

RESOLUTION: 108-20

**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 the COAH Affordable unit located at 32 Still Run Road in Emerson Green Development, for a total amount not to exceed \$3,000.00.
2. The term of this contract shall be from June 11, 2020 to June 10, 2021.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$3,000.00 is available through the 2020 Municipal Budget, COAH.
4. 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.
5. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
6. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
7. 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

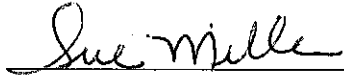
Clayton, County of Gloucester, and State of New Jersey on April 23, 2020.

BOROUGH OF CLAYTON



THOMAS BIANO, Mayor

Attest:



SUE MILLER, Acting Deputy Clerk



May 27, 2020

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

Re: Authorization to Proceed – Borough of Clayton
Administrative Agent Re-Sale Services for 32 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 32 Still Run Road in Emerson Green Development.

PROJECT DESCRIPTION

Affordable Housing Responsibility: Outreach to existing wait list and provide Administrative Agent services for the Re-Sale of unit located at 32 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:

1. Unit Pricing

- a. 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.).

2. Household Certification

- a. 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;
- b. Coordination of mortgage pre-application approval and final applicant certification

3. Affordability Controls

- a. 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.

4. Resale

- a. 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 of \$3,000.00 for the services described above as follows:

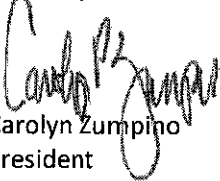
- Income Qualification & Household Certificate of Eligibility

METHOD OF PAYMENT: Principal agrees to pay Consultant in accordance with the following billing schedule:

- \$3,000.00 upon closing of the re-sale transaction
- Principal shall process all invoices for payment upon receipt
- **Payment Address:** All payments must be remitted to Triad Associates, 1301 W. Forest Grove Road, Bldg. 3A, Vineland, NJ 08360

Please indicate your confirmation of the foregoing by signing both copies of this letter where indicated. Please retain one copy for your records and return the other signed copy for our files.

Sincerely,




Carolyn Zumpino
President
CZ/mm


Agreed to this ____ day of _____, 20____

BOROUGH OF CLAYTON

By:



Thomas Bianco, Mayor



Witness/Attest