

RESOLUTION: 78-17

**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 TRIAD Associates, of Vineland, New Jersey is hereby hired to provide Administrative Agent Resale Services for COAH not to exceed \$3,000.00.
2. The term of this contract shall be from March 9, 2017 to March 8, 2018.
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 March 9, 2017.

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: TRIAD Associates, of Vineland, NJ

Administrative Agent Services – Resale Services for COAH

AMOUNT OF CONTRACT: \$3,000.00

Any expenditures required for the above referred contract are properly chargeable to COAH.

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: March 9, 2017



February 22, 2017

Sue Miller, Administrator
Borough of Clayton
125 N. Delsea Drive
Clayton, New Jersey 08312

**Re: Authorization to Proceed
Administrative Agent Resales Services for 56 Still Run Road, Clayton, NJ**

Dear Ms. Miller:

As requested, included in this letter is a proposal to provide Administrative Agent resale services for the COAH Affordable unit located at 56 Still Run Road in Emerson Green Development.

DESCRIPTION OF THE PROJECT

Affordable Housing Responsibility: The Administrative Agent will be responsible for the affirmative marketing and other Administrative Agent services for the unit located at 56 Still Run Road, Clayton NJ.

SCOPE OF SERVICES

Responsibilities of The Administrative Agent: The Administrative Agent shall perform the duties and responsibilities of an administrative agent as are set forth in the Rules, including those set forth in Sections 5:80-26.14, 16 and 18 thereof, which includes:

- a. Unit Pricing
 - i. Price units in compliance with the guidelines and provisions of Uniform Housing Affordability Control (UHAC) regulations (N.J.A.C. 5:80-26.1 et seq.).
- b. Affirmative Marketing
 - i. Conducting an outreach process and random selection process (lottery) to insure affirmative marketing of affordable housing units in accordance with Affirmative Marketing guidelines and the provisions of N.J.A.C. 5:80-26.15;
- c. Household Certification
 - i. Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;
 - ii. Coordination of mortgage pre-application approval and final applicant certification
- d. Affordability Controls
 - i. Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate.

e. Resale

- i. Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale;

COMPENSATION: The Principal shall provide compensation for services provided in accordance with Exhibit A as follows:

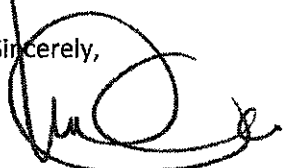
a. Income Qualification & Household Certificate of Eligibility

Consultant shall be paid a Lump Sum fee for services provided in accordance with the Scope of Services in Exhibit A. The Lump Sum fee shall be **\$3,000.00**

If this proposal is acceptable, your counter signature will be appropriate authorization for us to proceed with the application.

If you have any questions, of course, please feel free to contact me.

Sincerely,



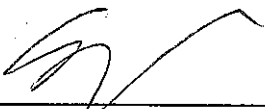
Michael Zumpino, Chairman/ CEO

Cc: Katherine Packowski, Senior Associate

Agreed to this 9th day of March, 2017

BOROUGH OF CLAYTON

By:



Tom Bianco, Mayor