

**RESOLUTION: 190-15**

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN  
PROFESSIONAL SERVICES ADOPTED BY THE BOROUGH OF  
CLAYTON**

*WHEREAS*, there exists a need for specialized services on behalf of the Borough of Clayton; and

*WHEREAS*, funds are or will be available for this purpose; and

*WHEREAS*, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised.

*NOW, THEREFORE, BE IT RESOLVED* by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That Remington & Vernick, of Haddonfield, New Jersey is hereby hired to provide services for the preparation of Housing Element/Fair Share Plan for the Borough of Clayton for an amount not to exceed \$5,990.00.
2. The term of this contract shall be from October 22, 2015 to October 21, 2016.
3. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-11-5(1)(a), and the Fair and Open Process because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
5. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
6. The Mayor and Clerk of the Borough of Clayton are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Clayton.

*ADOPTED* at a meeting of the Mayor and Council of the Borough of

Clayton, County of Gloucester, and State of New Jersey on October 22, 2015.

BOROUGH OF CLAYTON



\_\_\_\_\_  
THOMAS BIANCO, Mayor

Attest:



\_\_\_\_\_  
CHRISTINE NEWCOMB, Borough Clerk

**CERTIFICATE OF AVAILABILITY OF FUNDS**

From: Donna Nestore, Chief Financial Officer, Borough of Clayton

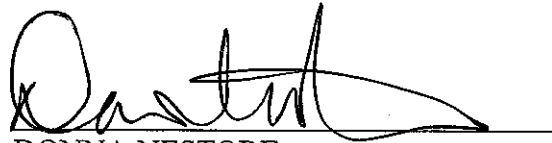
To: Mayor and Council, Borough of Clayton

Re: Remington & Vernick. – Preparation of Housing Element/Fair Share Plan  
Proposal No. M2015-345

AMOUNT OF CONTRACT: \$5,990.00

Any expenditures required for the above referred contract are properly chargeable to 2015 Municipal Budget.

I hereby certify that, as of this date, adequate funds have been appropriated in said line and are available to satisfy the expenditure required for the above referenced contract.

A handwritten signature in black ink, appearing to read 'Donna Nestore', is written over a horizontal line.

DONNA NESTORE  
Chief Financial Officer  
Borough of Clayton

Dated: October 22, 2015

# REMINGTON & VERNICK ENGINEERS AND AFFILIATES

EDWARD VERNICK, PE, CME, President  
CRAIG F. REMINGTON, PLS, PP, Vice President

## EXECUTIVE VICE PRESIDENTS

Michael D. Vena, PE, PP, CME (deceased 2006)  
Edward J. Walberg, PE, PP, CME  
Thomas F. Beach, PE, CME  
Richard G. Arango, PE, CME

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#### CORPORATE SECRETARY

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### Remington & Vernick Engineers

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### Remington, Vernick & Walberg Engineers

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(610) 940-1161 (fax)

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(412) 263-2210 (fax)

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Newark, DE 19702  
(302) 266-0212  
(302) 266-6208 (fax)

### Remington, Vernick & Arango Engineers

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Cinnaminson, NJ 08077  
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(856) 303-1249 (fax)

300 Penhorn Avenue, 3rd Floor  
Secaucus, NJ 07094  
(201) 624-2137  
(201) 624-2136 (fax)

October 7, 2015

Sue Miller, Manager  
Borough of Clayton  
125 North Delsea Drive  
Clayton, New Jersey 08312

Re: Professional Services Proposal  
Preparation of Housing Element/Fair Share Plan  
M2015-345

Dear Ms. Miller:

Remington & Vernick Engineers is pleased to forward this professional services proposal for (i) the preparation of a new Housing Element, and (ii) preparation of updated Fair Share Plan, as directed by the Borough's counsel in this matter, Maley and Associates of Collingswood, New Jersey.

As to preparation of the Housing Element, the required elements are as set forth at N.J.S.A. 52:27D-310, enumerated below:

- a. An inventory of the municipality's housing stock by age, condition, purchase or rental value, occupancy characteristics, and type, including the number of units affordable to low and moderate income households and substandard housing capable of being rehabilitated, and in conducting this inventory the municipality shall have access, on a confidential basis for the sole purpose of conducting the inventory, to all necessary property tax assessment records and information in the assessor's office, including but not limited to the property record cards;
- b. A projection of the municipality's housing stock, including the probable future construction of low and moderate income housing, for the next ten years, taking into account, but not necessarily limited to, construction permits issued, approvals of applications for development and probable residential development of lands;
- c. An analysis of the municipality's demographic characteristics, including but not necessarily limited to, household size, income level and age;

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- d. An analysis of the existing and probable future employment characteristics of the municipality;
- e. A determination of the municipality's present and prospective fair share for low and moderate income housing and its capacity to accommodate its present and prospective housing needs, including its fair share for low and moderate income housing; and
- f. A consideration of the lands that are most appropriate for construction of low and moderate income housing and of the existing structures most appropriate for conversion to, or rehabilitation for, low and moderate income housing, including a consideration of lands of developers who have expressed a commitment to provide low and moderate income housing.

The work, necessary for the preparation of the Housing Element, which will fully conform to the aforementioned requirements of the New Jersey Fair Housing Act can be performed for a lump sum not to exceed amount of \$5,990.00.

As to the Fair Share Plan, this firm's work will be limited to that work specifically requested by the Borough's legal counsel. As such, the firm proposes to perform any such related work on a time and material basis, at a rate of \$138.00 per hour, which work may include:

- a. Attendance at Borough Council Meeting(s)
- b. Public presentation at planning board
- c. Court attendance/testimony
- d. Preparation of supporting certification(s)
- e. Refinements to existing Fair Share Plan
- f. Consultations with Borough legal counsel

Deliverables will include one (1) electronic version of the Housing Element and twenty (20) paper copies.

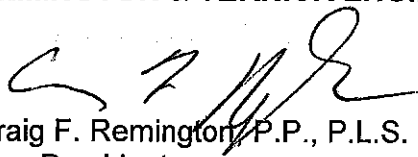
Upon written authorization to proceed, work will commence at once.

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Borough of Clayton  
October 7, 2015

We thank you for affording the firm the opportunity to be considered for assisting the Borough with this initiative. If, after review, you have any questions or require any clarification, please contact George Stevenson at [George.Stevenson@rve.com](mailto:George.Stevenson@rve.com) or by telephone at (856) 216-1890 ext 1095.

Sincerely yours,

**REMINGTON & VERNICK ENGINEERS, INC.**



Craig F. Remington, P.P., P.L.S.  
Vice President