

**RESOLUTION  
BOROUGH OF CLAYTON  
APPOINTING MARK BRUNERMER OF SICKELS & ASSOCIATES, INC.  
AS WATER/SEWER ENGINEER FOR THE BOROUGH OF CLAYTON  
FOR THE YEAR 2016, PURSUANT TO THE LOCAL PUBLIC CONTRACTS LAW  
(N.J.S.A. 40A:11-1, ET SEQ.)**

**R-7-16**

**WHEREAS**, there exists a need for a Water/Sewer Engineer in the Borough of Clayton for the year 2016; 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 et seq.) requires the governing body of a contracting unit to publish a notice in a newspaper authorized by law to publish its legal advertisements, setting forth the nature, duration, service and amount of the contract where such contract is awarded for "professional services" without competitive bidding;

**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 Mark Brunermer of Sickels & Associates, Inc., be and hereby is appointed Municipal Water/Sewer Engineer for the Borough of Clayton, to provide engineering services and advice to the officials of said Borough for the year 2016.
2. That the appropriate officers of the Borough of Clayton are hereby authorized to enter into the contract with the firm of Sickels & Associates, Inc., for engineering services above specified, for a term of one (1) year as attached hereto for the year 2016.
3. This contract is awarded without competitive bidding as a "professional service" under the provision of the Local Public Contracts Law because the specialized training, education, experience and specialized knowledge needed for this position cannot be properly described in specifications which would have to be prepared for competitive bidding, and because the law permits agreements for professional services without public advertising and bidding

therefore.

5. A copy of this Resolution shall be published in The Sentinel or South Jersey Times, as required by law, within ten (10) days after its adoption.

**ADOPTED**, at the reorganization meeting of the Mayor and Council of the Borough of Clayton on January 7, 2016.

**BOROUGH OF CLAYTON**



Thomas Bianco, Mayor


**ATTEST:**



Christine Newcomb  
Municipal Clerk

**CERTIFICATION**

I, Christine Newcomb, Municipal Clerk of the Borough of Clayton, do hereby certify that the foregoing Resolution was presented and duly adopted by the Borough Council at the reorganization meeting of the Borough of Clayton, held on January 7, 2016.



Christine Newcomb  
Municipal Clerk

**BOROUGH OF CLAYTON CONTRACT FOR WATER/SEWER ENGINEERING  
SERVICES WITH SICKELS & ASSOCIATES, INC.**

THIS CONTRACT, made this 7th day of January, 2016, between the Borough of Clayton, a Municipal Corporation in Gloucester County, State of New Jersey, (hereinafter referred to as "Borough"); and Sickels & Associates, Inc. with Corporate Headquarters in Woodbury, New Jersey (hereinafter referred to as "Engineer"):

WITNESSETH:

That in consideration of the mutual covenants hereinafter set forth, the parties hereto do hereby agree as follows:

1. Engineer will supply to the Borough of Clayton all of the ordinary and usual engineering services required by the Borough of Clayton for the term of this contract and shall be paid in accordance with the annexed fee schedule, and as determined by the Borough of Clayton. Ordinary and usual engineering services covered by this contract shall include the following:
  - A. Attendance at meetings
    - (1) Public Meetings: The Engineer or his designated representative shall attend all public meetings which bids are to be received for engineering projects, which a specific item relating to engineering services to be provided by the Engineer to the Borough is to be discussed, and when requested by the Governing Body of the Borough of Clayton. The cost of attending said meetings is covered by the annual retainer, which is zero dollars (\$0.00) per year.
  - B. General correspondence emanating from the Borough Engineer's office.
  - C. General problems requiring consultation with the Borough Engineer.
2. Engineer will provide any and all engineering services beyond the ordinary and usual engineering services required, if requested by the Borough, for fee to be determined at the rates hereinafter provided. The Engineer shall provide by voucher to the Borough, verification of time spent, job title and rate per man on each job. The fees to be paid to the Engineer shall be in accordance with the attached fee schedule.
3. Engineer hereby agrees to provide to the Borough a cost estimate for all engineering work to be completed beyond the ordinary and usual engineering service prior to the commencement of said work.
4. Engineer shall provide performance guarantee estimates and construction observation services on all projects being constructed in the Borough as provided by the Municipal Land Use Law. Such services shall be paid by the Borough from escrow accounts established by the Borough and funded by the developer of said project.
5. The term of this contract shall be for a period of one (1) year, commencing on January 7, 2016.

6. The "Engineer" shall be represented by Mark R. Brunermer, PE, CME, President of Sickels & Associates, Inc.
7. This contract is made in conformity with the Local Public Contracts Law of the State of New Jersey and shall be construed in accordance with said act.

BOROUGH OF CLAYTON



THOMAS BIANCO, MAYOR

ATTEST:



CHRISTINE NEWCOMB, CLERK

SICKELS & ASSOCIATES, INC.



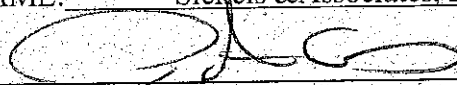
MARK R. BRUNERMER, PE, CME  
PRESIDENT

WITNESS:



## AFFIRMATIVE ACTION REQUIREMENTS

COMPANY NAME: Sickels & Associates, Inc.

SIGNATURE: 

TITLE: Secretary & Treasurer

RESPONDENTS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127(N.J.S.A. 10:5-31, et. seq.). See also N.J.A.C. 17:27 et. seq.

### REQUIRED AFFIRMATIVE ACTION EVIDENCE

A. **PROCUREMENT & SERVICE CONTRACTS** (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within seven (7) calendar days of notice of intent to award or the signing of the contract, whichever is sooner, one of the following:

1. A PHOTOCOPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL:

OR

2. A PHOTOCOPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT:

OR

3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT AA 302.

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT** <sup>5128</sup>

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

15-AUG-2012 to 15-AUG-2019

**SICKELS & ASSOCIATES, INC.**  
**833 KINGS HIGHWAY**  
**WOODBURY**

**NJ 08096 3118**



A handwritten signature in black ink, appearing to read "Andrew P. Sidamon-Eristoff".

Andrew P. Sidamon-Eristoff  
State Treasurer

(REVISED 4/10)

EXHIBIT A

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

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

## EXHIBIT A (Cont)

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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

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

SIGNED: 

Patricia A. Owens

DATED: 10-30-15



## CORPORATE DISCLOSURE STATEMENT


- ☐ I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- ☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.
- ☐ Partnership.
- ☒ Corporation.
- ☐ Sole Partnership.

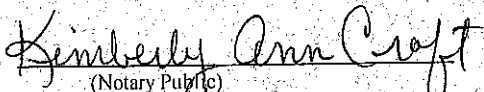
PLEASE CHECK THE APPROPRIATE BOXES ABOVE & SIGN BELOW.

<u>Shares</u>	<u>Stockholders Name</u>	<u>Address</u>
33.3%	Mark R. Brunermer	8 Horseshoe Lane, Mullica Hill, NJ 08062
33.3%	William J. Mesogianes	16 Henry Ave., Pennsville, NJ 08070
33.3%	Patricia A. Owens	106 Woodfield Ct., Cherry Hill, NJ 08003

THIS STATEMENT MUST BE INCLUDED WITH YOUR PROPOSAL  
SUBMISSION

Subscribed and sworn before me this 30<sup>th</sup>  
day of Oct., 2015.

  
(Signature of Affiant)

  
(Notary Public)

Patricia A. Owens, Secretary & Treasurer  
(Print Name & Title)

KIMBERLY ANN CROFT  
NOTARY PUBLIC OF NEW JERSEY  
My Commission expires: MY COMMISSION EXPIRES AUG. 10, 2017

## NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY  
COUNTY OF CAMDEN

ss:

I AM Secretary & Treasurer OF THE FIRM OF Sickels & Associates, Inc.

UPON MY OATH, I DEPOST AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE COUNTY OF GLOUCESTER RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDED THE CONTRACT FOR THE SAID ENGAGEMENT;

AND

4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL OF SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO:

BEFORE ME THIS 30<sup>th</sup> DAY

OF Oct., 2015.



Patricia A. Owens

Kimberly Ann Croft  
NOTARY PUBLIC OF

MY COMMISSION EXPIRES:


**KIMBERLY ANN CROFT**  
**NOTARY PUBLIC OF NEW JERSEY**  
**MY COMMISSION EXPIRES AUG. 10, 2017**

## PROFESSIONAL LICENSE DISCLOSURE

I certify that the licenses for the Professional Engineers and Professional Land Surveyor employed by Sickels & Associates, Inc. are current and in good standing with the State Boards.

I certify that no professional licenses for Sickels & Associates, Inc. employees have been suspended or revoked in New Jersey or any other states.

10/30/15  
Date

  
Patricia A. Owens  
Secretary & Treasurer

Subscribed and sworn before me

this 30<sup>th</sup> day of Oct., 2015

Kimberly Ann Croft  
(notary public)

My Commission expires, **KIMBERLY ANN CROFT**  
**NOTARY PUBLIC OF NEW JERSEY**  
**MY COMMISSION EXPIRES AUG. 10, 2017**

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

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

TAXPAYER NAME:

**SICKELS & ASSOCIATES, INC.**

TAXPAYER IDENTIFICATION#:

**221-933-496/000**

ADDRESS:

**SHERWD MEWS 833 KINGS HWY  
WOODBURY NJ 08096-3110**

EFFECTIVE DATE:

**07/12/71**

FORM-BRC(08-01)

TRADE NAME:

SEQUENCE NUMBER:

**1089007**

ISSUANCE DATE:

**09/30/04**

*J.P. & Tully*  
Acting Director

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

# SICKELS & ASSOCIATES, INC.

Engineers • Planners • Surveyors

## ANNUAL FEE SCHEDULE

Effective January 2016

### JOB CLASSIFICATION

### HOURLY FEE SCHEDULE

Professional Engineer, CEO & President	\$148.00
Professional Engineer, Director	\$134.50
Professional Engineer, Manager	\$127.00
Project Engineer	\$107.00
Project Manager	\$ 91.50
Design Engineer	\$ 83.00
Design Technician	\$ 81.25
CADD Drafting Technician	\$ 79.00
Drafting Technician	\$ 65.00
Junior Drafting Technician	\$ 47.50
Professional Land Surveyor, Chief Surveyor	\$116.00
Professional Land Surveyor, Assistant Surveyor	\$ 86.00
Survey Technician/Calculator	\$ 81.25
Survey Manager	\$ 82.00
Survey Party Chief	\$ 81.00
Survey Field Crew (3 Persons)	\$156.00
Survey Field Crew (2 Persons)	\$150.00
GPS Crew - (2 Persons)	\$172.00
Construction Director	\$ 95.50
Construction Manager	\$ 91.25
Senior Construction Technician	\$ 81.25
Construction Technician	\$ 78.00
Licensed Plant Operator	\$ 75.00
Technical Writer/Word Processing	\$ 49.75

In the event a Professional Engineer or Land Surveyor is needed for depositions and/or court appearances, such time shall be invoiced at an hourly rate of \$190.00.

### REIMBURSABLE EXPENSES

Print Costs:	Prints	\$0.45/S.F.	Color Plotting	\$1.75/S.F.
	Mylar	\$4.00/S.F.	Color Photo Copies	\$0.75/Each
	Photo Copies	\$0.20/Each		
Travel Expenses:	Mileage:	\$0.35/Mile		
	Tolls & Parking Fees	Direct Cost.		

All expenses incurred related to the execution of the project such as regular, certified & express mail, certified property owners list, assessment maps, enlargement and/or reduction, photography, aerial maps and sampling, testing and laboratory fees shall be borne by CLIENT and invoiced according. A surcharge of twenty percent (20%) shall be added to all such invoices.