

**BOROUGH OF WOODBINE
REGULAR MEETING**

**NOVEMBER 3, 2016
8:00 P.M.**

Mayor Pikolycky called the Regular Meeting to order and read the following statement, “Adequate notice of this meeting was provided in compliance with the Open Public Meetings Act by notifying the Press and The Herald on January 27, 2016 and posting a copy of said notice on the Clerk’s bulletin board.”

Those present were: Mayor Pikolycky; Councilpersons Ortiz, Johnson, Bennett, Benson and Cruz. Also present were: Richard Tonetta, Borough Solicitor; Bruce Graham, Borough Engineer; and Lisa Garrison, Borough Clerk. Absent: Councilwoman Perez.

Mayor Pikolycky called for approval of the minutes of October 6, 2016 (workshop, regular and closed). On motion of Councilman Cruz, seconded by Councilman Ortiz to approve the minutes of October 6, 2016 as presented, unanimously carried. Mayor Pikolycky then called for the approval of the minutes of October 20, 2016. On motion of Councilman Bennett, seconded by Councilwoman Cruz to approve the minutes of October 20, 2016 as presented, carried with one (1) abstention by Councilman Ortiz.

Mayor Pikolycky called for the following resolutions:

RESOLUTION NO. 11-77-2016

**RESOLUTION OF SUPPORT FROM THE MAYOR AND COUNCIL OF THE
BOROUGH OF WOODBINE AUTHORIZING THE SUSTAINABLE JERSEY GRANT
APPLICATION**

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, the Borough of Woodbine strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, the Borough of Woodbine is participating in the Sustainable Jersey Program; and

WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program;

THEREFORE, the Mayor and Council of the Borough of Woodbine has determined that the Borough of Woodbine should apply for the aforementioned Grant.

THEREFORE, BE IT RESOLVED, that Mayor and Council of the Borough of Woodbine, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey Grant.

On motion of Councilman Benson, seconded by Councilman Ortiz to approve and adopt the foregoing resolution, unanimously carried.

On motion of Councilman Johnson, seconded by Councilman Cruz to approve and adopt the following resolution, unanimously carried.

RESOLUTION NO. 11-78-2016

**A RESOLUTION OF THE BOROUGH OF WOODBINE
IMPLEMENTING A FAIR AND OPEN PROCESS FOR THE SELECTION
OF BOROUGH ENGINEER, SOLICITOR, AUDITOR AND GRANT
APPLICATION AND MANAGEMENT CONSULTANT SERVICES.**

WHEREAS, the Borough Council of the Borough of Woodbine acknowledges the need for Professional Services to be provided to the Borough; and

WHEREAS, the Borough Council recognizes the need to implement the requirements of N.J.S.A. 19:44A-20.5 so as to have a fair and open procedure for awarding professional service agreements which would otherwise be exempt from public bidding in accordance with N.J.S.A. 40A:11-5; and

WHEREAS, the Borough Council believes it is in the best interest of the Borough to select professionals to provide services to the Borough primarily on the basis of their qualifications, including qualifications uniquely suited to the needs of the Borough of Woodbine; and

WHEREAS, to receive statements of qualifications in a manner that fosters a fair and open process, it is necessary and advisable to establish advance general criteria and specific minimum requirements; and

WHEREAS, the Borough Council has determined that a fair and open process requires public advertisement of professional services required in a manner and with sufficient time to provide notice in advance of the contemplation of retaining the services of a professional and the criteria to be considered in determining the best professional for the position; and

WHEREAS, a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments be made at a public meeting of the Borough Council and then published in accordance with N.J.S.A. 40A:11-5.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Woodbine as follows:

All appointments for Professional Services contained on Schedule "A" attached to and made a part hereof shall be subject to a fair and open process as set forth below.

The Borough Clerk shall cause all legal notices stating that a full listing of all professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualification, will be posted on the Borough of Woodbine's internet website beginning no later than December 2, 2016.

The criteria for each position contained on Schedule "A" follows immediately subsequent to the Listing on Schedule "A." The criteria shall be disclosed, together with the posting of the listed positions on the Borough of Woodbine's internet website as set forth above.

The website posting shall inform potential applicants that all submissions must be made to the Clerk of the Borough of Woodbine and received no later than 3:00 p.m., December 16, 2016.

Commencing 3:01 p.m. on December 16, 2016, or as soon thereafter as may be available, the Clerk of the Borough of Woodbine or her designee shall publicly open and announce all submissions in the Borough Council Chambers, 501 Washington Avenue, Woodbine, New Jersey.

Appointments shall thereafter be made at a public meeting of the Borough Council of the Borough of Woodbine.

Subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED, that the Borough Council of the Borough of Woodbine has determined that the terms of this Resolution constitute a fair and open process in accordance with N.J.S.A. 19:44A-20, et seq., and that the decision by the Borough of Woodbine as to what constitutes a fair and open process shall be final.

SCHEDULE "A"

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Borough of Woodbine solicits statements of qualifications for applicants for appointment to the following professional positions. Responses should address the general criteria and submission requirements for the position sought. Responses must be received in the Office of the Borough Clerk, 501 Washington Avenue, Woodbine, New Jersey 08270, no later than 3:00 p.m., December 16, 2016. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk of the Borough of Woodbine or her representative. The applicant/proposer shall submit eight (8) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. All appointments will be announced at a public meeting. Unless otherwise noticed, appointments shall be for the calendar year of 2017 and subject to the execution of an appropriate contract.

**BOROUGH OF WOODBINE
NOTICE OF SOLICITATION
REQUESTS FOR QUALIFICATIONS**

Notice of Solicitation

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq, New Jersey Pay to Play, New Jersey Campaign Contributions and Expenditures Reporting Act, the Borough of Woodbine located at 501 Washington Avenue, Woodbine, New Jersey 08270 is seeking RFQs for professional services to be provided to the Borough of Woodbine as listed below for the 2017 term.

Borough Solicitor,
Borough Auditor,
Borough Engineer,
Borough Grant Application and Management Consultant Services,

Requests for qualifications are on file at the Borough Clerk's Office at 501 Washington Avenue, Woodbine, New Jersey 08270 and may also be downloaded from the Borough's website.

All RFQs must be received by the Borough Clerk on or before December 16, 2016 at the Borough Clerk's office located at 501 Washington Avenue, Woodbine, New Jersey 08270. All questions concerning this notice should be addressed to the Borough Clerk, Lisa Garrison at 609-861-2153

All statements of qualifications for professional service contracts shall include at a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.

A. Identify the person who will be primarily responsible for the services required by the Borough of Woodbine and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Borough of Woodbine.

B. Identify persons who will serve as back up to the primary person including resumes of all parties.

2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Borough of Woodbine.

Borough Solicitor

Scope of Services:

Specialized services required - The selected professional (solicitor) will be expected to provide specialized professional services to the Borough of Woodbine during the entire year. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Borough of Woodbine on the same day. The professional will also be expected to be available to provide advice to the Borough of Woodbine during non-business hours including the attendance at meetings, formal and informal. The Solicitor will be required, as needed, to engage in litigation services on behalf of the Borough.

Minimum Qualifications

1. The solicitor shall have at least fifteen (15) consecutive years experience in representing public entities.
2. This individual shall represent the interest of the Borough of Woodbine and have been admitted and/or licensed in his/her profession and be in good standing.
3. The Solicitor's firm and individuals assigned to work with the Borough shall be well versed in all aspects of the Borough's operations.

Auditor

Scope of Services

The Borough of Woodbine desires to appoint a firm of certified public accountants to act as auditors for the Borough of Woodbine. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipalities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Woodbine should be addressed.

Minimum Requirements

1. The firm must employ a minimum of five (5) certified public accountants who have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.
2. The firm must employ a minimum of three (3) registered municipal accountants licensed and qualified in that capacity for a minimum of three (3) years each prior to the appointment.
3. Must have a minimum of twenty-five (25) years experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

Borough Engineer

Scope of Services

The Borough of Woodbine desires to appoint an individual to provide engineering services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipality. Any experience or knowledge of matters that directly affect the Borough of Woodbine should be addressed.

Minimum Qualifications

1. Must be licensed to provide engineering services in the State of New Jersey.

2. Must have a minimum of twenty (20) years experience in providing engineering services to municipalities.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a principal office location in close proximity to the Borough of Woodbine so as to be able to respond to emergent matters promptly.
5. Must be experienced in planning and zoning and also able to be a representative on the Planning/Zoning Board.
6. Must be experienced in the preparation of grant applications.
7. Must list past and present municipalities served as engineer.
8. Must have a Certified Public Works Manager registered in the state of New Jersey on staff.

Grant Application and Management Consultant Services

Scope of Services:

The Borough of Woodbine desires to appoint a firm to provide grant services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of grant services required by a municipality. Any experience or knowledge of matters that directly affect the Borough of Woodbine should be addressed.

Minimum Requirements

1. The Grants Application and Management Consultant shall have at least 25 years experience in a wide field of grant subject areas including but not limited to federal, state, county, and private grant programs, the application therefore and the management thereof, with a minimum of ten (10) years experience in municipal grant writing, application and management field. At least ten (10) years experience working grant programs offered by the State of New Jersey.

2. Must list all past and present municipal clients.

Submission

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should include a list delineating the numbers and types of public clients

represented by the solicitor and firm.

Evaluation of Proposals

The Borough of Woodbine intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq. The decision by the Borough of Woodbine as to what constitutes a fair and open process shall be final.

The proposals will be evaluated by the Mayor and Council of the Borough of Woodbine based upon information supplied by each Proposer in response to this RFQ and the following criteria:

- ! Ability to meet all minimum qualifications.
- ! Overall knowledge and familiarity with the operations of the Borough of Woodbine.
- ! Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- ! Qualifications and experience of the professional.
- ! Qualifications and experience of the other members of the professional_s firm.

Any questions regarding this Request for Qualifications should be directed to Lisa Garrison, Borough Clerk of the Borough of Woodbine.

Please submit eight (8) copies of the proposal to:

**Borough of Woodbine
501 Washington Avenue
Woodbine, New Jersey 08270
609-861-2153**

All Submissions must be received at the Borough Clerk's Office on or before December 16, 2016, at 3:00 p.m.

Unfinished Business: None

New Business: None

Engineer's Report - None

Solicitor's Report - None

Payment of Bills: On motion of Councilman Bennett, seconded by Councilman Johnson to approve the bills for payment, unanimously carried.

Public Comment: None

Adjournment: On motion of Councilman Cruz, seconded by Councilman Bennett to adjourn, unanimously carried.

Respectfully submitted,

Lisa Garrison
Borough Clerk