following Resolution:

**RESOLUTION AUTHORIZING THE APPROPRIATION OF \$200,000  
FROM THE FUNDS ALLOCATED TO THE CITY OF TRENTON UNDER  
THE AMERICAN RESCUE PLAN ACT OF 2021 FOR  
INSTALLATION OF MOBILE OFFICE TRAILERS AT  
THE TRENTON ANIMAL SHELTER**

**WHEREAS**, President Biden signed the American Rescue Plan Act of 2021 (ARPA-21) into law on March 11, 2021 and thereby sought to provide immediate and emergent aid to metropolitan cities adversely affected by the COVID-19 pandemic;

**WHEREAS**, the United States Department of Treasury (DOT) has stated that, "From big cities to small towns, Americans – particularly people of color, immigrants, and low-wage workers – are facing a deep economic crisis";

**WHEREAS**, ARPA-21 provides \$72,913,998.00 in aid to the City of Trenton over the next two years, with \$36,456,999 having been distributed for the 2021 calendar year and \$36,456,999.00 to be distributed for the 2022 calendar year;

**WHEREAS**, the Interim Final Rule promulgated by the DOT authorizes "the use of payments from the Fiscal Recovery Funds to respond to the public health emergency with respect to COVID-19 or its negative economic impacts";

**WHEREAS**, the DOT has provided guidance on the expenditure of such funds and in its publication, *Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions*, such guidance provides that recipients may use funds for assistance to non-profits "to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing";

**WHEREAS**, the DOT has emphasized the money is designed to provide "immediate and direct relief" and "substantial flexibility for each government to meet local needs";

**WHEREAS**, the Trenton Animal Shelter (Shelter) provides animal welfare services including daily animal care, volunteerism and a foster and adoption program;

**WHEREAS**, during the COVID-19 pandemic, a record number of adopted pets were either seized by or returned to Trenton Animal Control, resulting in the Shelter, which was declared a no-kill facility in October 2020, having to serve roughly 500 dogs a year and over 300 cats;

# RESOLUTION

**WHEREAS**, volunteers, fosters, adopters and other rescues are critical to keeping the shelter from overcrowding, and the rise in returns and rescued animals has increased the number of volunteers and paid employees at the Shelter;

**WHEREAS**, the increase in the number of people working at the Shelter has resulted in less space for social-distancing and created a health risk for the volunteers and employees;

**WHEREAS**, in an effort to create more workspace, the Shelter purchased two (2) mobile office trailers;

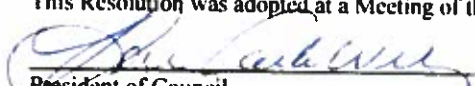
**WHEREAS**, the mobile office trailers require installation and additional work including electrical and plumbing hookups, and stairs and ramps to make them functional;

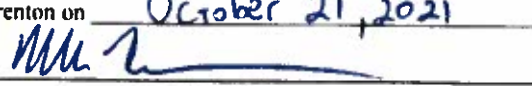
**NOW THEREFORE BE IT RESOLVED** by the City of Trenton that ARPA-21 funds not to exceed \$200,000 shall be appropriated to the Trenton Animal Shelter for the installation of two (2) mobile trailers and additional work to the trailers as outlined on the attached estimates needed to make them functioning space.

**BE IT FURTHER RESOLVED** that the installation and additional work shall be awarded in accordance with the procurement procedures required by federal law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
BLAKELEY	✓				MUSCHAL	✓				MCBRIDE	✓			
CALDWELL WILSON	✓				RODRIGUEZ	✓								
HARRISON	✓				VAUGHN			NV						

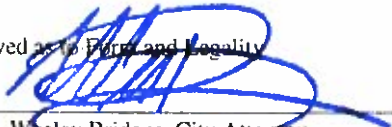
This Resolution was adopted at a Meeting of the City Council of the City of Trenton on October 21, 2021

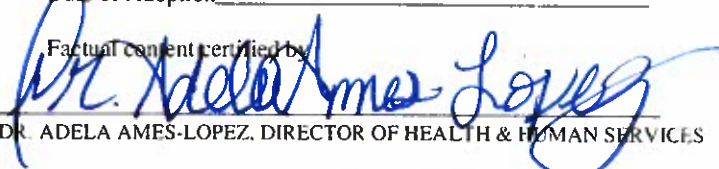
  
 \_\_\_\_\_  
 President of Council

  
 \_\_\_\_\_  
 City Clerk

# RESOLUTION

No. 22-285

Approved as to Form and Legality  
  
Wesley Bridges, City Attorney

Date of Adoption \_\_\_\_\_  
Factual content certified by  
  
DR. ADELA AMES-LOPEZ, DIRECTOR OF HEALTH & HUMAN SERVICES

Councilman/woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE CITY OF TRENTON TO ACCEPT A SHARED SERVICES AGREEMENT WITH THE COUNTY OF MERCER THROUGH THE MERCER COUNTY OFFICE ON AGING 2022 OLDER AMERICAN ACT, SOCIAL SERVICES BLOCK GRANT FOR THE SOCIALIZATION AND RECREATION FOR FOUR SENIOR CENTERS FOR THE CITY OF TRENTON'S SENIOR POPULATION, WITH THE OPTION TO EXTEND FOR AN ADDITIONAL ONE (1) YEAR**

**WHEREAS**, The City of Trenton, working through its Department of Health and Human Services, wishes to accept the option to extend a shared services agreement with the County of Mercer through the Mercer County Office on Aging 2022 Older American Act, Social Services Block Grant funded under Title XX of the Older American Act of 1965 as amended for the socialization and recreation for four senior centers for the City of Trenton's senior population; and

**WHEREAS**, the amount of the grant is \$173,532.00 per year for the period beginning January 1, 2022 through December 31, 2023;

**WHEREAS**, subject grant requires a cash match in the amount of \$200,678.00 per year of which \$148,678.00 will be available through the city budget in account 2-01-88-1000-003 and \$52,000.00 through Community Development Block Grant funds which will be available in account T-19-23-43-4322-290;

**WHEREAS**, the initiative will provide financial support for the socialization and recreation for four senior centers for the City of Trenton's senior populations; and

**WHEREAS**, it is in the best interest of the City of Trenton to apply for said grant.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton as follows:

1. The Mayor is hereby authorized to execute an agreement for applying for said grant through the Mercer County Office of Aging 2022 Older American Act and Social Services Block Grant funded under Title XX of the Older American Act of 1965 as amended for the socialization and recreation for four senior centers for the City of Trenton's senior population
2. Said agreement shall be in a form approved by the City Attorney and shall be kept on file in the City Clerk's office on behalf of the City of Trenton, in the manner prescribed by law

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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CERTIFICATION OF FUNDS

I, Ron Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name: Mercer County Office on Aging  
Address# 1: 640 South Broad Street  
#2:  
City: Trenton  
State: New Jersey  
Zip Code: 08605-0790

Purpose: To provide Title XX socialization and recreation for four senior centers for the City of Trenton's senior population

Fund: Operating Budget

Account Numbers: 2-01- -88-1000-003

\$148,678.00

Match: (CDBG) T-19-23-43-4322-290

\$52,000.00

*Cash*  
*5/4/2022*

Vendor ID:

Requisition Number:

Amount not to exceed: \$200,678.00

  
\_\_\_\_\_  
Chief Financial Officer

*ca 5/09/22*

*5/16/22*  
\_\_\_\_\_  
Date

# Memorandum

**Date:** June 2, 2022

**To:** Adam E. Cruz, Business Administrator



**From:** Ruth Carter, Director of Community Relations and Social Services

**Re:** Title XX Social Services Block Grant

The City of Trenton, through its Department of Health and Human Services, wishes to accept a shared services agreement with the County of Mercer with an option to extend for a period of one (1) year under the Mercer County Office on Aging 2022 Older American Act, Social Services Block Grant funded under Title XX of the Older American Act of 1965 as amended to provide financial support for the socialization and recreation of four senior centers for the City of Trenton's senior population. The grant is \$173,532.00 and is valid for one year, beginning January 1, 2022, and ending December 31, 2023. The subject grant calls for a cash match of \$200,678.00 per year, with \$148,678.00 coming from the city budget in account 2-01-88-1000-003 and \$52,000.00 coming from Community Development Block Grant funds in account T-19-23-43-4322-290.

The department of Health and Human Services, Division of Community Relations and Social Services, Office of Aging did not receive these agreements until February 2022 and had difficulties executing the Resolution for docket due to the lack of having a City Clerk and thereafter the docket was filled with Resolution on backlog preceding our Resolution. This shared agreement is funding allocated for the four (4) seniors sites' staffing of five employees plus full fringe benefits. This grant also helps to support the transportation of seniors for trips, educational seminars, medical appointments, COVID vaccinations and testing, and exercise programs. The grant is based on the number of activities provided to each senior per day times the number of seniors services are given to daily. This grant also supplements the cost of vehicular repairs, cable and equipment repairs (bingo machines, pool tables and in house movies or music, refreshments for celebrations and holidays and bingo giveaways) It is extremely important to offer socialization and recreation for our 60plus seniors to keep them healthy, active and productive for themselves and community.

**Cc:** Dr. Adela Ames-Lopez, Director of Health and Human Services



# RESOLUTION

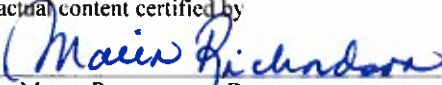
No. 22-286

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

  
A. WESLEY BRIDGES, DIRECTOR OF LAW

  
MARIA RICHARDSON, DIRECTOR  
DEPARTMENT OF RECREATION, NATURAL RESOURCES & CULTURE

Councilman/woman \_\_\_\_\_ presents the following \_\_\_\_\_

## RESOLUTION APPROVING THE SUBSTANTIAL AMENDMENT TO THE FISCAL YEAR 2019 ANNUAL ACTION PLAN BEGINNING JULY 1, 2019 THROUGH JUNE 30, 2020

**WHEREAS**, the U.S. Department of Housing and Urban Development has identified the City of Trenton, New Jersey as an entitlement grantee, and the City of Trenton has elected to accept its status as an entitlement grantee and therefore took the required steps in order to receive funding; and

**WHEREAS**, the City Council of the City of Trenton adopted the 2019-20 Community Development Block Grant (CDBG), Home Investment Partnership (HOME) and Emergency Solutions Grant (ESG) Program Annual Action Plan by Resolution 19-230 on June 6, 2019; and

**WHEREAS**, the City Council of the City of Trenton adopted two prior Substantial Amendments by resolutions 20-218 and 21-203 to the FY2019 Annual Action Plan to approve the use of the Coronavirus Aid, Relief and Economic Security Act (CARES Act) supplemental Community Development Block Grant (CDBG-CV grant) funding to prevent, prepare for and respond to coronavirus; and

**WHEREAS**, an amendment to the Action Plan is needed to commit unexpended funds that were from either canceled or proceeds from completed activities to new activities. The total resources available are \$348,819.48 in CDBG entitlement funds and \$939,754.10 in CDBG-CV funds.; and

**WHEREAS**, the City of Trenton has prepared and made available for public review for a thirty (30) day period a draft Substantial Amendment to the FY 2019 Annual Action Plan reflecting the use of funds.; and

**WHEREAS**, a draft of the Substantial Amendment was on display from April 18 to May 20, 2022, and the City held a virtual public hearing on said Substantial Amendment on May 4, 2022 and the comments of various agencies, groups and citizens were taken into consideration in the preparation of the final document.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Trenton, New Jersey that the attached Substantial Amendment to the FY 2019 Annual Action Plan is hereby approved.

# RESOLUTION

## 2019-2020 ANNUAL ACTION PLAN REVISED BUDGET

FY2019 ANNUAL ACTION PLAN BUDGET	CHANGES +/-
<b>ENTITLEMENT</b>	
Administration	-\$244,296.85
Boys & Girls Club	-\$3,640.00
Isles Urban Agriculture Camp Carrot	-\$54.30
Prevention Education Inc (PEI kids)	-\$501.30
Trenton Civil Circus Project	-\$327.03
CEASE Center Operations	-\$75,000.00
Covid Shelter Repairs	-\$25,000.00
	<b>- \$348,819.48</b>
Public Infrastructure FY 22 Roads Improvements	<b>\$348,819.48</b>
<b>CARES ACT</b>	
City of Trenton Shelter Operations CV	-\$193,702.14
Building/Shelter Improvements CV	-\$124,051.96
CDBG-CV Mortgage, Rent, and Utility Relief Program	-\$622,000.00
	<b>-\$939,754.10</b>
Ongoing Coronavirus Recovery Public Service Activities CV	\$200,000.00
Improvements to Public Facilities CV	\$639,754.10
COT Covid Vaccine Site Operations	\$100,000.00
	<b>\$939,754.10</b>

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk






W. Reed Gusciora, Esq.  
*Mayor*

**CITY OF TRENTON**  
**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT**

Maria Richardson  
*Director*

MEMORANDUM

TO: Maria Richardson, Director

FROM: Farrah Gee, Contract Administrator – CDBG/ESG/HOME Funding 

RE: 2019-2020 Annual Action Plan Substantial Amendment

DATE: May 16, 2022

Each year the City is required to prepare an Annual Action Plan for its Community Development Block Grant Program (CDBG), Home Investment Partnership (HOME) and Emergency Solutions Grant (ESG). The Plan details the various projects that will be funded with the 2019 allocation of funds. The resolution for FY2019 Annual Action plan was approved by City Council on June 6, 2019 (19-230).

The 2019 Annual Action Plan was previously amended to allocate CARES Act funding by resolutions 20-218 and 21-203.

At the end of each fiscal year, or whenever a project is completed or cancelled with a balance of funds remaining, the City must reallocate the remaining funds to new projects. The draft Substantial Amendment to the FY 2019 Annual Action Plan reflects the use of \$348,819.48 in unexpended entitlement funds reallocated to a FY 2022-2023 Public Infrastructure Roads Improvement Project.

Additionally, the draft Substantial Amendment to the FY 2019 Annual Action Plan reflects the use of \$939,754.10 in unexpended CARES Act funds to be reallocated to projects to respond to the Coronavirus Pandemic.

The Substantial Amendment was on display from April 18 to May 20, 2022. A meeting to provide opportunity for public comment was held on May 4, 2022 and the comments of various agencies, groups and citizens were taken into consideration in the preparation of the final document.

Attached is the Resolution to approve the Substantial Amendment to the Annual Action Plan for FY 2019.

A summary of projects that have been included in the Plan are listed in the resolution's attachment.

**PUBLIC NOTICE**  
**CITY OF TRENTON, NEW JERSEY**  
**SUBSTANTIAL AMENDMENTS TO PRIOR YEAR FUNDS**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

Notice is hereby given that in accordance with the Federal regulations at 24 CFR, Part 91 and the City of Trenton's Citizen Participation Plan, the City of Trenton, NJ will conduct a Public Hearing on **Wednesday, May 4, 2022 at 5:30PM** via Microsoft Teams. The link for the May 4th hearing will be made available at [www.trentonnj.org/fedpublicnotices](http://www.trentonnj.org/fedpublicnotices). Persons requiring language interpretation or accommodations for a disability or would like to receive the plan document in an alternative format or language should contact the Department at [gadouglas@trentonnj.org](mailto:gadouglas@trentonnj.org) or (609) 989-3521 (TDD Users: 7-1-1 NJ Relay Center) at least 48 hours before the hearing. La información será proporcionada en español a petición.

The public is invited to comment on the City of Trenton's amendments to the 2015, 2018, 2019 and 2020 Annual Actions Plans.

2015 & 2018 - The City will reallocate \$468,316.19 in expiring 2015 CDBG funds to activities that can be expended and disbursed by the August 2022 deadline. The Carver Center Renovation project will be moved from 2015 to 2018 (\$226,514.67). The Roebling WireWorks Center Renovation project will be moved from 2015 to 2018 (\$241,801.52). The CDBG Demolition program is underway and scheduled to be expended and disburse before the expenditure deadline. A portion of the expenses will be moved from 2018 to 2015 to expend undistributed 2015 CDBG funds (468,316.19).

2019 - The City will reallocate \$348,819.48 in 2019 CDBG funds from various unexpended activities to the FY22 Roads Improvement Project.

The City will reallocate \$939,754.10 in CDBG CARES Act funds from various unexpended activities to add two new activities to the FY2019 Annual Action Plan. The new activities include Ongoing Coronavirus Recovery projects including job training, education and housing and credit counseling for residents financially impacted by the Covid 19 pandemic (\$200,000) and a new activity to provide HVAC upgrades to public facilities to prevent the spread of Covid 19 (\$639,755). Additionally, the city proposes to increase funding to the City of Trenton Health Clinic to continue testing and vaccination for low-income Trenton residents (\$100,000).

2020- The City will reallocate \$1,345,079.49 in 2020 CDBG funds from various unexpended activities to the FY22 Roads Improvement Project (\$1,133,535.49) and the MLK Park Improvement Project (\$211,544.00).

A copy of the substantial amendments will be available for public inspection and review from April 18, 2022, to May 20, 2022 at [www.trentonnj.org/fedpublicnotices](http://www.trentonnj.org/fedpublicnotices). Interested persons are encouraged to express their views on the documents at the public hearing or in writing to [gadouglas@trentonnj.org](mailto:gadouglas@trentonnj.org) or mail to City of Trenton, Department of Housing & Economic Development, 319 East State Street, Trenton, NJ 08608. All comments received by May 20, 2022, will be considered.

The Trenton City Council will consider the amendment on June 2, 2022.

By Authority of:

W. Reed Gusciora, Mayor

City of Trenton

319 East State Street

Trenton, NJ 08618

4/18/22

THE TIMES

\$78.30



## **City of Trenton Substantial Amendment # 2019 Annual Action Plan**

The following is a summary and draft language that amends the 2019-2020 Annual Action Plan.

### **Background**

The City of Trenton's federal Consolidated Plan details the funding strategy for the Community Development Block Grant. The Annual Action Plan details each year within the 5-year Consolidated Plan and outlines the implementation of annual funding, which is developed through significant public input, analyses, and planning.

The City's Citizen Participation Plan (CPP) describes the efforts that the City will take to encourage its residents to participate in developing these plans. It also provides requirements for public process when a "substantial amendment" to the Annual Action Plan or Consolidated Plan is proposed.

There are two types of amendments that may occur with the Plans: minor amendments and substantial amendments. An amendment to the approved annual Action Plan is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, scope, location, or beneficiaries of a previously approved activity
- When a 25 percent change in federal funding allocations to approved eligible activities occurs

All other changes to funding allocations to approved eligible activities that do not meet the criteria defined above will be considered minor amendments and will not be subject to public comments. These changes will be fully documented and sent to City Council for approval. The City may choose to submit a copy of each amendment to the Consolidated Plan or annual Action Plan to HUD as it occurs, or at the end of the program year.

On March 27th, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES) to support preparation for and response to the community impacts of the COVID-19 pandemic and identified additional funding for the City of Trenton through the Community Development Block Grant (CDBG) Program which will be referred to as "CDBG-CV" funds. The City received and allocated its CV dollars as an amendment to the 2019 Action Plan.

The following changes constitute a substantial amendment and require public notice as described in the CPP:

**Proposed Substantial Amendments**

The City is proposing the following activities as an amendment to the 2019 Annual Action Plan in order to reallocate unexpended funds from cancelled projects. The City will reallocate \$348,819.48 in 2019 CDBG funds from various unexpended activities to the FY22 Roads Improvement Project.

The City will reallocate \$939,754.10 in CDBG CARES Act funds from various unexpended activities to add two new activities to the FY2019 Annual Action Plan. The new activities include Ongoing Coronavirus Recovery projects including job training, education and housing and credit counseling for residents financially impacted by the Covid 19 pandemic (\$200,000) and a new activity to provide HVAC upgrades to public facilities to prevent the spread of Covid 19 (\$639,755). Additionally, the city proposes to increase funding to the City of Trenton Health Clinic to continue testing and vaccination for low-income Trenton residents (\$100,000).

	Activity	Amount	AAP
1853	Administration	(\$244,296.85)	2019
1855	Boys & Girls Club	(\$3,640.00)	2019
1857	Isles Urban Agriculture Camp Carrot	(\$54.30)	2019
1858	Prevention Education Inc (PEI kids)	(\$501.30)	2019
1859	Trenton Civil Circus Project	(\$327.03)	2019
1871	CEASE Center Operations	(\$75,000.00)	2019
1909	Covid Shelter Repairs	(\$25,000.00)	2019
		<b>\$ (348,819.48)</b>	
NEW	Public Infrastructure FY 22 Roads Improvements	<b>\$348,819.48</b>	2019

1898	City of Trenton Shelter Operations CV	(\$193,702.14)	2019
1909	Building Improvements CV	(\$99,051.96)	2019
1952	CDBG-CV Mortgage, Rent, and Utility Relief Program	(\$622,000.00)	2019
1909	Building Improvements CV	(\$25,000.00)	2019
		<b>(\$939,754.10)</b>	2019
New	Ongoing Corona Virus Recovery Public Service Activities CV	\$200,000.00	2019
New	Improvements to Public Facilities CV	\$ 639,754.10	2019
2002	COT Covid Vaccine Site Operations	\$ 100,000.00	2019
		<b>\$939,754.10</b>	

## Public Process

The City of Trenton is providing notice of a thirty-day public comment period as part of the HUD public participation requirement from April 18, 2022 and ending May 20, 2022. Additionally, one public hearing will be held to provide opportunities for public comment on May 4, 2022 @ 5:30 pm via Teams. The public hearing will follow all the protocol and procedures detailed in the Public Notice section below. If the amendment is adopted, the change will be incorporated into the Plan, along with a summary of comments on the amendment and the City's response to such comments.

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The following changes will be made to the approved 2019 Annual Action Plan, as follows (additions in red):

**AP-38 Projects Summary**

The following changes in projects/funding will be made to 2019 AP-38

<b>Project Name</b>	CEASE - Homeless Prevention Case Management
<b>Target Area</b>	City of Trenton
<b>Goals Supported</b>	Provide homeless housing and services
<b>Needs Addressed</b>	Provide Homeless Housing and Services
<b>Funding</b>	CDBG: <del>\$75,000</del> \$0 REDUCED BY AMENDMENT June 2022 -\$75,000.00
<b>Description</b>	CEASE Homeless Prevention - Case Management - the City operates the Centralized Intake for the COC. A staff person is needed to provide case management to near homeless persons to direct them to other services to prevent homelessness.
<b>Location Description</b>	City Wide
<b>Planned Activities</b>	Case Management by CEAS
<b>Project Name</b>	Boys & Girls Clubs of Mercer County - Youth After School & Summer Camp
<b>Target Area</b>	CITY OF TRENTON RESIDENTS
<b>Goals Supported</b>	Provide public services
<b>Needs Addressed</b>	Provide Public Services
<b>Funding</b>	CDBG: <del>\$25,000</del> \$21,360.00 REDUCED BY AMENDMENT June 2022 -\$3,640.00

<b>Description</b>	12 Low to Moderate Income Trenton youth will attend the Boys & Girls Clubs of Mercer County summer camp and afterschool program in 2019-2020. Transportation from area schools will be provided to help ensure access of Trenton youth. The program runs each school day from dismissal for 3 hours. The program includes a healthy snack, dinner at two of our locations, homework assistance four days per week, along with a diversity of enrichment and recreational programs. Literacy support and intervention will be provided for students to help ensure that 100% of the students are on reading grade level skill level by the second year of Club participation. Summer camp activities run all 10 weeks of the summer for youth ages 5 to 15 years old. Camp occurs in two locations with bus transportation to and from both sites throughout the city in the am and pm. All campers have access to a free breakfast and lunch program along with weekly field trips, swimming, education support, and a wide variety of enrichment and recreational activities. Summer educational support will focus on literacy through access of a club-based software program which adapts lesson plans to the students reading and language arts skill level. The software tracks student's usage and progress so staff can monitor progress and support students who are struggling.
<b>Planned Activities</b>	Youth Enrichment
<b>Project Name</b>	Isles, Inc. - Isles Urban Agriculture-Camp Carrot
<b>Target Area</b>	CITY OF TRENTON RESIDENTS
<b>Goals Supported</b>	Provide public services
<b>Needs Addressed</b>	Provide Public Services
<b>Funding</b>	CDBG: <del>\$25,000</del> \$24,945.70 REDUCED BY AMENDMENT June 2022 -\$54.30
<b>Description</b>	CDBG funds will be used to provide 80 underserved children aged 8-12 with out of school time educational and recreational services that bolster in-school learning with activities related to STEM, health and wellness, gardening, nutrition, physical activity, and environmental sustainability. Isles staff will operate a three-week 2019 summer camp, a one-week 2020 spring break camp, and weekly after-school activities during the 2019-2020 school year (Sept-Nov and Apr-Jun).
<b>Planned Activities</b>	Youth enrichment
<b>Project Name</b>	Prevention Education Inc. t/a PEI Kids -Comprehensive Juvenile Offenders Outreach Services
<b>Target Area</b>	CITY OF TRENTON RESIDENTS
<b>Goals Supported</b>	Provide public services

<b>Needs Addressed</b>	Provide Public Services
<b>Funding</b>	CDBG: <del>\$25,122</del> \$24,620.70 REDUCED BY AMENDMENT June 2022 -\$501.30
<b>Description</b>	PEI Kids' Comprehensive Juvenile Offenders Outreach Services (CJOOS) Program is a delinquency intervention program which provides youth on probation with conflict resolution and gang-resistance skills; job preparation; life skills & academic support; and cultivate respect for authority and critical/strategic thinking that enables at-risk youth to redirect their lives. Through mentoring, an evidence-based curriculum, and recreational/educational excursions, CJOOS helps youth improve communication & interpersonal relationships; develop a healthier life perspective; recognize risk factors; and develop links to protective assets. CJOOS' curriculum teaches skills that empower and motivate participants to de-escalate or walk away from potentially violent situations, reduce recidivism, and prevent future justice system involvement. Weekly program sessions are 3 hours and meet at Trenton's Sam Naples Community Center. There are three 16-week program cycles, comprised of 20 youth, as well as an intensive 9-week Summer Session comprised of 15 youth and 2 peer mentors, serving 77 youth annually. Clients are Mercer County youth (age 11-17) referred to the program by the Mercer County Family Court and/or the Juvenile Probation Unit; 95% of participants are Trenton residents who have generally been involved in auto theft; simple or aggravated assault; harassment; terroristic threats; theft/receiving stolen property; mutual combat & weapons offenses. 85% are gang-affiliated upon intake.
<b>Planned Activities</b>	youth enrichment
<b>Project Name</b>	Trenton Civil Circus Project (dba Trenton Circus Squad) - Trenton Circus Squad Youth Engagement
<b>Target Area</b>	CITY OF TRENTON RESIDENTS
<b>Goals Supported</b>	Provide public services
<b>Needs Addressed</b>	Provide Public Services
<b>Funding</b>	CDBG: <del>\$28,440</del> \$28,113.13 REDUCED BY AMENDMENT June 2022 -\$327.03



<b>Description</b>	Trenton Circus Squad youth take great leaps in life. The Service-Learning Program will provide low- to moderate-income teens with an opportunity to gain life skills and put those skills to work through as volunteers in their community. At Circus Squad youth from Trenton work together with youth from surrounding suburbs to learn how to cooperate, challenge themselves and serve their community - all through the practice of circus arts. Circus arts are challenging. They require focus, teamwork, and a lot of discipline to make achieving difficult goals seem magical - just like everyday life. That's why they are a proven, effective tool for fostering self-reliance and confidence in young people. This program is a service-learning volunteer opportunity for youth aged 12-18. Squad youth will host workshops and performances at our site and travel to community events, nursing homes, hospitals and other youth programs, to entertain and inspire others.
<b>Planned Activities</b>	youth enrichment
<b>Project Name</b>	CDBG Administration
<b>Target Area</b>	
<b>Goals Supported</b>	Planning and administration
<b>Needs Addressed</b>	Planning and administration
<b>Funding</b>	CDBG: <del>\$549,164</del> \$304,867.15 REDUCED BY AMENDMENT June 2022 (-\$244,296.85)
<b>Description</b>	Administration of the CDBG Program
<b>Planned Activities</b>	Planning and Administration
<b>Project Name</b>	CDBG Shelter Building Rehabilitation for COVID
<b>Target Area</b>	CITY OF TRENTON RESIDENTS
<b>Goals Supported</b>	Provide homeless housing and services
<b>Needs Addressed</b>	Provide Homeless Housing and Services
<b>Funding</b>	CDBG: <del>\$25,000</del> \$0
<b>Description</b>	Rehabilitation of a public facility to operate an emergency shelter to prevent the spread of COVID-19. Added by Amendment #1 May 5, 2020 (+\$200,000) REDUCED BY AMENDMENT June 2022 -\$25,000
<b>Planned Activities</b>	Public facilities and Improvements

<b>Project Name</b>	CV CDBG Shelter Operation
<b>Funding</b>	CDBG: <del>\$175,000</del> \$0 CDBG CV: <del>\$225,000</del> \$31,297.86
<b>Description</b>	The City will utilize funds to support Emergency Shelter Operation and creation costs to prevent the spread of COVID-19. Shelter Operations, including staff, maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual. Added by Amendment #1 May 5, 2020 (CV \$800,000 and \$175,000 CDBG) Amendment 2: -\$400,000 Amendment 3: -\$175,000 REDUCED BY AMENDMENT June 2022 -\$193,702.14
<b>Project Name</b>	CV Shelter - Building Rehab
<b>Funding</b>	CDBG CV: <del>\$175,000</del> \$75,948.04 REDUCED BY AMENDMENT June 2022 -\$99,051.96
<b>Description</b>	The City will utilize funds to support Emergency Shelter Operation and creation costs to prevent the spread of COVID-19. Shelter Operations, including staff, maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual. Added by Amendment #1 May 5, 2020 (CDBG CV \$175,000 plus \$25,000 CDBG EN)
<b>Project Name</b>	CV CDBG Rent Mortgage and Utility Relief Program
<b>Target Area</b>	City of Trenton
<b>Goals Supported</b>	Provide public services
<b>Needs Addressed</b>	Provide Public Services
<b>Funding</b>	CDBG CV: <del>\$922,000</del> \$300,000

<b>Description</b>	Provide up to 6 months of mortgage, rent and utility payments to avoid foreclosure/eviction as the result of financial hardship related to COVID-19. Homeless Prevention for Trenton residents earning less than 80% of median income. Added by Amendment Nov. 12 2020 REDUCED BY AMENDMENT June 2022 -\$622,000
<b>Project Name</b>	CDBG CV Covid Vaccination site
<b>Funding</b>	CDBG CV: <del>\$250,000</del> \$350,000 INCREASED BY AMENDMENT June 2022 +\$100,000
<b>Description</b>	Operation of the covid vaccination site in low income area of the City. Expand testing, diagnosis, vaccination, or other health services to low/mod persons at a mobile location.
<b>Project Name</b>	CDBG CV Job Training & Education Public Services
<b>Funding</b>	CDBG CV: \$517,754.10 ADDED BY AMENDMENT June 2022
<b>Description</b>	The city will use CDBG-CV to address longer term impacts of the coronavirus pandemic and foster more resilient communities in the future. Education programs targeted to students from LMI families who may have fallen behind in their education because of the pandemic due to absenteeism, inadequate internet access, or other lack of other support for remote learning. Job training programs to support career changes for LMI individuals who lost their jobs because of the pandemic. Housing counseling and credit repair services for LMI individuals who lost income and whose credit scores and/or rental history were negatively impacted.
<b>Project Name</b>	CDBG CV Improvements to Public Facilities
<b>Funding</b>	CDBG CV: \$639,754.10 ADDED BY AMENDMENT June 2022

<b>Description</b>	The city will use CDBG-CV to address longer term impacts of the coronavirus pandemic and foster more resilient communities in the future. Public facility improvements to enhance ventilation and create other protections against contagious airborne viruses.
<b>Project Name</b>	Public Infrastructure: Road Reconstruction
<b>Target Area</b>	City Wide
<b>Goals Supported</b>	Improve Public Infrastructure
<b>Needs Addressed</b>	Improve Public Infrastructure
<b>Funding</b>	CDBG CV: \$348,819.48 ADDED BY AMENDMENT June 2022
<b>Description</b>	Funds will be used to reconstruct local roads that serve primarily LMI areas of the City.

# RESOLUTION

22-287

No. \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

  
A. WESLEY BRIDGES, DIRECTOR OF LAW

  
MARIA RICHARDSON, DIRECTOR  
DEPARTMENT OF RECREATION, NATURAL RESOURCES & CULTURE

Councilman/woman \_\_\_\_\_

presents the following Resolution:

## RESOLUTION APPROVING THE SUBSTANTIAL AMENDMENT TO THE FISCAL YEAR 2020 ANNUAL ACTION PLAN BEGINNING JULY 1, 2020 THROUGH JUNE 30, 2021

**WHEREAS**, the U.S. Department of Housing and Urban Development has identified the City of Trenton, New Jersey as an entitlement grantee, and the City of Trenton has elected to accept its status as an entitlement grantee and therefore took the required steps in order to receive funding; and

**WHEREAS**, by resolution 20-534 City Council of the City of Trenton adopted the 2020 Annual Action Plan on October 1, 2020; and

**WHEREAS**, an amendment to the Action Plan is needed to commit unexpended funds that were from either canceled or proceeds from completed activities to new activities. The total resources available are \$1,345,079.49; and

**WHEREAS**, the City of Trenton has prepared and made available for public review for a thirty (30) day period a draft Substantial Amendment to the FY 2020 Annual Action Plan reflecting the use of funds for Roads and Park Improvement Projects.

**WHEREAS**, a draft of the Substantial Amendment was on display from April 18, 2022 to May 20, 2022, and the City held a virtual public hearing on said Substantial Amendment on May 4, 2022 and the comments of the public were taken into consideration in the preparation of the final document.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Trenton, New Jersey that the attached Substantial Amendment to the FY 2020 Annual Action Plan is hereby approved.

# RESOLUTION

## 2020-2021 ANNUAL ACTION PLAN REVISED BUDGET

FY2020 ANNUAL ACTION PLAN BUDGET	CHANGES +/-
Administration	-\$335,190.40
Riverfront Park	-\$150,000.00
Housing Rehab - Urgent Rehab	-\$500,000.00
VGR	-\$248,345.00
Senior Services	-\$111,544.09
	<b>-\$1,345,079.49</b>
Roads Improvements	+\$1,133,535.49
Park Improvements	+\$211,544.00
	<b>\$1,345,079.49</b>

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk




W. Reed Gusciora, Esq.  
*Mayor*

**CITY OF TRENTON**  
**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT**

Maria Richardson  
*Director*

MEMORANDUM

TO: Maria Richardson, Director

FROM: Farrah Gee, Contract Administrator – CDBG/ESG/HOME Funding 

RE: 2020-2021 Annual Action Plan Substantial Amendment

DATE: May 16, 2022

Each year the City is required to prepare an Annual Action Plan for its Community Development Block Grant Program (CDBG), Home Investment Partnership (HOME) and Emergency Solutions Grant (ESG). The Plan details the various projects that will be funded with the 2020 allocation of funds. The resolution for FY2019 Annual Action plan was approved by City Council on October 1, 2020 (20-534).

At the end of each fiscal year, or whenever a project is completed or cancelled with a balance of funds remaining, the City must reallocate the remaining funds to new projects. The draft Substantial Amendment to the FY 2020 Annual Action Plan reflects the use of \$1,345,079.49 in unexpended entitlement funds reallocated to a FY 2022-2023 Public Infrastructure Roads Improvement Project and Park Improvement Projects.

The Substantial Amendment was on display from April 18 to May 20, 2022. A meeting to provide opportunity for public comment was held on May 4, 2022 and the comments of various agencies, groups and citizens were taken into consideration in the preparation of the final document.

Attached is the Resolution to approve the Substantial Amendment to the Annual Action Plan for FY 2020.

A summary of projects that have been included in the Plan are listed in the resolution's attachment.

**PUBLIC NOTICE**  
**CITY OF TRENTON, NEW JERSEY**  
**SUBSTANTIAL AMENDMENTS TO PRIOR YEAR FUNDS**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

Notice is hereby given that in accordance with the Federal regulations at 24 CFR, Part 91 and the City of Trenton's Citizen Participation Plan, the City of Trenton, NJ will conduct a Public Hearing on **Wednesday, May 4, 2022 at 5:30PM** via Microsoft Teams. The link for the May 4th hearing will be made available at [www.trentonnj.org/fedpublicnotices](http://www.trentonnj.org/fedpublicnotices). Persons requiring language interpretation or accommodations for a disability or would like to receive the plan document in an alternative format or language should contact the Department at [gadouglas@trentonnj.org](mailto:gadouglas@trentonnj.org) or (609) 989-3521 (TDD Users: 7-1-1 NJ Relay Center) at least 48 hours before the hearing. La información será proporcionada en español a petición.

The public is invited to comment on the City of Trenton's amendments to the 2015, 2018, 2019 and 2020 Annual Actions Plans.

2015 & 2018 - The City will reallocate \$468,316.19 in expiring 2015 CDBG funds to activities that can be expended and disbursed by the August 2022 deadline. The Carver Center Renovation project will be moved from 2015 to 2018 (\$226,514.67). The Roebling Wireworks Center Renovation project will be moved from 2015 to 2018 (\$241,801.52). The CDBG Demolition program is underway and scheduled to be expended and disburse before the expenditure deadline. A portion of the expenses will be moved from 2018 to 2015 to expend undisbursed 2015 CDBG funds (468,316.19).

2019 - The City will reallocate \$348,819.48 in 2019 CDBG funds from various unexpended activities to the FY22 Roads Improvement Project.

The City will reallocate \$939,754.10 in CDBG CARES Act funds from various unexpended activities to add two new activities to the FY2019 Annual Action Plan. The new activities include Ongoing Coronavirus Recovery projects including job training, education and housing and credit counseling for residents financially impacted by the Covid 19 pandemic (\$200,000) and a new activity to provide HVAC upgrades to public facilities to prevent the spread of Covid 19 (\$639,755). Additionally, the city proposes to increase funding to the City of Trenton Health Clinic to continue testing and vaccination for low-income Trenton residents (\$100,000).

2020- The City will reallocate \$1,345,079.49 in 2020 CDBG funds from various unexpended activities to the FY22 Roads Improvement Project (\$1,133,535.49) and the MLK Park Improvement Project (\$211,544.00).

A copy of the substantial amendments will be available for public inspection and review from April 18, 2022, to May 20, 2022 at [www.trentonnj.org/fedpublicnotices](http://www.trentonnj.org/fedpublicnotices). Interested persons are encouraged to express their views on the documents at the public hearing or in writing to [gadouglas@trentonnj.org](mailto:gadouglas@trentonnj.org) or mail to City of Trenton, Department of Housing & Economic Development, 319 East State Street, 3rd Floor, Trenton, NJ 08608. All comments received by May 20, 2022, will be considered.

The Trenton City Council will consider the amendment on June 2, 2022.

By Authority of:

W. Reed Gusciora, Mayor

City of Trenton

319 East State Street  
Trenton, NJ 08618

4/18/22

THE TIMES

\$78.30





**City of Trenton**  
**Substantial Amendment to the**  
**2020 Annual Action Plan**

The following is a summary and draft language that amends the 2020 Annual Action Plan.

**Background**

The City of Trenton's federal Consolidated Plan details the funding strategy for the Community Development Block Grant. The Annual Action Plan details each year within the 5-year Consolidated Plan and outlines the implementation of annual funding, which is developed through significant public input, analyses, and planning.

The City's Citizen Participation Plan (CPP) describes the efforts that the City will take to encourage its residents to participate in developing these plans. It also provides requirements for public process when a "substantial amendment" to the Annual Action Plan or Consolidated Plan is proposed.

There are two types of amendments that may occur with the Plans: minor amendments and substantial amendments. An amendment to the approved annual Action Plan is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, scope, location, or beneficiaries of a previously approved activity
- When a 25 percent change in federal funding allocations to approved eligible activities occurs

All other changes to funding allocations to approved eligible activities that do not meet the criteria defined above will be considered minor amendments and will not be subject to public comments. These changes will be fully documented and sent to City Council for approval. The City may choose to submit a copy of each amendment to the Consolidated Plan or annual Action Plan to HUD as it occurs, or at the end of the program year.

The following changes constitute a substantial amendment and require public notice as described in the CPP:

**Proposed Substantial Amendments**

The City is proposing the following activities as an amendment to the 2020 Annual Action Plan to reallocate unexpended funds from cancelled projects and to add new activities. The City will reallocate \$1,345,079.49 in 2020 CDBG funds from various unexpended activities to the FY22 Roads Improvement Project (\$1,133,535.49) and the MLK Park Improvement Project (\$211,544.00).

Activity	Amount	AAP
1953 Administration	(\$335,190.40)	2020
Riverfront Park	(\$150,000.00)	2020
1962 Housing Rehab - Urgent Rehab	(\$500,000.00)	2020
VGR	(\$248,345.00)	2020
1954 Senior Services	(\$111,544.09)	2020
	(\$1,345,079.49)	
New Roads Improvements	\$1,133,535.49	2020
1956 Park Improvements	\$211,544.00	2020
	<b>\$1,345,079.49</b>	

#### Public Process

The City of Trenton is providing notice of a thirty-day public comment period as part of the HUD public participation requirement from April 18, 2022 and ending May 20, 2022. Additionally, one public hearing will be held to provide opportunities for public comment on May 4, 2022 @ 5:30 pm via Teams. The public hearing will follow all the protocol and procedures detailed in the Public Notice section below. If the amendment is adopted, the change will be incorporated into the Plan, along with a summary of comments on the amendment and the City's response to such comments.

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The following changes will be made to the approved 2019-2020 Annual Action Plan, as follows (additions in red):

City of Trenton Substantial Amendment to 2020 Annual Action Plan June 2022

Display: April 18 – May 20, 2022 - Public Hearing May 4, 2022

### AP-38 Projects Summary

The following changes in projects/funding will be made to 2020 AP-38

<b>Project Name</b>	Senior Center Operations 2020
<b>Target Area</b>	CITY OF TRENTON RESIDENTS
<b>Goals Supported</b>	Enhance Public Services
<b>Needs Addressed</b>	Enhance Public Services
<b>Funding</b>	CDBG: <del>\$250,000</del> \$140,455.91 REDUCED BY AMENDMENT JUNE 2022 -\$111,544.09
<b>Description</b>	Provide staffing and operations for senior centers in the City of Trenton.
<b>Target Date</b>	6/30/2021
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 100 seniors are served
<b>Location Description</b>	various
<b>Planned Activities</b>	Public Services
<b>Project Name</b>	Urgent Rehabilitation Program
<b>Target Area</b>	CITY OF TRENTON RESIDENTS Choice Neighborhood North Trenton
<b>Goals Supported</b>	Affordable Housing
<b>Needs Addressed</b>	Create and Maintain Affordable Housing
<b>Funding</b>	CDBG: <del>\$932,000</del> \$5432,000 REDUCED BY AMENDMENT JUNE 2022 -\$500,000

<b>Description</b>	Provide funding for single purpose housing needs for low- and moderate-income homeowners. CDBG funds will be used to assist homeowners with emergency needs that might otherwise cause them to vacate their home such as lack of heat, hot water, serious roof leaks, and the like. Delivery costs for City staff and non-profit subrecipients that will assist with program delivery is included.
<b>Target Date</b>	12/31/2021
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 housing units
<b>Location Description</b>	city-wide
<b>Planned Activities</b>	Housing rehabilitation
<b>Project Name</b>	Riverfront Park
<b>Target Area</b>	CITY OF TRENTON RESIDENTS
<b>Goals Supported</b>	Improve Public Facilities
<b>Needs Addressed</b>	Improve Public Facilities
<b>Funding</b>	CDBG: <del>\$150,000</del> \$0 REDUCED BY AMENDMENT JUNE 2022 -\$150,000
<b>Description</b>	Development of plans and bid documents for the improvement of land along the riverfront to be a city-wide Riverfront Park. This is the first phase of a multi-year funded activity.
<b>Target Date</b>	6/30/2021
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	84000
<b>Location Description</b>	Riverfront
<b>Planned Activities</b>	Park improvement
<b>Project Name</b>	Administration 2020
<b>Target Area</b>	
<b>Goals Supported</b>	
<b>Needs Addressed</b>	Planning and Administration

<b>Funding</b>	CDBG: <del>\$544,884</del> \$206,693.60 HOME: \$81,776 REDUCED BY AMENDMENT JUNE 2022 -\$335,190.40
<b>Description</b>	CDBG and HOME program administration
<b>Target Date</b>	6/30/2021
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>	
<b>Planned Activities</b>	
<b>Project Name</b>	Contingencies
<b>Target Area</b>	
<b>Goals Supported</b>	
<b>Needs Addressed</b>	
<b>Funding</b>	CDBG: <del>\$248,345</del> \$0 REDUCED BY AMENDMENT JUNE 2022 -\$248,345.00
<b>Description</b>	Funds have been set aside for a Voluntary Grant Reduction to reimburse HUD for program expenses that were found to be ineligible.
<b>Target Date</b>	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>	
<b>Planned Activities</b>	
<b>Project Name</b>	Road Improvements
<b>Target Area</b>	City of Trenton
<b>Goals Supported</b>	

<b>Needs Addressed</b>	
<b>Funding</b>	CDBG: \$1,133,535.49 ADDED BY AMENDMENT JUNE 2022 +\$1,133,535.49
<b>Description</b>	
<b>Target Date</b>	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>	
<b>Planned Activities</b>	
<b>Project Name</b>	Park Improvements
<b>Target Area</b>	CITY OF TRENTON RESIDENTS
<b>Goals Supported</b>	Improve Public Infrastructure
<b>Needs Addressed</b>	Improve Public Infrastructure
<b>Funding</b>	CDBG: \$211,544.00 ADDED BY AMENDMENT JUNE 2022 +\$211,544.00
<b>Description</b>	
<b>Target Date</b>	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>	
<b>Planned Activities</b>	

# RESOLUTION

No. 2022-288

Approved as to Form and Legality

CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

MARIA RICHARDSON, DIRECTOR

DEPARTMENT OF RECREATION, NATURAL RESOURCES AND CULTURE

Councilman/woman \_\_\_\_\_ presents the following Resolution:

## **RESOLUTION APPROVING THE FY2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG), HOME INVESTMENT PARTNERSHIP PROGRAM (HOME), AND EMERGENCY SOLUTIONS GRANT PROGRAM (ESG) ANNUAL ACTION PLAN**

**WHEREAS**, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to communities in the elimination or prevention of slums or urban blight, or activities which will benefit low and moderate income persons, or other urgent community development needs; and

**WHEREAS**, under the HOME Investment Partnerships Program created by the National Affordable Housing Act of 1990 (NAHA) and amended by the Housing and Community Development Act of 1992, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to participating jurisdictions to expand the supply of decent, safe, sanitary and affordable housing; and

**WHEREAS**, under the Emergency Solutions Grants Program contained in the Stewart B. McKinney Homeless Assistance Act of 1987 as amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to grantees and non-profit agencies which provide essential services, operations, homeless prevention and shelter rehabilitation for homeless or near homeless persons; and

**WHEREAS**, the U.S. Department of Housing and Urban Development has advised the City that FY 2022 allocations are as follows: CDBG \$2,880,285; HOME \$1,030,569; and ESG \$260,236; and

**WHEREAS**, the City of Trenton Department of Housing and Economic Development has prepared a Five Year Consolidated Plan for FY 2020-2024 and an Annual Action Plan for the FY 2022 funding year which assesses the housing needs of extremely low, low, and moderate income households, homeless families and individuals, and others with special needs; and

**WHEREAS**, a summary of the activities for which the FY 2022 allocations will be obligated has been attached to this Resolution as Attachment A; and

**WHEREAS**, a draft of the Annual Action Plan for FY2022 was on display from June 1 to July 7, 2022, and the City held a virtual public hearing on said Annual Action Plan on June 15, 2022 and the comments of various agencies, groups and citizens were taken into consideration in the preparation of the final document.

# RESOLUTION

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Trenton, New Jersey as follows:

1. The above recitals are incorporated by reference as if set forth at length herewith.
2. That the Annual Action Plan for the FY 2022 CDBG, ESG and HOME Programs is hereby in all respects approved and the City Clerk is hereby directed to file a copy of said Annual Action Plan with minutes of this meeting.
3. That the City Council is cognizant of the conditions that are imposed in the undertaking and carrying out of community development, affordable housing and emergency homeless activities with federal financial assistance, including those relating to (a) the relocation of site occupants, (b) the prohibition of discrimination because of race, color, age, religion, sex, disability, familial status, or national origin and other assurances as set forth under the certifications.
4. That the Mayor is authorized to file the Annual Action Plan for FY 2022 with the U.S. Department of Housing and Urban Development and is further authorized to act as an authorized representative of the City of Trenton to sign any and all documents in regard to these programs.
5. That the Mayor, is hereby authorized to provide such assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended, the National Affordable Housing Act of 1990, as amended and the Stewart B. McKinney Homeless Assistance Act of 1988, as amended, and also any supplemental or revised data which HUD may request in connection with the review of this Application.
6. That the Mayor is authorized to execute on behalf of the City the contracts, subrecipient agreements, amendments, and other documents relating to the City's FY 2022 Annual Action Plan.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk



## Attachment A

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<b>CDBG</b>	<b>Budget</b>
Administration	\$576,057.00
Park Improvements	\$300,000.00
Public Facility Improvements	\$1,054,228.00
First Time Homebuyer Assistance	\$200,000.00
Senior Center Operations	\$250,000.00
Housing Rehabilitation	\$500,000.00
<b>Total</b>	<b>\$2,880,285.00</b>

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<b>ESG</b>	<b>Budget</b>
Administration	\$9,759.00
Homeless Activities	\$250,477.00
<b>Total</b>	<b>\$260,236.00</b>

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<b>HOME</b>	<b>Budget</b>
Administration	\$103,057.00
Housing Project TBD	\$772,927.00
CHDO Set Aside TBD	\$154,585.00
<b>Total</b>	<b>\$1,030,569.00</b>

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W. Reed Gusciora  
Mayor

CITY OF TRENTON  
Recreation, Natural Resources and Culture

Maria Richardson  
Director



## MEMORANDUM

TO: Adam E. Cruz, Business Administrator   
FROM: Maria Richardson, Director   
CC: Farrah Gee, CDBG/ESG/HOME Grant Administrator  
RE: FY2022 CDBG/ESG/HOME Annual Action Plan  
DATE: June 20, 2022

Each year the City is required to prepare an Annual Action Plan (Plan) for its Community Development Block Grant Program (CDBG), Home Investment Partnership (HOME) and Emergency Solutions Grant (ESG). The Plan details the various projects that will be funded with the 2022 allocation of funds.

Please be advised that the City did not accept applications for funding from our non-profit partners under the FY2022 Annual Action Plan. The CDBG funding will be used to continue to renovate our public facilities, public infrastructure, expand our First Time Homebuyer and Homeowner Housing Rehab Programs and support the Senior Center program operations as well as City staff administering the federal grants programs.

A request for proposals for the ESG funding will be open on June 27<sup>th</sup> for non-profit homeless providers to compete for the limited funds. The contracts for these activities will be presented to council in late August 2022. HOME applications are accepted on a rolling basis.

Our Plan anticipates the following allocations from each of the programs for the period between July 1, 2022 and June 30, 2023:

CDBG \$2,880,285 (*\$32,741 increase from last year*)  
ESG \$252,442 (*\$7,794 increase from last year*)  
HOME \$1,030,569 (*\$139,820 increase from last year*)

A summary of projects that have been included in the Plan are listed in the resolution's attachment. The attached resolution approving the Plan and authorizing its submission **needs to be adopted at City Council's July 7<sup>th</sup> meeting in order to submit to HUD by the July 15<sup>th</sup> deadline.**

# RESOLUTION

No. 22-289

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality



WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

Factual content certified by



MARIA RICHARDSON, DIRECTOR OF RECREATION, NATURAL RESOURCES, AND CULTURE

Councilman /woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ., TO HMR ARCHITECTS FOR ARCHITECTURAL AND CONSULTING SERVICES AT THE WIREWORKS BUILDING (AKA ROEBLING WIREWORKS) LOCATED AT 675 SOUTH CLINTON AVENUE, TRENTON, NEW JERSEY 08611 IN AN AMOUNT NOT TO EXCEED \$178,045.00 FOR A PERIOD OF ONE (1) YEAR FROM JUNE 24, 2022 TO JUNE 23, 2023 -RFP2022-12**

**WHEREAS**, the City has a need for Professional Architectural and Consulting Service at the Wireworks Building (AKA Roebling Wireworks) located at 675 South Clinton Avenue, Trenton, New Jersey 08611 for a period of one (1) year for the City of Trenton, Department of Recreation, Natural Resources and Culture; and

**WHEREAS**, a request for proposal was advertised on April 8, 2022 by the Division of Purchasing and three (3) sealed proposals were received on May 18, 2022 and was evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

**WHEREAS**, the proposal of HMR Architects, 821 Alexander Road, Suite 115, Princeton, New Jersey 08540 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

**WHEREAS**, funds in an amount not to exceed \$178,045.00 have been certified to be available in the following trust account number: T-19-21-60-1383-290.

**NOW, THEREFORE IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with HMR Architects, 821 Alexander Road, Suite 115, Princeton, New Jersey 08540 for Professional Architectural and Consulting Service at the Wireworks Building (AKA Roebling Wireworks) located at 675 South Clinton Avenue, Trenton, New Jersey 08611 in an amount not to exceed \$178,045.00 for a period of one (1) year for the City of Trenton, Department of Recreation, Natural Resources and Culture
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					WILKINS									
MUSCHAL					VAUGHN									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**CITY OF TRENTON  
DEPARTMENT OF FINANCE**

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CERTIFICATION OF FUNDS

I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name:           HMR Architects  
                              821 Alexander Road, Suite 115  
                              Princeton NJ 08540


Purpose:                    Architectural and construction phase services for the exterior historic  
                              restoration and rehabilitation of the Trenton Roebling Wireworks Building

Account numbers:    T-19-21-60-1383-290           \$178,045.00

Vendor ID:                HMRAR006

Requisition Number:    Q2-03530

Amount not to exceed:    **\$178,045.00**


  
\_\_\_\_\_  
Chief Financial Officer  
  
  
\_\_\_\_\_  
Date



**CITY OF TRENTON**  
**Reed Gusciora, Mayor**  
**Department of Recreation, Natural Resources and Culture**

**INTER-OFFICE MEMORANDUM**

**To:** Isabel Garcia, Purchasing Agent

**From:** Maria Richardson  
 Recreation, Natural Resources, and Culture 

**Subject:** Architectural and Consulting Services for the Trenton Roebling Wireworks Building - Bid 2022-13

**Date:** 5/31/2022

**CC:** Adam E. Cruz, Business Administrator

Bid proposals were received on May 18,2022 by the Division of Purchasing to provide architectural and construction phase services for the exterior services for the exterior historic restoration and rehabilitation of the Roebling Wireworks Building.

The responses from the qualified contractors are as follows, along with the average scores of the reviewers:

<b>Contractor</b>	<b>Bid</b>	<b>Score</b>
HMR Architects	\$178, 045.00	93.3
Easton Architects	\$176,625.00	74.6
Clarke Caton Hintz, PC	\$76,800.00	60.3

HMR Architects received the highest score based on the evaluation criteria listed in the Request for Proposals, and it is recommended that the above referenced contract be awarded to the following contractor:

**Vendor:** HMR Architects  
 821 Alexander Road, Suite 115  
 Princeton NJ 08540

**Account numbers:** T-19-21-60-1383-290      \$178,045.00

**Contract Price:** not to exceed      **\$178,045.00**

Selection Criteria  
(maximum points)

SCORESHEET  
RFP2022-13 ARCHITECTURAL DESIGN AND CONSULTING SERVICES FOR THE TRENTON ROEBLING WIREWORKS BUILDING

	Location	Understanding the requested work (15%)	Knowledge and Technical Competence (15%)	Management, experience and personnel qualifications (30%)	Ability to complete the services in a timely manner (20%)	Price (20%)	TOTAL SCORE	COST	Comments
Charles Catton Hiltz	Trenton, NJ	12	12	25	10	0	59		No defined scope, no clarification on processes or any other complexity. No score on cost because it is way out of line compared with the other 2 proposals.
Eastern Architects	New York, NY	10	10	20	20	20	80		Construction documents have been taken as secondary, when should be the main focus, lack of defined scope, lots of different typos used and errors.
Habit Architects	Princeton, NJ	15	15	30	18	19	97		This proposal has the potential needed to go before the Historic Sites Council. We need to justify the new replacement windows, as is one of the recommendations for this site and location.

median #NUM!  
average #DIV/0!  
Std. Dev. #DIV/0!  
Mean + 1SD #DIV/0!  
Mean - 1SD #DIV/0!

*Luis Pedemonte, Eng.*

Selection Criteria  
(minimum points)

RFQ#202-13 ARCHITECTURAL DESIGN AND CONSULTING SERVICES FOR THE TRENTON ROEBLING WIREWORKS BUILDING SCORESHEET

Selection Criteria (minimum points)	Location	Understanding the requested work (15%)	Knowledge and Technical Competence (15%)	Management, experience and personnel qualifications (30%)	Ability to complete the services in a timely manner (20%)	Price (20%)	TOTAL SCORE	COST	Comments
Cherie Carlson Hiltz	Trenton, NJ	10	15	20	10	10	65		not sure firm understood the scope of the project. price was too low
Easton Architects	New York, NY	10	10	20	15	20	75		too many typos in the proposal narrative. It's unclear that the firm understands the project scope.
HARR Architects	Princeton, NJ	15	15	30	15	15	90		Experienced with and advancement of the process to replace historic windows with sustainable materials. Lots of experience working with historic cities. Somewhat local. Have worked with the city in the past

median #NUM!  
average #DIV/0!  
Std. Dev. #DIV/0!  
Mean + 1SD #DIV/0!  
Mean - 1SD #DIV/0!

FALLA BEE

SCORESHEET  
 RFP#2022-13 ARCHITECTURAL DESIGN AND CONSULTING SERVICES FOR THE TRENTON ROEBLING WIREWORKS BUILDING

Selection Criteria (maximum points)	Location	Understanding the requested work (15%)	Knowledge and Technical Competence (15%)	Management, experience and personnel qualifications (30%)	Ability to complete the services in a timely manner (20%)	Price (20%)	TOTAL score	COST	Comments
Charles Catton Hirtz	Trenton, NJ	10	15	12	8	12	57		they simply requested the outlined scope, no clear thoughts on potential complexities that might arise, lower score on cost because it is out of line with the other 2 proposals, they are currently bogged down on current Trenton projects
Easton Architects	New York, NY	4	10	20	15	20	69		their proposal reads like they are preparing a preservation plan as their focus and construction documents as a secondary task, lots of typos in the proposal narrative they were the only firm to acknowledge a potential need to go before the Historic Sites Council to justify the new replacement windows if that was the direction the city wants to go, they have competently completed several other projects for Trenton
HARR Architects	Princeton, NJ	15	15	30	15	18	93		

median  
 average #N/A  
 #N/A  
 Std. Dev. #DIV/0!  
 Mean + 1SD #DIV/0!  
 Mean - 1SD #DIV/0!

Randy Baum



TRE-22-194

**ATTACHMENT D**

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

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

Municipality	Trenton									
Professional Service or EUS Type	Architectural Services (RFP 2022-12) City of Trenton									
Name of Vendor	HMR Architects									
Purpose or Need for service:	To provide architectural and construction phase services for the exterior historic restoration and rehabilitation of the Trenton Roebling Wireworks Building									
Contract Amount	\$178,045.00									
Term of Contract	12 months from NTP									
Temporary or Seasonal	NA									
Grant Funded (attach appropriate documentation allowing for service through grant funds)	N/A									
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	Public Request for Bid Proposals.									
Were other proposals received? If so, please attach the names and amounts for each proposal received?	<table border="0"> <tr> <td>Clarke Caton Hintz, PC</td> <td>\$76,800.00</td> <td>60.3</td> </tr> <tr> <td>Easton Architects</td> <td>\$176,625.00</td> <td>74.6</td> </tr> <tr> <td>HMR Architects</td> <td>\$178,045.00</td> <td>93.3</td> </tr> </table>	Clarke Caton Hintz, PC	\$76,800.00	60.3	Easton Architects	\$176,625.00	74.6	HMR Architects	\$178,045.00	93.3
Clarke Caton Hintz, PC	\$76,800.00	60.3								
Easton Architects	\$176,625.00	74.6								
HMR Architects	\$178,045.00	93.3								

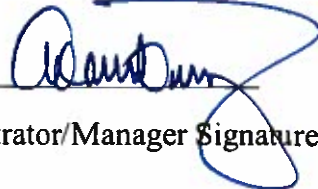
Please attach any evaluation memoranda or evaluation forms used to evaluate the vendors.

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



Date 6-3-22

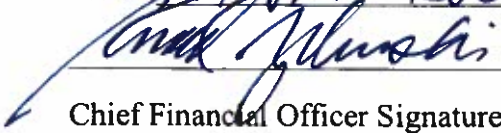
Mayor's Signature



Date 6/1/22

Business Administrator/Manager Signature

The Chief Financial Officer affirms that there is adequate funding available for this personnel action. TR-22-194 Funding Source for this action



Chief Financial Officer Signature


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

\_\_\_\_\_ Date \_\_\_\_\_

Certifying Officer

**For LGS use only:**

Approved ( ) Denied

 Date 06/29/2022

Director or Designee,

Division of Local Government Services

Number Assigned TR-22-194

**CITY OF TRENTON**  
 DIVISION OF RECREATION  
 CITY OF TRENTON  
 319 EAST STATE STREET, 1ST. FL  
 TRENTON, N.J.08608

REQUISITION	
NO.	Q2-03530

SHIP TO	DIVISION OF RECREATION CITY OF TRENTON 319 EAST STATE ST, TRENTON, N.J.08608	
	VENDOR	VENDOR #: HMRAR006 HMR ARCHITECTS 821 ALEXANDER ROAD SUITE 115 PRINCETON, NJ 08540

ORDER DATE: 05/31/22  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	TRENTON ROEBLING WIREWORKS BLD ARCHITECTURAL AND CONSTRUCTION PHASE SERVICES FOR THE EXTERIOR HISTORIC RESTORATION AND REHABILITATION OF THE TRENTON ROEBLING WORKS BUILDING	T-19-21-60-1383-290-	178,045.0000	178,045.00
			TOTAL	178,045.00

  
 REQUESTING DEPARTMENT

  
 DATE

# RESOLUTION

No. 22-290

Approved as to Form and Legality

  
WESLEY BRIDGES, CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

  
WAHAB ONITIRI, DIRECTOR OF PUBLIC WORKS

Councilman /woman \_\_\_\_\_

presents the

Resolution:

## RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND EXECUTION OF A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE PROSPECT ST., MEMORIAL DR., LIBERTY ST. IMPROVEMENTS PROJECT

**WHEREAS**, the Commissioner of the New Jersey Department of Transportation (NJDOT) advised the Mayor of Trenton that applications for the FY2023 Municipal Aid Grant Program were available and could be submitted to the NJ DOT; and

**WHEREAS**, the City of Trenton wishes to submit an application to the NJ DOT for funds from the FY2023 Municipal Aid Grant Program; and

**WHEREAS**, there are no matching funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Trenton formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to submit an electronic grant application identified as MA-2023-Prospect St., Memorial Dr., Liberty St. -00029 to the New Jersey Department of Transportation on behalf of the City of Trenton.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of City of Trenton and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

# RESOLUTION

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_


\_\_\_\_\_  
President of Council


\_\_\_\_\_  
City Clerk



## MEMORANDUM

**Date:** Friday, May 27, 2022

**To:** Adam E. Cruz, Business Administrator 

**From:** Wahab Onitiri, Director of Public Works 

**Re:** **Resolution Authorizing the Submission of a Grant Application with the New Jersey Department of Transportation for the Prospect St., Memorial Dr., Liberty St. Improvement Project**

---

Attached is a resolution authorizing the submission of a grant application with the New Jersey Department of Transportation for the Prospect St., Memorial Dr., Liberty St., Improvement.

The City of Trenton wish to submit a grant application identified as MA-2023- Prospect St., Memorial Dr., Liberty St.-00029 for funds from the 2023 Municipal Aid program.

The deadline for grant application submissions is July 1<sup>st</sup>, 2022. Therefore, the Engineering Division would appreciate this Resolution be placed on the docket for approval prior to the deadline.

If you have any questions or require additional information, please feel to contact this office at (609) 989-3151.

WO/dh



NEW JERSEY SENATE

**SHIRLEY K. TURNER**

SENATOR 15TH DISTRICT  
1230 PARKWAY AVENUE  
SUITE 103

EWING, NJ 08628  
WEBSITE: [www.senatorturner.com](http://www.senatorturner.com)

TEL (609) 323-7239  
FAX (609) 323-7633  
E-MAIL: [senturner@njleg.org](mailto:senturner@njleg.org)

VICE CHAIR  
EDUCATION COMMITTEE

MEMBER  
STATE GOVERNMENT, WAGERING,  
TOURISM & HISTORIC PRESERVATION COMMITTEE  
SENATE ECONOMIC GROWTH COMMITTEE

COMMISSIONER  
EDUCATION COMMISSION OF THE STATES

April 26, 2022

The Honorable W. Reed Gusciora  
Mayor, City of Trenton  
Trenton City Hall  
319 E State Street  
Trenton, NJ 08608

Dear Mayor Gusciora,

My office recently received notification from the New Jersey Department of Transportation (NJDOT) announcing \$165 million in State Aid programs to improve local transportation. These grant programs have the potential to promote safety for our residents, and I am pleased to share it with you.

The NJDOT is providing funding to improve pedestrian and cyclist safety, and implement safer transportation systems, which I am certain our residents will benefit from. For more information, I have enclosed the grant press release for your review. You may also visit <https://www.njdotlocalaidrc.com/>; email [DOT-LocalAID.ResourceCenter@dot.nj.gov](mailto:DOT-LocalAID.ResourceCenter@dot.nj.gov) or call 609-649-9395 for additional information on local aid programs.

I look forward to continuing to work with you to improve the livelihood of our residents. If I can be of any assistance to you, please do not hesitate to contact my office.

Sincerely,

Shirley K. Turner  
Senator – District 15

SKT:dib  
Enclosure



**For Immediate Release:**  
April 22, 2022

**Contact:** Jim Barry  
Steve Schapiro  
609-963-1975

## **Municipal Aid applications being accepted for nearly \$165 million in FY23 grants**

**Transit Village, Bikeways, and Safe Streets to Transit applications also being accepted**

**(Trenton)** – The New Jersey Department of Transportation (NJDOT) today announced the grant solicitation period for NJDOT’s Fiscal Year 2023 State Aid programs is now open. Starting today, April 22, applications will be accepted for Municipal Aid, Transit Village, Bikeway, and Safe Streets to Transit programs through July 1, 2022.

“The New Jersey Department of Transportation has a number of grant programs that allow our cities and towns to make needed safety and quality-of-life improvements to enhance our local transportation infrastructure without the need to impact local property taxes,” NJDOT Commissioner Diane Gutierrez-Scaccetti said. “By providing financial assistance, technical expertise and training for municipal and county transportation initiatives, NJDOT is working to ensure New Jersey has a modern, efficient, and equitable transportation system.”

NJDOT's grant cycles allow municipalities to incorporate awarded projects into upcoming municipal budgets to ensure that important infrastructure projects get to construction sooner. Grant awards are expected to be announced in November. The following is a brief description of each grant program:

- **Municipal Aid** - This \$151.25 million program has been a significant resource in funding local transportation projects. All municipalities are eligible. The Department continues to encourage municipalities to consider using the Municipal Aid Program to fund projects that support walking and biking in their communities, especially now that additional funds are available. An additional \$10 million is provided in Urban Aid for a total of \$161.25 million.
- **Transit Village** - This \$1 million program provides grants for traditional and non-traditional transportation projects that enhance walking, biking and/or transit ridership within a half mile of the transit facility. Only New Jersey municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task Force are eligible to apply. The eligible town list can be found at:  
<http://www.state.nj.us/transportation/business/localaid/transitvillagef.shtm>
- **Bikeways** - This \$1 million program is intended to fund bicycle projects that create new Bike Path Mileage. It is available to all counties and municipalities. The Department continues to work toward the goal of achieving 1,000 miles of dedicated bikeways in New Jersey. Special consideration will be given to bikeways that are physically separated from motorized vehicular traffic by an open space or barrier, but on-road bike lanes and other bike routes and facilities are also eligible for funding.



- **Safe Streets to Transit** - The intent of this \$1 million program is to encourage counties and municipalities to construct safe and accessible pedestrian linkages to transit facilities, in order to promote increased usage of transit by all segments of the population.

The grants are administered by the NJDOT Division of Local Aid and Economic Development. The Local Aid Resource Center provides a central warehouse for local government managers by providing hands-on resources for the application process, raising awareness of grant cycles and proactively communicating program information.

For more information about Local Aid programs go to [www.njdotlocalaidrc.com](http://www.njdotlocalaidrc.com); email [DOT-LocalAID.ResourceCenter@dot.nj.gov](mailto:DOT-LocalAID.ResourceCenter@dot.nj.gov) or call 609.649.9395. For NJDOT news follow us on Twitter [@NewJerseyDOT](https://twitter.com/NewJerseyDOT) and on the [NJDOT Facebook page](#).

###

# RESOLUTION

No. 22-291

Approved as to Form and Legality

  
WESLEY BRIDGES, CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by

  
WAHAB ONITIRI, DIRECTOR OF PUBLIC WORKS

Councilman /woman \_\_\_\_\_

\_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE SUBMISSION AND ACCEPTANCE OF A GRANT APPLICATION TO THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION'S EQUIPMENT MODERNIZATION PROGRAM IN THE AMOUNT OF \$1.2 MILLION FOR THE PURCHASE OF 2 ELECTRIC SANITATION TRUCKS AND 2 ELECTRIC VEHICLE CHARGING STATIONS FOR THE DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, the City of Trenton wishes to submit and accept a grant application from the NJ Department of Environmental Protection's Equipment Modernization Program (NJEMP); and

**WHEREAS**, the City's application proposes to purchase 2 Electric Sanitation Trucks and 2 Electric Vehicle Charging Stations including the cost of installation for the City of Trenton's Department of Public Works; and

**WHEREAS**, there are no matching funds required for this grant; and

**WHEREAS**, 75% of the grant funding will be transferred upfront upon passage of this resolution; and

**WHEREAS**, the City of Trenton seeks to optimize the quality of life for its residents by ensuring that its environmental, economic, and social objectives are balanced and mutually supportive; and

**WHEREAS**, the City of Trenton strives to create a healthier and more sustainable community through promoting the use of electric vehicles; and

# RESOLUTION

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Trenton as follows:

- 1) The Mayor is hereby authorized and directed to file a grant application on behalf of the City of Trenton to the State of New Jersey "Equipment Modernization Grant Program."
  
- 2) The Mayor is hereby authorized to execute any agreements and other documents necessary to apply for and accept the aforementioned grant.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_


\_\_\_\_\_  
President of Council


\_\_\_\_\_  
City Clerk



## MEMORANDUM

**Date:** Monday, June 6, 2022

**To:** Adam E. Cruz, Business Administrator 

**From:** Wahab Onitiri, Director of Public Works 

**Re:** **Resolution Authorizing the Submission and Acceptance of a Grant Application to the New Jersey Department of Environmental Protection Equipment Modernization Program for the Purchase of 2 Electric Sanitation Trucks & 2 Electric Vehicle Charging Stations for The Department of Public Works**

---

Attached is a resolution authorizing the submission and acceptance of a grant application to the New Jersey Department of Environmental Protection Equipment Modernization Program for the Purchase of 2 Electric Sanitation Trucks & 2 Electric Vehicle Charging Stations for The Department of Public Works in an amount of \$1.2 million.

There are no matching funds required for this grant and 75% of the grant funding will be transferred upon approval of the resolution.

The City of Trenton's Department of Public Works seeks to optimize the quality of life for its residents by ensuring that its environment cuts back on pollution by eliminating air toxins from heavy duty trucks. Our department strives in creating a healthier and more sustainable community through promoting the use of electric vehicles.

If you have any questions or require additional information, please feel to contact this office at (609) 989-3151.

WO/dh



## NJDEP Equipment Modernization Program (NJEMP) Project Information Form (PIF)

*Please Note: A Separate PIF must be completed for multiple NJ Project locations.*

### NEW JERSEY PROJECT INFORMATION (project in NJ where the new equipment will be used)

Applicant Name: City of Trenton

NJ Project Description: 2 new Electric Sanitation Trucks

NJ Project Address Line 1: 319 E. State Street

NJ Project Address Line 2: \_\_\_\_\_

City Trenton County Mercer State: New Jersey Zip Code: 08608

Latitude: 40°13'14.0"N Longitude: 74°45'31.8"W Geocode: 40.22016065347668, -74.75679162226429

Project Start Date: 7/26/2021 Project End Date: 12/30/2022

Location's Primary Type (Check only One):

- Car Dealer  Hotel/Motel  Leisure Destination  Office Building/Complex  
 Public Parking Lot/Garage  Residential/Apartment/Condo  Retail  Rest Stop  
 School/College/University  Shopping Center/Mall  Transit Center  
 Other: DPW/Sanitation Garage

\* If equipment is being replaced for the above NJ Project, please complete the Replacement Equipment section of this form.

\* If electric charging stations are being purchased and installed to support the new equipment for the above project, please complete the Infrastructure Equipment section of this form.





**NJDEP Equipment Modernization Program (NJEMP)  
Project Information Form (PIF)**

**INFRASTRUCTURE EQUIPMENT (Electric Charging Stations)**

**Applicant Name:** City of Trenton

**NJ Project Description:** 2 new Electric Sanitation Trucks

**Utility Provider:** \_\_\_\_\_

Quantity	Level	# of Ports	Output (Kilowatts)	Make	Model	Connector Type	Network
2			40	BYD			

If additional lines are needed to enter current equipment information, please contact the NJ Clean Construction Program Manager at email [StopTheSoot@dep.nj.gov](mailto:StopTheSoot@dep.nj.gov) or at (609) 292-7953.

**Level** – Examples: Level 1, Level 2 and DCFC (fast charger)

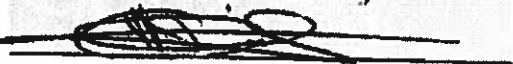
**# of Ports** – Number of ports that can be used at the same time. Example: if a charger is a dual-standard charger with two ports but only one can be used at a time, it should be considered one port.

**Connector Types** – Examples: CHADEMO. J1772COMBO, CHADEMO J1772, and CHADEMO J1772 J1772 COMBO  
**Network** – Examples: Non-Networked, ChargePoint, eVgo Network, Greenlots, Blink Network



**NJDEP Equipment Modernization Program (NJEMP)  
Project Information Form (PIF)**

APPLICANT SIGNATURE



Signature (Authorized Representative)

Wabab Onitiri, Director, Public Works

Print Name / Title

4-21-2022

Date

For NJDEP Use Only

Request ID \_\_\_\_\_





## NJDEP Equipment Modernization Program (NJEMP) Application Form (AF)

### Overview

Equipment owners interested in applying for funding assistance from the NJDEP Equipment Modernization Program for replacement of equipment and/or the purchase and installation of electric charging stations to support this equipment, must complete this NJEMP Application Form. The electronically completed form should be submitted to the NJEMP Program Manager at email [StopTheSoot@dep.nj.gov](mailto:StopTheSoot@dep.nj.gov). If you need assistance, please contact the Program Manager at (609) 292-7953.

### Replacement Equipment Requirements

- All State and Federal procurement rules must be followed, which include obtaining a minimum of three bids, and submitting copies of the bids to the Grant Officer.
- Equipment must be owned by the applicant (not leased).
- The equipment identified for replacement must be used at least 50% of the time within NJ.
- New replacement equipment must be used a minimum of 50% of its operating hours on a current or planned project in New Jersey.
- To qualify for reimbursement the equipment being replaced must be permanently decommissioned. This means that a 3-inch by 3-inch hole must be drilled in the engine block, and the chassis must be disabled by completely cutting through the frame/frame rails on each side at a point located between the front and rear axles.
- Equipment may be subject to random and scheduled inspections to verify that the old equipment has been properly decommissioned, and that the new equipment is operating properly.
- The equipment must be kept in a well-maintained condition and tuned according to the recommendations of the equipment manufacturer.
- The equipment must continue to be operated in New Jersey for not less than a period of 5 years after purchase.
- The applicant must submit an Expenditure Report with all appropriate documentation for reimburse. If applicable, progress payment requests may be submitted on a quarterly basis.
- If all grant instructions are not followed (i.e. documentation and reporting requirements, equipment usage, etc.), the equipment owner may be liable for repayment of all grant monies.
- To ensure reimbursement under this program, do not purchase new equipment or decommission old equipment until NJDEP has approved this application and has finalized a grant agreement between NJDEP and the applicant.

### Infrastructure Requirements (electric charging stations)

- All State and Federal procurement rules must be followed, which include obtaining a minimum of three bids, and submitting copies of the bids to the Grant Officer.
- The charging station(s) must be installed in New Jersey.
- The charging station(s) must be owned by the applicant (not leased).
- The charging station(s) must continue to be operational in New Jersey for not less than a period of 5 years after purchase.
- The applicant must submit an Expenditure Report with all appropriate documentation for reimburse. If applicable, progress payment requests may be submitted on a quarterly basis.
- Eligible costs include purchase and installation of charging stations, and a maintenance agreement for up to 5 years.
- To ensure reimbursement under this program, do not purchase or begin installing charging stations until NJDEP has approved this application and has finalized a grant agreement between NJDEP and the applicant.



For each application approved, reimbursement will occur only after the work has been completed in a manner that satisfies the NJDEP grant criteria. All fields are required to be completed. Failure to include required information may delay processing of your grant application or denial of a grant. If you have any questions, please contact the NJDEP Fleet Modernization Program Manager at email [StopTheSoot@dep.nj.gov](mailto:StopTheSoot@dep.nj.gov) or at (609) 292-7953.

**NJDEP Equipment Modernization Program**

**APPLICANT INFORMATION**

NJ Vendor ID Number: <b>V00051796</b> <small>(Obtain from NJStart)</small>	Required to begin processing this application	Application Date: <b>7/26/2021</b>
Applicant: <b>City of Trenton</b>		

Applicant Type\*\* (Check only one):

Government	Corporation	Limited Liability	Other
<input type="checkbox"/> State	<input type="checkbox"/> New Jersey Corp.	<input type="checkbox"/> LLC (Company)	<input type="checkbox"/> Partnership
<input type="checkbox"/> County	<input type="checkbox"/> Out-of-State Corp.		<input type="checkbox"/> Sole Proprietorship
<input checked="" type="checkbox"/> Municipal			

\*\*If the Grantee is outside of New Jersey, the Grantee must obtain a certificate of authority to do business in New Jersey from the Department of Treasury and file a copy with the Grant Officer.

Mailing Address Line 1: **319 E. State Street**

Mailing Address Line 2:

City: <b>Trenton</b>	State: <b>NJ</b>	Zip: <b>08608</b>
Contact Person: <b>Wale Onitiri</b>	Phone: <b>609-989-3152</b>	Email: <b>wonitiri@trentonnj.org</b>
Application Preparer (if different than applicant): <b>Nikki Mosgrove</b>	Phone: <b>(609) 989-3103</b>	Email: <b>nmosgrove@trentonnj.org</b>

DUNS Number: **136478000**  
(Obtain from [here](#))

Financial Officer's Name: **Ronald Zilinski** Title: **Comptroller and Chief Financial Officer**

Grant Executor's Name: **Reed Gusciora** Title: **Mayor**  
(Person authorized to sign the grant agreement on behalf of the applicant)

Resolution Certifier's Name: **Matthew Conlon** Title: **Municipal Clerk**  
(Person that will sign to certify that the resolution to accept the funding was passed. This person cannot be the same as the Grant Executor.)

Type of Governing Body (Check only one):

- Mayor and Council   
  Township Committee   
  Board of Commissioners   
  Board of Trustees  
 Board of Freeholders   
  Board of Directors   
  Other: \_\_\_\_\_



Accounting Method:  Cash  Modified Accrual  Accrual  Other

Date Fiscal Year Ends: **6/30**

Accounting System:  Automated  Manual  Combo

<b>Insurance:</b> The Grantee maintains and must continue to maintain the required insurance coverages as follows: (Check your coverage)	1. Comprehensive general liability <input type="radio"/> Insurance <input checked="" type="radio"/> Self-insurance <input type="radio"/> Not required	3. Worker's compensation <input type="radio"/> Insurance <input checked="" type="radio"/> Self-insurance <input type="radio"/> Not required
	2. Automotive liability <input type="radio"/> Insurance <input checked="" type="radio"/> Self-insurance <input type="radio"/> Not required	4. Employer's liability <input type="radio"/> Insurance <input checked="" type="radio"/> Self-insurance <input type="radio"/> Not required
Certificates of insurance or documentation of self-insurance:	<input type="checkbox"/> Are on file with the Department. <input checked="" type="checkbox"/> Will be forthcoming within 30 days after the effective date of the agreement. <input type="checkbox"/> Other (explain)	

**Applicant Reimbursement:**

- 1. Will the applicant submit for reimbursement in one lump sum?  YES  NO
- 1. Will the applicant submit for reimbursement in partial or progress payments?  YES  NO

**Entity Risk:**

- 1. Does the applicant have prior experience with similar programs?  YES  NO  N/A
- 2. Did the applicant adhere to all terms and conditions of prior grant awards?  YES  NO  N/A
- 3. Did the applicant and its staff members respond to State requests timely during prior grant awards?  YES  NO  N/A
- 4. Did the applicant's key staff members attend required trainings and meetings during prior grant awards?  YES  NO  N/A
- 5. Does the applicant maintain policies which include procedures for assuring compliance with the terms of the award?  YES  NO  N/A
- 6. Does the applicant plan on incurring any in-kind services (consultant fees, etc.)?  YES  NO

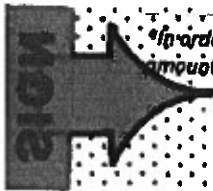
**Applicant Signature**

Signature (Authorized Representative)

Print Name / Title

Date

*\*In order for the applicant to receive the full reimbursement amount in one lump sum, the applicant must expend an amount equal to or greater than the reimbursement amount on equipment (down payment, payment for delivery, etc.)*





HUDSON COUNTY MOTORS, INC.

290 SECAUCUS RD.

PO BOX 2611

SECAUCUS, NJ 07094-2611

DEAL # DE-02376

CUST #

www.hudsoncountymotors.com

(201) 866-5670

Fax: (201) 866-5757

DATE 4/23/21

PHONE (609) 868-3151

MOBILE

EMAIL

PURCHASER'S NAME TRENTON, CITY OF
PURCHASER'S ADDRESS 319 EAST STATE ST
CITY, STATE & ZIP TRENTON NJ 08608

VEHICLE BEING PURCHASED
PLEASE ENTER MY ORDER FOR THE FOLLOWING:
YEAR 2022 MAKE BYD MILAGE 10
MODEL OR SERIES SR BODY TYPE REAR LOADER
COLOR WHITE ENGINE
SERIAL NO. TBD
TO BE DELIVERED ON OR ABOUT 02/01/2022 SALESPERSON Tom Del Gaudio

CASH DELIVERED PRICE OF VEHICLE \$792,000.00
PRICE PER CHASSIS- \$396,000
ADDITIONAL EQUIPMENT (Options)
2 BYD 40KWH CHARGERS \$15,040.00

IF A NEW VEHICLE SALE...
The only warranties applying to this vehicle are those offered by the manufacturer. The dealer sells this vehicle "as is" and hereby disclaims all warranties, either expressed or implied, including any implied warranties of merchantability and fitness for a particular purpose.

IF A USED VEHICLE SALE - CHECK APPROPRIATE BOX
[ ] "As Is" The vehicle is sold "as is" by the dealer, which expressly disclaims all warranties, either expressed or implied, including any implied warranties of merchantability and fitness for a particular purpose.
[ ] The only dealer warranty on this vehicle is the limited warranty which is issued with and made a part of this order form.

CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLE ONLY
\*The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.\*
USED VEHICLE TRADED IN AND/OR OTHER CREDIT
YEAR MAKE OF TRADE-IN MILAGE
MODEL OR SERIES BODY TYPE
COLOR ENGINE
SERIAL NO.
Balance Owed To:
Used Trade-In Allowance \$0.00
Balance Owed on Trade-In \$0.00
Net Allowance on Used Trade-In \$0.00
Deposit with Order \$0.00
TOTAL CREDIT (Transfer to Right Column) \$0.00

Cash Price of Vehicle & Accessories \$807,040.00
FET / State Taxes \$0.00
Documentary Fee \$289.00
Federal Inspection Fee \$0.00
N.J. Emissions Fee (18,000 GVWR and up) \$0.00
Title Costs \$120.00
Total Price of Unit
TOTAL CREDIT (TRANSFERRED FROM LEFT COLUMN) \$0.00
UNPAID CASH BALANCE DUE ON DELIVERY \$807,449.00

MEMO:

THIS ORDER REQUIRES A 25% DEPOSIT FOR PLACEN

AGREEMENT TO ARBITRATE ANY CLAIMS. READ THE FOLLOWING ARBITRATION PROVISION CAREFULLY. IT LIMITS YOUR RIGHTS, INCLUDING YOUR RIGHT TO MAINTAIN A COURT ACTION. The parties to this Agreement agree to arbitrate any claim, dispute or controversy, including all statutory claims and any state or federal claim that may arise out of or relating to the purchase or lease identified in this Motor Vehicle Retail Order and the financing thereof.

Accepted By: 4/23/21 Date Dealer

4/23/21 Date Purchaser

Purchaser agrees that this order on the face and reverse side and any attachments to it. Includes all the terms and conditions, that this order cancels and supersedes any prior agreements and as of the date hereof comprises the complete and exclusive statements of the terms of the Agreement relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE.

Accepted By: 4/23/21 Date Dealer

4/23/21 Date Purchaser

THIS ORDER IS NOT SUBJECT TO CANCELLATION. PARTIAL PAYMENT NON-REFUNDABLE. IMPORTANT: READ THE TERMS AND CONDITIONS ON THE BACK OF THIS ORDER BEFORE SIGNING.

## ADDITIONAL TERMS AND CONDITIONS

1. **DEFINITIONS.** "Selling Dealer" and "Dealer" mean the authorized Dealer to whom this Order is addressed, and who shall become a party on its acceptance. "Customer" means the party executing this Order as such on the face hereof, "Manufacturer" means the Division or Corporation that manufactured the vehicle or chassis, it being understood by Customer that Dealer is in no respect the agent of Manufacturer.
2. **RELATIONSHIP OF PARTIES TO AGREEMENT.** Dealer and Customer are the sole parties to this order. Any reference to Manufacturer is for the purpose of generally explaining contractual relationships existing between the Dealer and Manufacturer with respect to the new motor vehicles.
3. **MANUFACTURER'S PRICE INCREASES.** The Manufacturer has reserved the right to change the price to Dealer of new motor vehicles without notice. In the event the price to Dealer of the new motor vehicle ordered by Customer is changed by Manufacturer prior to its delivery to Customer, Dealer reserves the right to change the cash delivery price to Customer. If the cash delivery price, or monthly lease payment, in the event Customer has advised Dealer of his election to lease, is increased by Dealer, Customer may, if dissatisfied with the higher figure, cancel this Order. In the event a used motor vehicle ("trade-in") has been traded as part of the consideration for the new motor vehicle, the trade-in shall be returned to Customer upon payment of a reasonable charge for storage and repairs (if any). If the trade-in has been previously sold by Dealer, the amount received for it shall be returned to Customer less a selling commission of 15% and any expense incurred in storing, insuring, conditioning or advertising said trade-in for sale.
4. **TRADE-IN AND APPRAISAL.** Where Customer wishes to trade in a used motor vehicle ("trade-in") as part of the consideration for the motor vehicle ordered, Dealer may appraise the trade-in at the time of the execution of this Order by Customer. Dealer also reserves the right to reappraise the trade-in at the time of delivery.

The Dealer shall not alter a trade-in appraisal from the time of the initial appraisal until the time of delivery unless:

  - (1) intervening factors indicate an apparent decrease in the value of the trade-in over and above ordinary wear and tear; and/or
  - (2) a change occurs in the mechanical performance of the vehicle.

If such reappraised value is lower than the original allowance as shown on the front of this Order, Customer may, if dissatisfied, cancel this Order. Such right of cancellation must be exercised prior to actual delivery to the Customer of the motor vehicle ordered and the surrender of the used motor vehicle to Dealer.

Customer certifies that the engine block is not cracked, the vehicle has not been flooded, there is no significant vehicle defect or damage, the vehicle has not been involved in any accident, and the emission control equipment, including catalytic converter has never been altered or removed.
5. **DELIVERY OF TITLE TO DEALER.** Customer agrees to deliver to Dealer satisfactory evidence of title to any trade-in vehicle used as part of this consideration for the motor vehicle ordered at the time of delivery of such used motor vehicle to Dealer. Customer warrants any trade-in vehicle to be his property free and clear of all liens and encumbrances except as otherwise noted on this Order.
6. **NON-REFUNDABLE DEPOSIT.** Unless this Order is canceled by Customer in accordance with Paragraph 3 and 4 above, Dealer shall have the right upon failure or refusal of Customer to accept delivery of the ordered vehicle or to comply with of this Order, to retain as liquidated damages any cash deposit. In addition, where Customer has traded a used motor vehicle as part of the consideration for the vehicle ordered, Dealer shall have the right to sell such trade-in and reimburse himself out of the proceeds of such sale for the expenses specified in Paragraphs 3 and 4 above and for such other expenses and losses as Dealer may incur or suffer as a result of the Customer's failure or refusal to comply with the provisions of this Order.
7. **DESIGN CHANGES BY THE MANUFACTURER.** The Manufacturer has reserved the right to change the design of any new motor vehicle, chassis, accessories or parts of new vehicles at any time without notice and without obligation to make the same or any similar change upon any motor vehicle, chassis, accessories or parts of vehicles previously purchased by or shipped to Dealer or being manufactured or sold in accordance with the Dealer's orders. In the event of any such change by the Manufacturer, Dealer shall have no obligation to Customer to make this same or any similar change in any motor vehicle, chassis, accessories or parts of the vehicle covered by this Order either before or after delivery to Customer.
8. **DELAYS IN DELIVERY.** Dealer shall not be liable for failure to deliver or for any delay in delivering the motor vehicle covered by this Order where such failure or delay is due, in whole or in part, to any cause beyond the control or without the fault or negligence of Dealer.
9. **PAYMENT.** The price for the motor vehicle specified on the face of this Order includes reimbursement for certain Federal Excise taxes but does not include sales taxes and use taxes Federal, State or Local, or other taxes, unless expressly stated. Customer assumes and agrees to pay, unless prohibited by law, any such sales, use or occupational taxes imposed on or applicable to the transaction covered by this Order, regardless of which party may have primary tax liability.
10. **EXECUTION FROM OTHER DOCUMENTS.** The Customer, before or at the time of delivery of the motor vehicle covered by this Order will execute such other forms of agreement or documents as may be required by the terms and conditions of payment in accordance with Customer's election to purchase for cash, purchase and finance or to lease the vehicle covered by this Order.
11. **PAYMENT OF BALANCE DUE AND ACCEPTANCE BY CUSTOMER.** The Customer agrees to advise Dealer of his election to purchase for cash, purchase and finance or to lease the vehicle covered by this Order and to pay the balance due on the terms specified and to accept delivery of the ordered vehicle within 48 hours after notification that the vehicle is ready for delivery. In the event Customer fails to take delivery of the vehicle, Customer's deposit may be retained by Dealer as liquidated damages for Dealer's expense and efforts in the matter. In addition, Dealer may dispose of or sell ordered vehicle as Dealer deems reasonable.
12. **SALES OF DEMONSTRATORS AND USED VEHICLES ONLY.** The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provision in the contract of sale.
13. **PROHIBITION ON EXPORTING NEW VEHICLES.** The Customer agrees that the new vehicle to be purchased or leased will be used only in, and will not be exported from, the USA within one year of delivery of the vehicle to Customer. Customer accepts full responsibility for any violation of this provision, and shall be liable for all costs and any charge backs, other costs or economic sanctions imposed on Dealer by Dealer's Manufacturer such as product withholding, directly or indirectly. This provision applies to the use and export of vehicle from any place and to any recipient, with or without the knowledge of Customer. Customer consents to the jurisdiction of the Superior Court of N.J. in the event that Dealer litigates to enforce this provision.
14. **ASSIGNMENT OF ORDER PROHIBITED.** Customer and Dealer agree that this Order cannot be assigned to any third party without the written consent of both Customer and Dealer.
15. **TITLE AND REGISTRATION FEES.** These are fees charged by the State of New Jersey for the title, and registration for your vehicle, any additional paperwork necessary to process your title and registration, and where applicable, for transferring the title of your trade-in. These fees may be estimated. In the event the actual fees charged by the State are different, Dealer will refund any overcharge to the Customer in the ordinary course of business. In the event of an undercharge, Customer agrees to pay any underestimate to Dealer.
16. **DOCUMENTARY FEE.** Is a fee charged by the dealer in an amount that covers costs and reflects the value of the benefit provided by the service. In some cases, the fee includes some services that may be optional or may be performed by the Customer.

Purchaser's Initials: \_\_\_\_\_



290 Secaucus Road

Secaucus, N.J. 07094

201-866-5570

ESCNI Co-Op Quote

Electric Truck Chassis - 26,000 lbs gross Vehicle Weight or Greater

ESCNI 19/20-34

N.J. Approved Co-Op #65MCESCCPS

4/22/2021

City Of Trenton

319 East State Street

Trenton, NJ 08606

Confirmation # ET-13

This Chassis for a 25 yard rear loader application

This quote for 2 2021 BYD 8R Chassis

**Proposal**

Data Code	Description	Price Each	Price for 2 trucks	
BYD 8R (T9M)	Class 8 Refuse Chassis w/freight to body installer included	\$400,000	\$800,000	
		ESCNI 1% Discount	-\$4,000	-\$8,000
			\$396,000	\$792,000
BYD Charger	BYD 40KW AC Charger w/16' cable w/freight to facility	\$9,000	\$18,000	
		ESCNI 8% Discount	-\$720	-\$1,440
			\$8,280	\$16,560
Total quote including Chassis and Charger		\$403,520	\$807,040	

\*This Chassis is for a 25 Yard Rear loader application. All specifications follow the BYD Standard Model 8R Specs

\* This chassis price includes extended warranty as described on Specifications

PO Box 2811 • 290 SECAUCUS ROAD SECAUCUS, NJ 07094 • tel (201) 866-5570 • fax (201) 319-0812 • [www.hudsoncountymotors.com](http://www.hudsoncountymotors.com)





**State of New Jersey**

**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
AIR QUALITY, ENERGY & SUSTAINABILITY**

**DIVISION OF AIR QUALITY  
401 EAST STATE STREET  
P.O. BOX 402, MAIL CODE 401-02  
TRENTON, NEW JERSEY 08625-0402  
TEL: (609) 984-1484  
[www.nj.gov/dep/daq/](http://www.nj.gov/dep/daq/)**

**PHILIP D. MURPHY**  
*Governor*

**SHEILA Y. OLIVER**  
*Lt. Governor*

**SHAWN M. LATOURETTE**  
*Commissioner*

**FRANCIS C. STEITZ**  
*Director*

**August 30, 2021**

**Reed Gusciora**  
**Mayor of City of Trenton**  
**319 East State Street**  
**Trenton, NJ 08608**

Dear Mayor Gusciora,

Congratulations! Your Volkswagen Mitigation Grant Project Proposal has been approved for the replacement of two electric garbage trucks. The project will utilize Regional Greenhouse Gas Initiative (RGGI) funds and will be managed by the NJDEP Equipment Modernization Program, which utilizes funding to replace non-road medium and heavy-duty diesel equipment with new all-electric equipment.

The amount awarded for your project is \$1,200,000, as requested by the City of Trenton's submitted Project Proposal.

Presently, we are waiting for NJDEP's DAG to approve the state contract template that will be used as the Grant Agreement between NJDEP and the City of Trenton. During this time, it would be beneficial for your grants team to contact me with any questions they may have about the process and what information I need for the Grant Agreement.

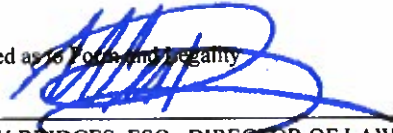
As a final note, City of Trenton can request an Advance Payment option that can front 75% of the Total Project Cost should your team deem it necessary. Please have your grants team contact me for more information.

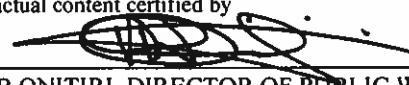
Thank you, and we at NJDEP's Bureau of Mobile Sources are excited to work with you on this exciting new project!

Sincerely,

**Kris Dahl**  
**Manager - NJDEP Equipment Modernization Program**  
**Bureau of Mobile Sources**

# RESOLUTION No. 22-292

Approved as to Form and Legality  
  
 \_\_\_\_\_  
 WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

Date of Adoption \_\_\_\_\_  
 Factual content certified by  
  
 \_\_\_\_\_  
 WAHAB ONITIRI, DIRECTOR OF PUBLIC WORKS

Councilman /woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION ACCEPTING A BID AND AWARDING A CONTRACT TO RICHARD T. BARRETT PAVING COMPANY, INC. FOR THE RECONSTRUCTION OF SOUTH CLINTON AVENUE – PHASE III PROJECT WORK SHALL BE COMPLETED IN 45 CALENDAR DAYS FROM NOTICE TO PROCEED IN AN AMOUNT NOT TO EXCEED \$290,555.15 BID 2022-37**

**WHEREAS**, two (2) sealed bids were received on May 13, 2022, in the Division of Purchasing for the Reconstruction of South Clinton Avenue – Phase III project for the City of Trenton, Department of Public Work, Division of Traffic and Transportation through NJDOT Transportation Trust Fund Project; and

**WHEREAS**, the scope of work for the project will include milling and resurfacing of approximately 2,400LF of roadway, construction of concrete curb and sidewalk, including ADA compliant curb ramps, traffic striping, minor drainage improvements, final site cleanup, and all work incidental thereunto; and

**WHEREAS**, the low bidder, Richard T. Barrett Paving Inc. 400 Prospect Street, Trenton, NJ 086018, is made pursuant to advertisement, be and is hereby accepted, as the lowest, responsive, responsible bidder complying with the terms and specifications on file in the Division of Purchasing; and

**WHEREAS**, funds in an amount not to exceed \$290,555.15 have been certified to be available in the following capital account number C-04-19-55-038C-001.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton that the Mayor hereby authorized to execute a contract with Richard T. Barrett Paving Company, Inc. 400 Prospect Street, Trenton, NJ 086018 in an amount not to exceed \$290,555.15 for the reconstruction of South Clinton Avenue – Phase III project for the City of Trenton, Department of Public Works, Division of Traffic and Transportation for the said purposes in the manner prescribed by law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
 President of Council

\_\_\_\_\_  
 City Clerk



# DEPARTMENT OF FINANCE

## CERTIFICATION OF AVAILABILITY OF FUNDS

I, Ronald Zilinski, Comptroller/Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now adequate funds to contract with:

Vendor Name: Richard T. Barrett Paving Company Inc.  
Address: 400 Prospect Street  
City/State/Zip: Trenton, NJ 086018

Purpose: Reconstruction of South Clinton Avenue – Phase III

Fund: Capital

Account Number: C-04-19-55-038C-001

Vendor ID: RICHA001

Requisition Number: Q2-02517

Amount not to exceed: \$290,555.15

  
Comptroller/Chief Financial Officer


  
Date



## MEMORANDUM

Date: Thursday, May 19, 2022

To: Adam E. Cruz, Business Administrator

From: Wahab Onitiri, Director of Public Works 

cc: Isabel Garcia, Purchasing Agent

**RE: RECOMMENDATION OF AWARD – BID 2022-37  
RECONSTRUCTION SOUTH CLINTON AVENUE- PHASE III**

---

The City of Trenton, Division of Traffic & Transportation received bids for the Reconstruction of South Clinton Avenue- Phase III project. The limits of the project are between Liberty Street and Cedar Lane.

There were two respondents for this project, which are:

Richard T. Barrett Paving Company, Inc.	\$290,555.15
Earle Asphalt Company	\$355,613.13

The bids have been reviewed by the design engineer and French & Parrello Associates who recommends awarding the project to the lowest responsible bidder, which is Richard T. Barrett Paving Inc. who came in at \$290,555.15. I, as well as Anthony Santora concur with their findings. Richard T. Barrett Paving Inc. has successfully completed many projects throughout the city over the past several years.

Funding for this project is available in Capital Budget Account C-04-19-55-038C-001.

If you have any additional questions, please feel free to reach out to this office at extension X3151.

Thank you.

WO/dh




City of Trenton  
Department of Public Works

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## MEMORANDUM

Date May 18, 2022

To: Wahab Onitiri, Director  
Department of Public Works

From: Anthony H. Santora, Chief   
Traffic Maintenance and Operations

Re: **Recommendation of Award – BID 2022-37**  
**Reconstruction of South Clinton Avenue – Phase III**

---

On May 13, 2022, the City of Trenton received bids for the Reconstruction of South Clinton Avenue – Phase III. The limits of the project are between Liberty Street and Cedar Lane.

There were two respondents for the project. They are as follows:

**Richard T. Barrett Paving Company, Inc. - \$290,555.15**  
**Earle Asphalt Company - \$355,613.13**

The bids have been reviewed by the design engineer and French & Parrello Associates recommends awarding the project to the lowest responsible bidder, Richard T. Barrett Paving, Inc. in the amount of \$290,555.15. I concur with their findings. Richard T. Barrett Paving, Inc. has successfully completed many projects in the City over the past years.

If you agree, please forward this recommendation to Purchasing so that a resolution can be prepared for City Council approval.

Funding for the project is available in Capital Account C-04-19-55-038C-001

I have attached the Engineer's Bid Tabulation and Recommendation of Award letter, a MOU and Certification of Funds for the project.

Please let me know if you need additional information.

418-22-157

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

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

Municipality	City of Trenton
--------------	-----------------

Professional Service or EUS Type	Reconstruction of South Clinton Avenue – Phase III NJDOT Transportation Trust Fund Project
Name of Vendor_	Richard T. Barrett Paving Company, Inc.
Purpose or Need for service:	Need to reconstruct South Clinton Avenue between Liberty Street and Cedar Lane.
Contract Award Amount	\$290,555.15
Term of Contract	45 days from Notice to Proceed
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	Cap. Account C-04-19-55-038C-001 (FY 2019)
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	BID2022-37
Were other proposals received? If so, please attach the names and amounts for each proposal received?	Earle Asphalt Company - \$355,613.13

Please attach any evaluation memoranda or evaluation forms used to evaluate the vendors.

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

William  
Mayor's Signature

Date 5.24.22

[Signature]  
Business Administrator/Manager Signature

Date 5/23/22

The Chief Financial Officer affirms that there is adequate funding available for this personnel action. 2019-55-0386-10 Funding Source for this action

[Signature]  
Chief Financial Officer Signature

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

\_\_\_\_\_  
Certifying Officer

Date \_\_\_\_\_

**For LGS use only:**

Approved [Signature] ( ) Denied  
Date 5/25/2022

Director or Designee,  
Division of Local Government Services

Number Assigned TRB-22-157



**Corporate Office**  
1800 Route 34, Suite 101, Wall, New Jersey 07719

**Regional Offices**  
King of Prussia, Pennsylvania  
Hackettstown, New Jersey  
Camden, New Jersey  
New York, New York

May 17, 2022

Mr. Anthony Santora  
**City of Trenton**  
**Division of Traffic and Transportation**  
City Hall, Room 100  
319 East State Street  
Trenton, NJ 08608-1866

Re: **Tabulation of Bids & Recommendation of Award**  
**Improvements to South Clinton Avenue – Phase III**  
City of Trenton, Mercer County, NJ  
*FPA No. 15232.001*

Dear Mr. Santora:

Our office has reviewed the bid results received at the electronic bid opening held May 13, 2022 at 10:00am for the above referenced project. A total of two (2) bidders submitted bids. The bid results are listed below in order from lowest to highest:

<b>Bidder</b>	<b>Total Amount</b>
Richard T. Barrett Paving Co., Inc	\$290,555.15
Meco, Inc.	\$355,613.13

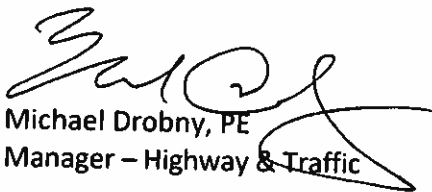
The bids were reviewed for mathematical correctness, with no errors found. A Bid Summary Sheet detailing the tabulation of bids and documents has been enclosed for your reference.

The Engineer's Estimate for this project was \$437,303.75. Both bids received for the project were below this estimate.

Based on the above information, and contingent upon review and approval of the bid documents by the City Attorney's office and Purchasing Agent, our office recommends award of the contract for the Improvements to South Clinton Avenue – Phase III to Richard T. Barrett Paving Co., Inc. in the amount of \$290,555.15.

Respectfully,

**FRENCH & PARRELLO ASSOCIATES**

  
Michael Drobny, PE  
Manager – Highway & Traffic

Cc: Charles LaPlaca, FPA

BID DATE: May 13, 2022 10:00AM



**BID SUMMARY SHEET FOR  
DEPARTMENT OF PUBLIC WORKS, DIVISION OF TRAFFIC AND TRANSPORTATION  
IMPROVEMENTS TO SOUTH CLINTON AVENUE - PHASE 3  
CITY OF TRENTON, MERCER COUNTY, NEW JERSEY**

Item	Description	Units	Qty	Engineer's Estimate			Richard T. Barrett Paving Co Inc			Earle Asphalt Company		
				Unit Price	Item Total	Err.	Unit Price	Item Total	Err.	Unit Price	Item Total	Err.
<b>PAY ITEMS</b>												
1	PERFORMANCE BOND AND PAYMENT	DOLL	1	\$10,000.00	\$10,000.00		\$3,950.00	\$3,950.00		\$1,500.00	\$1,500.00	
2	BOND	LS	1	\$32,000.00	\$32,000.00		\$10,000.00	\$10,000.00		\$27,082.69	\$27,082.69	
3	MOBILIZATION	UN	10	\$55.00	\$550.00		\$1.00	\$10.00		\$0.01	\$0.10	
4	BREAKAWAY BARRICADE	UN	15	\$50.00	\$750.00		\$1.00	\$15.00		\$0.01	\$0.15	
5	DRUM	UN	150	\$10.00	\$1,500.00		\$1.00	\$150.00		\$0.01	\$1.50	
6	TRAFFIC CONE	SF	200	\$15.00	\$3,000.00		\$1.00	\$200.00		\$0.01	\$2.00	
7	CONSTRUCTION SIGNS	DOLL	1	\$5,000.00	\$5,000.00		\$5,000.00	\$5,000.00		\$5,000.00	\$5,000.00	
8	ASPHALT PRICE ADJUSTMENT	CY	113	\$80.00	\$9,040.00		\$10.00	\$1,130.00		\$1.00	\$113.00	
9	EXCAVATION, UNCLASSIFIED	SY	313	\$20.00	\$6,260.00		\$8.50	\$2,660.50		\$1.00	\$313.00	
10	DENSE-GRADED AGGREGATE BASE	SY	10,095	\$9.00	\$90,855.00		\$2.75	\$27,761.25		\$5.35	\$54,088.25	
11	COURSE, 6" THICK	GAL	1,043	\$1.25	\$1,303.75		\$2.00	\$2,086.00		\$0.01	\$10.43	
12	HMA MILLING, 3" OR LESS	TON	1,252	\$100.00	\$125,200.00		\$90.90	\$113,806.80		\$99.88	\$125,049.76	
13	TACK COAT	TON	96	\$100.00	\$9,600.00		\$70.00	\$6,720.00		\$85.00	\$8,160.00	
14	HOT MIX ASPHALT 9.5 M 64 SURFACE COURSE	UN	3	\$400.00	\$1,200.00		\$150.00	\$450.00		\$450.00	\$1,350.00	
15	4" THICK	UN	5	\$450.00	\$2,250.00		\$300.00	\$1,500.00		\$370.00	\$1,850.00	
16	RESET EXISTING CASTING	UN	5	\$425.00	\$2,125.00		\$300.00	\$1,500.00		\$540.00	\$2,700.00	
17	BICYCLE SAFE GRATE	UN	240	\$105.00	\$25,200.00		\$10.00	\$2,400.00		\$0.01	\$2.40	
18	CURB PIECE, VARIABLE HEIGHT	SY	512	\$100.00	\$51,200.00		\$87.50	\$44,800.00		\$105.00	\$53,760.00	
19	TRAFFIC DIRECTOR, FLAGGER	LF	25	\$300.00	\$7,500.00		\$310.00	\$7,750.00		\$350.00	\$8,750.00	
20	CONCRETE SIDEWALK, 4" THICK	LF	1,375	\$35.00	\$48,125.00		\$39.50	\$54,312.50		\$45.00	\$61,875.00	
21	DETECTABLE WARNING SURFACE	LF	200	\$2.00	\$400.00		\$1.50	\$300.00		\$1.50	\$300.00	
22	9" X 18" CONCRETE VERTICAL CURB	LF	1,031	\$3.00	\$3,093.00		\$2.10	\$2,165.10		\$2.35	\$2,422.85	
23	TRAFFIC MARKINGS LINES, 6"	LF	36	\$7.00	\$252.00		\$8.00	\$288.00		\$10.00	\$360.00	
24	TOP SOIL SPREADING, 4" THICK	SY	100	\$5.00	\$500.00		\$10.00	\$1,000.00		\$10.00	\$1,000.00	
25	FERTILIZING AND SEEDING, TYPE A-3	SY	100	\$2.00	\$200.00		\$3.00	\$300.00		\$0.01	\$1.00	
26	STRAW MULCHING	SY	100	\$2.00	\$200.00		\$3.00	\$300.00		\$0.01	\$1.00	
<b>TOTAL PAY ITEMS</b>					<b>\$437,303.75</b>		<b>\$290,555.15</b>		<b>\$355,613.13</b>			
Michael Drobny, PE Project Engineer												

**CITY OF TRENTON**  
 DIVISION OF TRAFFIC & TRANS  
 CITY OF TRENTON  
 319 EAST STATE STREET  
 TRENTON, N.J.08608

REQUISITION	
NO.	Q2-02517

SHIP TO	DIVISION OF TRAFFIC & TRANS CITY OF TRENTON 319 EAST STATE STREET, 1ST.FL. TRENTON, N.J.08608
VENDOR	VENDOR #: RICHA001 RICHARD T. BARRETT PAVING CO 400 PROSPECT STREET TRENTON, NJ 08618

ORDER DATE: 04/13/22  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	RECON OF S CLINTON AVE - III FOR THE CITY OF TRENTON, DEPARTMENT OF PUBLIC WORKS, DIVISION OF TRAFFIC AND TRANSPORTATION  BID2022-37	C-04-19-55-038C-001-	290,555.1500	290,555.15
			TOTAL	290,555.15



5/19/22

REQUESTING DEPARTMENT

DATE





W. REED GUSCIORA, ESQ.  
MAYOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASING  
319 EAST STATE STREET  
TRENTON, NJ 08608-1865  
(609) 989-3139 PHONE  
(609) 989-4260 FAX

ADAM E. CRUZ  
BUSINESS ADMINISTRATOR

ISABEL C. GARCIA, QPA  
PURCHASING AGENT

To: Wahab Onitiri, Director of Public Works  
Cc: Anthony Santora, Supervisor for Traffic and Transportation  
From: Isabel C. Garcia, QPA, Purchasing Agent  
Subject: **BID2022-37 IMPROVEMENTS TO SOUTH CLINTON AVENUE-PHASE III FOR THE CITY OF TRENTON, DEPARTMENT OF PUBLIC WORKS, DIVISION OF TRAFFIC AND TRANSPORTATION**  
Date: May 13, 2022

Please be advised that on **May 13, 2022 at 11:00AM** the Division of Purchasing received **two (2)** sealed bids for **BID2022-37** for Improvements to South Clinton Avenue-Phase III for the City of Trenton, Department of Public Works, Division of Traffic and Transportation; Work shall be completed within forty-five (45) calendar days from "Notice to Proceed".

A recommendation of award shall be submitted to the Division of Purchasing no later than **May 20, 2022**.

The bids have been reviewed for procurement by the Purchasing Agent and the apparent low bidder is Robert T. Barrett Paving Co., Inc. in the total amount not to exceed \$290,555.15 (see attached breakdown of pricing).

The following companies submitted a bid package:

1. Robert T. Barrett Paving Co., Inc. in the total amount not to exceed \$290,555.15 (see attached breakdown of pricing)
2. Earle Asphalt Company in the total amount not to exceed \$355,613.13 (see attached breakdown of pricing).

Attached please find copies of the bid results and bids. The Division of Purchasing will need a detailed recommendation of award memo, from the Department Director, a completed certification of funds, mou and copy of the bids.

Attachment

IG/DP

**BID2022-37 IMPROVEMENTS TO SOUTH CLINTON AVENUE-PHASE III FOR THE CITY OF TRENTON,  
DEPARTMENT OF PUBLIC WORKS, DIVISION OF TRAFFIC AND TRANSPORTATION BID OPENING 5/13/2022 AT  
11:00AM**

<b>BID2022-37 IMPROVEMENTS TO SOUTH CLINTON AVENUE-PHASE III FOR THE CITY OF TRENTON, DEPARTMENT OF PUBLIC WORKS, DIVISION OF TRAFFIC AND TRANSPORTATION</b>		
<b>NUMBER OF RESPONDENTS:</b>	<b>2</b>	
<b>NAME OF BIDDER</b>	<b>RICHARD T. BARRETT PAVING CO, INC.</b>	<b>EARLE ASPHALT COMPANY</b>
<b>ADDRESS</b>	<b>400 PROSPECT STREET</b>	<b>P.O. BOX 556</b>
<b>CITY, STATE, ZIP</b>	<b>TRENTON, NJ 08618</b>	<b>FARMINGDALE, NJ 07727</b>
<b>CONTACT NAME</b>	<b>RICK BARRETT</b>	<b>BILL MEAD/BRIAN COOPER, PE</b>
<b>TELEPHONE</b>	<b>609-882-2238</b>	<b>732-308-1113</b>
<b>FAX</b>	<b>609-396-0572</b>	<b>732-308-1034</b>
<b>E-MAIL</b>	<b>ELI.EEN@RTBARRETTPAVING.COM</b>	<b>BMEAD@EARLECO.COM OR BCOOPER@EARLECO.COM</b>
<b>STATEMENT OF OWNERSHIP DISCLOSURE</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>BID GUARANTEE</b>	<b>10% SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION W.P.O.A/FERNANDA L. DEPAOLANTONIO</b>	<b>10% FEDERAL INSURANCE COMPANY W.P.O.A/DONNA M. PLANETA</b>
<b>CONSENT OF SURETY</b>	<b>SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION</b>	<b>FEDERAL INSURANCE COMPANY</b>
<b>PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND</b>	<b>REQUIRED FROM AWARDED VENDOR PRIOR TO AWARD</b>	<b>REQUIRED FROM AWARDED VENDOR PRIOR TO AWARD</b>
<b>NOTICE OF INTENT TO SUBCONTRACT</b>	<b>YES</b>	<b>YES</b>
<b>SUB-CONTRACTORS</b>	<b>STRAIGHT EDGE STRIPING (STRIPING SIGNALS)</b>	<b>STRAIGHT EDGE STRIPING (STRIPING SIGNALS)</b>
<b>DISCLOSURE OF INVESTED ACTIVITIES IN IRAN</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA</b>	<b>N/A</b>	<b>N/A</b>
<b>REQUIRED EVIDENCE AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>NON-COLLUSION AFFIDAVIT</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>NJ BUSINESS REGISTRATION CERTIFICATE FOR CONTRACTOR</b>	<b>INCLUDED</b>	<b>REQUIRED PRIOR TO AWARD</b>
<b>NJ PUBLIC WORKS CONTRACTOR REGISTRATION ACT FOR CONTRACTOR</b>	<b>CERT.#615531 EXP. 03/07/2024</b>	<b>CERT.#18315 EXP. 05/05/2023</b>
<b>NJ BUSINESS REGISTRATION CERTIFICATE FOR SUB-CONTRACTOR</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>NJ PUBLIC WORKS CONTRACTOR REGISTRATION ACT FOR SUB-CONTRACTOR</b>	<b>STRAIGHT EDGE STRIPING (CERT.#653443 EXP. 09/27/2022)</b>	<b>STRAIGHT EDGE STRIPING (CERT.#653443 EXP. 09/27/2022)</b>
<b>EIC</b>	<b>CERT.#21868 EXP. 10/15/2024</b>	<b>REQUIRED PRIOR TO AWARD</b>
<b>MANDATORY EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>EQUIPMENT CERTIFICATION</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>FEDERAL NON-DEBARMENT CERTIFICATION</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>PREVAILING WAGE STATEMENT</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>ETHICS COMPLAINT DISCLOSURE</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>CERTIFICATE OF INSURANCE</b>	<b>REQUIRED PRIOR TO AWARD FROM VENDOR</b>	<b>REQUIRED PRIOR TO AWARD FROM VENDOR</b>
<b>CITY OF TRENTON RESIDENT EMPLOYMENT POLICY</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>60-DAY EXTENSION COMPLIANCE</b>	<b>YES</b>	<b>YES</b>
<b>COMPLIANCE WITH EMERGENCY SERVICES</b>	<b>YES</b>	<b>YES</b>
<b>THREE (3) REFERENCES</b>	<b>INCLUDED</b>	<b>N/A</b>
<b>W-9</b>	<b>N/A</b>	<b>N/A</b>
<b>TOTAL BID AMOUNT</b>	<b>\$280,555.16 (SEE ATTACHED BREAKDOWN OF PRICING)</b>	<b>\$355,613.13 (SEE ATTACHED BREAKDOWN OF PRICING)</b>
<b>EXCEPTIONS (IF ANY)</b>	<b>NONE</b>	<b>NONE</b>
<b>FATAL FLAW</b>	<b>NONE</b>	<b>NONE</b>

# RESOLUTION

22-293

No. \_\_\_\_\_

Approved as to Form and Legality



\_\_\_\_\_  
CITY ATTORNEY

Date of Adoption \_\_\_\_\_

Factual content certified by



\_\_\_\_\_  
STEVE E. WILSON, POLICE DIRECTOR

Councilman/woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF A STATE AND LOCAL AGREEMENT PROVIDED BY THE UNITED STATES DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION, ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE TO THE CITY OF TRENTON, NEW JERSEY POLICE DEPARTMENT**

**WHEREAS**, the U.S. Department of Justice, Federal Bureau of Investigation has been designated to implement the State and Local Task Force Agreement; and

**WHEREAS**, the program is a joint effort between the U.S. Department of Justice, Federal Bureau of Investigation and the City of Trenton, New Jersey for the purpose of combating illicit drug trafficking and organized crime; and

**WHEREAS**, the U.S. Department of Justice, Federal Bureau of Investigation, has offered to reimburse the City of Trenton up to \$25,000 per single investigation for overtime expenditures incurred as a result of selected Detectives participation in the State and Local Task Force operations; and

**WHEREAS**, the City of Trenton will remain responsible for the salary and benefits of the Detectives, and provide funds up to \$25,000 in the City of Trenton Police Operating Budget to cover overtime expenditures, through September 30, 2022; and

**WHEREAS**, it is in the best interest of the City to partner with the U.S. Department of Justice, Federal Bureau of Investigation in combating illicit drug trafficking and organized crime affecting the City of Trenton.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton that the Mayor is hereby authorized to accept the FY 2022 State and Local Task Force Agreement provided by the U.S. Department of Justice, Federal Bureau of Investigation, and to execute any and all documents pertaining to said grant.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES  
FY 2022 Agreement  
FOR THE USE OF THE STATE OR LOCAL  
OVERTIME AND AUTHORIZED EXPENSE/STRATEGIC INITIATIVE PROGRAM**

DUNS #: 1366478000  
Federal Tax Identification #: 26001242

EXO USE Only
DCN: <u>Y-32-</u>

Amount Requested: <small>Amount requested should match the amount calculated on the Initial Funding Form, Page 2.</small>
<b>\$ 25,000.00</b>
Number of Officers Listed: <u>12</u>

OCDETF Investigation / Strategic Initiative Number: <u>NY-NJ-0664</u>
Operation Name: <u>Operation Family Picnic</u>

From: <u>May 1, 2022</u> <small>Beginning Date of Agreement</small>
To: <u>September 30, 2022</u> <small>Ending Date of Agreement</small>

Federal Agency Investigations: Number: <u>245D-NK-3296808</u>
--

State or Local Organization
Narcotics Supervisor: <u>Det. Captain Darren Zappley</u>
Telephone Number: <u>(609) 989-4147</u>
E-mail Address: <u>dzappley@trentonpolice.net</u>

Rural Designation
Rural*    Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Operation Zip Code(s): <u>08609</u>

State or Local Organization Name: <u>Trenton PD</u>
Address to receive OCDETF paperwork (no PO Boxes): Attention:** <u>225 North Clinton Ave</u> <u>Trenton, NJ 08609</u>

Sponsoring Federal Agency(ies): <u>FBI</u>
---

Sponsoring Federal Agency Group/Squad Supervisor: <u>SSA James Mccaffery</u>
Telephone Number: <u>(609) 689-3994</u>
E-mail Address: <u>jnmccaffery@fbi.gov</u>

Please provide the name, telephone number, and email address for the financial staff person at the State or Local Organization, who is directly responsible for the billing on the Reimbursement Request:

Name: Samuel Zubah  
Telephone Number: (609) 989-3036  
E-mail Address: szubah@trentonnj.org

\*This agreement can be classified as rural if the state & local agency's operating address or the location of the investigation produces a "Yes" response to both the CMS and FORHP Programs on the following website - <https://www.ruralhealthinfo.org/am-i-rural>. NOTE - ONLY include one zip code in the Rural designation box if case is classified as Rural.

**TRENTON POLICE DEPARTMENT  
MEMORANDUM**

**TO:** Adam Cruz  
Business Administrator

May 27, 2022

**FROM:** Steve E. Wilson  
Police Director



**SUBJECT:** Resolution for the Application and Acceptance of a State and Local Agreement with the Federal Bureau of Investigation [F.B.I.] and the Organized Crime Drug Enforcement Task Forces (OCDETF) Program

The attached Resolution is for the application and acceptance of a State and Local Agreement with the Federal Bureau of Investigation [F.B.I.] and the Organized Crime Drug Enforcement Task Forces (OCDETF) Program between the City of Trenton and the United States Department of Justice, Federal Bureau of Investigation [F.B.I.].

Members of the Police Department will be conducting surveillance operations, gathering intelligence, and other pro-active activities such as traffic stops.

The City must agree to assume responsibility for the participating Officer's salary, benefits and overtime expenditures while assigned to the Task Force.

The benefits to the City are numerous:

1. The F.B.I. will reimburse the City of Trenton up to \$25,000 cumulatively on this single investigation for overtime expenses incurred as a result of the participation on the Task Force;
2. Arrests made by the task force are subject to Federal prosecution, which have stiffer, mandatory penalties;
3. Federal equipment, intelligence and manpower resources will be more readily available to the Trenton Police Department if needed.

If you have any questions regarding the Task Force Agreement, please call Lt. Alexis Durlacher at (609) 989-4064.



**ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES  
 FY 2022 Agreement Initial Funding Form  
 FOR THE USE OF THE STATE OR LOCAL  
 OVERTIME AND AUTHORIZED EXPENSE/STRATEGIC INITIATIVE PROGRAM**

OCDETF Case #: NY-NJ-0664

Amount Requested: \$ 25,000.00  
*This amount should be entered on Page 1 of the Reimbursable Agreement.*

*Please note: The amount requested should cover your active investigation plan from the agreement start date. Proactive funding analysis will be conducted to determine the need for additional funds throughout the life of the agreement.*

**Agreement Activity:** *(Please check all that apply)*

- Surveillance    
  Takedown    
  Trial/Court    
  Wire:    
 Approved    
 Pending    
 Other

*If Other, please describe the type of investigative activity the State & Local Agency will be participating in:*

In addition to the current ongoing Wire Tap Investigation sponsored by FBI - Trenton RA, ongoing surveillance and controlled purchase activity are being conducted. When surveillance in support of the overhears on the Title 3 are not being conducted, assigned state/local law enforcement personnel will be tasked with gathering intelligence related to identified co-conspirators vehicles, residences and other pro-active activities (such as traffics stops, CI deployment, address confirmation, etc) in supporting the take-down.

**Factors to Consider when Determining the Initial Agreement Amount:** *(Required)*

Average Officer Overtime Rate:	Estimated overtime hours for your active investigation plan, from the agreement start date:	Prior year agreement spending, if any:
<u>\$ 50.00</u>	<u>500.00</u>	<u>\$ 0.00</u>

*Please provide a brief explanation on how the initial funding amount was determined, if other factors were considered:*

Trenton PD currently has one full-time Detective assigned to the Safe Streets Task Force. As part of the Trenton SSTF, TPD has offered to assist FBI Trenton RA with additional support by assigning Detectives to support the Wire-Tap, surveillance and other operations initiated for the above listed OCDETF investigation. Initial Agreement allows assigned personnel, with subject matter expertise, to work Overtime Hours in support of Operation Family Picnic.

$\$25,000 / \$50 = 500 \text{ hours OT} / 12 \text{ TPD Personnel} = \text{Average } 40 \text{ hours per employee over } 60 \text{ days.}$

**Note: Average Office Overtime Rate is dependent on Detective/Officer's Rank and Pay Schedule. \$50.00 is the "average" rate for the Trenton PD Detective/Officer.**

**This Agreement is between the above named State or Local Law Enforcement Organization and the Organized Crime Drug Enforcement Task Forces (OCDETF) Program. This Agreement shall be effective when signed by an authorized State or Local Organization official, the sponsoring Federal Agency Special Agent-In-Charge, the sponsoring Agency Regional OCDETF Coordinator, the Assistant United States Attorney Regional OCDETF Director, and the OCDETF Executive Office.**

- 1. It is agreed that the State or Local Law Enforcement officers named on this Agreement will assist in OCDETF Investigations, Strategic Initiatives and prosecutions as set forth in the Organized Crime Drug Enforcement Task Forces State or Local Overtime and Authorized Expense/Strategic Initiative Programs, Policies and Procedures Manual, Fiscal Year 2022.**
- 2. No individual Agreement with a State or Local organization may exceed \$25,000, and the cumulative amount of OCDETF State and Local overtime monies that may be expended on a single OCDETF Investigation or Strategic Initiative in a single fiscal year may not exceed \$50,000 without express prior approval from the OCDETF Executive Office. The OCDETF Executive Office will entertain requests to exceed these funding levels in particular cases. Please submit a written request including justification approved by the AUSA Regional Director to the OCDETF Budget Officer/Deputy Budget Officer when seeking to exceed the above stated funding levels.**
- 3. Each Reimbursable Agreement will be allowed no more than five (5) modifications per year. In addition, if the funds for a particular Agreement are completely deobligated with the intention of closing that Agreement, it will not count as a modification for purposes of this policy. These amendments must be transmitted by a memorandum approved and signed by the AUSA Regional OCDETF Director or designee for the region and sent to the OCDETF Executive Office.**
- 4. If an Agreement does not have any activity during the last ninety (90) days, the funds shall automatically be deobligated. The OCDETF Executive Office will assist with the monitoring of the aging Agreements. Further, if a State or Local Organization indicates that it is no longer performing work under a particular Agreement, the State or Local Overtime and Authorized Expense/Strategic Initiative Programs, Policies and Procedures Manual requires that a modification memorandum identifying the amount to be deobligated be submitted to the OCDETF Executive Office as soon as possible after determining that no work is being performed.**
- 5. The State or Local Law Enforcement Organization agrees to provide experienced drug Law Enforcement officers who are identified in this Agreement to work on the specified OCDETF Investigation or Strategic Initiative. Any change in Law Enforcement officers assigned must be agreed to by all approving officials.**

6. **Officers who are not deputized shall possess no Law Enforcement authority other than that conferred by virtue of their position as a commissioned officer of their parent Agency.**
7. **Officers who are deputized may possess Federal Law Enforcement authority as specified by the Agency affording the deputation.**
8. **Any State or Local officers assigned to an OCDETF Investigation or Strategic Initiative in accordance with this Agreement are not considered Federal employees and do not take on the benefits of Federal employment by virtue of their participation in the Investigation or Strategic Initiative.**
9. **OCDETF and the sponsoring Federal Law Enforcement Agency(ies) for the approved OCDETF Investigation or Strategic Initiative will provide to the assigned State or Local officers the clerical, operational and administrative support that is mutually agreed to by the parties in this Agreement.**
10. **Officers assigned to OCDETF Investigations or Strategic Initiatives should work full-time on the Investigation(s) or Strategic Initiative(s) in order to be paid overtime. In order to satisfy the "full-time" expectation, a Law Enforcement officer should work forty (40) hours per week or eight (8) hours per day on a single or multiple OCDETF Investigation(s) or Strategic Initiative(s). Any established exceptions or waivers to this definition shall be requested by the Regional Coordination Group and attached as Addendum A to the Agreement. [The parent State or Local Organization must pay the base salary of its officers. In the event officers must work overtime on an OCDETF Investigation or Strategic Initiative, the OCDETF Program will reimburse the parent State or Local Law Enforcement Organization for a limited amount of those overtime costs.] The Organization is responsible for paying its Law Enforcement officer(s) for their overtime, travel and per diem expenses. To ensure proper and complete utilization of OCDETF overtime and expense allocations, reimbursement claims must be submitted monthly on the OCDETF Reimbursement Request Form. The OCDETF Executive Office may refuse payment on any reimbursement request that is not submitted to the OCDETF Regional Coordination Group within thirty (30) days of the close of the month in which the overtime was worked.**
11. **It is the responsibility of the State or Local Organization to retain and have available for inspection sufficient supporting documentation for all regular hours and overtime hours worked towards a specific OCDETF case. Officers' timesheets must reflect work towards a specific OCDETF case and must be reviewed and signed by an authorized State or Local official.**
12. **Analysis of reimbursement claims by the Regional Coordination Group may result in a modification of the obligation of funds contained within this Agreement as well as the time period covered. The Organization affected by any such modification will receive a memo notifying them of the changes.**



13. Overtime payments, including all other non-OCDETF Federal sources (such as Safe Streets, HIDTA, IRS, ICE, FEMA, etc.) may not, on an annual per person basis, exceed 25% of the current approved Federal salary rate in effect at the time the overtime is performed. The State or Local Organization is responsible for ensuring that this annual payment is not exceeded. The Executive Assistant/OCDETF Program Specialist will monitor these payments via MIS and communicate to the Federal Agency Regional OCDETF Coordinators who provide status updates to any officer approaching the threshold.
14. The overtime log must be attached to the reimbursement request when submitting the monthly invoices. The Sponsoring Federal Agency Supervisory Special Agent and the State or Local official authorized to approve the Reimbursement Request must certify that only authorized expenses are claimed, the regular hours requirement is satisfied, and that overtime has not exceeded 25% of the current Federal salary rate in effect at the time the overtime was worked.
15. Under no circumstances will the State or Local Organization charge any indirect costs for the administration or implementation of this Agreement.
16. The State or Local Organization shall maintain complete and accurate records and accounts of all obligations and expenditures of funds under this Agreement for a period of six (6) years and in accordance with generally accepted accounting principles to facilitate inspection and auditing of such records and accounts.
17. The State or Local Organization shall permit examination and auditing by representatives of the OCDETF Program, the sponsoring Federal Agency(ies), the U.S. Department of Justice, the Comptroller General of the United States, and/or any of their duly-authorized agents and representatives, of any and all records, documents, accounts, invoices, receipts, or expenditures relating to this Agreement. Failure to provide proper documentation will limit State or Local Law Enforcement Organizations from receiving OCDETF funding in the future.
18. The State or Local Organization will comply with Title VI of the Civil Rights Act of 1964 and all requirements applicable to OCDETF Agreements pursuant to the regulations of the Department of Justice (see, e.g., 28 C.F.R. Part 42, Subparts C and G; 28 C.F.R. 50.3 (1991)) relating to discrimination on the grounds of race, color, sex, age, national origin or handicap.
19. This Agreement may be terminated by any of the parties by written notice to the other parties ten (10) business days prior to termination. Billing for outstanding obligations shall be received by OCDETF within thirty (30) days of the notice of termination.

20. The Debt Collection Improvement Act of 1996 requires that most payments made by the Federal government, including vendor payments, must be made by electronic funds transfer (EFT). In accordance with the act, all OCDETF reimbursement payments will be issued via EFT. Participants are required to register in SAM.gov to receive reimbursements; registration information will be provided upon request. In certain circumstances the OCDETF Executive Office may make exceptions for Organizations that are unable to accept this form of payment, however, such Organizations must include written justification in the addendum of each new Agreement.
21. All changes made to the original Agreement must be approved by the OCDETF Executive Office and initialed by the Executive Assistant/OCDETF Program Specialist of the Regional Coordination Group making the revision. The AUSA Regional OCDETF Director or designee must initial all funding changes.
22. The Regional Coordination Group is responsible for identifying and implementing any additional policy requirements, as needed, for its specific region. Those regional policies will be documented in the Addendum B and attached to the approved Agreement. The Organizations are agreeing to adhere to these additional requirements and must have written approval by the Regional Coordination Group for any exceptions to the regional policies.
23. Restrictions: Fringe benefits (such as retirement, FICA, or other expenses) are NOT to be included in overtime payment. Auxiliary educational benefits are also NOT to be included in overtime payment. Reimbursement of overtime payment is based solely on the authorized overtime rate of each participating officer listed in the Agreement. Under no circumstances may a State or Local agency include any administrative fees for the processing of overtime. Additionally, officers are not eligible for reimbursement of compensation time earned in lieu of overtime payment. OCDETF will only reimburse an actual dollar (\$) amount paid to the officer for overtime worked, any additional benefit (including compensation time) will NOT be reimbursed.

This Agreement is not a contract or obligation to commit Federal funds in the maximum amounts projected. Funding allocations for the time period set forth and agreed to herein represent projections only and are based upon consultation between the sponsoring Federal Agency and the State or Local Law Enforcement Organization. They are, therefore, subject to modification by OCDETF based upon the progress and needs of the OCDETF Investigation or Strategic Initiative. Additionally, resources are contingent upon the availability of funds per the approval and signature of the OCDETF Executive Office obligating authority. The OCDETF Executive Office will approve and certify that all the terms and conditions of the Agreement have been met.

Each Agreement must be approved and signed by a State or Local Law Enforcement Organization official who has supervisory authority over, and is authorized to assign, the participating Law Enforcement officers to the OCDETF Investigation or Strategic Initiative.

# RESOLUTION

22-294

No. \_\_\_\_\_


Date of Adoption \_\_\_\_\_

Approved as to Form and Legality



CITY ATTORNEY

Factual content certified by



STEVE E. WILSON, POLICE DIRECTOR

Councilman/woman \_\_\_\_\_ presents the following Resolution:

## RESOLUTION AUTHORIZING AN APPLICATION FOR THE FY2022 COPS HIRING COMPETITIVE GRANT PROGRAM, FROM THE OFFICE OF COMMUNITY ORIENTED POLICING SERVICES

**WHEREAS**, the Office of Community Oriented Policing Services (COPS), has been designated to implement the FY2022 COPS Hiring Recovery; and

**WHEREAS**, the program is a joint effort between the Office of Community Oriented Policing, and the City of Trenton, for the purpose of hiring fifty sworn law enforcement officers to increase the community policing capacity and crime prevention efforts in City of Trenton. The Cops Hiring Program grant covers seventy-five percent of the approved entry-level salary and fringe benefits over three years (thirty-six months) up to \$125,000 total per police officer over the three-year period. The City of Trenton must retain these positions for a period of twelve months after the thirty-six months of federal funding has expired. A twenty-five percent cash match (or the remaining cost beyond the \$125,000) will be required by the City of Trenton. Hiring these additional officers will enhance public safety throughout the city of Trenton; and

**WHEREAS**, the Office of Community Oriented Policing Services has offered to provide a grant, in which the City of Trenton is requesting to apply for fifty police officers, for the project period of three years; and

**WHEREAS**, the Office of Community Oriented Policing Services has offered to provide a grant, in which the City of Trenton will apply for fifty police officers, an increase of seventeen percent of the department size, whereas the City of Trenton will be required to match this funding at a cost of \$2,714,075 for year one, \$2,985,482 for year two, and 3,045,192 for year three for a total of \$8,744,749; and

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton that the Mayor is hereby authorized to apply for fifty police officers utilizing the FY 2022 COPS Hiring Program, provided by the Office of Community Oriented Policing, distributed by the City of Trenton, and to execute any and all documents pertaining to said grant.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					RODRIGUEZ					MCBRIDE				
WILSON														
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

**TRENTON POLICE DEPARTMENT  
MEMORANDUM**

**TO:** Adam Cruz  
Business Administrator



**FROM:** Steve E. Wilson  
Police Director



May 27, 2022

**SUBJECT:** Resolution for the application of a COPS Hiring Program, offered by the Office of Community Oriented Policing.

The attached Resolution is for the application of a grant from the Office of Community Oriented Policing, for the implementation of the FY 2022 COPS Hiring Program.

This Police Department plans to utilize the funds toward the hiring of fifty sworn police officer positions to increase the community policing capacity and crime prevention efforts. The COPS Hiring Recovery Program covers seventy-five percent of the approved entry level salary and fringe benefits per Police Officer over a period of three years (thirty-six months). The City of Trenton must retain these positions for a period of twelve months after the thirty-six months of federal funding has expired.

This grant will require a match. The City of Trenton will be required to match \$8,744,749 for the life of the grant. The first year match will be \$2,714,075, the second year match will be \$2,985,485, and the third year match will be \$3,045,192.

Due to shrinking budgets, manpower reductions, and retirements the Trenton Police Department's manpower is getting smaller as the needs of the City of Trenton are getting larger. Adding these additional officers will enhance public safety and community policing throughout the City of Trenton.

If you have any questions regarding this grant, please call Lieutenant Alexis Durlacher at 989-4064.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

## Financial Clearance Memorandum

### *COPS Office COPS Hiring Program Program (CHP)*

To: Director Sheila Coley and Chief Financial Officer Janet Schoenhaar

Re: Financial Clearance Memorandum

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

Total officer positions awarded: 10

#### Approved costs per entry-level officer, per year

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Base salary	\$41,717.75	\$52,147.10	\$56,246.93
Benefits	\$43,265.25	\$46,581.77	\$47,885.52
Social Security	\$0.00	\$0.00	\$0.00
Medicare	\$604.91	\$756.13	\$815.58
Health insurance	\$29,999.00	\$29,999.00	\$29,999.00
Life insurance	\$0.00	\$0.00	\$0.00
Vacation	\$0.00	\$0.00	\$0.00
Sick leave	\$0.00	\$0.00	\$0.00
Retirement	\$10,366.86	\$12,958.55	\$13,977.36
Worker's compensation	\$1,752.15	\$2,190.18	\$2,362.37
Unemployment insurance	\$542.33	\$677.91	\$731.21

#### Approved total project costs

Per officer      Grand total

Salaries and fringe benefits	\$287,844.32	\$2,878,443.00
Federal share	\$125,000.00	\$1,250,000.00
Applicant share	\$162,844.30	\$1,628,443.00

Local match waiver not granted.

Budget Cleared Date: 06/25/2020

**Overall Comments:**

NA

**Additional Comments:**

N/A

TRB-22-179

ATTACHMENT G

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES  
GRANT APPROVAL FORM

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

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

The Trenton Police Department plans to utilize the funds toward the hiring of fifty sworn police officer positions to increase community policing capacity and crime prevention efforts. The COPS Hiring Program covers seventy-five percent of the approved entry-level salary and fringe benefits up to \$125,000 per police officer over a period of three years (thirty-six months). The City of Trenton must retain these positions for a period of twelve months after the thirty-six months of federal funding has expired. The City of Trenton will be required to match \$2,714,075 for year 1, \$2,985,482 for year 2, and \$3,045,192 for year three.

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

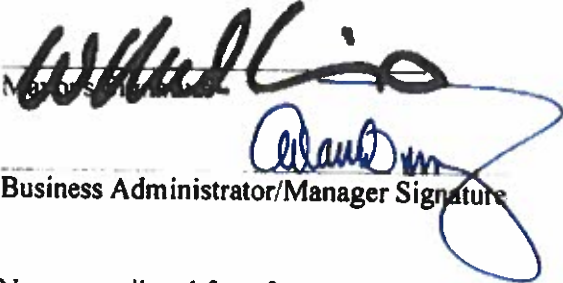
Name	Alexis Durlacher
Title	Lieutenant
Telephone Number	(609) 989-4064
Email	adurlacher@trentonpolice.net

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

The Police Department will be required to retain the Police Officer's for the fourth year as a retention requirement of the grant.

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

Operating funds. Ron Zilinski has certified that the funding is available.

  
Business Administrator/Manager Signature

Date 5/15/22

Date 6/15/22

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

---

For LGS use only:

Approved  Denied

 Date 6/16/2022  
Director or Designee, Division of Local Government Services

Number Assigned GRB-22-179

*no apply for grant - not accept - yet.*



# RESOLUTION

22-295

No. \_\_\_\_\_


Approved as to Form and Legality

  
Wesley Bridges, City Attorney

Councilman /woman \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Factual content certified by

  
Kenneth Douglas, Director of Fire and Emergency Services

\_\_\_\_\_ presents the following Resolution:

**RESOLUTION AUTHORIZING THE APPROPRIATION OF \$ 446,771.00  
FROM THE FUNDS ALLOCATED TO THE CITY OF TRENTON UNDER  
THE AMERICAN RESCUE PLAN ACT OF 2021 FOR  
REPLACEMENT OF PERSONAL PROTECTIVE EQUIPMENT  
FOR THE CITY OF TRENTON FIRE DEPARTMENT**

**WHEREAS**, President Biden signed the American Rescue Plan Act of 2021 (ARPA-21) into law on March 11, 2021 and thereby sought to provide immediate and emergent aid to metropolitan cities adversely affected by the COVID-19 pandemic; and

**WHEREAS**, the United States Department of Treasury (DOT) has stated that, “From big cities to small towns, Americans – particularly people of color, immigrants, and low-wage workers – are facing a deep economic crisis”; and

**WHEREAS**, the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) established by ARPA-21 provide \$72,913,998.00 in aid to the City of Trenton over the next two years, with \$36,456,999 having been distributed for the 2021 calendar year and \$36,456,999.00 to be distributed for the 2022 calendar year; and

**WHEREAS**, the Final Rule for the CSLFRF promulgated by the DOT (Final Rule) authorizes “the use of payments from the Fiscal Recovery Funds to respond to the public health emergency with respect to COVID-19 or its negative economic impacts”; and

**WHEREAS**, the DOT Final Rule includes as an eligible use of ARPA-21 funds “purchases of personal protective equipment;” and reinforces such eligibility as Expenditure Category 1.5 in in the DOT *Compliance and Reporting Guidance*; and

**WHEREAS**, the DOT has emphasized the money is designed to provide “**immediate** and direct relief” and “substantial flexibility for each government to meet local needs”; and

**WHEREAS**, the inventory of Self-Contained Breathing Apparatus (SCBAs) (tanks, harnesses and facemasks) used by the Trenton Fire Department (TFD) are either (i) beyond the life cycle standards recommended by the National Fire Protection Association; or (ii) below the quantities necessary to equip TFD personnel; and

**WHEREAS**, up-to-date and sufficient quantity of personal protection equipment is needed by the Trenton’s Fire Department personnel to expediently, safely and ably respond to

# RESOLUTION

No. \_\_\_\_\_

public emergency situations and to ensure the health and safety of Trenton’s residents and property; and

**WHEREAS**, the use of ARPA-21 funds for personal protection equipment for public safety personnel is a permitted expenditure;

**NOW THEREFORE BE IT RESOLVED** by the City of Trenton that ARPA-21 funds in the amount of \$446,771.00 shall be appropriated for the purchase of personal protection equipment for TFD personnel; and

**BE IT FURTHER RESOLVED** that The Trenton Fire Department shall be authorized to take all required actions to appropriate funds in an amount not to exceed \$ 446,771.00 from ARPA-21 funds received by the City of Trenton through the City Budget in account R-01- -45-4500-433.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

# RESOLUTION

No. \_\_\_\_\_

## **CITY OF TRENTON** **DEPARTMENT OF FINANCE**

### CERTIFICATION OF FUNDS


I, Ronald Zilinski, Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to:

Purpose: REPLACEMENT OF PERSONAL PROTECTION EQUIPMENT  
FOR THE CITY OF TRENTON FIRE DEPARTMENT

Fund: GRANT

Account Numbers: R-01- -45-4500-433

Amount not to exceed: \$ 446,771.00

  
\_\_\_\_\_  
Ronald Zilinski  
Chief Financial Officer  
City of Trenton

  
\_\_\_\_\_  
Date



**Firefighter 1**

34 Wilson Drive Sparta New Jersey 07871  
 Phone (973) 940-3061 Fax: (973) 860-1388

**QUOTE**

**SQ-00226376**

**Sales Rep: Brian Kredatus: bkredatus@ff1.com**

**Quote Date 06/22/2022**

**Customer:** City of Trenton Fire Department  
**Bill to:**  
**Street:** 244 Perry Street  
**City:** Trenton  
**State:** NJ  
**Zip Code:** 08618  
**Acct. #** COTFD08618

**Delivery Address:** 244 Perry Street  
**Delivery City:** Trenton  
**Delivery State:** NJ  
**Delivery Zip Code:** 08618  
**Delivery Method:** Warehouse / Partial  
**Payment Term** 30 days

Part	Description	Qty	Price**	Total
X8814025305304	Air-Pak X3 Pro w/ CGA - 2018 Edition 4500 / With Dual EBSS / Quick Disconnect	50.00	9,341.10	467,055.00
SCT-804722-01	15 Year Carbon-Wrapped Cylinder & Valve Assembly 4500 PSI / CGA Threaded / 45 Minute	45.00	1,645.20	74,034.00
SCT-804722-01	15 Year Carbon-Wrapped Cylinder & Valve Assembly 4500 PSI / CGA Threaded / 45 Minute	45.00	0.00	0.00
SCT-804723-01	15 Year Carbon-Wrapped Cylinder & Valve Assembly 4500 PSI / CGA Threaded / 60 Minute	5.00	1,832.40	9,162.00
SCT-804723-01	15 Year Carbon-Wrapped Cylinder & Valve Assembly 4500 PSI / CGA Threaded / 60 Minute	5.00	0.00	0.00
SCT-201215-22	AV-3000 HT Facepiece 4-Strap with Kevlar Head Harness Medium / None	50.00	410.40	20,520.00
17-FLEET-00819-Scott Safety	T-0790 (17DPP00100) - Firefighter Protective Clothing and Equipment Award Summary NJ State Contract Master Blanket# 17-FLEET-00819 / Scott Safety Price List Date: 2022 / 10% Discount / Category 6, 7 & 8	1.00	0.00	0.00
Trade In	Trade In Allowance	50.00	-2,480.00	-124,000.00

Charge	Price
Order Qualifies for Free Shipping / Delivery	0.00

**RETURN POLICY:**

- Special Order or Custom items are not returnable.
- All Returns are subject to a 20% restocking fee.
- No returns will be accepted without an RMA # issued by FF1.
- No Returns will be accepted after 60 days from date of purchase.
- Returning party responsible for shipping related charges.
- Returned merchandise must be in NEW and RESALABLE condition for credit to be applied.

<b>Sub Total</b>	<b>446,771.00</b>
<b>Charges</b>	<b>0.00</b>
<b>Tax Total</b>	<b>0.00</b>
<b>Total</b>	<b>446,771.00</b>

Authorized Signature: \_\_\_\_\_

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

Purchase Order #: \_\_\_\_\_ \*Physical P.O. must be received in order to process (if applicable)

**\*\*Due to the volatility within the global supply chain network we reserve the right to adjust pricing at**

**any time.**

**Current lead times are also subject to change due to delays in the global supply chain.**

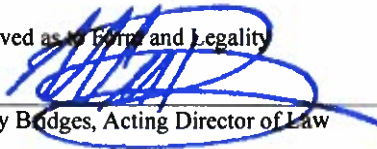
# RESOLUTION

22-296


No. \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Approved as to Form and Legality

  
Wesley Biddges, Acting Director of Law

Factual content certified by

  
Kenneth Douglas, Director of Fire and Emergency Services

Councilman /woman \_\_\_\_\_

presents the following Resolution:

**RESOLUTION AWARDING A CONTRACT  
IN ACCORDANCE WITH NEW JERSEY LOCAL  
CONTRACTS LAW, N.J.S.A. 40A:11-12 TO  
FIREFIGHTER ONE FOR THE PURCHASE  
OF PERSONAL PROTECTION EQUIPMENT**

**WHEREAS**, the Code of the City of Trenton, §57-3, allows that “In the alternative to proceeding with a fair-and-open process described herein, the City may award a contract to a business entity for an amount in excess of \$17,500, pursuant to procedures prescribed by the New Jersey Local Contracts Law and without competitive bidding or competitive contracting;” and

**WHEREAS**, the New Jersey Local Public Contracts Law provides at N.J.S.A. 40A:11-12 (a): “Any contracting unit under this act may without advertising for bids or having rejected all bids obtained pursuant to advertising thereof, purchase any goods or services under any contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury”; and

**WHEREAS**, the proposed contract with Firefighter One, 34 Wilson Drive, Sparta, New Jersey 07871, relates to allocation of American Rescue Plan Act (ARPA) funds received by the City from the Coronavirus Local Fiscal Recovery Fund (CLFRF), specifically, the purchase of personal protection equipment to be used by public safety personnel; and

**WHEREAS**, the purchase of such equipment is critical for the City of Trenton Fire Department to expediently, safely and ably respond to public emergency situations and to ensure the health and safety of Trenton’s Fire personnel, residents and property; and

**WHEREAS**, the United States Department of Treasury in its *Interim Final Rule on Coronavirus State and Local Fiscal Recovery Funds* (Interim Final Rule) and its *Compliance and Reporting Guidance* provide that CLFRF awards “are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (Uniform Guidance); and

**WHEREAS**, the Uniform Guidance at 2 CFR Sec. 318(e) states, “To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. *Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements. (Emphasis added)*; and

# RESOLUTION

No. \_\_\_\_\_

**WHEREAS**, the *Coronavirus and Local Fiscal Recovery Funds Guidance*, at page 3 under Key Principles, states that “Transparency and public accountability for SLFRF award funds and use of such funds are critical to upholding program integrity and trust in all levels of government, and SLFRF award funds should be managed consistent with Administration Guidance per Memorandum M-21-20 and Memorandum M-20-21”; and

**WHEREAS**, Memorandum M-21-20, Appendix 2 (VII) (Procurement of Common or Shared Goods and Services (including Information Technology)) states, “As reflected in 2 CFR Sec. 318, Federal awarding agencies should encourage recipients to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared good and services;” and

**WHEREAS**, federal, state and city law not only permit, but *encourage* award recipients to procure goods and services, including Information Technology, through State and local intergovernmental agreements; and

**WHEREAS**, the City of Trenton seeks to utilize the contract that the State of New Jersey has with a number of vendors for the procurement of Firefighter Protective Clothing and Equipment; and

**WHEREAS**, the proposed vendor, Firefighter One, is an approved State dealer/distributor for NJ State Contract Number T-0790 and has submitted the attached Exhibit A proposal for the purchase and delivery of equipment and services complying with the pricing guidelines allowed under NJ State Contract Number T-0790;

**NOW, THEREFORE BE IT RESOLVED**, by the City of Trenton, as follows:

1. The Mayor is hereby authorized to contract with Firefighter One, 34 Wilson Drive, Sparta, New Jersey 07871, pursuant to State Contract Number T-0790, for the purchase of personal protection equipment using ARPA funds received by the City in an amount not to exceed \$446,771.00.
2. This contract is awarded without competitive bidding pursuant to the authority set forth in the Local Public Contracts Law, N.J.S.A. 40A:11-12(a) and the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 at 2 CFR Sec. 318.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL WILSON					RODRIGUEZ					MCBRIDE				
HARRISON					VAUGHN									
MUSCHAL					WILKINS									

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on \_\_\_\_\_

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
City Clerk

# ORDINANCE

22-20

No. \_\_\_\_\_

1<sup>st</sup> Reading \_\_\_\_\_  
 Public Hearing \_\_\_\_\_  
 2<sup>nd</sup> Reading & Passage \_\_\_\_\_  
 Withdrawn \_\_\_\_\_ Lost \_\_\_\_\_

Date to Mayor \_\_\_\_\_  
 Date Returned \_\_\_\_\_  
 Date Resubmitted to Council \_\_\_\_\_

Approved as to Form and Legality

  
 \_\_\_\_\_  
 CITY ATTORNEY LEG. COUNSEL

Factual content certified by

\_\_\_\_\_ Title

Councilman/woman \_\_\_\_\_ presents the following Ordinance:

## AN ORDINANCE REQUIRING ANY GROCERY STORE OR FOOD SERVICE BUSINESS TO OFFER CUSTOMERS MAKING A PURCHASE OF \$50.00 OR MORE A NON-PLASTIC, NON-PAPER RECYCLED CARRYOUT BAG

**WHEREAS** the enactment of NJSA 13:1E-99.126 prohibited Grocery Stores in excess of 2,500 square feet and Food Service Businesses from providing or selling single use carryout bags to a customer; and

**WHEREAS** although the intent of said law was of substantial impact to environmental concerns, its practical effect imposes a substantial burden on a customers ability to transport purchased goods;

**NOW IT IS THEREFORE ORDAINED** by the City Council of the City of Trenton as follows: All Grocery Stores and Food Service Businesses as defined at NJSA 13:1E-99.126 et seq. shall be required to offer to each customer making a purchase of \$50.00 or more, a non-plastic, non-paper, recycled material carryout bag for the purpose to transporting products purchased at said store or business; and it is

**FURTHER ORDAINED** that this Ordinance shall take effect upon passage and final publication pursuant to law.

	INTRODUCTION				ADOPTION					INTRODUCTION				ADOPTION					INTRODUCTION				ADOPTION								
	AYE	NAY	NV	AB	AYE	NAY	NV	AB		AYE	NAY	NV	AB	AYE	NAY	NV	AB		AYE	NAY	NV	AB	AYE	NAY	NV	AB					
CALDWELL WILSON									RODRIGUEZ									MCBRIDE													
HARRISON									VAUGHN																						
MUSCHAL									WILKINS																						
NV - NO VOTE				AB - ABSENT																											

Adopted on first reading at a meeting of the City Council of the City of Trenton, NJ on \_\_\_\_\_

Adopted on second reading after the public hearing on \_\_\_\_\_

\_\_\_\_\_  
 Mayor

APPROVED  
 REJECTED

\_\_\_\_\_  
 Reconsidered by Council - Override Vote

AYE  
 NAY

\_\_\_\_\_  
 President of Council

\_\_\_\_\_  
 City Clerk





# ORDINANCE

No. \_\_\_\_\_

1<sup>st</sup> Reading \_\_\_\_\_

Date to Mayor \_\_\_\_\_

Public Hearing \_\_\_\_\_

Date Returned \_\_\_\_\_

2<sup>nd</sup> Reading & Passage \_\_\_\_\_

Date Resubmitted to Council \_\_\_\_\_

Withdrawn \_\_\_\_\_ Lost \_\_\_\_\_

Approved as to Form and Legality

Factual content certified by

Wesley BRIDGES, CITY ATTORNEY  
DEPARTMENT OF LAW

C. ANDRES DANIELS, DIRECTOR  
DEPARTMENT OF HOUSING & ECONOMIC DEVELOPMENT

Councilman /woman \_\_\_\_\_ presents the following Ordinance:

## **ORDINANCE AMENDING THE TRENTON CITY CODE TO AMEND CHAPTER 257 TO INCLUDE A NEW ARTICLE "COMPLETE AND GREEN STREETS"**

**WHEREAS**, the City Council of the City of Trenton, County of Mercer, and State of New Jersey committed to the creation of a Complete Streets Policy by way of Resolution 12-121 on March 1, 2012; and

**WHEREAS**, Resolution 12-121 indicates "A complete street shall accommodate users of all ages and abilities, and all City streets shall be designed and constructed to include accommodations for pedestrians, bicyclists, public transit, and motorists"; and

**WHEREAS**, the U.S. Department of Transportation conveys that complete streets reduce motor vehicle-related crashes and pedestrian risk, as well as bicyclist risk, and can promote walking and bicycling by providing safer places to achieve physical activity through transportation; and

**WHEREAS**, the NJ Department of Transportation has adopted a Complete Streets Policy as means to provide safe access for all users by designing and operating comprehensive, integrated, connected multi-modal network of transportation options; and

**WHEREAS**, the City's of Trenton's Master Plan – Trenton250 has identified an initiative to implement a complete streets policy across the City; and

**WHEREAS**, the City, in partnership with the Delaware Valley Regional Planning Commission, has developed a Trenton Complete Streets Design Handbook that can provide guidance for the implementation of this policy on the roads throughout the City; and

**WHEREAS**, the City of Trenton Planning Board conducted a review of the ordinance and find the ordinance to be in all ways consistent with the City's Master Plan.

**NOW THEREFORE BE IT ORDAINED**, by the City Council of the City of Trenton that Chapter 257 of the City of Trenton Municipal Code is amended as follows:

# ORDINANCE

## *Chapter 257 Article VIII*

### **40. Complete and Green Streets Policy.**

1. **Policy.** The City of Trenton shall develop an integrated and connected multimodal transportation system of Complete and Green Streets that serves all neighborhoods and populations. This policy is intended to implement the Complete Streets Resolution 12-121 adopted by City Council on March 1, 2012. To this end:
  - a. All transportation projects shall create Complete and Green Streets that allow safe, emissions-free, healthy, economically sound, equitable, accessible, and convenient mobility along and across streets for users of all ages and abilities and all travel modes, including, but not limited to, pedestrians, bicyclists, persons in a wheelchair or motorized wheelchair, public vehicles and their passengers, freight, and motorists, and strive to meet the following goals:
    - i. **Safety:** Eliminate all road fatalities, significantly reduce crash severity and injury, and improve personal safety by prioritizing safety improvements for people walking, bicycling, and using other mobility devices.
    - ii. **Environment:** Improve air quality, water quality, and stormwater management, reduce flooding, and mitigate traffic congestion.
    - iii. **Economic:** Provide safe travel for all people in the City regardless of transportation mode choice to encourage and stimulate economic prosperity.
    - iv. **Health:** Increase physical activity and social connectivity to lower the risk of obesity, reduce chronic disease, and promote wellness.
    - v. **Equity:** Implement policies and distribute funding and other resources equitably and responsibly in all neighborhoods throughout the City.
  - b. The Complete and Green Street Policy shall be incorporated by reference into the City of Trenton's Land Development Ordinance.
  - c. The Department of Housing and Economic Development shall incorporate this Complete and Green Streets Policy into all initial planning and/or design studies. Reviews for projects requiring funding or approval by the City should evaluate the effect of the proposed project on safe travel by all users and identify measures to mitigate any adverse impacts on such travel that are identified.
  - d. This Policy shall apply to all public and/or private transportation projects but is not limited to including those using funds awarded by federal, state, regional, county, municipal, or any other local agency, and new construction, reconstruction, resurfacing, restoration, repaving, rehabilitation, private development projects, and maintenance of highways, roads, and streets.

# ORDINANCE

- e. The Department of Housing and Economic Development and Department of Public Works shall routinely work in coordination with each other, other city agencies, adjacent jurisdictions, and any relevant advisory committees/teams, to create complete and green streets and to ensure consistency with the City of Trenton's Master Plan and Elements and any existing pedestrian/bicycle/multimodal plans, stormwater management plans, and other relevant plans.
- f. Within two years of the Effective Date of this policy, the Department of Housing and Economic Development, working with the Department of Public Works and the Safe Streets for All Steering Committee (See Section 2), shall recommend priority items and create a feasible timeline to inventory and update procedures, policies, plans, documents, training programs, performance measures, and other guidance documents to be consistent with this policy. The purpose of this policy and practices review is to identify areas where tenets of this policy will need to be incorporated. This includes, but is not limited to, pavement management plans, funding, planning, designing, operating, and maintaining transportation infrastructure.
- g. Transportation projects and master and capital plans shall include, when appropriate and feasible, sustainable design elements such as the ones outlined in the Trenton Complete Streets Design Handbook, including, but not limited to:
  - i. Green stormwater infrastructure practices;
  - ii. Traffic calming;
  - iii. Shade trees and other vegetation; and
  - iv. Permeable pavements, including those made from recycled materials such as rubber, concrete, glass, and plastic.
- h. Transportation projects and master and capital plans shall include, where appropriate and feasible, pedestrian and bicycle design elements and transit amenities such as the ones listed in the **Trenton Complete Streets Design Handbook**, including but not limited to; curb extensions, sidewalks, radar feedback signs, pedestrian countdown signals, pedestrian refuge islands, road diets/conversions, lane width reductions, chicanes, roundabouts, bike lanes, protected bike lanes, bike parking, lighting, wayfinding, seating, trash receptacles, transit amenities, etc.
- i. The Department of Housing and Economic Development shall implement this policy and formally coordinate with the Department of Public Works with advice and input from the Safe Streets for All Steering Committee to set measurable goals to ensure the successful implementation of the Complete and Green Streets Policy equitably across the City of Trenton.
- j. The Department of Housing and Economic Development and the Department of Public Works shall utilize the most recent version of the **Trenton Complete Streets Design Handbook** which considers best practices in street design, construction, operations, and maintenance that apply to bicycle, pedestrian, transit, stormwater, and highway facilities. All standards and guidelines shall be made publicly available online.

# ORDINANCE

- k. The design of all infrastructure projects in the public right of way in the City shall reference the **Trenton Complete Streets Design Handbook**, including completion of the checklist. City agencies and boards will be required to review the checklist as part of their approval process.

## 41. Establishing a “Safe Streets for All Steering” Committee

- l. A **Safe Streets for All Steering Committee** comprising of a broad group of public and non-public sector members/stakeholders shall be established to advise on the implementation of the Complete and Green Streets Policy. Public sector membership shall correspond with the officials’ tenure, or if the member is the Mayor’s designee in the absence of the Mayor, the designee shall serve at the pleasure of the Mayor during the Mayor’s official tenure. Non-public sector membership shall be for a term of 2– years and shall run from January 1 of the year in which the appointment is made.
- m. Members of the Safe Streets for All Steering Committee, through the coordination of the Department of Housing and Economic Development, will consist of the following:
  - (1) The following stakeholders shall be members of the Committee. The Chair will be determined by these members:
    - i. Mayor or designee;
    - ii. Business Administrator or designee;
    - iii. City Council member or designee;
    - iv. Police Director or designee;
    - v. Public Works Director or designee;
    - vi. Director of Housing and Economic Development or designee;
    - vii. Public Health Director or designee;
    - viii. Director of Emergency Medical Service or designee;
    - ix. Fire Chief or designee; and
    - x. Director of Recreation, Natural Resources, and Culture or designee.
  - (2) The following stakeholders may be members of the Committee:
    - i. Mercer County Engineer or designee;
    - ii. Mercer County Planner or designee;
    - iii. Delaware Valley Regional Planning Commission representative;
    - iv. New Jersey Department of Transportation Local Aid representative;
    - v. School Superintendent or designee; and
    - vi. NJ Transit representative.
  - (3) The following stakeholders may be members of the Committee with an appointment from the City Council:
    - i. One (1) community member representing each ward;
    - ii. Other members of the community, including persons with disabilities, representatives of senior and youth organizations, persons representing low- and moderate-income communities, persons with limited or no access to a vehicle, people with limited English proficiency, and persons of racial/ethnic minorities;
    - iii. Representatives of Civic and Advocacy Groups;

# ORDINANCE

- iv. Representatives of Community- or Faith-Based Organizations;
  - v. Representatives of the Business Community;
  - vi. Public Health Professionals; and
  - vii. Transportation Professionals.
- n. The Safe Streets for All Steering Committee shall devise a process that allows for public participation in decision-making concerning the design, planning, and use of streets and roadways covered by this policy.
- o. The Safe Streets for All Steering Committee may create sub-committees to support the development and implementation of this policy if determined necessary by the members.

## 42. Exceptions.

- p. A transportation project may not be required to accommodate the needs of a particular user group if the Project Manager determines in writing that any one of the following occur:
- i. The use of the transportation facility by the particular user group is prohibited by law;
  - ii. There is a demonstrated absence of both a current and future need to accommodate the category of user (absence of future need may be shown via demographic, school, employment, and public transportation route data that demonstrate, for example, a low likelihood of bicycle, pedestrian, or transit activity in an area over the next 20 years);
  - iii. The adverse impacts of implementing this Complete and Green Streets Policy significantly outweigh the benefits; and
  - iv. Other exceptions or elements listed as “Not Recommended/Not Applicable” as listed in the **Trenton Complete Streets Design Handbook**.
- q. An exception shall be granted only if:
- i. Request for an exception is submitted in writing, with supporting documentation justifying the exception for each mode, and made publicly available with a minimum of 30 days allowed for public input; and
  - ii. The exception is approved in writing by the Safe Streets for All Steering Committee, City Engineer, and City Planner, and the written approval is made publicly available.

## 43. Program Reporting.

- r. The **Safe Streets for All Steering Committee** shall establish benchmarks, develop plans, and set goals to ensure the successful implementation of the Complete and Green Streets Policy, to make sure all users can travel safely and conveniently along highways, roads, and streets within the City's jurisdiction. Each year the Safe Streets for All Steering Committee shall prepare a report to the City Council identifying

# ORDINANCE

barriers and proposing solutions to the successful implementation of the Complete and Green Streets Policy across the City and in severely underserved communities.

- s. An annual report will be compiled and published each year. Each annual report shall include the data collected pursuant to program reporting, road safety benchmarks, and progress on action items, as well as a list of ongoing and completed transportation projects during that fiscal year. If any exceptions are applied to transportation projects pursuant to exceptions to Complete Streets requirements herein, such projects and the relevant exceptions should be identified in the annual report. All benchmarks and reports shall be made publicly available online.
  
- t. The Department of Housing and Economic Development in collaboration with the Department of Public Works shall collect and monitor data under the City's jurisdiction and in coordination with the county and state when available to determine compliance with the Complete and Green Streets Steering Committee's benchmarks. Benchmarks shall include, but are not limited to:
  - i. Tracking progress toward zero traffic fatalities and serious injuries to date;
  - ii. Updating the High Injury Network and other road safety benchmarks;
  - iii. Mileage of new and existing bicycle infrastructure included in priority communities (e.g., bicycle lanes, bike parking, paths, and boulevards);
  - iv. Linear feet (or mileage) of new and existing pedestrian infrastructure (e.g., sidewalks, trails, transit amenities);
  - v. Number of new and existing ADA-compliant infrastructure (e.g., curbramps, pedestrian buttons);
  - vi. Number of new street trees;
  - vii. Number of green street practices (e.g., rain gardens, bioswales, permeable pavement);
  - viii. Number of pedestrian and bicycle lighting improvements.
  - ix. Bicycle and pedestrian counts;
  - x. Commute mode percentages (e.g., drive alone, carpool, transit, bicycle, walk);
  - xi. The number and percentage of designated transit stops accessible via sidewalks and curb ramps;
  - xii. The number, locations, and causes of fatal and severe injury crashes by each mode of transportation;
  - xiii. The percentage of children walking or bicycling to school;
  - xiv. Trenton Complete Streets Design Handbook checklists;
  - xv. Specific evaluation of complete streets in neighborhoods with histories of systematic disinvestment or underinvestment must be conducted on an annual basis and data must be made publicly available online;
  - xvi. Equitable implementation: The Department of Public Works and the Department of Housing and Economic Development must create plans and set goals and provide training to staff, if necessary, to ensure the successful implementation of complete streets in neighborhoods with a history of systematic disinvestment or underinvestment, and to identify barriers and solutions to developing complete and green streets; and









W. Reed Gusciora  
*Mayor*

**CITY OF TRENTON**  
**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT**

C. Andre Daniels  
*Director*

To: Adam E. Cruz, Business Administrator   
From: C. Andre Daniels, Director   
Re: **ORDINANCE AMENDING THE TRENTON CITY CODE TO AMEND CHAPTER 257 TO INCLUDE A NEW ARTICLE "COMPLETE AND GREEN STREETS"**  
Date: May 18, 2022

---

The enclosed ordinance is to help facilitate the implementation of complete streets throughout the city to ensure the safety of roads for all users. In 2012, Council passed a resolution with the intent of implementing complete streets in Trenton, but implementation has been difficult due to non-standardized design and procedures to instill a uniform approach for complete streets implementation. As such, the Division of Planning has worked on developing design guidelines and procedures with the Delaware Valley Regional Planning Commission to move forward with implementation. The ordinance sets up procedures, a "Safe Streets for All" committee, and points to utilizing the Trenton Complete Streets Design Handbook for guidance on designs for the different types of streets throughout the city.

**Attachments:**

- Original Resolution 12-121
- Trenton Planning Board's review of the ordinance in respect of the City's master plan
- Trenton250 excerpt from the Circulation Report – Implement Complete Streets Policy Initiative
- Trenton Complete Streets Design Handbook

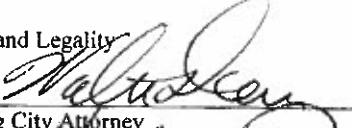
# RESOLUTION

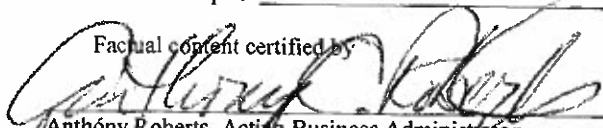
No. 12-121

Date of Adoption MAR 01 2012

Approved as to Form and Legality

Factual content certified by

  
Walter Denson, Acting City Attorney

  
Anthony Roberts, Acting Business Administrator

Councilman /woman

  
presents the following Resolution:

## RESOLUTION ESTABLISHING A "COMPLETE STREETS" POLICY FOR THE CITY OF TRENTON

**WHEREAS**, the City of Trenton is committed to creating street corridors that accommodate all road users of all ages and abilities for all trips; and

**WHEREAS**, significant accomplishments have already been achieved by incorporating pedestrian safety and traffic calming measures when public streets are improved; and

**WHEREAS**, the City Council fully supports these initiatives and wishes to reinforce its commitment to creating a comprehensive, integrated, connected street network that accommodates all road users of all abilities and for all trips; and

**NOW THEREFORE BE IT RESOLVED** that all public street projects, both new construction and reconstruction (not including maintenance) in the City of Trenton shall be designed and constructed as complete streets. The "complete street" accommodates travel by pedestrians, bicyclists, public transit, and other motorized vehicles and their passengers. This policy shall be implemented as follows:

1. All City streets shall be designed and constructed to include accommodations for pedestrians, bicyclists, public transit, and motorists. Complete streets shall accommodate users of all ages and abilities.
2. Recognizing the inter-connected multi-modal network of street grid, the City of Trenton will work with Mercer County, the Delaware River Joint Toll Bridge Commission, Traffic Consultant AECOM and state agencies through existing planning efforts to ensure complete streets principles are incorporated in a context sensitive manner.
3. While complete streets principles are context sensitive, it would be appropriate to consider these features during the design, planning, maintenance and operations phases and incorporate changes into some retrofit and reconstruction projects. Departments shall reference New Jersey Roadway Design Manual; the AASHTO Guide for the

# RESOLUTION

Development of Bicycle Facilities; AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities; the Manual of Uniform Traffic Control Devices; the NACTO Urban Bikeway Design Guide and other design criteria as necessary, striving to balance all needs, when repaving or reconstructing streets.

4. To facilitate timely implementation of the new policy, the following steps shall be taken:
  - a. A memorandum outlining this new policy will be distributed to all department heads within 90 days of this resolution.
  - b. At least one training about complete streets will be conducted for appropriate staff within 180 days of this resolution.
  - c. The Train Station Linkage Plan, prepared for the city by Nelson/Nygaard in 2006 shall be revisited, with a specific focus on designating appropriate routes for pedestrians, dedicated bike lanes and preferred bicycle routes (shoulders or shared travel lanes with appropriate signage and/or pavement markings). The City Engineer (or other designee as determined by Council) shall coordinate this effort in collaboration with the Traffic Analyst and update City Council within 180 days of this resolution.
  - d. Oversight of the new complete streets policy will be handled by the Principle Planner, or other appropriate cabinet officials approved by City Council.
5. Exceptions may be made to this policy under any one of the following conditions:
  - a. Bicycle and pedestrian facilities are not required where they are prohibited by law.
  - b. Public transit facilities are not required on streets not serving as transit routes, The desirability of transit facilities will be determined on a project specific basis.
  - c. When the cost of incorporating new bicycle, pedestrian, and/or public transit facilities is excessive, defined as greater than 20% of the overall project cost, the need for and/or probable use of the facility shall be considered in making the determination as to

# RESOLUTION

whether or not an exception should be approved at this time or held for future consideration. This determination may occur during the budget and capital improvements program approval process or when project plans and specifications are being prepared. Exceptions due to cost increases shall be sent to City Council for formal approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Trenton that the City hereby consents to all public street projects, both new construction and reconstruction (not including maintenance) in the City of Trenton shall be designed and constructed as complete streets; and

**BE IT FURTHER RESOLVED**, that this resolution shall remain on file in the City Clerk's office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
BETHEA	✓				HOLLY WARD	✓				MUSCHAL	✓			
CALDWELL WILSON	✓				MCBRIDE	✓								
CHESTER	✓				REYNOLDS JACKSON	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on MAR 01 2012  
Verly McBrick Seamus Bayler  
President of Council

# McGill & Hall, L.L.C.

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Thomas Hall, Esq. *N.J. and N.Y. Bars*  
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April 13, 2022

The Honorable Reed Gusciora  
And Members of Council of the City of Trenton  
319 East State Street  
Trenton, NJ, 08608

**Re: Review of the Complete and Green Streets Ordinance by the Planning Board of the City of Trenton Pursuant to N.J.S.A. 40:55D- 26.**

Dear Mayor Gusciora and Members of Council:

Please be advised that I am the attorney for the Planning Board of the City of Trenton (Planning Board) and in such capacity I have been duly authorized and directed by the Planning Board to make this communication on its behalf. Please be advised that the Planning Board conducted a review pursuant to N.J.S.A. 40:55D-26 of the proposed Complete and Green Streets Ordinance designed to develop an integrated and connected multimodal transportation system of Complete and Green Streets that serves all neighborhoods and populations of the City of Trenton at the Meeting of the Planning Board held on January 27, 2022. Please be further advised that pursuant to the charge of the above Statute, the Planning Board found the proposed ordinance to be in all ways consistent with the City's Master Plan and so hereby reports that finding to the Mayor and Council. In addition to this report, and as permitted and authorized by the above Statute, the Planning Board deems it appropriate to make the following comments:

- The Planning Board suggests that the Ordinance be amended where appropriate to reference the prior adoption of a nationally-ranked resolution in 2012 by Council and signed by the Mayor, which created a Complete Streets Policy for the City of Trenton.
- The Planning Board recommends that the Ordinance be amended at Section 1(a) to include "freight" as a travel mode to which the ordinance will apply.
- The Planning Board recommends that the Ordinance be amended at Section 1(e) to reflect that the Department of Housing and Economic Development and Department of Public Works shall routinely work in coordination with each other, other Departments of

the City as may be necessary, and adjacent jurisdictions. (The underlined wording is suggested to be added to the existing text.)

- The Planning Board recommends that the Ordinance be reviewed and amended as necessary at Section 2(a) to clarify the manner in which Steering Committee member appointments will be made, specify the term of appointment of the members, clarify and limit the number of members to be appointed to the Steering Committee, specify that a member of the Planning Board shall be appointed to the Steering Committee, and to provide for the organizational structure and procedural process by which the Steering Committee will operate.
- The Planning Board recommends that the Ordinance be amended at Section 3.a (iv) to remove the review by the City Professional because it is overly subjective and unenforceable.
- The Planning Board recommends that the Ordinance be amended at Section 4.c (x) to remove this section because the data is not readily available or obtainable.
- The Planning Board recommends that the Ordinance be amended at Section 5.a (ii) to state that in all matters that come before the Planning Board or Zoning Board of Adjustment, that the findings of the Steering Committee shall be advisory only and the final determinations shall be the jurisdiction of and made by the respective Boards.

The Planning Board thanks the Mayor and Council for the opportunity to review the Complete and Green Streets Ordinance as presented. The Planning Board requests that the Mayor and Council consider the changes suggested herein and continues ready to assist the Mayor and Council in any way that the Mayor and Council deem necessary, helpful, or productive.

Very truly yours,

A handwritten signature in blue ink, consisting of a large, stylized 'G' followed by several loops and a long horizontal stroke extending to the right.

GEORGE D. MCGILL

# ORDINANCE

1<sup>st</sup> Reading \_\_\_\_\_

Public Hearing \_\_\_\_\_

2<sup>nd</sup> Reading & Passage \_\_\_\_\_

Withdrawn \_\_\_\_\_ Lost \_\_\_\_\_

No. \_\_\_\_\_

Date to Mayor \_\_\_\_\_

Date Returned \_\_\_\_\_

Date Resubmitted to Council \_\_\_\_\_

Approved as to Form and Legality



CITY ATTORNEY WESLEY BRIDGES

Factual content certified by



Title WAHAB ONITIRI, DIRECTOR PUBLIC WORKS

Councilman /woman \_\_\_\_\_

\_\_\_\_\_ presents the following Ordinance:

## AN ORDINANCE VACATING PUBLIC RIGHTS OF A PORTION OF LOMBARD ALLEY

**WHEREAS**, the City of Trenton wishes to vacate a portion of Lombard Alley pursuant to the authority set forth in N.J.S.A. 40:67-1; and

**WHEREAS**, the City Council of the City of Trenton, after due consideration and investigation, has determined that the nature of the public use and public interest to be promoted is such as to warrant the vacation of a portion of Lombard Alley; and

**WHEREAS**, it is in the best interest of the City of Trenton to approve the vacation.

**NOW, THEREFORE, IT IS ORDAINED**, by the City Council of the City of Trenton as follows:

1. It is in the best interest of the City of Trenton that the portion of Lombard Alley hereinafter described be vacated, abandoned and released.

All that certain lot, tract or parcel of land situate, lying and being in the city of Trenton, County of Mercer, State of New Jersey, as shown on a plan entitled "Plan of Alley Vacation of Lombard Alley between Beatty Street and Malone Street in the City of Trenton, Mercer County, New Jersey" prepared by Trenton Engineering Company, Inc. last revised April 15, 2021 and being more particularly bounded and described as follow to wit:

Beginning at a point in the easterly line of Beatty Street (50' Wide), distant 100 feet from the intersection of the said line of Beatty Street and the southerly line of Adeline Street (50' Wide), and running thence;

- (1) S 55°00'00" E, along the northerly line of former Lombard Alley (5.00' Wide), a distance of 150.00 feet to a point on the former division line of Lot 1 and Lot 18, Block 17702, thence;
- (2) N 35°00'00" E, along the said former division line, a distance of 5.00 feet to a point; thence
- (3) S 55°00'00" E, along the northerly line of former Lombard Alley (10.00' Wide), a distance of 125.00 feet, thence

# ORDINANCE

- (4) S 35°00'00" W, a distance of 10.00 feet to the southeasterly corner of former Lombard Alley; thence
- (5) N 55°00'00" W, along the southerly line of former Lombard Alley, a distance of 275.00 feet to a point on the easterly line of Beatty Street; thence
- (6) N 35°00'00" E, along said line of Beatty Street, a distance of 5.00 feet to the point and place of beginning.

Containing 2,000 S.F. = 0.46±Acres

Subject to all easements, reservations, and restrictions recorded or un-recorded.

- 2. Subject to any other restrictions as shown on "Plan of Alley Vacation of Lombard Alley between Beatty Street and Malone Streets in the City of Trenton, Mercer County, New Jersey" prepared by Trenton Engineering Company, Inc. last revised April 15, 2021.
- 3. That the Chief Engineer, Division of Engineering and Operations, shall record the said vacation in the Street Book on the Tax Map.
- 4. That the City Clerk shall file a duly authenticated copy of this ordinance under the corporate seal of the City of Trenton, together with proof of the publication thereof, as well as a copy of print accompanying the same, in the Office of the County Clerk pursuant to the requirements of N.J.S.A. 40:67-21.
- 5. The ordinance shall take effect after final passage and publication in accordance with applicable law.

	INTRODUCTION				ADOPTION					INTRODUCTION				ADOPTION					INTRODUCTION				ADOPTION			
	AYE	NAY	NV	AB	AYE	NAY	NV	AB		AYE	NAY	NV	AB	AYE	NAY	NV	AB		AYE	NAY	NV	AB	AYE	NAY	NV	AB
BLAKELEY									MUSCHAL									MCBRIDE								
CALDWELL WILSON									RODRIGUEZ																	
HARRISON									VAUGHN																	
NV - NO VOTE		AB - ABSENT																								

Adopted on first reading at a meeting of the City Council of the City of Trenton, NJ on \_\_\_\_\_

Adopted on second reading after the public hearing on \_\_\_\_\_

\_\_\_\_\_  
Mayor APPROVED Reconsidered by Council – Override Vote AYE  
REJECTED NAY

\_\_\_\_\_  
President of Council City Clerk





City of Trenton

Department of Public Works


Wahab Onitiri

Director

## MEMORANDUM

Date: Wednesday, November 3, 2021

To: Isabel Garcia, Purchasing Agent

From: Wahab Onitiri, Director of Public Works 

Re: **The Attached Ordinance – Lombard Alley Vacation**

---

Per the Division of Traffic & Transportation; St Mary's Church on Grand Street/Adeline Street recently came before the Planning Board for preliminary and final site plan approvals to construct a parking area for their church. The Planning Board approved their request. Included in the request and written into the Board's Resolution of Approval was the consolidation of the lots they currently own as well as the vacation of a portion of Lombard Alley (see attached executed Planning Board Resolution).

The attached Ordinance will allow for the vacation of this portion of the alley.

If you have any questions, please feel free to contact this office at extension 3151.

WO/dh

Cc: Adam E. Cruz, Business Administrator 

Attachment: Site Map




City of Trenton  
Department of Public Works

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## MEMORANDUM

Date November 1, 2021

To: Wahab Onitiri, Director  
Department of Public Works

From: Anthony H. Santora, Chief   
Traffic Maintenance and Operations

Re: The Attached Ordinance – Lombard Alley Vacation

---

Recently, St Mary's Church on Grand Street/Adeline Street came before the Planning Board for preliminary and final site plan approvals to construct a parking area for their church. The Planning Board approved their request. Included in the request and written into the Board's Resolution of Approval was the consolidation of the lots they currently own as well as the vacation of a portion of Lombard Alley (see attached executed Planning Board Resolution).

The attached Ordinance will allow for the vacation of this portion of the alley.

If you have any questions, please feel free to contact me at 989-3611.

Thank you.

**RESOLUTION  
OF THE PLANNING BOARD OF THE CITY OF TRENTON, COUNTY OF MERCER,  
STATE OF NEW JERSEY  
Project No: 20-P-333AD**

**WHEREAS**, St. Mary's Greek Catholic Church (hereinafter referred to as the "applicant") has applied to the Planning Board of the City of Trenton for preliminary and final site plan approval pursuant to N.J.S.A. 40:55D-48, and for variance relief pursuant to N.J.S.A. 40:55D-70(c) from the ordinances of the City of Trenton to construct a parking area containing 48 parking spaces at property located at 333 Adeline Street and 402 Beatty Street, also described as Block 17702, Lot 1; and Block 17702, Lot 18 on the Tax Maps of the City of Trenton; and

**WHEREAS**, a public hearing was held at the regular meetings of the Planning Board on October 8, 2020 in virtual format and testimony having been presented on behalf of the applicant and objectors to the application having been given an opportunity to be heard; and,

**WHEREAS**, such proof of service as may be required by New Jersey Statutes, Municipal Ordinances, and as directed by the New Jersey Department of Community Affairs for meetings held virtually during a time of a declared state of emergency has been furnished; and,

**WHEREAS**, the Board, having considered the application, the materials submitted in support of the application and described above, expert testimony, and the comments and objections of the applicant and the public, makes the following findings:

**WHEREAS**, the Board, having considered the application, testimony, and exhibits submitted, makes the following findings:

1. The property is said to be in the Residential B and Business B Zone.
2. The subject property is an irregularly shaped parcel. It is bound by Beauty Street, Malone Street, Adeline Street and Grand Street. The property contains a Church fronting on Grand Street, a convent fronting on Adeline Street and an all-purpose building fronting on Beatty Street. The site presently has no parking. The applicant is proposing to demolish the convent and to construct 48 parking spots for use

by the church.

2. The applicant provided Preliminary and Final Site Plans prepared by Trenton Engineering dated June 22, 2020, which more fully describe the applicant's proposal. The plans were reviewed by The Taylor Design Group, the Board's Planner, and the Board had the benefit of the report prepared by Scott D. Taylor, P.P., dated September 29, 2020. The Plans and report were accepted by and relied upon by the Board during its review and deliberations on this matter.

3. Though adding to the parking on the site, the applicant requires variance relief from the parking requirements of the City Ordinance where the parking requirement was determined to be 125 spaces based upon a stipulation of 500 seats existing, and 48 parking spaces are being created. The proposal also requires variance relief for lot coverage where 50% is permitted in the Residential B Zone and 87% is proposed.

4. The Board finds that the plans presented substantially comply with the statutes and ordinances controlling the review of site plans in the City of Trenton and that preliminary and final site plan may be granted subject to the conditions that the applicant adhere to the recommendations as found in the Taylor Design Group of September 29, 2020, the Planning Memo prepared by the city, all representations and stipulations made by the applicant at the hearing, and as conditioned by the Planning Board herein.

5. The Board finds that the variance relief may be granted. The Board finds that the application adds 48 spaces to a property which otherwise has no parking. The Board finds that the applicant is a religious institution that holds religious services and that parking is necessary for the efficient and effective operation of same. The Board finds that the addition of parking will eliminate the parking congestion in the area that occurs as a result of the Church's operations and that the elimination of such congestion is a benefit that outweighs any detriment. The Board finds also that the lot coverage variance may be granted for the same reason however in this regard the Board requires that the applicant plant a sufficient amount of shade trees at the property to replace the trees that are being removed and to provide a foliage canopy sufficient to

lessen the impact heat generation that will be caused by the added parking surfaces. The applicant is directed to work with the City to maximize the tree canopy to reduce the afore-referenced heating effect caused by the construction of the new parking area. In this regard the Board has reviewed the landscape plan provided and finds that the applicant shall provide amended plans to provide at least a doubling of the trees shown thereon which shall be of a similar caliper as shown. The Board notes the detrimental effect of the increased impervious and loss of mature trees, and notes this detriment as one to the public good, however the Board finds that the benefit of providing parking at this site, which has none, outweighs the detriment discussed above under these specific circumstances. The Board directs that while under these circumstances, the Board finds it beneficial, on balance, to grant the variance relief as to lot coverage, the Board is generally not in favor of trading trees for parking and the approvals granted herein should not be so construed. The Board finds that the increase in parking will not substantially impair the zone plan because the applicant is providing parking at the site which will bring the property into greater conformity with the zone plan. Accordingly the variances may be granted.

6. The applicant discussed the vacation of an adjoining area known as Lombard Alley and the inclusion of the area of the vacated alley into this proposal. The Board has no objection to the inclusion of said area into this proposal however advises and states that the Board has no jurisdiction over such area nor control over the vacation of same and leaves that decision to the City's Mayor and Council.

7. The Board finds that it may grant such waiver relief as necessary or requested. The Board finds that it has received such information to make an informed decision on this matter.

8. During the hearing of this matter, the applicant stipulated that all fencing shall be six feet in height and be made of a wrought iron-like design, that the rear fence shall be moved to the rear property line to avoid the existence of an area between the fence and the adjoining properties that will be difficult to maintain, that the lots shall be consolidated, and that the applicant will work with the City as described herein to provide for adequate tree planting and canopy.

9. The Board finds that the preliminary and final site plan approval, variance relief, and waivers may be granted as conditioned herein. The Board accepts the stipulations as provided by the applicant and makes compliance with such stipulations independent conditions of the approvals granted. The Board otherwise finds that the project represents sound planning for the City of Trenton which will result in the beneficial use of the property in question.

**WHEREAS**, The Board has determined that the preliminary approval and variance relief requested by the applicant can be granted as conditioned;

**NOW THEREFORE, BE IT RESOLVED**, by the Planning Board of the City of Trenton on this 12th day of November, 2020, that the application be and hereby is granted subject to the following conditions:

1. The applicant shall comply with all findings and stipulations made herein including those found in the Department of Housing and economic Development Land Use and Zoning Survey prepared for this matter.

2. The applicant shall comply with all findings and recommendations as found in the reports prepared by the Taylor design Group dated September 29, 2020.

3. The applicant shall comply with all City, State and Federal laws and such other laws and regulations as may apply to the perfection and construction of the project.

4. The applicant shall move the fence in the area of the rear property line to the rear property line to avoid the existence of an area between the fence and the adjoining properties.

5. The applicant will work with the City to provide for adequate tree planting and canopy as described in the body of this resolution.

6. The properties shall be consolidated.

**Vote On: Approval of the request to be granted preliminary and final site plan for the project as**

**conditioned herein**

**9 In favor**  
**0 Opposed**  
**0 Abstained**

**Vote on: Variance relief**

**9 In favor**  
**0 Opposed**  
**0 Abstained**

**CERTIFICATION**

I hereby certify this to be a true and accurate copy of the Resolution adopted by the City of Trenton Planning Board at a public hearing held on November 12, 2020

DocuSigned by:

*Dan Fatton*

1086D40570434A7...

Dan Fatton, Chairman of the Planning Board  
of the City of Trenton

Prepared by George D. McGill, Esq.

REVISIONS		
DATE	NAME	LIC. NO.

SHEET NO. 176

