

# **TOWNSHIP OF VERNON**

## **RESOLUTION #26-42**

### **AUTHORIZING THE AWARD OF CONTRACT FOR PROFESSIONAL SERVICES**

**WHEREAS**, there is a need for Professional Services to the Township of Vernon for Attorneys, Auditor, Bond Counsel, Prosecutor, Public Defender, Engineer, Planner, Financial Advisor and Appraisal services and;

**WHEREAS**, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law; and

**WHEREAS**, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

**WHEREAS**, the Township of Vernon is desirous to enter into an agreement with these professionals as a fair and open contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the Chief Finance Officer has certified in writing that the value of the contracts is available for these purposes subject to the adoption of the 2026 Municipal Budget; and

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., as amended, requires that this Resolution be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Vernon that they hereby authorize and approve the award of contracts of a Professional Service Contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:20-1 et seq. to provide Services in accordance with the attached Contracts for Professional Services pursuant to a non-fair and open contract to the following:

1. Township Attorney – Peter J. King, Esq. King Moench & Collins, LLP
2. Township Planner – Jessica Caldwell of J. Caldwell and Associates
3. Township Engineer – Cory Stoner of Harold E. Pellow & Associates
4. Qualified Purchasing Agent – Sean Canning, MPA, QPA of The Canning Group
5. Township Financial Advisor – Phoenix Advisors, LLC
6. Township Auditor – Nisivoccia & Company, LLP
7. Special Township Attorney – Redevelopment and In Rem Foreclosures – Matthew Jessup, Esq. of McManimon, Scotland, & Baumann, LLC
8. Township Bond Counsel - Robert Beinfield, Esq. of Hawkins Delafield & Wood, LLP
9. Special Township Attorney: Tax Appeals- Robert McBriar, Esq. of Schenk, Price, Smith & King, LLP
10. Special Township Attorney – Labor – Douglas Steinhardt, Florio Perucci, Steinhardt, Capelli, Tipton & Taylor, LLC
11. Alternate Municipal Prosecutor – Maxwell Smith, Esq.
12. Municipal Prosecutor – Chirag Menta, Esq.
13. Public Defender – John C. Grey, Esq.

14. Health Benefits Consultant – Frank Covelli, Professional Insurance Associates
15. Appraisal Services – Appraisal Systems, Inc.

**BE IT FURTHER RESOLVED**, that the award of contract shall be contingent upon the completion and receipt of the following:

- (a) A fully-executed professional services contract detailing the scope of services, established fees for said professional services, mandatory Equal Opportunity Language and Affirmative Action Certificate; and
- (b) Receipt of all statutorily mandated “pay to play” political contribution forms pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- (c) New Jersey Business Registration Certificate; and
- (d) Upon the aforementioned professional being a member in good standing in his respective profession.

**BE IT FURTHER RESOLVED**, that the Mayor and Municipal Clerk are hereby authorized and directed to execute, seal and deliver the attached Contracts for Professional Services on behalf of and in the name of the Township of Vernon and that the Municipal Clerk shall publish the award of contract as required by law with ten (10) days of passage of this Resolution.

<b>CERTIFICATION OF FUNDS</b>		
<b>Service:</b>	<b>Account #:</b>	<b>Amount:</b>
Twp Attorney	6-01-20-100-91	75,000.00
Twp. Planner	6-01-20-100-91	10,000.00
Twp. Engineer	6-01-20-165-41	40,000.00
Qualified Purchasing Agent	6-01-20-100-95	10,500.00
Financial Advisors	6-01-20-130-20	7,500.00
Twp. Auditor	6-01-20-135-91	60,000.00
Twp. Atty - In Rem Frclsr/Rdvlpmnt	6-01-20-155-44	50,000.00
Bond Counsel	6-01-20-155-45	15,000.00
Twp. Atty. – Tax Appeals	6-01-20-155-52	60,000.00
Twp. Atty. – Labor	6-01-20-155-53	50,000.00
Litigation (all attorneys)	6-01-20-155-54	70,000.00
Alt Municipal Prosecutor	6-01-20-155-57	3,000.00
Municipal Prosecutor	6-01-25-275-92	36,000.00
Public Defender	6-01-20-155-51	4,000.00
Public Defender	T-14-56-825-00	6,200.00
Health Benefits Consultant	6-01-23-220-57	70,000.00
Appraisal Services	6-01-20-150-37	10,000.00
<i>CFO Signature:</i> _____		

### **CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Reorganization Meeting held on January 15, 2026 at 6:00 pm in the Vernon Municipal Center.

\_\_\_\_\_  
 Marcy Gianattasio, RMC, CMR  
 Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Contino, C.						
Higgins, W.						
Ooms, S.						
Rizzuto P.						
Sparta, B.						

**SEALED SUBMISSION LABEL FOR PROPOSAL  
PLEASE CUT OUT THE LABEL BELOW AND TAPE TO FRONT OF SEALED  
SUBMISSION**

**\*\*\*\*\*DO NOT OPEN\*\*\*\*\*  
IMPORTANT-SEALED SUBMISSION ENCLOSED**

**IF ELECTRONIC SUBMITTAL, UPLOAD THIS WITH RESPONSE**

**NAME, COMPANY & ADDRESS:**

**PETER J. KING, LLC of KING  
MOENCH & COLLINS, LLP  
51 Gibraltar Drive, Suite 2F  
Morris Plains, NJ 07950-1254**

**TO:**

**QUALIFIED PURCHASING AGENT  
Vernon Township  
21 Church Street  
Vernon, N.J.**

**RFP # 10-2025**

**TOWNSHIP ATTORNEY**



**Vernon Township PROFESSIONAL SERVICE ENTITY INFORMATION FORM**

**If the Professional Service Entity is an INDIVIDUAL, sign name and give the following information:**

Name:

Address:

Telephone No.:

Fax No.:

E-Mail:

**If individual has a TRADE NAME, give such trade name:**

Trading As:

Telephone No.:

\*\*\*\*\*  
\*\*\*\*\*

**If the Professional Service Entity is a PARTNERSHIP, give the following information:**

Name of Partners:

Firm Name:

Address:

Telephone No.:

Fax No.:

E-Mail:

Signature of authorized agent:

\*\*\*\*\*  
\*\*\*\*\*

**If the Professional Service Entity is INCORPORATED, give the following information:**

State under whose laws incorporated: **Limited Liability Company**  
**State of New Jersey**

Location of principal office: **51 Gibraltar Drive, Suite 2F**  
**Morris Plains, NJ 07950-1254**

Telephone No.: **973-998-6860**

Fax No.: **973-998-6863**

E-Mail: **pking@kingmoench.com**

Name of agent in charge of said office upon whom notice may be legally served:

**Peter J. King**

Telephone No.: **973-998-6860**

Name of Corporation: **PETER J. KING, LLC**

Signature: By: \_\_\_\_\_

Title: Address: **Owner/Attorney – Peter J. King**  
**King Moench & Collins, LLP**  
**51 Gibraltar Drive, Suite 2F**  
**Morris Plains, NJ 07950**

**Vernon Township  
SUBMISSION FORM**

**(Additional sheets may be used but please use item number)**

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

Peter J. King, Esq.  
Matthew C. Moench

See attached.

2. References and record of success of same or similar service:

See attached and:

I, Peter J. King, have been practicing law for thirty years. For roughly twenty-eight of those thirty years, I have had the opportunity to be assigned various cases from the New Jersey Municipal Environmental Risk Fund, Morris Joint Insurance Fund, Municipal Excess Liability, and New Jersey Public Housing Authority (herein PHA-JIF). Those cases included superfund buy-outs, site specific cases and non-site cases, as well as Title 59 cases.

I have been defending cases in various New Jersey Superior Courts, as well as the New Jersey Appellate Division. During the past twenty-eight years, I have been able to demonstrate my ability to work with various housing authorities and municipalities, as well as other Fund professionals involved in the funds to include the Executive Directors, as well as establish contacts with plaintiff's counsel to help facilitate settlements.

I also represent private clients who are governmental entities. These clients are municipalities, water commissions, historic commissions, and boards of health. On behalf of these clients and my municipal clients, I have had success by filing various summary judgment motions on behalf of housing authority clients that have resolved several matters in litigation.

In regard to knowledge of the operations of local governments, since 2002, I have been certified as a Diplomat in Municipal Law. This Certificate is from the New Jersey Institute of Municipal Attorneys, Rutgers University and Center for Municipal Services. The Certification is only given after passing six exams in various areas of municipal law and municipal operations.

As attorney for various municipalities, I have litigated all aspects of Title 59 and municipal law, to include subrogation of claims and pursuit of grants from State agencies. I have also handled appeals in both State and Federal Courts on behalf of those municipalities.

This history with the various funds and private clients has allowed me to develop a unique perspective on how best to service the individual members and the Fund. The institutional knowledge that I have been able to obtain over the last twenty-eight years is invaluable and will continue to serve the Fund should I be allowed the opportunity to continue as a Defense Attorney.

Some of the cases I have handled/am handling are as follows:

1. Weimert, Nancy v. Garfield Housing Authority, et al  
Superior Court-Law Division-Bergen County  
Docket No. BER-L-3890-10  
Represented: Garfield Housing Authority and its Executive Director
2. Lopez, Jose v. Township of North Bergen and North Bergen Housing Authority  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-3919-10  
Represented: North Bergen Housing Authority
3. Morales, Pablo, et al v. North Bergen Housing Authority, et al  
Superior Court-Law Division-Hudson County  
Docket No. BER-L-0074-13  
Represented: North Bergen Housing Authority and North Bergen Renaissance Corporation
4. Alvarez, Anecio v. North Bergen Housing Authority, et al,  
Superior Court-Law Division-Bergen County  
Docket No. BER-L-5559-10  
Represented: North Bergen Housing Authority and NJPHA-JIF
5. Verdeza-Garrido, Ruben v. North Bergen Housing Authority, et al  
Superior Court-Law Division-Bergen County  
Docket No. BER-L-5237-12  
Represented: North Bergen Housing Authority
6. Clay, Aki v. Bryant Baldwin, Paterson Housing Authority, et al  
Superior Court-Law Division-Passaic County  
Docket No. PAS-L-5533-09  
Represented: Paterson Housing Authority
7. Dutcher, Krystal v. Phillipsburg, et al  
Superior Court-Law Division-Warren County  
Docket No. WRN-L-682-09

Represented: Phillipsburg Housing Authority

8. McArthur, Elvis v. Vineland Housing Authority, et al  
Superior Court-Law Division-Cumberland County  
Docket No. CUM-L-794-10  
Represented: Vineland Housing Authority
9. Diaz, Edwin v. Vineland Housing Authority, et al  
Superior Court-Law Division-Cumberland County  
Docket No. CUM-L-72-12  
Represented: Vineland Housing Authority
10. Natal, Maria v. Vineland Housing Authority, et al  
Mendez, Angel v. Vineland Housing Authority, et al  
Superior Court-Law Division-Cumberland County  
Docket No. CUM-L-81-12 & CUM-L-82-12 - Consol. CUM-L-81-12  
Represented: Vineland Housing Authority
11. Perez-Vargas, Santos, et al v. Victoria Copeland Senior Housing, et al  
Superior Court-Law Division-Middlesex County  
Docket No. MID-L-8053-11  
Represented: Carteret Housing Authority
12. Thomas, Jay v. Bergen Housing Authority, et al  
United States District Court - District of New Jersey  
Civil Action No. 15-7877 (CCC)  
Represented: Bergen Housing Authority
13. Carle, Karen, et al v. Garfield Housing Authority, et al  
Superior Court-Law Division-Bergen County  
Docket No. BER-L-5620-15  
Represented: Garfield Housing Authority
14. Eylward, Lawrence v. Hackensack Housing Authority, et al  
Superior Court-Law Division-Middlesex County  
Docket No. MID-L-8053-11  
Represented: Hackensack Housing Authority
15. Hale, Stuart v. Morris County Housing Authority  
Workers' Compensation Court  
Case No. 2016-4873 and Case No. 2016-23520  
Represented: Morris County Housing Authority
16. Frasquieri, Lilia v. North Bergen Housing Authority, et al  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-4463-15  
Represented: North Bergen Housing Authority
17. Rosen a/k/a Rosa, Gloria v. Passaic Housing Authority, et al  
Superior Court-Law Division-Essex County  
Docket No. PAS-L-3667-15  
Represented: Passaic Housing Authority

18. Wilson, Faye v. Passaic Housing Authority, et al  
Superior Court-Law Division-Passaic County  
Docket No. PAS-L-3076-15  
Represented: Passaic Housing Authority
19. McClendon, Robert v. Rahway Housing Authority, et al  
Superior Court-Law Division-Union County  
Docket No. UNN-L-380-16  
Represented: Rahway Housing Authority
20. Vega, Yesenia v. Hoboken Housing Authority, et al  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-2592-17  
Represented: Hoboken Housing Authority
21. Piniero, Edgardo v. Hoboken Housing Authority, et al  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-4882-16  
Represented: Hoboken Housing Authority
22. LaGrace, Antoinette v. New Brunswick Housing Authority, et al  
Superior Court-Law Division-Middlesex County  
Docket No. MID-L-6823-17  
Represented: New Brunswick Housing Authority
23. Garcia, Ramon v. Arroyo (Passaic Housing Authority)  
Superior Court-Law Division-Passaic County  
Docket No. PAS-L-1128-17  
Represented: Passaic Housing Authority (Employee Arroyo)
24. Kim, Yunho v. Bergen County Housing Authority, et al  
Superior Court-Law Division-Bergen County  
Docket No. BER-L-2452-18  
Represented: Bergen County Housing Authority
25. Jachowicz, Krystyna v. Bayonne Housing Authority, et al  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-2176-17  
Represented: Bayonne Housing Authority
26. Casado, Janet v. West New York Housing Authority, et al  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-3444-18  
Represented: West New York Housing Authority
27. Garcia, Ramon v. Passaic Authority, et al  
Superior Court-Law Division-Passaic County  
Docket No. PAS-L-1128-17  
Represented: Passaic
28. Rodriguez, Daysi v. Hoboken Housing Authority  
Superior Court-Law Division- Hudson County  
Docket No. HUD-L-1762-19  
Represent: Hoboken Housing Authority

29. Tavarez, Martha v. West New York Housing Authority  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-1008-19  
Represent: West New York Housing Authority
30. Hernandez, David v. Hoboken Housing Authority  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-179-20  
Represent: Hoboken Housing Authority
31. Ward, Pamela v. Housing Development Corp. of Bergen County, et al.  
Superior Court-Law Division-Bergen County  
Docket No. BER-L-2620-20  
Represented: Housing Development Corporation of Bergen County
32. Kerr, Bonnie v. Morris County Housing Authority, et al  
Superior Court-Law Division-Morris County  
Docket No. MRS-L-250-21  
Represent: Morris County Housing Authority
33. Jackson, Mary v. Passaic Housing Authority, et al  
Superior Court-Law Division-Passaic County  
Docket No. PAS-L-3658-21  
Represent: Passaic Housing Authority
34. Lopez, Evelyn v. Hoboken Housing Authority, et al  
Superior Court-Law Division-Hudson County  
Docket No. HUD-L-778-19  
Represent: Hoboken Housing Authority
35. Wohl, Sal v. Madison Affordable Housing n/k/a HQM Properties, Inc.  
Superior Court-Law Division-Morris County  
Docket No. MRS-L-799-22  
Represent: HQM Properties, Inc.

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

See attached.

4. Cost details, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months:

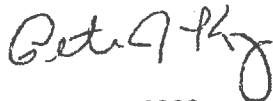
We will keep the same hourly rates as we charged in 2025. See vouchers submitted for all expenses paid in 2025.



Firm: PETER J. KING, LLC of  
King Moench & Collins, LLP

Date: 12-16-25

Authorized Representative (Print): Peter J. King

Signature: 

Title: Owner/Attorney

Telephone #: 973-998-6860

Fax #: 973-998-6863

Email: pking@kingmoench.com



**J Caldwell  
& Associates, LLC**  
Community Planning Consultants

(973) 300-5060  
jcaldwell@jcaldwellassociates.com  
145 Spring Street | Suite E | Newton, NJ 07860

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November 17, 2025

Vernon Township  
21 Church Street  
Vernon, NJ 07462

ATTN: Irene Mills, Administrative Assistant

RE: 2026 Township Planner Proposal for Vernon Township

Dear Ms. Mills:

Attached please find proposal and pay-to-play documents for the position of Professional Planner Services for Vernon Township from J. Caldwell & Associates, LLC for 2026. Thank you for the opportunity to continue to work with the Township of Vernon. Please do not hesitate to contact me if you have any questions or require further information.

Very truly yours,

Jessica Caldwell, PP, AICP, LEED-GA  
Principal Planner  
J. Caldwell & Associates, LLC

Enclosures

# 2026 Township Planner Proposal

## Vernon Township, Sussex County

### Scope of Services

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1. J. Caldwell & Associates, LLC (JCA) will provide planning services to Vernon Township at the hourly rates listed below on an as needed basis as requested by the Township Mayor and Council.
2. JCA will furnish planning services to the Township's Planning Board when requested.
3. JCA will appear before administrative agencies and boards to represent the interests of the Township as requested.
4. JCA will provide planning services for the Township's affordable housing settlement as requested.
5. JCA will provide planning services for the update of the Township's Master Plan and Ordinances, as necessary.
6. JCA will perform other planning services and tasks as assigned by the Township.

### 2026 Hourly Rates

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Professional Planners .....	\$155
Associate Planner .....	\$150



**J Caldwell  
& Associates, LLC**  
Community Planning Consultants

TOWNSHIP OF VERNON, NEW JERSEY  
PROFESSIONAL SERVICES CONTRACT  
TOWNSHIP PLANNER

THIS AGREEMENT (the "Agreement") is made this 1<sup>st</sup> day of January, 2026, by and between the TOWNSHIP OF VERNON, NEW JERSEY (the "Township"), with principal offices at 21 Church Street, Vernon, New Jersey, 07462, and J. CALDWELL & ASSOCIATES, LLC., (the "Consultant"), with principal offices at 145 Spring Street, Suite E, Newton, New Jersey, 07860 (collectively, the "Parties").

WHEREAS, the Township has the need for a professional consultant to provide professional planning services to the Township Mayor and Governing Body, Township of Vernon, Sussex County, New Jersey; and

WHEREAS, N.J.S.A.11-1 et. seq. requires that all contracts be in writing;

NOW THEREFORE, IN CONSIDERATION OF mutual promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Term. This Agreement shall commence on January 1, 2026 and terminate December 31, 2026.
2. Scope of Services: The scope of services shall be general planning consulting services, redevelopment planning and special projects as requested by the Mayor and Council.
3. Fees. The total fees payable to the Consultant for the services provided pursuant to Paragraph 2 of this Agreement shall be \$155.00 per hour. The Consultant shall submit payment vouchers to the Township in a form approved by the Township Administration. The total amount paid for services shall not exceed the \$20,000 exclusive of escrow work and fixed fee proposals for larger assignments and other budgeted work items.
4. The Consultant agrees to comply with the provisions of N.J.A.C. 17:27-5.4.
5. The Consultant has registered with the State of New Jersey pursuant to N.J.S.A. 52:32-44, and the Consultant Certification number is 1704507.
6. The Consultant is licensed as a Professional Planner in the State of New Jersey and the license number is 5944.
7. The Consultant expressly acknowledges and agrees that it is an independent Consultant of the Mayor and Township Council and that no employment relation is created or intended to be created between the parties to this agreement. The Consultant further acknowledges agrees that it is not entitled to any benefits of any type afforded to Township Employees. The Consultant further acknowledges and represents that that the Consultant is responsible for the payment of all federal and state taxes due and owning on any monies received pursuant to its performance under this agreement.
8. The Consultant shall indemnify and hold the Township harmless for any and all claims that may be asserted against the Township by virtue of the Consultant's performance under this Agreement, including but not limited to any and all claims for infringement of intellectual property. The Consultant shall indemnify and hold the Township harmless for any and all

damages, fees, costs, penalties, settlement amounts, and attorney's fees incurred by the Township in defense of any such claims.

9. This contract has been awarded to the Consultant based upon the merits and abilities of the Consultant to provide the services described herein. This contract was awarded through the process described in N.J.S.A. 19:44-20.8 et. seq. The undersigned does attest that the Consultant, its subsidiaries, assigns, principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44.A-8 or N.J.S.A. 19:44A-1 in the one year period preceding the award of the contract that would affect its eligibility to perform this contract nor will it make a reportable contribution during the term of this contract to any political party committee in the Township of Vernon if a member of the political party is serving in elective public office of Vernon when the contract is awarded or to any candidate committee of any person serving in an elective office of Vernon when the contract is awarded. The Consultant has executed and filed with the Township a Business Entity Disclosure Certification, as required by law.
10. The Consultant expressly acknowledges and agrees that the failure of the Consultant to perform any duties and/or meet any of the requirements contained in this Agreement shall be deemed a material breach of the same and the Township shall be entitled to immediately terminate this Agreement, in the Township's sole discretion.
11. This Agreement, and any dispute arising here from, shall be governed by the laws of the State of New Jersey.
12. The Parties agree that they have read the entire contents of this Agreement, that they have had the opportunity to consult with counsel at their option, and that they execute this Agreement of their own free will.

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seals as of the date first written above:

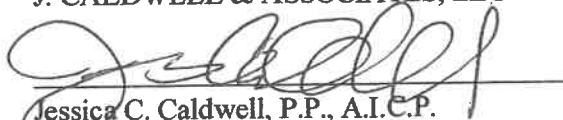
ATTEST:

TOWNSHIP OF VERNON

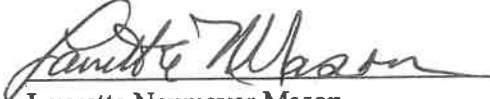
\_\_\_\_\_  
Marcy Gianattasio, Township Clerk

\_\_\_\_\_  
Anthony Rossi, Mayor

J. CALDWELL & ASSOCIATES, LLC

  
\_\_\_\_\_  
Jessica C. Caldwell, P.P., A.I.C.P.  
Principal Planner

Witness:

  
\_\_\_\_\_  
Laurreta Neumayer Mason  
Administrative Assistant



**HAROLD E. PELLOW & ASSOCIATES, INC.**  
CONSULTING ENGINEERS • PLANNERS • LAND SURVEYORS  
ESTABLISHED 1969

**HAROLD E. PELLOW, PRESIDENT**  
*2022 Distinguished Engineering Service Award  
from the NJ Society of Professional Engineers*  
NJ - P.E. & L.S., NJ - P.P., NJ - C.M.E.

**CORY L. STONER, EXEC. VICE PRESIDENT**  
NJ - P.E., NJ - P.P., NJ - C.M.E.

**ANN PELLOW WAGNER**  
NJ - C.L.A., VA - C.L.A., PA - C.L.A.  
(6/26/84 - 7/27/89)

**MATTHEW J. MORRIS**  
NJ - L.L.A., NJ - P.P.

**DAVID B. SIMMONS, JR., VICE PRESIDENT**  
NJ - P.E. & L.S., NJ - P.P., NJ - C.M.E.  
NY - P.E. & L.S., PA - P.E. & L.S.

**THOMAS G. KNUTELSKY, ASSOCIATE**  
NJ - P.E., NJ - P.P.

January 7, 2026

Vernon Township  
Municipal Building  
21 Church Street  
Vernon, New Jersey 07462

**ATTN:** Mr. Anthony Rossi, Vernon Township Mayor

**RE:** 2026 Vernon Township Municipal Engineer Appointment

Dear Mayor Rossi,

Please accept this letter/proposal as my official request to be retained as the Municipal Engineer for the Township for the upcoming 2026 calendar year. I have had the honor to serve as the Municipal Engineer for the Township of Vernon for over fifteen (15) years now. During those years and the five (5) years prior to my appointment when I served as a special project consultant to the Township, myself and representatives from our office have been involved with a wide variety of engineering-related tasks for Vernon Township. A sampling of some of the larger projects that we have designed and overseen the construction activities for includes the following:

- Maple Grange Community Park
- Vernon Bicycle Path at Maple Grange Community Park
- CR 517, Maple Grange Rd, & Loundberry Hollow Rd Intersection Improvements
- Canistear Road Reclamation & Resurfacing
- Breakneck Road Milling & Resurfacing
- Barry Drive North Milling & Resurfacing
- Lake Wallkill Road Reclamation & Resurfacing
- Maple Grange Road Resurfacing & Guide Rail Improvements
- Sammis Road Resurfacing & Guide Rail Improvements
- Lake Pochung Road Milling & Resurfacing
- Warwick Turnpike Milling & Resurfacing
- Hurricane Irene - Various Roadway & Drainage Repairs
- Woodland Drive & Cedar Ridge Drive - Roadway & Stream Bank Restoration
- Mott Road to Route 94 Drainage Improvement Project
- Vernon Valley Lake Drainage Improvement Project
- Maple Grange Park Basketball Courts & Playground Improvements
- Vernon Township Municipal Building HVAC & Boiler Improvements
- Vernon Township Municipal Building Elevator Improvements
- Vernon Township Municipal Building Sewer Connection

**Mr. Anthony Rossi, Vernon Township Mayor**  
**RE: 2026 Vernon Township Municipal Engineer Appointment**  
**January 7, 2026**

**Page 2**

- Vernon Township Municipal Building Water Service Connection
- Vernon Township DPW Garage Roof Replacement
- Vernon Township DPW Salt Dome Storage Building Construction
- Vernon Township Police Impound Building Construction

In addition to the above listed projects, my office has been involved with a number of other engineering related activities for Vernon Township. These include but are not limited to the following:

- Lake Conway Dam Yearly Dam Inspection
- NJDOT Local Aid Grant Applications
- Annual Municipal Stormwater Permit Reporting
- Highlands Exemption Application Reviews
- Lot Development Permit Applications Reviews & Inspections
- Land Use Board Engineering Application Reviews & Inspections

It has been a pleasure working for Vernon Township over the years, and I would like the opportunity to continue the work that our office has been performing over the past twenty (20) years. I, therefore, respectfully request to be re-appointed as the Municipal Engineer for Vernon Township for 2026. As shown in the attached proposal/qualifications statement, my professional services rate will be \$150.00 in 2026.

If you have any questions regarding the services that our firm has provided to Vernon Township over the years or would like to meet and discuss our services for this upcoming calendar year, please do not hesitate to contact me.

Very truly yours,



Cory L. Stoner, P.E., P.P., C.M.E. for  
**HAROLD E. PELLOW & ASSOCIATES, INC.**  
Consulting Engineers, Planners & Land Surveyors

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P:\PROPOSALS\VERNON\TOWNSHIP ENGINEER POSITION - 2026\PROPOSAL LETTER.DOC

Enclosures (*Qualifications Statement & Proposal Documents*)

# **PROPOSAL / QUALIFICATION STATEMENT**

## **POSITION OF MUNICIPAL ENGINEER FOR THE TOWNSHIP OF VERNON Sussex County, New Jersey**



**January 7, 2026**



**Harold E. Pellow & Associates, Inc.**  
CONSULTING ENGINEERS, PLANNERS & LAND SURVEYORS  
17 PLAINS ROAD  
AUGUSTA, NEW JERSEY 07822-2009  
PHONE: (973) 948-6463  
FAX: (973) 948-2916  
Certificate of Authorization #24GA27959300



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## Executive Summary

We at Harold E. Pellow & Associates (HPA) are pleased to provide our qualifications for Municipal Engineering services to the Township of Vernon. HPA is a multi-disciplined engineering, planning and land surveying firm located in Augusta, NJ and has been providing professional engineering services to municipalities in the northwestern New Jersey region for more than five decades.

Approximately ninety percent (90%) of the work performed by our firm has always been in the public sector serving various municipalities; the Counties of Sussex, Warren and Morris; the New Jersey Department of Transportation; and various school boards of education. Currently, HPA provides professional engineering services to the majority of the municipalities in Sussex County.

HPA has the experience and knowledge to meet the needs of the Township of Vernon. We have four engineers that are licensed in the State of New Jersey who all have extensive experience in the design, review and inspection of land development applications in New Jersey. We have also designed and managed numerous capital improvement projects for the municipalities that we represent. These projects include roadway improvement projects, intersection and traffic signal improvements, drainage projects, water and sewer projects, recreation park projects and others.

HPA also has extensive experience with Vernon Township itself. For over 20 years, Mr. Stoner has been heavily involved with Vernon Township. In 2005, Mr. Stoner and HPA were the design engineers for the construction of the Maple Grange Community park. In 2011, Mr. Stoner was appointed the Municipal Engineer for Vernon Township and has served in the position and the position of Land Use Board Engineer since that date.

If reappointed the Municipal Engineer, **Cory L. Stoner, P.E., P.P., C.M.E.** will continue to serve as the designated engineer for HPA on all matters associated with the Township of Vernon. As the Municipal Engineer for Vernon Township, Mr. Stoner's responsibilities will include but will not be limited to attending meetings; reviewing and preparing reports regarding engineering issues impacting the Township, inspecting and recommending capital repairs and improvements; the design, bidding and construction oversight of capital improvement projects; aiding the Township in obtaining funding from various county, state and federal programs; and working with the Township Department of Public Works to address various issues that arise related to drainage, athletic fields and other items. Mr. Stoner will utilize his experience as a Municipal Engineer in Sussex County to provide the Township of Vernon with the highest level of engineering services.

Mr. Stoner graduated from The Pennsylvania State University in 1993 and has been employed by HPA since that date. Mr. Stoner obtained his Professional Engineering license in 1998 and became a Certified Municipal Engineer in 1999. He is a licensed Professional Engineer and Planner in the State of New Jersey and a Certified Municipal Engineer. Mr. Stoner is currently the Municipal Engineer and Land Use Board Engineer for the Township of Vernon and he also serves several other municipalities in Sussex County in those roles. Additionally, Mr. Stoner also serves as a Project Manager for HPA on various design projects. These projects include transportation projects for the NJDOT, the County of Sussex, the County of Morris, and other municipalities in Sussex, Warren and Morris Counties. Mr. Stoner has lived in Sussex County for over 33 years and resides with his wife, Lisa, and their 21-year-old daughter, Alexandra, on a small farm in Frankford Township a few miles from the firm's office.

## Scope of Services

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If reappointed by the Township of Vernon as the Municipal Engineer, Harold E. Pellow & Associates, Inc. (HPA) would be pleased to have **Cory L. Stoner, PE, PP, CME** continue to serve as the designated engineer for HPA on all matters associated with the Township of Vernon. Mr. Stoner is currently the Municipal Engineer and Land Use Board Engineer for Vernon Township and several other municipalities in Sussex County. Additionally, Mr. Stoner serves as a Project Manager for HPA on various design projects. These projects include transportation improvement projects for the NJDOT, the County of Sussex, the County of Morris, and other municipalities in Sussex, Warren and Morris Counties.

In Vernon Township and other municipalities where Mr. Stoner currently serves as Municipal Engineer, he oversees all activities that fall under the responsibility of the Township Municipal Engineer. These activities include but may not be limited to attending meetings; reviewing and preparing reports regarding engineering issues impacting the Township, reviewing and inspecting soil erosion and sediment control applications, inspecting and recommending capital repairs and improvements; and the design, bidding and construction oversight of capital improvement projects. Mr. Stoner also assists municipalities with the management of their Municipal Stormwater General Permit. HPA currently manages the requirements of the general permit for every municipality that it represents as the Municipal Engineer. The activities that are completed by HPA during the management of the stormwater permits consist of reviewing the requirements of the permit with the Township Mayor, Department of Public Works Supervisor and Committee/Council members to assure full compliance with the general permit. HPA also completes the required annual reporting for the permit and submits the report to the NJDEP.

As stated above, Mr. Stoner will oversee all activities that will fall under the responsibility of the Municipal Engineer. Our office, however, is not just one person, as a number of professionals who work at HPA work as a team and perform various engineering activities for clients. These individuals include **Harold Pellow, PE, PP, PLS, CME** who has been responsible for capital improvement projects, dam safety projects and planning/zoning work for municipalities within Sussex County for over 50 years; **David Simmons, Jr., PE, PP, LS, CME** who has extensive experience in land surveying, land use engineering and the design of construction management of water distribution and sewer collection systems; and **Tom Knutelsky, PE, PP** who is responsible for all wetland and flood hazard area permits obtained by HPA and also has extensive experience with municipal land use engineering. Copies of the résumés and wage rates for Mr. Pellow, Mr. Simmons, and Mr. Knutelsky are included in Appendices of this Proposal/Qualifications Statement. In the event Mr. Stoner is not available to attend a meeting or address an emergency situation in the Township, Mr. Pellow, Mr. Simmons or Mr. Knutelsky will be available as a backup engineer for Mr. Stoner.

It should be noted that HPA has no conflicts of interest in Vernon Township and if reappointed to the position of Municipal Engineer, HPA will not undertake any work that could be construed as a conflict of interest.

## Firm Qualifications

Harold E. Pellow & Associates (HPA) is pleased to provide our qualifications for Municipal Engineering Services to the Township of Vernon. HPA has been providing engineering, planning and land surveying services to municipalities in the northwestern New Jersey region for more than four decades and is an engineering leader responsible for a wide variety of engineering projects.

Approximately ninety percent of the work performed by our firm has always been in the public sector serving various municipalities; the Counties of Sussex, Warren and Morris; the New Jersey Department of Transportation; and various school boards of education. The following sections of this Proposal/Qualifications Statement include a sampling of some of our projects, a listing of our clients, and a listing of the municipalities where representatives of our firm are presently serving as the Municipal Engineer, Planning Board Engineer and/or Municipal Planner.

In 2025, representatives of HPA served as the Municipal Engineer of record or the Board Engineer for sixteen (16) municipalities within Sussex County. These municipalities include:

<u>Municipality</u>	<u>Population (Approx.)</u>
Andover Borough	635
Andover Township	6,300
Branchville Borough	820
Byram Township	8,300
Frankford Township	5,400
Franklin Borough	5,100
Fredon Township	2,900
Hampton Township	4,900
Lafayette Township	2,500
Montague Township	3,400
Town of Newton	8,200
Sandyston Township	2,000
Sparta Township	19,600
Sussex Borough	2,200
Wantage Township.	10,500
Vernon Township	24,000

With the varying sizes and types of municipalities that HPA represents, we have been involved with a wide variety of engineering-related projects. The engineering services performed by HPA include, but are not limited to, roadway design, streetscape beautification, recreation facility design, traffic engineering, drainage improvements, water distribution and sewer collection design, land development review, land surveying, tax map preparation, GIS mapping, and construction oversight and management.

HPA currently has four (4) professional engineers that are licensed in the State of New Jersey. These engineers along with their years of engineering experience are as follows:

Harold E. Pellow, P.E., L.S., C.M.E., P.P.	60 Years of Experience
David B. Simmons, P.E., L.S., C.M.E., P.P.	46 Years of Experience
Cory L. Stoner, P.E., P.P. C.M.E.	30 Years of Experience
Thomas K. Knutelsky, P.E., P.P.	32 Years of Experience

In addition to the many projects designed over the years, HPA has also been responsible for the review of numerous land development applications for the municipalities that we represent. We estimate that representatives from our firm have reviewed over 6,500 applications for site plans, subdivision and variances over the years. In reviewing these applications and performing the inspection of the items approved by our boards, HPA has the experience and knowledge to handle any development application that may be submitted to the Township of Vernon or any other municipality in New Jersey.

Over the years, HPA has been actively involved with the review and inspection of lot development plans for municipalities. HPA's role in the review of these plans varies in each municipality, but in many, we are responsible for the review and approval of site and driveway plans and the inspection of these properties prior to the issuance of Certificates of Occupancy. Our office also served for many years as the certification agent for soil erosion and sediment control applications for Wantage Township.

As part of the duties as a municipal engineer, HPA has also been actively involved with the Road Departments and Sewer Departments of the municipalities that we represent. We have very good relationships with these departments and have worked closely with these departments on many projects and issues. Activities performed by HPA with these departments include engineering assistance in regards to various drainage problems, water and sewer main repairs and improvements, maintenance procedures for parks and recreation facilities, stormwater management compliance, roadway maintenance and many other items.

HPA has extensive experience in engineering design, construction management, and NJDEP permitting required for the construction of water and sanitary sewer projects. We estimate that our firm has designed over 45,000 lineal feet of wastewater collection mains and facilities, 5,700 linear feet of water transmission line, and 26,000 linear feet of water distribution line. The municipalities which HPA has been responsible for water and sewer design projects include: the Town of Newton, the Township of Sparta, the Borough of Andover, the Borough of Branchville and the Borough of Sussex. HPA was also responsible for the design of a 1 MG water storage tank that was constructed in the Borough of Branchville.

Since the adoption of the Highlands Preservation regulations, HPA has been actively involved in the review of the impacts of these regulations on our municipalities and projects proposed by our clients. We currently represent Byram Township, Franklin Borough, Sparta Township and Vernon Township which all have portions of their municipalities inside the Highlands Preservation or Planning Areas. Representatives of HPA have also worked with Byram Township, Franklin Borough and Vernon Township in proceeding through the Highlands Plan Conformance process for each municipality.

Overall, HPA's experience in Sussex County cannot be matched by any other engineering firm. We have been involved in every aspect of municipal engineering over the years and can bring this experience to the Township of Vernon from an office located less than 30 minutes from the Township Municipal Building.

# The Firm

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## STAFF

- Professional Staff of fifteen (15) Employees including:
  - Four (4) Licensed Professional Engineers
  - Five (5) Licensed Professional Planners
  - One (1) Licensed Landscape Architect
  - Three (3) AutoCAD and Geographic Information Systems Specialists
  - Two (2) Rutgers University Certified Wetlands Delineators
  - Survey Crew
  - Administrative Staff
  - Construction Inspectors

## FACILITIES

- 6,400 Square Foot Office Located in Augusta, New Jersey, less than 20 minutes from the Vernon Township Municipal Building.

## COMPUTER-AIDED DESIGN AND DRAFTING CAPABILITIES

- PC-CAD Workstations for Planners, Engineers & Draftspersons
- Two Color Plotters – HP Models T790ps and T3500
- Color Printers for Photographic Quality Report Printing
- AutoCAD & MicroStation Software for Drafting
- Geographic Information System Software for Mapping
- Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Graphical HEC1, HMS, & HEC-RAS Hydraulic/Hydrologic Software
- Transoft AutoTurn Transportation Design Software
- SketchUp 3-D Modeling Software

## ON THE WEB

- Visit our website at [www.hpellow.com](http://www.hpellow.com).

## **Firm Experience**

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### **PROFESSIONAL ENGINEERING & SURVEYING SERVICES:**

- Traffic Studies
- Road & Bridge Design
- Intersection Design
- Streetscape Design
- Parking Studies & Design
- Lighting Studies & Design
- Feasibility Studies
- Roadway Reconstruction & Resurfacing Design
- Site Plan Preparation
- Sewer & Water Facility Design
- Park & Recreation Design
- Streetscape Design
- Stormwater Management Plans and Ordinances
- Flood Control, Dam & Drainage Design
- Permit Procurement Including NJDEP, NJDOT, County & Local Permits
- Wetlands Delineation
- Development Review
- Construction Layout, Management & Inspection
- Grant Writing and Administration
- Surveying & Mapping
- Digital Tax Map Preparation
- GIS Mapping & Data Management
- Expert Testimony

### **PROFESSIONAL PLANNING SERVICES:**

- Master Plans
- Master Plan Re-examination Reports
- Circulation and Land Use Plans
- Plan Endorsement Assistance
- Highlands Plan Conformance
- Housing Plans & COAH Petitions
- Visioning & Public Involvement
- Park & Recreation Plans
- Conservation Plans
- Redevelopment Plans
- Land Use Ordinances
- Build-Out Analysis
- Development Review
- Expert Testimony

# **Project Experience – Fact Sheet**

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## **HIGHWAYS AND ROADWAYS**

- Design of 20 miles of storm drainage projects.
- Design of 30 miles of federally funded highway projects.
- Design of 100 miles of rural roads.
- Design of 50 miles of urban and town streets.

## **PARKS AND RECREATION**

- Design of over 100 natural grass athletic fields for municipalities
- Design of athletic fields and courts for 10 local schools.
- Design of 5 artificial turf athletic fields for municipalities and schools.
- Design of over 20 major municipal park projects.

## **BRIDGES & DAMS**

- Design of 20 major bridge projects.
- Design of 2 major dam reconstruction/maintenance projects.
- Annual inspections and maintenance reports for 9 municipally owned dams.

## **SURVEYS**

- Preparation of hundreds of boundary surveys.
- Survey layout for 120 miles of designed roadways.

## **WATER AND SEWER**

- Design of 45,000 lineal feet of wastewater collection mains and facilities.
- Design of 9 waterworks improvements and reports.
- Design of 5,700 linear feet of water transmission line.
- Design of 26,000 linear feet of water distribution line.
- Design of a 1 MG water storage tank (Branchville).
- Responsible for water/sewer design projects in 5 Sussex County municipalities.

## **OTHER MUNICIPAL SERVICES**

- Preparation of 12 master plans.
- Design of over 30 parking lots, lighting, and associated landscaping.
- Design of over 25 miles of streetscape improvements.
- Procured grants totaling over \$5 million for road improvement projects in the last 5 years.
- Responsible for MS4 municipal stormwater permitting for 13 municipalities.
- Currently responsible for tax map preparation and maintenance in 10 municipalities.



## Most Visible Engineering Projects Completed by Our Firm

### NJSH Route 15 and Houses Corner Road Project– Township of Sparta, Sussex County

The dangerous intersection of NJSH Route 15 and Houses Corner Road was badly needed project in Sparta Township. Many years of planning and coordination with State of New Jersey, Sussex County and Sparta Township officials were performed by HPA to bring this project to completion. This \$9 million project included the reconstruction of 2.8 kilometers of state, county, and township roadways and the construction of a new bridge structure to create a separated grade crossing between Route 15 and an active railroad. Project also included new traffic signal, utility relocation, traffic control, wetland mitigation, and right-of-way acquisition.

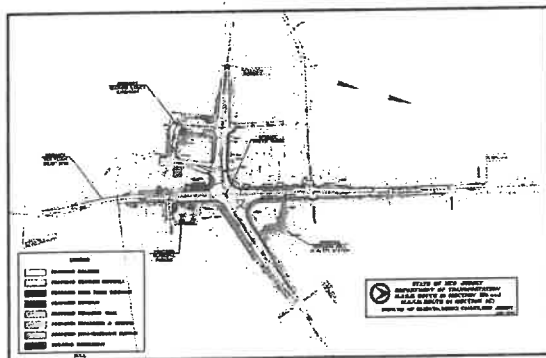


### US Route 206 and NJSH Route 94, Town of Newton & Hampton Township, Sussex County

The major reconstruction of US Route 206 and NJSH Route 94 within the Town of Newton and Township of Hampton consisted of roadway widening for the purpose of providing a designated center turning lane in a busy commercial area. This project was completed in two parts and has drastically decreased the amount of vehicle accidents in the densely developed commercial area. The activities performed by HPA included the design of new traffic signals at four locations, major utility relocations, traffic control plans, and right-of-way acquisitions.



### NJSH Route 23/ 94 Intersection, Hamburg Borough, Sussex County



The \$4.5 million reconstruction of the intersection of NJSH Route 23 and NJSH Route 94 in Hamburg Borough is currently in its final stages of construction. This project is the result of many years of planning and coordination between the NJDOT and the Borough of Hamburg. HPA has been responsible for the engineering design of this project. This project includes the reconstruction of the four legs of this intersection, the roadway widening for additional left turn lanes, the realignment of NJSH Route 94, the construction of a new signalized intersection with

vehicle image devices, and the construction of a new bypass roadway.

## **Maple Grange Community Park, Phases I & II, Vernon Township, Sussex County**



This \$4 million construction project involved the full construction of the Maple Grange Community Park in Vernon Township, New Jersey. The project consisted of three multi-purpose synthetic turf fields, a natural grass recreational field, biking and walking paths, athletic field lighting, parking lots, and underground stormwater management. Synthetic turf athletic fields and field lighting were chosen for this project to allow for high levels of use and minimize the need for additional fields in the municipality. The synthetic turf fields at the Maple Grange Community Park were the first municipally owned

synthetic turf fields within Sussex County and helped Vernon Township to meet their athletic field needs while minimizing maintenance requirements. Work performed by HPA on this project included the completion of the engineering design, preparation of contract documents and the construction engineering and inspection services.

## **North Park Drive, Town of Newton, Sussex County**

The construction of North Park Drive was a project desperately needed by the Town of Newton to provide an additional means of vehicle traffic between US Route 206 and County Route 519. When the construction was completed, North Park Drive served as a major detour roadway during the construction of the Route 206/Route 94 Third Lane project. Without North Park Drive, construction of that project would have been near impossible to complete. Today, North Park Drive still serves as a major connector roadway and provides access to a number of new commercial developments that have occurred within the Town of Newton and the Township of Hampton. Work performed by HPA on this project included the completion of an origin and destination traffic study, the design of roadway improvements and right-of-way acquisitions.



## **Streetscape Projects, Town of Newton, Township of Sparta, Sussex County**

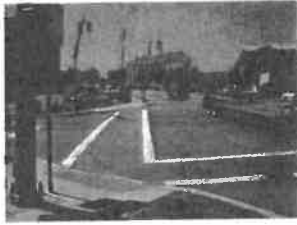


HPA has been responsible for the design and construction oversight of multiple streetscape projects in the Town of Newton along Main Street and Spring Street and in the Township of Sparta along Woodport Road and Main Street. These projects were mostly completed with State of Federal funds and consisted of the construction of new curbing and sidewalks, brick paver borders,



street lighting, retaining wall construction, and utility relocations. Other streetscape projects completed by HPA can be found within the Borough of Branchville, the Borough of Andover, and the Township of Sandyston.

### **Safe Routes to School Project, Town of Newton, Sussex County**



Through the NJDOT Safe Routes to School Program, the Town of Newton completed a \$250,000 project to construct stamped synthetic crosswalks at various intersections within the Town. The main purpose of this project was to provide safer crosswalks for school children within the Town. The secondary benefit of these crosswalks is that it provided crosswalks that agree with Town of Newton redevelopment plans and aids the Town in addressing pedestrian circulations issues that have been discussed during the preparation of the Circulation Plan that was completed for the Town by HPA. The activities performed by HPA during this project included aiding in the preparation of grant applications, the preparation of construction bid documents, and the oversight of construction activities.

### **Sussex County Bridge D-29, Frankford Township, Sussex County**

Sussex County Bridge D-29 is located along Plains Road in Frankford Township. Plains Road is a major connector roadway with the Township of Frankford. Vehicular traffic utilizes Plains Road to connect between CR 565 and US Route 206 and bypass Ross' Corner where Route 206 and NJSH Route 15 intersect. During the first week in August, the traffic on this roadway swells dramatically as visitors to the New Jersey State Fair/Farm & Horse Show utilize the roadway to reach their destination. With Plains Road being such an important roadway in Sussex County, Sussex County Bridge D-29 (which was deficient in many ways) needed to be replaced. HPA was responsible for the design and construction oversight of this project. This project included the environmental permitting and construction of a 3-sided precast concrete culvert and the construction of new roadway approaches.



### **Augusta Hill Road & Sussex County Bridge D-7, Frankford Township, Sussex County**



Augusta Hill Road is a major connector between CR 519 and US Route 206 in Frankford Township. Prior to the early 1990's this roadway had deficient roadway widths and poor horizontal and vertical geometry. The roadway also crossed over the Paulins Kill by way of a one lane wide steel structure. HPA was responsible for the design and construction oversight of the reconstruction of Augusta Hill Road for the Township of Frankford and the design of the new Bridge D-7 for the NJDOT and the County of Sussex. The activities completed by HPA included the design of the roadway improvements, environmental permitting, bridge design, and right-of-way acquisitions. HPA was also responsible for finding a home for the historic steel bridge at the New Jersey State Fair/Sussex County Farm & Horse Show.

## **20" Newton Transmission Line, Sparta Township, Sussex County**



As a result of the August 2000 flood in Sparta Township, over 1 mile of Newton's existing 10" and 16" transmission mains were destroyed, severing the potable water connection between Newton's Morris Lake Reservoir and the Town's distribution system. This project designed by HPA involved coordinating with officials from Sparta Township, Sussex County, NJDEP, NJ OEM and FEMA to design and coordinate the construction of over 1 mile of 20" ductile iron water transmission main through Sparta Glen to reestablish the connection between the Morris Lake Reservoir and the

remaining 8 miles of 10" and 16" water transmission mains that convey potable water to the Town of Newton.

## **Mill Street Watermain, Town of Newton, Sussex County**

Newton reinforced its existing water distribution system in the northwesterly portion of the town for fire protection to the existing buildings in the area, plus additional expansion of Sussex County Community College (SCCC) and Project Self-Sufficiency (PSS) facilities, and the fire protection needs of a Kohl's Department Store being constructed on North Park Drive. The project designed and overseen by HPA included the construction of 10,000 linear feet of 8" & 12" ductile iron watermain, permitting for two (2) stream crossings including NJDEP stream encroachment and freshwater water wetland permits, nighttime construction across NJSH Route 206, coordination with all agencies including Sussex County Department of Public Works.



## **Branchville Wellhouse, Branchville Borough, Sussex County**



The wellhouse was reconstructed in 1999 to expand the structure to 480 sf., and incorporate updated treatment processes and improvements including conversion from gas chlorination to hypochlorination treatment, addition of Zinc Orthophosphate for lead and copper control, additional piping to allow raw water from nearby Well #2 to be treated in the same facility as water from Well #1, telemetry controls and level alarms for the Borough's 1.0 MG water storage tank, additional 16" diameter ductile iron watermain to provide chlorine contact time and new electrical system and controls.

## **Sparta Sanitary Sewer Collection System & Pump Stations**

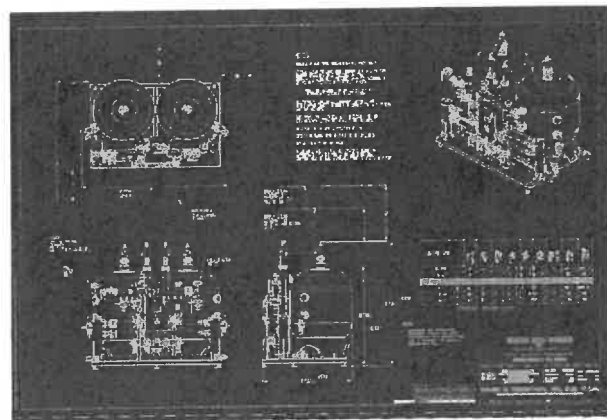


Sanitary sewer main (10,000 linear feet in length) was designed to service the commercial district in Sparta's Town Center District. The project designed and overseen by HPA included two sanitary sewer pump stations to convey sanitary sewage from low points in the sanitary sewer collection system to force mains that conveyed the sewage to the gravity collection system. The project involved two stream crossings and freshwater wetlands permits. An existing building located on the jughandle off NJSH Route 181 and surrounding property was used for the installation of an underground sewer sump station, with an

emergency generator and electrical controls located in the reconstructed building. The pump station was constructed with pumps for present day flows, but all other components were designed for future build-out flows of 205,000 gpd. A new prepackaged pump station with grinder pumps was constructed off of NJSH Route 181 to handle a smaller collection area and a flow of 15,000 gpd. The pump station included an emergency generator, alarm controls, and a complete plot plan, as the pump station is located within an easement on private property.

## **Stillwater Water District No. 1 – Wellhouse, Stillwater Township, Sussex County**

A new wellhouse was designed to provide additional room for treatment equipment needed to help mitigate gross alpha and radium in the Edgewood Drive wells that exceeded NJDEP allowable levels. The project included construction of the new 480 sf. Wellhouse, provisions for wet well for backwash, prepackaged radium treatment equipment, iron sequestering equipment, enlarged watermain for additional chlorine contact time and a new access drive. Plans for a site plan and use variance were prepared to obtain approvals from the Stillwater Zoning Board of Adjustment and NJDEP.



## **Municipal Engineer/Planner of Record for 2025**

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Engineers and/or Planners from HPA currently represent the following municipalities:

- Andover Borough: 1970 (55 Years)  
Borough Engineer and Planning Board Engineer
- Andover Township: 2015 (10 Years)  
Township Engineer and Land Use Board Engineer/Planner
- Branchville Borough: 1966 (59 Years)  
Borough Engineer and Planning Board/Zoning Board Engineer
- Byram Township: 2003 (22 Years)  
Township Engineer
- Frankford Township: 1966 (59 Years)  
Township Engineer, Land Use Board Engineer and Planner (2009)
- Franklin Borough: 2005 (20 Years)  
Planning Board Engineer and Zoning Board Engineer
- Fredon Township: 1971 (54 Years)  
Township Engineer, Planning Board Engineer, and Zoning Board Engineer
- Hampton Township: 1966 (59 Years)  
Township Engineer, Planning Board Engineer, and Zoning Board Engineer
- Montague Township: 2009 (16 years)  
Township Planner, Land Use Board Planner  
Planning Board/Zoning Board Engineer (2010)
- Town of Newton: 1973 (52 Years)  
Town Engineer, Planning Board Engineer
- Sandyston Township: 1968 (57 Years)  
Township Engineer, Planning Board/Zoning Board Engineer and Planner
- Sussex Borough: 2012 (13 Years)  
Borough Engineer
- Sparta Township: 1968 (57 years)  
Planning Board Engineer and Zoning Board Engineer  
Township Engineer (2023)
- Wantage Township: 1970 (55 Years)  
Township Engineer, Land Use Board Engineer and Planner
- Vernon Township: 2010 (15 years)  
Township Engineer, Land Use Board Engineer

Note: Years in parenthesis represent current active years of service in each municipality.

## Public Client Listing

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- Andover Borough Council, Sussex County
- Andover Township Committee, Sussex County
- Blairstown Township Committee, Warren County
- Branchville Borough Council, Sussex County
- Branchville Borough Planning/Zoning Board, Sussex County
- Byram Township Council, Sussex County
- Frankford Township Committee, Sussex County
- Frankford Township Land Use Board, Sussex County
- Frankford Township Consolidated School Board of Education, Sussex County
- Franklin Borough Planning Board and Zoning Board of Adjustment, Sussex County
- Fredon Township Committee, Sussex County
- Fredon Township Planning Board and Zoning Board of Adjustment, Sussex County
- Green Township Committee, Sussex County
- Town of Hackettstown Council, Warren County
- Hampton Township Committee, Sussex County
- Hampton Township Planning Board and Zoning Board of Adjustment, Sussex County
- Hardwick Township Committee, Warren County
- High Point Regional High School Board of Education, Sussex County
- Kittatinny Regional High School Board of Education, Sussex County
- Lafayette Township, Sussex County
- Lenape Valley Regional High School Board of Education, Sussex County
- Mansfield Township Committee, Warren County
- Mendham Township Committee, Morris County
- Morris County Board of Chosen Freeholders
- New Jersey Department of Transportation, State of New Jersey
- Town of Newton Council, Sussex County
- Town of Newton Planning Board and Zoning Board of Adjustment, Sussex County
- North Warren Regional High School Board of Education, Warren County
- Ogdensburg Borough Council, Sussex County
- Pope John XXIII High School, Sussex County
- Sandyston Township Board of Education, Sussex County
- Sandyston Township Committee, Sussex County
- Sparta Township Council, Sussex County
- Sparta Township Planning Board and Zoning Board of Adjustment, Sussex County
- Sparta Township Board of Education
- Stillwater Township Committee, Sussex County
- Sussex County Board of Chosen Freeholders
- Sussex County Vo-Tech Board of Education, Sussex County
- Vernon Township Council, Sussex County
- Vernon Township Board of Education, Sussex County
- Wallkill Valley Regional High School Board of Education, Sussex County
- Wantage Township Committee, Sussex County
- Wantage Township Land Use Board, Sussex County
- Warren County Board of Freeholders

# APPENDICES

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# APPENDIX “A”

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## *Résumés*

## **Cory L. Stoner, P.E., P.P., C.M.E.**

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**TITLE:** Municipal Engineer / Project Manager  
**YEARS OF EXPERIENCE:** With HPA: 32 years  
**EDUCATION:** Bachelor of Science Civil Engineering, 1993  
Pennsylvania State University  
**ACTIVE REGISTRATION:** Professional Engineer, 1998 NJ  
Professional Planner, 2021  
Certified Municipal Engineer, 1999 NJ  
ASCE Grade V

Mr. Stoner has extensive experience in working on a wide variety of municipal and transportation related projects. Mr. Stoner is the Municipal Engineer and Board Engineer for Andover Township, Byram Township, Green Township and Vernon Township in Sussex County.

As a Project Engineer and Manager with Harold E. Pellow & Associates, Mr. Stoner has been involved in various improvement projects for the NJDOT, the County of Sussex, the County of Morris, the County of Warren and for numerous municipalities in Sussex, Morris and Warren Counties. These projects included all phases of highway design and construction, recreational field design, traffic studies, land acquisition and surveys, storm drainage analysis and design, utility design and construction inspection.

**A sampling of the projects on which Mr. Stoner has worked & the Municipal Engineering activities that Mr. Stoner has been involved with include:**

***Route U.S. 206 Section 15N, Hillsborough Township, Somerset County, NJ***

Project Manager/Project Engineer on this NJDOT \$50 million construction project which involves the dualization of Route U.S. 206 in Hillsborough Township, Somerset County. Work related to the dualization of Route U.S. 206 includes the widening and realignment of approximately 2 miles of roadway, intersection improvements and signal design for four intersections, replacement of one roadway bridge, construction of two new roadway bridges, replacement of one active railroad bridge, relocations of eight utilities, and substantial right-of-way acquisitions.

***Scoping for Operations & Safety Improvements to Newton Sparta Road (County Route 616 & County Route 517), Town of Newton, Andover Twp., Sparta Township, Sussex County, NJ***

Project Manager for the scoping of operations and safety improvements for the entire length of Newton Sparta Road (approximately 8 miles). Project involves the analysis of existing conditions, the preparation of improvement alternatives, the advancement of the project through the NEPA process, the evaluating of the feasibility of the project, and determining measures to mitigate any social, historical and archeological, economic or environmental impacts. Mr. Stoner is currently responsible for the project coordination with the Sussex County Engineering Department and oversees the following tasks: horizontal and vertical alignment design, traffic studies, environmental permitting, project report preparation, and public outreach.

## **Cory L. Stoner, P.E., P.P., C.M.E.**

### ***Scoping for Operations & Safety Improvements to Rudetown Road (Sussex County Route 517), Township of Vernon, Sussex County, NJ***

Project Manager for the scoping of approximately 4 miles of Sussex County Route 517 in Vernon Township. Project involves the analysis of existing conditions, the preparation of rehabilitation alternatives, the advancement of the rehabilitation project through the NEPA process, the evaluating of the feasibility of the project, and determining measures to mitigate any social, historical and archeological, economic or environmental impacts. Mr. Stoner is currently responsible for the project coordination with the Sussex County Engineering Department and oversees the following tasks: horizontal and vertical alignment design, traffic studies, drainage improvement design, environmental permitting, project report preparation, and public outreach.

### ***NJ Routes 23 & 94 Section of Hamburg, Hamburg Borough, Sussex County, NJ***

Work for this \$4.5 million NJDOT reconstruction of the intersection of NJ Routes 23 and 94 includes the providing for left turning lanes and intersection realignment, traffic signal design, utility relocation, traffic control, retaining wall construction, and right-of-way acquisitions. Mr. Stoner was responsible for the traffic signal design, the preparation of the construction schedule and assisting in overall project quality control.

### ***NJ Route 15 Section 4C & Houses Corner Road Intersection, Sparta Twp., Sussex County, NJ***

Work included in this \$9 million NJDOT construction project involved the reconstruction of approximately 2 kilometers of roadway; construction of a new signalized intersection; construction of a 60-meter long, 3-span highway bridge over an active freight railroad; wetland mitigation for several State projects; and substantial right-of-way acquisitions. Mr. Stoner worked on various tasks on this project, including bridge abutment design, pile design, and various roadway related tasks.

### ***Intersection Improvements to Warren County Route 646, Warren County, NJ***

Project Engineer for this \$400,000 construction project located in the Townships of Harmony and Lopatcong and the Town of Phillipsburg. Project involved the realignment of three intersections along Warren County Route 646 with additional of left turn lanes and design of drainage improvements. Mr. Stoner was responsible for the project coordination with the Warren County Engineering Department and performed the following related tasks: horizontal and vertical alignment design, drainage improvement design, traffic studies, preparation of traffic control plans, preparation of right-of-way property parcel maps, and preparation of specifications and contract documents.

### ***NJ Route 181 Section 4D, NJ Route 94 Section 4A & 5C and Section 7D & 8D, Sussex County, NJ***

Project Engineer for this \$6 million NJDOT construction project located in the Townships of Sparta, Fredon and Hardyston and the Borough of Hamburg. Work included in this \$6 million project involved the resurfacing of eight (8) miles of roadway, intersection improvements, drainage and retaining wall design.

## **Cory L. Stoner, P.E., C.M.E.**

### ***Engineering Services for Various Municipalities in Sussex, Warren & Morris Counties***

Mr. Stoner has been involved in the design and supervision of numerous municipal projects. The areas of work performed include all phases of roadway design, pavement design, drainage design, retaining wall design, earthwork calculations, environmental permitting, preparation of traffic studies, design of recreational facilities, preparation of right-of-way property parcel maps, and preparation of specifications and contract documents. Mr. Stoner is currently the Municipal Engineer of record in Andover Township, Byram Township, Town of Newton, Sparta Township and Vernon Township (Sussex County).

### ***Engineering for Various Municipal Land Use Boards, Planning Boards and Zoning Boards of Adjustment***

As a Land Use Board, Planning Board and Zoning Board of Adjustment Engineer, Mr. Stoner's responsibilities have included, but are not limited to, the review of subdivisions and site plans to ensure municipal standards are met concerning zoning, drainage, roadway construction, and traffic safety. Municipalities within Sussex County where Mr. Stoner presently serves as the full-time Board Engineer include: Andover Township, Byram Township, Green Township and Vernon Township. Mr. Stoner also has served as the Redevelopment Engineer for the Town of Newton where he has been responsible for the review and oversight of projects such as ThorLabs and the Newton Town Centre development project.

## Harold E. Pellow, P.E., L.S., P.P., C.M.E.

**TITLE:** President / Municipal Engineer  
**YEARS OF EXPERIENCE:** With HPA: 52 years With Other Firms: 11  
**EDUCATION:** Bachelor of Science Engineering, 1958  
Pennsylvania State University  
**ACTIVE REGISTRATION:** Professional Engineer, 1963 NJ; 1978 B PA  
Professional Land Surveyor, 1966 NJ; 1981 PA  
Professional Planner, 1975 NJ  
Certified Municipal Engineer, 1988 NJ  
ASCE Grade IX

As President, Mr. Pellow incorporated Harold E. Pellow & Associates in April 1969. Mr. Pellow has been the Principal in Charge of every Sussex County and/or New Jersey Department of Transportation Highway Construction, Highway Resurfacing, Bridge Replacement and Highway Widening Project completed by Harold E. Pellow & Associates, Inc. Mr. Pellow is the Municipal Engineer for seven (7) municipalities within the County of Sussex. Work within these municipalities involves the design of all types of capital improvement projects including road relocations, storm drainage, recreation facilities, water systems, sewage collection systems, street improvements, and intersection improvements. Projects for these municipalities involved municipal, state and federal funding. Mr. Pellow is the Engineer for four (4) Municipal Planning Boards. His responsibilities as a Planning Board Engineer include, but are not limited to, the review of subdivisions and site plans to ensure municipal standards are met concerning drainage, roadway construction, and traffic safety.

**A sampling of the projects on which Mr. Pellow has worked & the Municipal Engineering activities that Mr. Pellow has been involved with include:**

***Route U.S. 206 Section 15N, Hillsborough Township, Somerset County, NJ***

Principal-in-charge for the \$50 million NJDOT construction project which involves the dualization of Route U.S. 206 in Hillsborough Township, Somerset County. Work related to the dualization of Route U.S. 206 includes the widening and realignment of approximately 3.3 kilometers of roadway, construction of seven (7) jughandles, intersection improvements and signal design for four (4) intersections, replacement of one (1) roadway bridge, construction of two (2) new roadway bridges, replacement of one (1) active railroad bridge, relocations of eight (8) utilities, and substantial right-of-way acquisitions.

***NJ Route 15 Section 4C and Houses Corner Road Int., Sparta Twp., Sussex County, NJ***

Principal-in-charge for the \$9 million NJDOT construction project which consisted of the reconstruction of approximately 2.8 kilometers of state, county, and township roadways to realign an existing intersection and construct a new bridge to create a separated grade crossing between Route 15 and an active railroad. Project also included new traffic signal, utility relocation, traffic control, wetland mitigation, and right-of-way acquisition.

## **Harold E. Pellow, P.E., L.S., P.P., C.M.E.**

### ***NJ Routes 23 & 94 Section of Hamburg, Hamburg Borough, Sussex County, NJ***

Principal-in-charge for the \$1 million NJDOT reconstruction of the intersection of Routes 23 and 94. The project includes the providing for left turning lanes and intersection realignment, traffic signal design, utility relocation, traffic control, retaining wall construction, and right-of-way acquisitions.

### ***NJ Route 181 Section 4D, NJ Rte 94 Section 4A/5C & Section 7D, Sussex County, NJ***

Principal-in-charge / Project Manager for this \$6 million NJDOT construction project located in the Townships of Sparta, Fredon and Hardyston and the Borough of Hamburg. Work included in this \$6 million project involved the resurfacing of 8 miles of roadway, intersection improvements, drainage improvements, and retaining wall design.

### ***US Route 206/94 Section 1B, Town of Newton, Sussex County, NJ***

Principal-in-charge / Project Manager for this \$4 million NJDOT project which included the reconstruction of approximately one (1) mile of Route 206/94 to include new center left turn lane, intersection improvements, traffic signal installations, utility relocation, traffic control, coordination with adjacent commercial property owners, and ROW acquisition.

### ***US Route 206/94 Section 1C, Hampton Township, Sussex County, NJ***

Principal-in-charge for this \$3.5 million NJDOT project which included the reconstruction of 1.2 miles of Route 206/94 to include new center left turn lane, intersection improvements, traffic signal installations, utility relocation, traffic control, coordination with adjacent commercial property improvements, and right-of-way acquisition.

### ***Sussex County Takeover of Lee Hill Road, Byram Township, Sussex County, NJ***

Principal-in-charge for this \$1.2 million construction project for the County of Sussex which involved the realignment and reconstruction of approximately 2 miles of roadway, construction of drainage improvements, traffic control and right-of-way acquisition.

### ***Reconstruction of Warren County Route 612, Frelinghuysen Township, Warren County, NJ***

Principal-in-charge for this \$900,000 construction project for the County of Warren which involved the reconstruction and realignment of approximately 1.5 miles of roadway, construction of drainage improvements, traffic control, environmental permitting, and right-of-way acquisition.

### ***Intersection Improvements to Warren County Route 646, Warren County, NJ***

Principal-in-charge for this \$400,000 construction project located in the Townships of Harmony and Lopatcong and the Town of Phillipsburg. Project was completed for the County of Warren and involved the realignment of three (3) intersections along Warren County Route 646 with additional of left turn lanes, construction of drainage improvements, traffic control and right-of-way acquisitions.

### ***Sussex County Route 519, Hampton Township, Sussex County, NJ***

Principal-in-charge / Project Manager for this \$1.5 million project for the County of Sussex which included the realignment and reconstruction of 1.7 miles of roadway, drainage improvements, traffic control and ROW acquisitions.

## **Harold E. Pellow, P.E., L.S., P.P., C.M.E.**

### ***Sussex County Routes 622 & 519, Hampton Twp and Town of Newton, Sussex County, NJ***

Principal-in-charge / Project Manager for this \$1.2 million project for the County of Sussex which involved the realignment and reconstruction of approximately 1 mile of roadway, construction of a new center left turn lane, intersection improvements, traffic signal installation, utility relocation, coordination with county and adjoining municipalities, traffic control and right-of-way acquisitions.

### ***Engineering Services for Various Municipalities in Sussex, Warren & Morris Counties***

Mr. Pellow has been involved in the design and supervision of numerous municipal projects. The areas of work performed include all phases of roadway design, pavement design, drainage design, retaining wall design, earthwork calculations, environmental permitting, preparation of traffic studies, design of recreational facilities, preparation of right-of-way property parcel maps, and preparation of specifications and contract documents. Mr. Pellow is currently the Municipal Engineer of record in eight (8) municipalities in Sussex County

### ***Engineering for Various Municipal Planning Boards and Zoning Boards of Adjustment***

As a Land Use Board Engineer, Mr. Pellow's responsibilities have included, but are not limited to, the review of subdivisions and site plans to ensure municipal standards are met concerning zoning, drainage, roadway construction, and traffic safety. Municipalities within Sussex County where Mr. Pellow presently serves as the full-time Board Engineer include the Township of Frankford.

## David B. Simmons, Jr., P.E., L.S., P.P., C.M.E.

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**TITLE:** Vice President / Project Manager  
**YEARS OF EXPERIENCE:** With HPA: 48 years  
**EDUCATION:** Bachelor of Science – Civil Engineering, 1977  
Lehigh University, Bethlehem, PA  
**ACTIVE REGISTRATION:** Professional Engineer, 1982 – NJ, NY & PA  
Professional Land Surveyor, 1987 – NY; 1990 – NJ;  
1991 – PA  
Professional Planner, 1987 – NJ  
Certified Municipal Engineer, 2005 – NJ  
ASCE Grade VII

Mr. Simmons has extensive experience in the managing of a wide variety of engineering projects. He has been the Project Manager or Project Engineer for several projects for the NJDOT and numerous projects for municipalities in Sussex, Morris and Warren Counties, the County of Sussex and the County of Warren. These projects included all phases of highway design and construction, land acquisition and surveys, storm drainage analysis and design, traffic studies and utility design. Mr. Simmons also has extensive experience in working with numerous municipalities within the County of Sussex. His responsibilities with these municipalities include the design and review of site plans, design and review of minor and major subdivisions, and the preparation of special reports and studies for Planning Boards, Zoning Boards of Adjustment, and Municipal Committees.

**A sampling of the projects on which Mr. Simmons has worked & the Municipal Engineering activities that Mr. Simmons has been involved with include:**

***Sanitary Sewer Construction for Priority A Area, Sparta Twp., Sussex Co., NJ***

Project Manager for the \$1.8 million sanitary sewer construction project which involved designing approximately 2.6 miles of new 8" and 10" sanitary sewer mains to serve the central business district of Sparta Township. The project included 3 stream crossings, 2 pump stations, NJDEP permitting for sanitary sewers, freshwater wetlands and stream encroachment permits, easement acquisition, and as-built plans.

***Water Transmission Main Improvements in Sparta Glen, Town of Newton, Sussex Co., NJ***

Project Manager for the \$0.84 million construction of approximately 1 mile of 20" and 10" ductile iron water transmission main in Sparta Glen to replace the watermain that were destroyed during the August 2000 flood in Sparta Glen. The project involved alternate route studies, watermain design, meetings and coordination with FEMA, NJDEP, County and Township officials, and consultants. Construction included 3 stream crossings and 2 air relief valve chambers.

***Watermain Distribution Projects, Town of Newton, Sussex Co., NJ***

Project Manager for the \$1 million construction of water distribution system improvements in various streets of the Town, involving almost 2 miles of new ductile iron watermain. The project included design and NJDEP, NJDOT, and County permitting.



## **David B. Simmons, Jr., P.E., L.S., P.P., C.M.E.**

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### ***Watermain Distribution Projects, Borough of Branchville, Sussex Co., NJ***

Project Manager for the design of several water distribution system improvements in various streets in the Borough, including a new 12" watermain and 1.0 mg water storage tank located behind Selective Insurance. The project included property and easement acquisition, NJDEP permits for stream encroachment and water system improvements.

### ***NJ Route 15 Section 4C and Houses Corner Road Intersection, Sparta Twp., Sussex Co., NJ***

Project Manager for the \$9 million NJDOT construction project which consisted of the reconstruction of approximately 2.8 kilometers of state, county, and township roadways to realign an existing intersection and construct a new bridge to create a separated grade crossing between Route 15 and an active railroad. Project also included new traffic signal, utility relocation, traffic control, wetland mitigation, and right-of-way acquisition.

### ***Route U.S. 206 Section 15N, Hillsborough Township, Somerset County, NJ***

Project Manager for the \$35 million NJDOT construction project which involves the dualization of Route U.S. 206 in Hillsborough Township, Somerset County. Work related to the dualization of Route U.S. 206 includes the widening and realignment of approximately 3.3 kilometers of roadway, construction of seven (7) jughandles, intersection improvements and signal design for four (4) intersections, replacement of one (1) roadway bridge, construction of two (2) new roadway bridges, replacement of one (1) active railroad bridge, relocations of eight (8) utilities, and substantial right-of-way acquisitions.

### ***NJ Routes 23 & 94 Section of Hamburg, Hamburg Borough, Sussex County, NJ***

Project Manager for the \$1 million NJDOT reconstruction of the intersection of Routes 23 and 94. The project includes the providing for left turning lanes and intersection realignment, traffic signal design, utility relocation, traffic control, retaining wall construction, and right-of-way acquisitions.

### ***U.S. Route 206 at Entrance to Stokes State Forest, Sandyston Township, Sussex County, NJ***

Project Manager for this \$1.6 million NJDOT widening and resurfacing project. The project includes the scoping and design for the extension of an existing climbing lane, providing of dedicated turning lanes, upgrading and construction of new guiderail, environmental permitting and right of way acquisition.

### ***US Route 206/94 Section 1B, Town of Newton, Sussex County, NJ***

Project Engineer involved with various transportation related tasks in the design of this \$4 million NJDOT project which included the reconstruction of approximately one (1) mile of Route 206/94 to include new center left turn lane, intersection improvements, traffic signal installations, utility relocation, traffic control, coordination with adjacent commercial property owners, and right-of-way acquisition.

### ***US Route 206/94 Section 1C, Hampton Township, Sussex County, NJ***

Project Engineer involved with various transportation related tasks in the design of this \$3.5 million NJDOT project which included the reconstruction of 1.2 miles of Route 206/94 to include new center

## **David B. Simmons, Jr., P.E., L.S., P.P., C.M.E.**

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left turn lane, intersection improvements, traffic signal installations, utility relocation, traffic control, coordination with adjacent commercial property improvements, and right-of-way acquisition.

### ***Sussex County Routes 622 & 519, Hampton Twp. and Town of Newton, Sussex County, NJ***

Project Engineer involved in the design of this \$1.2 million project for the County of Sussex which included the realignment and reconstruction of approximately 1 mile of roadway, construction of a new center left turn lane, intersection improvements, traffic signal installation, utility relocation, coordination with county and adjoining municipalities, and right-of-way acquisitions.

### ***Sussex County Route 519, Hampton Township, Sussex County, NJ***

Project Engineer involved with various transportation tasks in the design of this \$1.5 million project for the County of Sussex which included the realignment and reconstruction of approximately 1.7 miles of roadway, construction of drainage improvements, and right-of-way acquisitions.

### ***Lakeside Boulevard/ Brooklyn Mountain Road, Borough of Hopatcong, Sussex County, NJ***

Project Engineer involved in the design of the \$1.8 million project that was design for the County of Sussex by the NJDOT. Work in this project involved the realignment and reconstruction of approximately 0.5 miles of roadway, construction of aesthetically pleasing retaining walls, intersection improvements, traffic signal installation, and right-of-way acquisitions.

### ***Engineering Design for Various Municipalities in Sussex, Warren & Morris Counties***

Mr. Simmons has been involved in the design and responsible supervision of numerous municipal projects. The areas of work include, but are not limited to, the design of all types of capital improvement projects including all phases of roadway design and construction, storm drainage analysis and design, water system design, sewage collection system design, traffic studies, traffic signal design, and preparation of right-of-way parcel maps.

### ***Engineering for Various Municipal Planning Boards and Zoning Boards of Adjustment in Sussex County***

As a Planning Board and Zoning Board of Adjustment Engineer, Mr. Simmons' responsibilities have included, but are not limited to, the review of subdivisions and site plans to ensure municipal standards are met concerning zoning, drainage, roadway construction, and traffic safety. Mr. Simmons is currently the Board Engineer for the Planning and Zoning Board of Adjustments in the following municipalities: Town of Newton, Township of Sparta, Township of Fredon, the Township of Hampton, and the Township of Sandyston.

## Thomas G. Knutelsky, P.E., P.P.

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<b>Title:</b>	Project Engineer
<b>Years of Experience:</b>	With HPA: 26 Years      With Other Firms: 8 Years
<b>Education:</b>	Bachelor of Science Civil Engineering, 1991 Rutgers College of Engineering
<b>Active Registration:</b>	Professional Engineer, 1999 NJ Professional Planner, 2021

As a Project Engineer with Harold E. Pellow & Associates, Mr. Knutelsky has been involved in various capital improvement projects for municipalities in Sussex, Warren & Morris Counties, the County of Sussex, the County of Warren, and the New Jersey Department of Transportation.

Mr. Knutelsky's responsibilities with these projects include roadway geometry design, storm drainage analysis and design, storm water management, preparation of N.J.D.E.P. permit applications, calculations and reports, wetland delineation and permitting, preparation of construction specifications and construction management/inspection. Mr. Knutelsky's experience also includes project management, engineering design and construction inspection of various recreation facilities including athletic fields; bike paths, nature trails, and parking/ access improvements, as well as municipal site improvements including school expansions, public works garages, civic centers and municipal buildings. Mr. Knutelsky also has considerable experience in working with municipalities within the County of Sussex. He is currently the Planning Bd Engineer for Borough of Franklin, Lafayette Township and Montague Township.

**A sampling of the projects on which Mr. Knutelsky has worked & the Municipal Engineering activities that Mr. Knutelsky has been involved with include:**

***Reconstruction of Route 9A, Segments 2, 3 & 7, Borough of Manhattan, New York City, NY***  
Design Engineer for this N.Y. State Department of Transportation project which involved the reconstruction of a multilane highway along the west side of Manhattan. Responsibilities included the planning and design of proposed water mains, gas mains, roadway lighting and signalization throughout the project corridor. Specific responsibilities consisted of utility mapping and layout, utility profiling, details of utility crossings, demolition and relocation schemes, preparation of plans and supervision of CADD personnel for all work within the tightly situated utility corridors of New York City.

***Additions & Alterations to Long Pond School, Andover Township, Sussex County, NJ***  
Project Engineer for a \$6.5 million school construction project involving the design of a 49,000 SF addition along with required site improvements. Specific environmental responsibilities included the delineation and confirmation of wetlands locations, the preparation of N.J.D.E.P. permitting including stream encroachment and freshwater wetlands special activity waivers, supervision of all permit report and plan preparation for submission to the N.J.D.E.P., and all required N.J.D.E.P. correspondence.

## **Thomas G. Knutelsky, P.E., P.P.**

### ***Sparta Township Bike Path Phases I & II, Sparta Township, Sussex County, NJ***

Project Engineer for design of 8,800 linear foot biking/walking path that served to connect downtown Sparta with the Station Park Recreation Facility and nearby Board of Ed. facilities. His responsibilities included all phases of design, plan, details and specification preparation and construction inspection.

### ***Sparta Township Board of Education Recreational Fields, Sparta Township, Sussex County, NJ***

Project Engineer for design and environmental permitting for the construction of a 9-acre facility consisting of two (2) all-purpose fields, access road, and 184-vehicle parking lot. Mr. Knutelsky's responsibilities included preparation of N.J.D.E.P. permit application, wetland calculation, earthwork calculations, drainage design, preparation of construction and grading plans, and preparation of details and specifications.

### ***Hardyston Ice Arena, Hardyston Township, Sussex County, NJ***

Project Engineer for the design of a multi-million dollar regional ice skating facility project involving the design of a 60,000 sf Ice Arena located in Hardyston Township. Specific environmental responsibilities included the delineation and confirmation of wetlands locations, the preparation of N.J.D.E.P. permitting including stream encroachment and a freshwater wetlands transition area waiver including justification for a waiver request in an exceptional resource value wetlands, the preparation of wetlands and transition area mitigation plans and all required N.J.D.E.P. correspondence.

### ***State Route 15 Section 4C and Houses Corner Road, Sparta Township, Sussex County, NJ***

Environmental Engineer for a \$9.0 million NJDOT construction project which involved the reconstruction of approximately 2.76 kilometers of roadway; the construction of a new signalized intersection and the construction of a 60 meter long, 3-span highway bridge over an active freight railroad. Environmental responsibilities included the assessment of wetlands area disturbed through the aforementioned construction activities, an investigative water budget modeling of the potential wetlands mitigation site for replacement of disturbed wetlands, and the supervision of plan and report preparation for submission to the N.J.D.E.P.

### ***Replacement of County Bridge #D-29, Frankford Township, Sussex County, NJ***

Environmental Engineer for a \$200,000 bridge replacement construction project which involved the reconstruction of approximately 500 feet of Plains Road and the placement of a box culvert structure over an unnamed tributary to the Papakating Creek. Environmental responsibilities included the delineation and mapping of freshwater wetlands and state open waters in the project vicinity, design support related to alternative analysis for horizontal and vertical roadway alignment revisions and the supervision of plan and report preparation for submission to the N.J.D.E.P.

### ***Drainage Improvements Along Various Roads, Morris County, NJ***

Environmental Engineer for drainage improvements along County Routes 656 and 625 in the Townships of Long Hill and Morris. Environmental responsibilities included the delineation and mapping of freshwater wetlands and state open waters in the project vicinity, design support related to drainage piping layout and the supervision of plan and report preparation for submission to the NJDEP.

## **Thomas G. Knutelsky, P.E.**

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### ***Waterloo Road Roadway Improvements, Allamuchy Township, Warren County, NJ***

Environmental Engineer for the resurfacing of approximately 3 miles of Waterloo Road (County Rte. 604) in Warren County. Environmental responsibilities included the delineation, confirmation and mapping of freshwater wetlands and state open waters in the project vicinity, design support related to analysis of roadway improvements adjacent to the historic Morris Canal, the supervision of plan and report preparation for submission to the N.J.D.E.P.

### ***Sunset Lake – Highlands Interconnect, Sparta Township, Sussex County, NJ***

Environmental Engineer for the placement of an 8 inch underground ductile iron waterline crossing under a tributary to the Sparta Glen at Arapaho Trail, Sparta Township. Environmental responsibilities included confirmation and mapping of freshwater wetlands and state open waters in the project vicinity, design support related to analysis of water main improvements under the trout production waters, the supervision of plan and report preparation for submission to the N.J.D.E.P.

### ***Public Works Facility, Town of Newton, Sussex County, NJ***

Project Engineer for the design/rehabilitation of the Newton town garage and public works facilities which included the addition of a 11,000 s.f. garage and 5,000 s.f. salt shed structure. Specific responsibilities included conceptual design development, site design, utility layout, demolition schemes, grading and drainage design, and supervision of CADD personnel.

### ***Fredon Civic Center, Fredon Township, Sussex County, NJ***

Project Engineer for the design of a 10,000 s.f. recreational building and 6,000 s.f. six bay fire station for the Township of Fredon. Specific responsibilities included conceptual design development, site design, utility layout, demolition schemes, grading and drainage design, detention basin design, permitting, supervision of CADD personnel and construction management.

### ***Newton Police Station, Town of Newton, Sussex County, NJ***

Project Engineer for the design, rehabilitation and expansion of the Newton municipal building to include the addition of a 11,000 s.f. police station. Specific responsibilities included conceptual design development, site design, utility layout, demolition schemes, parking lot design, grading and drainage design, permitting, supervision of CADD personnel and construction management.

### ***Engineer for Various Municipal Planning Boards and Zoning Boards in Sussex County***

As a Planning Board and Zoning Board of Adjustment Engineer for Franklin Borough, Montague Township and Wantage Township, Mr. Knutelsky's responsibilities have included, but are not limited to, the review of subdivisions and site plans to ensure municipal standards are met concerning zoning, drainage, roadway construction, and traffic safety. In addition to Board Engineering, Mr. Knutelsky was appointed the Green Township Engineer in 2025.

## APPENDIX “B”

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### *Wage Rates*

# **Harold E. Pellow & Associates, Inc.** **Employee Wage Rates** **2026 Rates**

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Municipal Engineer .....	\$150
Cory L. Stoner	
Licensed Engineers ..	\$150
Harold E. Pellow	
David B. Simmons	
Cory L. Stoner	
Thomas G. Knutelsky	
Licensed Land Surveyors .....	\$150
Harold E. Pellow	
David B. Simmons	
Licensed Planners .....	\$125 to \$150
Harold E. Pellow	
David B. Simmons	
Cory L. Stoner	
Thomas G. Knutelsky	
Mathew Morris	
Environmental Specialists .....	\$115 to \$150
Design Engineers & Engineering Technicians.....	\$80 to \$115
Construction Inspectors .....	\$79 to \$125
Administrative Assistants/Support .....	\$75 to \$80
Field Survey Crew .....	\$182.50 (1 man crew)
	\$235.00 (2 man crew)
	\$140.00 (office)

# ***QPA Services Proposal***

## ***Township of Veron***







## QPA SERVICES PROPOSAL

September 24, 2025

Hon. Anthony Rossi, Mayor  
Township of Vernon  
21 Church, St.  
Vernon, N.J.

### **Re: Qualified Purchasing Agent Proposal 2026**

Dear Mayor Rossi,

#### SCOPE OF SERVICES

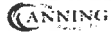
The Canning Group LLC is pleased to offer to provide the following scope of services. The team member who holds the QPA and would be assigned to provide service would be Mr. Sean Canning, MPA, QPA, whose resume is attached in this proposal and has extensive public procurement experience, teaches the certification courses for Rutgers University and sits on the state exam certification committee. We propose to:

Provide an experienced QPA to:

- Periodically (or daily if available through a VPN service) review and approve purchases and ensure sound purchasing policy is in place.
- Be available for questions as to purchasing questions and guidance from department heads.
- Write, prepare and receive bids and RFP's if necessary for non-major procurement. Major procurement is considered bids, RFP's and Competitive Contracts.
- Review vendor listing, commodity aggregation and provide the Township with an initial assessment of bid requirements/ pay to play concerns.



# THE CANNING GROUP LLC



[WWW.TheCanningGroup.org](http://WWW.TheCanningGroup.org)  
[Info@TheCanningGroup.org](mailto:Info@TheCanningGroup.org)

- Review current purchasing policy, amend or recommend legally compliant policy if necessary. Conduct one (1) purchasing training for staff if requested.
- Be available during business hours for questions, guidance advice.
- Bid opening services, include recommendation memos, analytics, and resolutions of award.
- Allow the Township the use of our Department of Community Affairs sanctioned license for bid threshold of \$44,000.00.

**Naming of QPA and procurement, guidance, review and minor bid writing services \$10,500.00 for 2026.**

As a condition of our service we request the following:

- Adherence to all New Jersey laws in procurement by members of the Township.
- The QPA review and be alerted for any proposed bids by other professionals such as engineers and architects for conformance with New Jersey Local Publics Contract Law.
- To work as a partner and team member with the CFO, Municipal Clerk, Administrator and Mayor in major procurement resolutions of award subsequent to bids or pay to play aggregation matters.
- We look forward to working with you in finding a solution for your needs as you serve the taxpayers.

Thank you

Respectfully,

*Sean Canning*

Sean P. Canning MPA, QPA





## **Mr. Sean P. Canning, MPA, QPA**

Mr. Sean P. Canning, 32 years of public service spanning three (3) organizations of expert leadership. Mr. Canning is rightly proud of having been a change and reform agent in all organizations, leaving them in excellent shape for future operations and reforming each organization.

Mr. Canning is an expert at organizational management and leadership, management of operations and personnel as well as public procurement. Mr. Canning is an instructor for the Rutgers University Center for Government Services in the realm of public purchasing and municipal finance. He has spoken at the State of New Jersey Public Purchasing Conference, May 2015.

Mr. Canning serves on the advisory panel formulating the State of New Jersey Qualified Purchasing Agent Exam. Mr. Canning also co-chairs the "Yellow Book" sample procurement documents, for the State of New Jersey Department of Community Affairs through Rutgers Center for Government Services. Mr. Canning has served as the Qualified Purchasing Agent for seven (7) municipalities and has engaged in thousands of procurements and authored bids, RFP's and competitive contracts numbering over 400. Mr. Canning's strengths are problem solving, identifying organizational deficiencies and providing cost effective management reform, resulting in organizational stability.

- Managing Member – The Canning Group LLC 2013- current: As a team provide for effective interim administration, executive searches, efficiency studies for municipalities, water and sewer utilities. Provide for leadership and management seminars and public purchasing assistance to municipalities.

- Instructor Rutgers University Center for Government Services: As an instructor for professionals seeking to become qualified for the states licensing process through the topics of public purchasing and municipal finance. Mr. Canning has trained municipal professionals who have successfully passed the Qualified Purchasing Agent exam administered by the Department of Community Affairs.

- Township of Mount Olive 2012-2015: Transformed an organization of 165 employees, conducted organizational change in sanitation district to automation of pickup and \$300,000.00 yearly savings. Provided for \$0.00 tax increase 3 out of 4 years while building fund balance

- Borough of Lincoln Park 2009-2012: Assumed leadership on the heels of financial scandal, effectively led the Borough through the recession of 2009 with no adverse downsizing. Effectively restricted the recycling

### **Technical Experience**

Organizational  
Change  
Leadership/  
Management Expert

Public Procurement  
& Bidding  
Expert

State QPA Test  
Advisor for  
Purchasing  
Standards

CEO The Canning  
Group LLC

Township  
Administrator  
Mount  
Olive Township  
2012-2015

Borough  
Administrator  
Borough of  
Lincoln Park 2009-  
2012

Chief of Police,  
Lincoln Park Police  
2004-2009



Masters Public  
Administration

QPA New Jersey

Instructor Rutgers  
University  
Public Purchasing

ICMA Member  
NJMMA Member  
NJGPA Member  
NJSACOP Member  
NIGP Member

pickup program saving \$200,000.00 annually.

- Chief of Police Lincoln Park Police Department 2004-2010 :Led 32 member police department through the New Jersey Accreditation process and national CALEA recognition within 18 months of taking over department on heels of a leadership scandal and crisis. Served as 2nd vice president of Morris Chief's association and served on authoring committee of State Chiefs Association on police consolidation.







January 7, 2026

Qualified Purchasing Agent  
Vernon Township  
21 Church Street  
Vernon, NJ 07462

To Whom It May Concern:

On behalf of Phoenix Advisors, I am delighted to provide you with the enclosed response to your Request for Proposals for Financial Advisor. Phoenix Advisors combines decades of experience with bright and creative talent to provide a higher standard of service. We are:

- **New Jersey's Leading Municipal Advisor and Continuing Disclosure Agent:** Phoenix Advisors has consistently ranked as the most active municipal advisory firm in the State for more than a decade. We currently serve as Municipal Advisor and Continuing Disclosure Agent for over 700 issuers throughout the northeast region.
- **Dedicated Municipal Advisor:** Phoenix Advisors was created in 2004 to be a dedicated municipal advisor. We do not underwrite bonds so our dedicated focus enables us to provide truly independent advice to our clients. Of course, we are registered with the SEC and the MSRB as a Municipal Advisor.
- **Creative and Innovative:** Our team has experience with a variety of financing options, from traditional general obligation bonds to more complex financing structures. We apply innovative and appropriate solutions to our clients' needs. Phoenix Advisors is confident that we have the experience, talent and enthusiasm to exceed your expectations.

We have enjoyed providing expert municipal advisory, continuing disclosure and redevelopment services to the Township over the past several years. We are proud to have recently served as municipal advisor to the Township on the \$10,788,000 Bond Anticipation Notes, Series 2025 and to have recently provided redevelopment services in connection with the Theta and Omega projects. We look forward to continuing our relationship.

If you require any clarification concerning our proposal or need additional information, please do not hesitate to call. We thank you for the chance to submit this proposal and look forward to the opportunity to work with you and your team.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Morris".

Bryan Morris  
Managing Director

**SEALED SUBMISSION LABEL FOR PROPOSAL  
PLEASE CUT OUT THE LABEL BELOW AND TAPE TO FRONT OF SEALED  
SUBMISSION**

**\*\*\*\*\*DO NOT OPEN\*\*\*\*\*  
IMPORTANT-SEALED SUBMISSION ENCLOSED**

**IF ELECTRONIC SUBMITTAL, UPLOAD THIS WITH RESPONSE**

**NAME, COMPANY & ADDRESS:**

**First Security Municipal Advisors, Inc. dba Phoenix Advisors  
2000 Waterview Drive, Suite 101  
Hamilton, NJ 08691**

**TO:**

**QUALIFIED PURCHASING AGENT  
Vernon Township  
21 Church Street  
Vernon, N.J.**

**RFP # 10-2025 2026 Professionals**

**Township Financial Advisor due 1/7/2026 at 1:30pm  
2025(FILL IN**

**TITLE)**

# **TOWNSHIP OF VERNON**

## **Response to Request for Proposals for Financial Advisor**

January 7, 2026





## **Table of Contents**

Section I	Executive Summary
Section II	Submission Requirements
Section III	Required Documents
Appendix A	Experience



## **Section I**

### **Executive Summary**



## EXECUTIVE SUMMARY

### WHO WE ARE

Phoenix Advisors, a division of First Security Municipal Advisors, Inc., was originally founded in 2004 as “Phoenix Advisors, LLC” and is a leading municipal advisory services firm registered with the Municipal Securities Rulemaking Board (MSRB) and the Securities and Exchange Commission (SEC). For over a decade, Phoenix Advisors has consistently been ranked among the top Municipal Advisors in New Jersey and Connecticut, completing more transactions than any other firm during this time. Further, we have been ranked among the top advisors nationally for small issues. Below is a selection of representative rankings for 2024:

<u>2024 New Jersey Rankings*</u>		
Financial Advisor	# of Issues	Total Par (\$million)
<b>Phoenix Advisors</b>	<b>93</b>	<b>\$1,777.7</b>
NW Financial	29	1,728.4
Hilltop Securities	3	1,046.3
Acacia Financial Group	25	814.4
Yuba Group	2	809.2
*Neg. & Comp. Bonds (Credit divided equally to each Advisor) Source: LSEG		

<u>2024 Rankings*</u>
✓ <b>#1 in NJ for Municipal Bond Issues</b>
✓ <b>#7 Nationally for Bank Qualified Issues</b>
✓ <b>#8 in Northeast for Municipal Bond Issues</b>
✓ <b>#8 Nationally for Small Issues</b>
✓ <b>#10 Nationally for Competitive Issues</b>

Led by a team of veteran public finance professionals with extensive experience with public entities of all kinds and sizes, we bring creative and effective solutions to every challenge. We have the experience, creativity, and enthusiasm to help you accomplish your goals.

✓ **Registered Municipal Advisor**    ✓ **Experienced professionals**    ✓ **Impeccable reputation**

### OUR COMMITMENT TO CLIENTS

At Phoenix Advisors, we take our fiduciary duties of care and loyalty seriously for each of our clients. Phoenix Advisors does not underwrite bonds nor are we investment managers. Our professionals have planned and executed thousands of debt issuances. We stay close to our clients to understand their changing needs, while proactively monitoring the capital markets to keep them informed of developments and opportunities. Phoenix Advisors delivers a higher standard of municipal advisory services.



### **WHAT WE DO**

From fire districts, school boards and towns, to cities, counties, authorities and state government, our professionals have a proven track record of success in all aspects of municipal finance. Since the firm's inception, we have completed over 4,900 debt issuances for clients, totaling more than \$52 billion in par. Our suite of services includes:

- debt issuance – bonds, notes, leases, etc.
- continuing disclosure and other post-issuance administration,
- debt management, budget/fiscal consulting, and capital planning,
- rating agency advocacy,
- investment of proceeds and bidding agent services,
- redevelopment advisory, and
- utility evaluation and rate studies.

As a member of your team of professionals, Phoenix Advisors adds value and efficiency through technical expertise and knowledge of the capital markets to achieve more successful outcomes. Our goal is to clarify each step of your transaction with thorough research, creative analysis, and transparent communication.

✓ **Technical expertise**

✓ **Capital market knowledge**

✓ **Team collaboration**

### **WHERE WE ARE**

We operate from two regional offices in Hamilton, New Jersey, and Milford, Connecticut.



2000 Waterview Drive, Suite 101  
Hamilton, NJ 08691  
(609) 291-0130



53 River Street, Suite 1  
Milford, CT 06460  
(203) 878-4945

Our licensed professionals are all focused primarily on municipal advisory services. We are concerned only about the needs of our clients - not other lines of business. We are committed to the value of meeting in person, including participating in public meetings. Our depth of professional personnel allows us to meet on your schedule at your location.

✓ **Available anytime, anywhere**

✓ **Depth of professional staff**





## **Section II**

# **Submission Requirements**

**Vernon Township  
SUBMISSION FORM**  
**(Additional sheets may be used but please use item number)**

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

The principal office of Phoenix Advisors is located in Hamilton, New Jersey where all services for this engagement will be performed. For this engagement, one of Phoenix Advisors' senior-level professionals will serve as your engagement manager with analytical support provided by our highly capable analytical team.

**Engagement Managers:**

- o Sherry L. Tracey, Senior Managing Director, stracey@muniadvisors.com
- o Anthony P. Inverso, Senior Managing Director, ainverso@muniadvisors.com
- o Robbi S. Acampora, Managing Director, racampora@muniadvisors.com
- o Bryan Morris, Managing Director, bmorris@muniadvisors.com

**Analytical Support:**

- o Danielle M. Marino, Senior Associate, dmarino@muniadvisors.com
- o Denise Baxter, Associate, dbaxter@muniadvisors.com
- o Clifford Horner, Analyst, chorner@muniadvisors.com
- o Matthew Thomas, Analyst, mthomas@muniadvisors.com

**Post Issuance Compliance:**

- o Matthew A. Sweeney, Director of Disclosure Services, msweeney@muniadvisors.com
- o Kenneth J. Turner, Supervisor of Disclosure Operations, kturner@muniadvisors.com

Please see attached for resumes of professionals.

2. References and record of success of same or similar service:

Please see attached for our experience and references.

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

Please see attached for our response to this question.

4. Cost details, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months:

Please see attached for our cost proposal.

Firm: **First Security Municipal Advisors, Inc.**  
**dba Phoenix Advisors**

Date: 12/11/2025

Authorized Representative (Print): **Bryan Morris**

Signature: 

Title: **Managing Director**

Telephone #: **609-291-0130**

Fax #: **609-291-9940**

Email: **bmorris@muniadvisors.com**



## 1. Resumes of Professionals

Phoenix Advisors continues to grow, demonstrating our commitment to the public finance industry and the municipal debt markets. We are focused on providing advisory services to governmental entities. Our staffing levels have increased since the firm's inception in 2004. The resulting depth of personnel allows for seamless cross-coverage, which means that you will have us available on your schedule.



**Sherry L. Tracey**, Senior Managing Director, is a member of the management committee of Phoenix Advisors and was a founding member of Phoenix Advisors, LLC. With more than two decades of experience working with municipalities, school districts, and local and state authorities, Ms. Tracey is an expert in financial analysis and post-issuance compliance. Sherry is certificated as a School Business Administrator and leads our Redevelopment Practice. Prior to founding Phoenix Advisors, she was an investment banker with Commerce Capital Markets and is a graduate of The College of New Jersey with a Bachelor of Science in Marketing.



**Anthony P. Inverso**, Senior Managing Director and Chief Compliance Officer, is a member of the management committee of Phoenix Advisors with more than twenty-five years of experience working with local and state authorities, higher education institutions, municipalities, and school districts. Mr. Inverso's extensive resume includes many years at a regional investment banking firm and municipal advisory firms. He has served on the Finance Council of Saint Gregory the Great Church, the Young Professionals Group of Robert Wood Johnson University Hospital, and the Board of Trustees of Mercer County Community College. Anthony graduated from the Wharton School of the University of Pennsylvania, where he earned his Bachelor of Science degree in Economics, with a concentration in Finance.



**Robbi S. Acampora**, Managing Director, has decades of experience in municipal, school, county and hospital finance, including serving as CFO of Camden County, New Jersey. Before joining Phoenix Advisors, she was founder and president of Capital Financial Advisors, Inc. Ms. Acampora has been at the forefront of financing Energy Savings Improvement Programs. She has worked with Sustainable New Jersey to promote renewable energy and regularly speaks on the topic. She holds a Bachelor's degree in Accounting from Rutgers University.



**Bryan A. Morris**, Managing Director, has nearly two decades of experience working with municipalities, counties, school districts, and local/state authorities. Bryan's areas of expertise include complex debt issuance, quantitative analysis, debt restructuring, economic redevelopment, and credit research. Before joining Phoenix Advisors, he was a senior vice president at a financial services firm, providing financial advisory and investment banking services to municipal clients in the Northeast region. Bryan graduated from The College of New Jersey with a Bachelor of Science in Business Administration-Finance.



**Joseph P. Monzo**, Project Specialist, joined Phoenix Advisors in 2019, following decades of public service. He has served as Chief Financial Officer in several New Jersey municipalities, and as Deputy Director and Acting Director of the New Jersey State Division of Local Government Services. Joe's expertise enables him to deliver the critical, value-added elements of our SMART suite of services. Joe leads specialized consulting projects to help local finance officers understand and meet obligations arising from evolving regulatory initiatives. Over the course of his distinguished career, Joe has been an invaluable resource to his colleagues, a regular speaker at professional conferences, and an adjunct professor for Rutgers University in its Master of Public Administration curriculums.



**Danielle M. Marino**, Senior Associate, joined Phoenix Advisors in 2013. Ms. Marino is a seasoned analyst with technical expertise in researching, modeling, presenting, issuing and administering municipal debt. With a primary focus on local and regional school districts, she has further expertise with Energy Savings Improvement Programs. Danielle graduated from Rutgers University-New Brunswick with a Bachelor's degree in Economics.



**Denise Baxter**, Head of Office Operations & Associate, joined Phoenix Advisors in 2012. With over three decades of experience in public finance, Ms. Baxter has primary responsibility for executing our lease financing business in addition to analytical support of traditional bonds and notes issuance. Further, she has substantial experience in our growing Continuing Disclosure business. Denise graduated from Rowan University with a Bachelor's degree in Education.



**Clifford Horner**, Analyst, joined Phoenix Advisors in May of 2020 as an intern. He started as a full-time Analyst after college graduation in the Spring of 2021. Mr. Horner's responsibilities include market & industry research, rating agency presentations, and assisting in processing bond and note transactions. He also supports our Continuing Disclosure department in assembling operating data for clients' EMMA filings. He actively provides insight to Phoenix Advisors Municipal Information & Management Interface (MIMI), our proprietary database. Mr. Horner has a degree from The College of New Jersey with a major in Marketing.



**Matthew Thomas**, Analyst, joined Phoenix Advisors in November of 2023. Mr. Thomas's responsibilities include market and industry research, rating agency presentations, and assisting in processing bond and note transactions. Mr. Thomas graduated from the University of Delaware with a Bachelor's degree in Finance.



**Matthew Sweeney**, Director of Disclosure Services, joined Phoenix Advisors full-time in 2010. Matt has the primary responsibility of developing our proprietary Municipal Information Management Interface database (MIMI) to meet our expanding client-service needs, including our Continuing Disclosure service for over 700 issuers. Prior to joining full-time, he spent nine seasons as a pitcher for the Philadelphia Phillies and Houston Astros organizations.



**Kenneth J. Turner**, Supervisor of Disclosure Operations, joined Phoenix Advisors in December of 2014. His primary responsibilities are in our Continuing Disclosure Services area. Mr. Turner is an expert working with the MSRB's Electronic Municipal Market Access (EMMA) website. Kenny also assists in maintaining the structure of our extensive and proprietary Municipal Information Management Interface database (MIMI). He received his degree in Economics with a minor in Statistics from Rutgers University, New Brunswick.



## **2. References and record of success of same or similar service**

### **EXPERIENCE OF PHOENIX ADVISORS**

The value added by an effective municipal advisor is well recognized in the municipal bond industry. Over the last decade, the municipal capital markets have become more complex and fast moving. Among the characteristics that have made the need for expert debt issuance advice critical are: (i) volatile interest rates, (ii) rate differentials between financially stronger and weaker issuers (the credit spread penalty), (iii) headline-grabbing municipal defaults, (iv) demand for improved primary and continuing disclosure of an issuer's financial information, and (v) a changing regulatory environment that significantly impacts whether underwriters bid aggressively or not at all.

**For over a decade, Phoenix Advisors has consistently been ranked among the top Municipal Advisors in New Jersey and Connecticut, completing over 4,900 separate issuances, amounting to more than \$52 billion of par. In New Jersey alone, we have completed over 3,800 transactions, totaling more than \$38 billion.**

Phoenix Advisors is thoroughly familiar with issuers of all types and sizes - from fire districts, school boards and towns, to cities, counties, authorities, and state government. Our decades of service to public entities, combined with the impeccable reputation of our talented professionals, clearly qualifies us to serve as your Municipal Advisor. Phoenix Advisors delivers a higher standard of municipal advisory services.

We have included select professional references and a representative list of similar clients in this response. We encourage you to contact them for more information. You can also find a comprehensive list of our relevant experience in the appendices herein.





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**PHOENIX ADVISORS**  
**SELECT EXPERIENCE & REFERENCES**

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\$4,676,000

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***Franklin Borough***

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Bond Anticipation Notes,  
Series 2025

Municipal Advisor

Michelle LaStarza  
Chief Financial Officer  
Franklin Borough  
46 Main Street, PO Box 397  
Franklin, NJ 07416-1421  
973-827-9280

Michel Marceau  
Chief Financial Officer  
Sussex Borough  
2 Main Street  
Sussex, NJ 07461-2397  
973-875-4831

\$3,009,625

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***Sussex Borough***

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Bond Anticipation Notes,  
Series 2025

Municipal Advisor

\$8,510,000

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***Sparta Township***

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General Obligation Bonds,  
Series 2024

Municipal Advisor

Dawn Krumpfer  
CMFO  
Sparta Township  
65 Main Street  
Sparta, NJ 07871-1986  
973-729-4493

Judith Curran  
Chief Financial Officer  
Hopatcong Borough  
111 River Styx Road  
Hopatcong, NJ 07843  
973-770-1200

\$4,341,000

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***Hopatcong Borough***

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Bond Anticipation Notes,  
Series 2025

Municipal Advisor



### **MUNICIPAL EXPERIENCE**

Our professionals take pride in their service to public entities and their focus on the local level, having completed over 2,000 transactions for municipalities in New Jersey, totaling more than \$17 billion of par. We understand the complexities of municipal budgeting, given continuous capital needs and the limitations imposed by the State. Whether facing such issues as zoning, planning, recreation, quality of life, or managing your tax and debt burden, Phoenix Advisors understands the importance of clear financial impact analysis in the decision-making process.

- |                                      |  |
|--------------------------------------|--|
| ✓ <b>Bridgewater Township</b>        | ✓ <b>Ocean City (SMART®)</b>           |
| ✓ <b>Clifton City</b>                | ✓ <b>Camden City</b>                   |
| ✓ <b>Lakewood Township</b>           | ✓ <b>Mount Holly Township (SMART®)</b> |
| ✓ <b>New Brunswick City (SMART®)</b> | ✓ <b>Princeton (SMART®)</b>            |
| ✓ <b>Vineland City</b>               | ✓ <b>Secaucus Town</b>                 |

### **SCHOOL DISTRICT EXPERIENCE**

Phoenix Advisors continues to be the leading Municipal Advisor to school districts throughout New Jersey, having completed over 1,300 transactions totaling more than \$13 billion. Our professionals understand the budgetary challenges, uncertainty of State aid, and cumbersome State financing restrictions confronting school districts routinely. We are currently advising several school districts with referendum projects for expansion and renovation, as well as structuring Energy Savings Improvement Programs (ESIPs). **Notably, we were Municipal Advisor for the Board of Education of the City of Newark's groundbreaking \$93 million ESIP financing – awarded The Bond Buyer's "Deal of the Year" for the 2021 ESG/Green Bonds category.** We have also served such school districts as:

- |   |                               |
|---|-------------------------------|
| ✓ <b>Atlantic City BOE</b>                | ✓ <b>Cherry Hill BOE</b>      |
| ✓ <b>Greater Egg Harbor RSD</b>           | ✓ <b>Madison BOE</b>          |
| ✓ <b>Manchester BOE (SMART®)</b>          | ✓ <b>Northern Valley RHSD</b> |
| ✓ <b>Northern Burlington RSD (SMART®)</b> | ✓ <b>Paterson BOE</b>         |
| ✓ <b>Princeton BOE</b>                    | ✓ <b>Wall BOE</b>             |



### **FIRE DISTRICT EXPERIENCE**

Fire districts face unique challenges, having to oversee fire prevention and suppression within their territory, while navigating annual budgetary pressures and onerous State regulations. Phoenix Advisors has the knowledge and experience to help fire districts develop effective financing strategies that minimize borrowing costs, allowing you to focus on delivering vital services. Whether you are building a new fire station or purchasing a new apparatus, our comprehensive service ensures that a qualified finance professional is guiding you through each step of the process and implementing a successful plan of finance. We have completed financings for fire districts throughout New Jersey for such clients as:

- ✓ **Bordentown Township Fire District No. 1**
- ✓ **Lindenwold Fire District No. 1**
- ✓ **Monroe Township Fire District No. 2**
- ✓ **Parsippany-Troy Hills Fire District No. 1**
- ✓ **Winslow Township Fire District No. 1**
- ✓ **Brick Township Fire District No. 2**
- ✓ **Middle Township Fire District No. 1**
- ✓ **Mount Holly Township Fire District No. 1**
- ✓ **Riverside Township Fire District No. 1**
- ✓ **Woodbridge Township Fire District No. 1**

### **COUNTY AND COUNTY-LEVEL EXPERIENCE**

For decades, our professionals have been advising counties and improvement authorities through successful transactions, including project finance, county college bonds, pooled loan/lease programs, and renewable energy projects. We have been instrumental in the design and execution of complex conduit financings for counties and county authorities to enhance their local municipalities' access to the capital markets. Our ability to structure complex transactions has proven beneficial for our county and conduit clients, including:

- ✓ **Cape May County**
- ✓ **Cumberland County**
- ✓ **Middlesex County**
- ✓ **Sussex County (SMART®)**
- ✓ **Salem County**
- ✓ **Cape May County Bridge Commission**
- ✓ **Cumberland County Improvement Authority**
- ✓ **Middlesex County Improvement Authority**
- ✓ **Somerset County Improvement Authority**
- ✓ **Sussex County Municipal Utilities Authority (SMART®)**



### **AUTHORITY AND UNIVERSITY EXPERIENCE**

Local, regional and state authorities and universities face specific challenges, including pressure on budgets and cumbersome State regulation. Phoenix Advisors has the experience and creativity to help authorities overcome these challenges and develop financing plans that minimize borrowing costs, are customized for each authority's expected revenue sources and maximize flexibility. Whether issuing on your own or through a conduit (such as the New Jersey Infrastructure Bank or New Jersey Educational Facilities Authority), Phoenix Advisors is there at each step of the process to help mitigate the impact to stakeholders by executing a cost-effective financing. Our authority and university experience includes:

- |                                       |   |
|---------------------------------------|---|
| ✓ Atlantic City MUA (SMART®)          | ✓ New Jersey City University                  |
| ✓ New Brunswick Parking Authority     | ✓ New Jersey Educational Facilities Authority |
| ✓ Seton Hall University               | ✓ South Jersey Transportation Authority       |
| ✓ Trenton Parking Authority (SMART®)  | ✓ Stony Brook Regional Sewerage Authority     |
| ✓ Logan Municipal Utilities Authority | ✓ Woodbridge Housing Authority                |

### **REDEVELOPMENT EXPERIENCE**

Phoenix Advisors provides expert financial advice at each stage of a redevelopment project from conception through completion to administration. Our professionals have extensive experience analyzing developer proposals and can negotiate more favorable tax abatement strategies on your behalf, including potential community impact contributions. Our experience includes mixed-use projects, commercial/retail, industrial warehouses and both market-rate and affordable residential projects in:

- |                                |                                |
|--------------------------------|--------------------------------|
| ✓ Bordentown Township (SMART®) | ✓ Carney's Point Township      |
| ✓ Cranford Township            | ✓ Hopewell Township            |
| ✓ Lakewood Township            | ✓ Old Bridge Township          |
| ✓ Princeton (SMART®)           | ✓ Readington Township (SMART®) |
| ✓ Somerville Borough (SMART®)  | ✓ Hopewell Borough             |

### **UTILITY EVALUATION AND RATE STUDY EXPERIENCE**

The decision-making process for a potential sale or long-term lease of a municipal utility or other asset involves several considerations, including required capital improvements, rate increases and rate-setting control, employee retention and workforce transition plans, and operational performance. Phoenix Advisors analyzes the anticipated value of the asset, models the projected



operations to gauge profitability over time, and provides expert insight into the impacts on ratepayers, taxpayers and other stakeholders. While these arrangements can provide a substantial up-front benefit, municipalities must perform sufficient due diligence to ensure viability of the system for years to come and that ratepayers are not burdened with excessive rate increases. We have provided advisory services and performed analyses in connection with utility sales and concession agreements in:

- |                               |                        |
|-------------------------------|------------------------|
| ✓ Allendale Borough           | ✓ Camden City          |
| ✓ Long Hill Township          | ✓ Hopewell Borough     |
| ✓ Somerville Borough (SMART®) | ✓ Manville Borough     |
| ✓ Hardyston Township          | ✓ Saddle River Borough |

**We invite you to experience the Phoenix Advantage.**

**[www.muniadvisors.com](http://www.muniadvisors.com)**



**OUR NEW LOCATION IN HAMILTON, NJ**



### **3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):**

Phoenix Advisors' professionals serve as a readily available resource for clients, whether to provide timely market updates or deliver presentations to governing bodies and oversight boards. We partner with you to communicate effectively on a proposed project or develop a presentation regarding current or future financial obligations, according to your needs. We work closely with issuers of all sizes and needs. We serve our clients effectively and efficiently, but in a personal, familial manner.

#### **Office Location and Ability to Accommodate Your Needs**

Phoenix Advisors operates from our main office, conveniently located in Hamilton, New Jersey and a regional office in Connecticut. The services for this engagement will be provided from our Hamilton, New Jersey office.



Our central location enables us to assist clients across the length and breadth of our state. Our depth of staff allows us to attend meetings where and when you need us. Our senior professionals are accessible for consultation in person, by phone, video, or email. Our firm's investment in communications technology enhances our ability to be responsive to your needs as they arise.

Phoenix Advisors' ability to structure complex financings results from a combination of our highly experienced personnel, structuring software, and research resources. Our financing team has the skills and knowledge to understand unique financing techniques and work within regulatory requirements. Our use of bond sizing programs and research tools enhances our team's technical analysis. We utilize our bond sizing software and structuring analyses to deliver the most advantageous structure given market conditions. Our resources provide us with intraday market updates, economic news/forecasts, and historical/current security pricing, enabling us to capture market trends and price new issues. We comprehensively search the municipal bond market to find any issues with specific characteristics that may provide an innovative financing strategy.



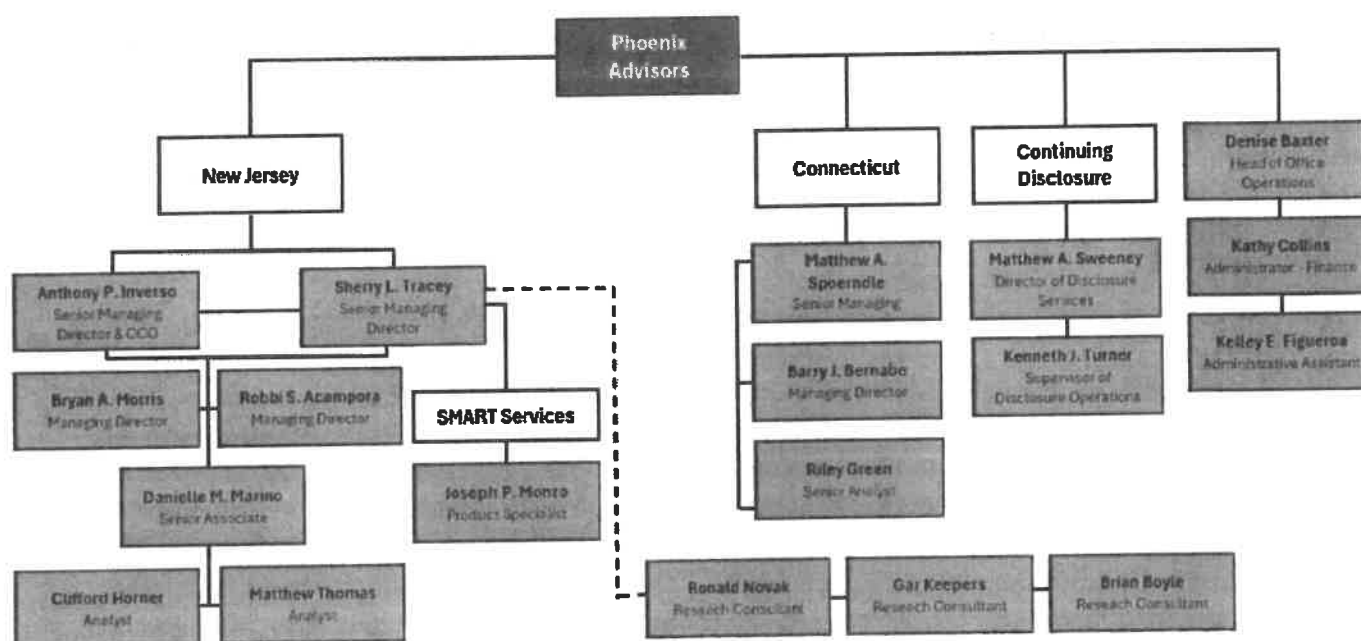
## SUPPORT STAFF AND ORGANIZATION CHART

Currently, the firm employs nineteen (19) employees, sixteen (16) of which are based in our Hamilton, New Jersey headquarters and are focused on the New Jersey municipal market. All of our professionals are focused primarily on providing municipal advisory services to governmental entities. Our depth of personnel allows for effective cross-coverage which means you will have us available on your schedule.

### Support Staff (7 employees)

The licensed professionals indicated above are supported by seven (7) additional employees, serving as administrative, operations, compliance, technology and research resources.

### Organizational Chart





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Note: The following overviews are not formal Scopes of Services. For a specific engagement, a more detailed Scope of Services tailored to the actual services requested will be provided.

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## **OVERVIEW OF SERVICES**

### **DEBT ISSUANCE**

At Phoenix Advisors, we believe the client deserves a complete understanding of the municipal debt issuance process. We guide you through the marketplace, addressing any questions and concerns at each juncture. There are various types of debt financing available to municipal issuers, including general obligation bonds, notes, leases, bank loans, ESIPs and State/Federal loan programs, to name a few. Our primary objectives are to develop a strategic plan that fits your needs, to coordinate the financing process, to take an active, constructive role on your behalf in the execution of the transaction, and to provide post-issuance analysis and administration. As Municipal Advisor for an issuance of debt, we perform the following:

1. Initial Planning, analysis and pre-referendum work, if applicable.
  - Provide analytical and support services for financial planning efforts, including a comprehensive review of the client's timetable and capital budget strategy.
  - Develop comprehensive tax impact analyses based on debt service payments (current and future), offsetting aid/revenue, tax base trends and project revenue constraints (i.e., energy savings, project fund investment income, new revenue streams, etc.).
  - Provide an evaluation of financing options/alternatives and structure financial models to demonstrate each option's benefits, costs and tax impacts.
  - To enhance public understanding of the financing, we assist in the preparation of marketing materials, public presentations and community information, as needed.
2. Develop a strategic plan that fits your needs.
  - Design a sound plan of finance that considers your existing financial strengths and growth patterns to ensure the success of the current and future transactions.
  - Assess the cost-benefit of available financing options, structures & concepts.
  - Recommend appropriate structure, terms, credit enhancements and timing-to-market.
  - Prepare clear and concise public presentations to State oversight boards, governing bodies, rating agencies or bond insurers.
3. Coordinate the financing process.
  - Establish a timeline identifying key events, dates, and responsibilities.





- Manage communication and workflow transparently among the working group.
  - Contribute to preparation of the Official Statement and other required offering documents consistent with market standards and satisfactory to interested parties.
  - Develop rating agency strategy, researching and preparing a comprehensive rating presentation to obtain the best possible result. **(See Rating Agency Expertise herein.)**
  - Prepare specifications, solicit and evaluate bids, and recommend the most cost-effective, qualified providers of third-party services, if necessary.
4. Execute the transaction.
- Utilize real-time market statistics and reference points to evaluate the market environment and determine suitable timing, terms, and structure.
  - Coordinate public bid solicitation for competitive sales and manage the underwriter selection process for negotiated sales.
  - Conduct investor outreach to educate investors and underwriters about your offering.
  - Participate actively in the sale of your debt, provide live translation of events during competitive bid submissions, and dialogue strategically with underwriters if negotiated.
5. Administration, post-issuance analysis and reporting.
- Administer efficient closing – flow of funds, closing documents, debt service schedules.
  - Provide options for investment of bond proceeds, if necessary.
  - Produce summary report(s) and follow-up analysis.
  - Monitor outstanding debt and market conditions for refunding opportunities.
  - Assist with secondary market reporting requirements, if engaged. **(See Continuing Disclosure herein.)**

#### **DEBT MANAGEMENT, BUDGET/FISCAL CONSULTING & CAPITAL PLANNING**

Our professionals have extensive experience in debt management, budget/fiscal consulting, and capital planning. Services in this area will be tailored to your specific needs, which may include any of the following specialized tasks and services:

- Analyze existing and future obligations in the context of debt capacity, debt per capita, and amortization, including mitigation options such as restructuring and refinancing.
- Provide analytical services for financial planning efforts and assist with long-range capital budget, financing strategy and debt service projections.
- Review third-party solicitations with respect to debt refinancing, financial products, or RFP responses, and assess their viability.



- Review budget operations, including revenue shortfalls or expenditure overflows based on changes in the tax levy, other revenues, state aid, debt service and other expenditures, and quantify impacts on the taxpayers, ratepayers, and other stakeholders.
- Develop customized debt management and/or fund balance policies.
- Provide quantitative analysis relating to the defeasance of outstanding debt and/or tax impact analysis relating to the proposed issuance of new debt.
- Assist with the investment of bond proceeds and reserve funds.
- Serve as “bidding agent” to obtain a portfolio of open market U.S. Treasury securities at a cost-effective price.

### **ENERGY SAVINGS IMPROVEMENT PROGRAMS**

Phoenix Advisors has been the leader in providing municipal advisory services on ESIP financings. Since the new ESIP law was enacted in 2009, Phoenix Advisors and its professionals have served as municipal advisor on more ESIP financings than any other New Jersey municipal advisory firm.

- Provide advice regarding renewable energy and energy efficient projects through either a lease purchase or bond financing through the Energy Savings Improvement Program.
- Evaluate competitive bids for energy savings company (“ESCO”) services and/or professional engineering/energy approach towards execution of ESIP. Provide input as to the value of ESCO guarantees and their costs.
- Advise as to costs/benefits of lease purchase financing versus refunding bond financing (competitive, negotiated, private placement methods) given existing legal constraints, market conditions and credit factors.
- Review and analyze the proposed project, projected energy savings, optimal repayment schedule and project timing, and advise in final structuring decisions to ensure annual debt service levels meet preferred debt service coverage ratios and do not exceed projected energy savings and incentives.
- Solicit proposals from lessors or investment banking firms through a negotiated or competitive sale, and prepare or review the various financing documents prepared in connection with the ESIP.
- Coordinate the application to the Local Finance Board and meet with the Division of Local Government Services and Board of Public Utilities staff, as needed.

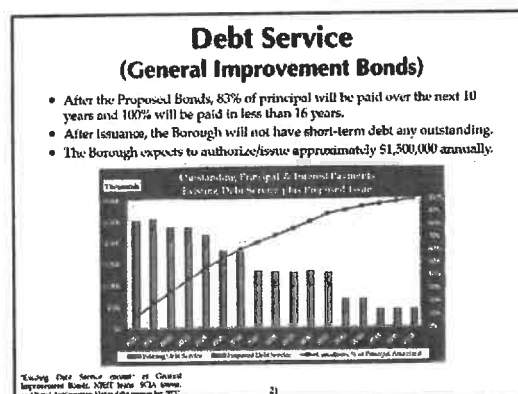


## RATING AGENCY EXPERTISE

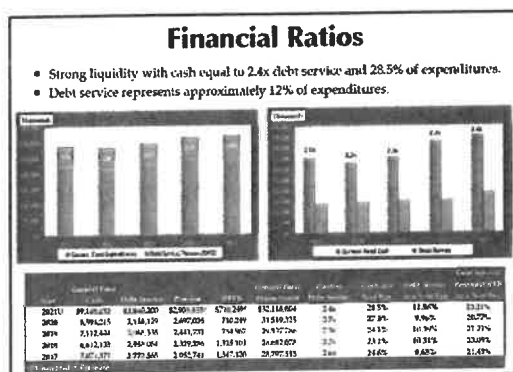
A proactive, strategic approach to interaction with rating agencies is essential to achieving a successful outcome since a strong underlying credit rating is critical to achieving the best possible financing. With this goal, Phoenix Advisors takes the lead in the rating process by recommending the appropriate rating agency (or agencies) and helps you interact with them more effectively.

Each agency uses its own proprietary evaluation methodology, which our professionals have studied and are intimately familiar with. A municipal credit rating is generally comprised of four parts:

- economic data and taxpayer / ratepayer base
- financial performance, liquidity, and reserves
- debt and liabilities
- management and policies



We prepare a comprehensive presentation tailored to your unique characteristics and circumstances, emphasizing the areas on which the rating agencies are expected to focus during their review. We understand the economic, demographic and financial ratios that impact your credit rating and will help you put your best foot forward by highlighting your strengths. From local wealth/income metrics to fund balance ratios, our presentation will serve as a guide for the discussion to ensure we touch upon all the key areas.



Our professionals take the lead in discussions but give you ample opportunity to elaborate on each topic. We request a list of questions from the credit analyst in advance to avoid surprises. In addition to emphasizing your strengths, it is important to address proactively what could be perceived as limitations, giving you the ability to structure the discussion. We will work with you and the credit analyst to provide any information requiring follow-up after the presentation.

A stronger credit rating attracts broader appeal in the capital markets, which leads to more cost-effective financings. Whether for a new issue or a periodic surveillance review, Phoenix Advisors helps you to interact with the rating agencies more effectively.



## **CONTINUING DISCLOSURE**

SEC Rule 15c2-12 (the “Rule”) requires underwriters to verify that issuers are complying with their existing Continuing Disclosure Agreements (“CDA”s) and will continue to comply going forward. Our service enables you to present to investors a clear, concise record of your commitment to compliance with continuing disclosure obligations. As Continuing Disclosure Agent, we perform the following:

- Research CDAs for existing obligations and 5-year retrospective filing status on EMMA.
  - Execute necessary remedial filings to establish compliance.
  - Setup obligations in our proprietary tracking database for future adherence.
- File annual financial information and operating data accurately and promptly.
- File “event notices” accurately and promptly within the 10-business day deadline.
  - Monitor sale calendars, ratings news, and public sources for reportable events.
  - Propose voluntary filings where not required but proactive for investors.
- Provide a comprehensive report of filings made at each year-end, including a 5-year summary of compliance to inform future primary disclosures in Official Statements.
- Serve as a liaison between our clients and DTCC to help ensure accurate and timely debt service payments, including periodic reminders, if applicable.
- Monitor the evolving regulatory environment, including collaboration with the bond counsel community regarding interpretations and materiality.

## **REDEVELOPMENT ADVISORY**

Phoenix Advisors provides expert financial advice at each stage of a Redevelopment project from conception through completion to administration. Projects typically involve public-private partnerships that employ various tax abatement strategies to encourage investment, such as payments in lieu of tax (PILOTs), redevelopment area bonds (RABs), and more. As Redevelopment Advisor, we perform the following:

- Review developer proposals and financial pro formas to confirm assumptions (rents, expenses, construction costs, financing terms) are realistic and consistent with market conditions.
- Model cash flows independently to assess feasibility and the need for tax abatement.
- Compare proposed PILOT revenue projections to current and traditional taxes.
- Estimate the impact on municipal services and school costs.
- Negotiate PILOT terms with the developer and review the Financial Agreement.
- Provide a final, comprehensive report on the impact of the development, including a recommendation on the proposed PILOT terms.



- Prepare presentations to the administration, governing body, and the public, as required.
- Assist with the implementation of the PILOT, including:
  - Monitor the developer's compliance with the terms of the Financial Agreement.
  - Calculate and invoice PILOT payments based on actual, audited financials.

### **UTILITY EVALUATION AND RATE STUDY**

Phoenix Advisors provides essential financial advice to our clients in connection with rate studies, financial evaluations, feasibility analysis, potential sale valuations and/or concession agreements. The decision-making process regarding the future operation of any asset involves a number of considerations, both financial and otherwise. Our expert guidance ranges from initial financial analysis and asset valuation to public-private partnership coordination and implementation.

- Review and analyze current rate structure and impact on residents or other stakeholders.
- Review budgets and prepare pro forma financial projections in order to evaluate suitability of rate structure.
- Evaluate the financial condition and future viability of municipal assets, including analyzing various structures, alternatives and pro forma financial operations, assumptions and value.
- Review proposals for the sale/lease of municipal assets, with specific attention to financial impact, operations, costs, employees, etc. Assist in the public Request for Proposals (RFP) and Request for Bids (RFB) processes, as necessary.
- Analyze the financial impact of the transaction on the client, its taxpayers and/or ratepayers and other stakeholders. Evaluate the potential uses of projected new revenue.
- Analyze, propose, and negotiate additional financial and/or community benefits, as requested, to cater to the unique needs of the client.
- Identify and analyze any outstanding debt attributable to the assets, including the cost to defease such debt and potential costs or savings to taxpayers.
- Conduct and/or support negotiations with the private party regarding payment calculations, escalation, timing of payments, terms and other incentives. Thoroughly analyze pertinent financial aspects of financial agreements, comment and propose changes, as necessary.
- Make presentations to the governing body and administration and assist in the approval process for various local/State oversight boards, as necessary.



### **SMART SERVICES**

SMART is a sensible package of Phoenix Advisors' advisory services that acts as an extension of your finance office. Our expertise across a variety of disciplines reaches far beyond the periodic, transactional issuance of debt and its continuing administration, to a seamless resource you can rely upon year-round and for the long term. From debt issuance, to leasing, financial analysis and projections, rating agency reviews, and post issuance compliance, our SMART services give you comprehensive control of your municipal finance and continuing disclosure. For a reasonable quarterly fee, SMART clients benefit from a complementary suite of practical base services, including, but not limited to:

- Continuing disclosure,
- DTC interfacing,
- Rating agency advocacy,
- Debt management (capital planning, projections and tax impact analysis), and
- Access to a CMFO with over 40 years of experience.

Additionally, SMART clients receive discounted access to core transactional and unique consulting services.



4. Cost details, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months

## COMPENSATION

Phoenix Advisors' non-hourly compensation is all-inclusive – we do not charge for out-of-pocket expenses, fees for travel time or attendance at meetings without prior notification. We are always available to answer conceptual questions and discuss market conditions and strategies for potential projects. When you request specific services (per below), you will receive a separate engagement letter detailing compensation and the Scope of Services to be provided.

### PROPOSED FEES FOR SERVICES (per transaction, except as otherwise indicated):

Bond Issuance:	\$9,500 plus \$0.50 per \$1,000 issued ➤ minimum of \$13,500
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Note Issuance*:	\$1,000 plus \$0.25 per \$1,000 issued
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\* An additional fee of \$2,000 applies when notes are sold with a Preliminary Official Statement.

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Hourly rates for specialized consulting services not related to the issuance of debt, billable quarterly in arrears:

➤ Managing Director	\$195 per hour
➤ Associate/Analyst	\$145 per hour

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Ask about our **SMART** program – a comprehensive suite of financial services that feels like an extension of your finance office. For a quarterly fee, this service includes continuing disclosure, discounted debt issuance fees, Debt Caddie DTC interfacing, rating agency relations and more!



**FEES FOR ADDITIONAL SPECIALIZED SERVICES\*\*** (per transaction, except as otherwise indicated):

Continuing Disclosure Services:

- \$1,600 annual base fee for up to three (3) outstanding issues, plus:
  - \$150 for each additional issue with continuing disclosure obligations.
  - \$500 initial set-up charge per new issue, discounted to \$200 if Phoenix Advisors is Municipal Advisor on the transaction.
  - \$250 for each Event Notice filed under SEC Rule 15c2-12, waived if Phoenix Advisors is Municipal Advisor on the transaction.
- All fees are accumulated and invoiced annually.

Bank Loan Bond Issuance:	All-inclusive fee of \$7,500
Conduit Financing (NJIB, USDA, etc.):	All-inclusive fee of \$3,500
Lease-Purchase Financing:	All-inclusive fee of \$3,500
Energy Savings Improvement Program (ESIP) Financings:	\$9,500 plus \$0.50 per \$1,000 issued ➤ minimum of \$15,000
Rating Agency Surveillance Presentation:	All-inclusive fee of \$1,250
Budget/Fiscal Consulting:	Hourly rates
Other Specialized Consulting Projects:	Hourly rates

\*\* If necessary or requested.





## **Section III**

# **Required Documents**

# **REQUEST FOR PROPOSAL**

## **Township Auditor**

**Township of Vernon**  
**January 5, 2026**

Presented by:  
Man C. Lee, CPA, RMA, PSA  
973.298.8500  
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Independent Member  
BKR International



**NISIVOCCIA**  
ASSURANCE • TAX • ADVISORY

January 5, 2026

The Honorable Mayor and Members of the Township Council  
Township of Vernon  
County of Sussex  
Vernon, New Jersey

This proposal is being submitted for your consideration in connection with the Township's Request for Proposals for "Township Auditor" for the Township of Vernon (the "Township"). We are pleased that you have our firm under consideration and can assure you that we are very much interested in serving the Township. We feel Nisivoccia, LLP has been particularly well suited to assist in all areas where assistance is needed and expected and can continue to provide the personalized service best suited to the Township.

We believe that the value of an independent accounting firm to its clients is determined by a number of factors including the size and breadth of its experience, desire of the firm to serve a given client, capabilities of its staff, and the philosophy with which it serves the needs of its clients. In the accompanying proposal, we have provided a brief background description of our firm, information with respect to our experience and our approach, and other related matters.

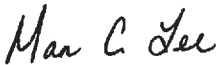
We understand that the Township is looking for an auditor with exceptional knowledge and experience who can provide timely and effective service throughout the year. Those qualities happen to be our strongest points and what sets us apart from other accounting firms who provide audit services to municipalities. Our eight government partners work with over 90 municipalities, 85 school districts, charter schools and colleges, and a number of authorities, libraries and other governmental entities of widespread size and complexity and have over 250 years of combined experience devoted solely to governmental entities.

We have been leaders in the field in preparing and educating our clients for new accounting and auditing pronouncements prior to their required effective date and assisted clients with the implementation of the new standards. We have developed and have been hosting Certified Municipal Finance Officer (CMFO) Roundtables in our office on a quarterly basis for our clients for the past several years. We are the only firm that provides such a forum for clients to discuss current topics in an open setting and offer continuing education credits.

Our governmental entity audit group is supported by other professionals within the firm who have expertise with non-profit organizations, payroll and tax, and deferred compensation plans who have assisted our school clients with related non-profit groups, employee benefits and related payroll and tax withholding, and information and rules surrounding employee 403b and 457 plans. As a client, you would have complete access to these resources. We can assure you that our firm has both the resources and capacity to provide accounting and auditing services that go "above and beyond" the norm.

We appreciate the opportunity to submit this proposal and convey our enthusiasm and desire to be appointed as the Township Auditor. Our firm can fully satisfy your needs for a comprehensive and quality audit and related services at a reasonable price and will be pleased to answer any questions or submit any additional information you may desire.

Sincerely yours,

  
Man C. Lee, Partner  
Nisivoccia LLP



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## Executive Summary

As one of the largest and most well-respected regional accounting firms in New Jersey, with approximately 100 total personnel including partners, professional staff and administrative support, we maintain a reputation of excellence when it comes to servicing our clients. Nisivoccia is ranked in NJBIZ New Jersey's Top Accounting Firms listing. We attribute our success and growth as a CPA and advisory firm to our clients and their referrals.

Nisivoccia LLP has 19 partners and a staff of 130 plus, including 57 Certified Public Accountants, 22 Public School Accountants and 14 Registered Municipal Accountants (all of whom are CPA's). We can offer you the most talented and committed accountants with expertise in a multitude of specialties to enhance our service to you. Eight of our partners and approximately 35 of our staff are completely dedicated to conducting municipal audits.

Nisivoccia LLP is a leader in performing municipal audits and has a reputation for quality service among our clients. We have successfully performed audits of government entities for over 55 years. Nisivoccia LLP has taken a proactive role in researching and informing our clients of new accounting and auditing pronouncements along with providing guidance on the implementation of those pronouncements. We attend League of Municipality meetings in several counties, along with attending various conferences and conventions for local governmental entities. We conduct workshops and training seminars to assist our clients with new developments in the industry. We have also developed and have been hosting Certified Municipal Finance Officer (CMFO) Roundtables in our office on a quarterly basis for our clients for the past several years covering comprehensive accounting and reporting topics; we have been instrumental in assisting our clients implement and navigating the many new requirements.

Our hands-on approach has proven particularly useful to our clients. We have provided services to our clients for a multitude of referendums and debt issuances, fund balance projections, and other consultation services including review and evaluation of internal controls, payroll tax abatement services, technology projects and financial planning services.

Our governmental clients include:

- 90+ municipalities and other government authorities
- Morris, Warren and Sussex County Governments
- 20+ Libraries
- 85+ K-12 School Districts
- Morris, Warren and Sussex County Community Colleges

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## **Executive Summary**

### **Timeliness**

We make it a policy to file audit reports within the statutory due dates. This is the norm for our firm; we are committed to performing our work on a timely basis. We believe that Nisivoccia LLP is the only major firm to have such a performance record.

### **Communications**

Open lines of communications throughout the year are a critical part of the audit process. We strongly encourage our clients to involve us in the solution process by communicating accounting and audit matters with us as they arise. Participation in the process from the beginning enables us to provide timely business advice while minimizing the opportunity for unexpected outcomes.

### **Quality Control**

At Nisivoccia, we take pride in the reputation we have achieved for high quality standards. Quality is a product of our culture and we maintain a level of professionalism to which we have long been dedicated and which continues to permeate throughout our firm. We can identify the following unique characteristics of our practice:

- Multiple partners specializing in the government and school industry
- Multiple levels of quality control review throughout the firm
- A commitment to continuing education for our staff and our clients
- Staff retention which allows for expertise at all levels

Each of our audits are subject to quality control by a partner, specializing in your industry, who is independent of the engagement team. As required by professional standards, members of the firm adhere to continuing education guidelines to assure compliance with current accounting standards. Nisivoccia LLP subscribes to a high level of Peer Review, which in effect, is an audit of our quality control system. A copy of our unqualified Peer Review Report is included in our profile package. In our last five peer reviews, we received an unqualified report with no comments. Quality is an attribute which is pervasive in our operation, from the staff we recruit to the final report we produce.

### **Independence**

We as professionals subscribe to the highest ethical standards to ensure that all of our clients receive the quality service they deserve without compromise. These standards ensure to our clients that we can continue to serve their best interests for many years.

These attributes have enabled us to meet and exceed the expectations of our clients. We receive high client satisfaction ratings, which is witnessed by our low turnover rate and high client retention, many of which have been with the firm for 25 years or more. We encourage you to contact any of our clients for references.

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## Proposal Summary

It is our understanding that the services you will require include an annual audit of the financial statements of the Township of Vernon as of December 31, 2026 in accordance with accounting principles prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, as required by N.J.S. 40:14A-7.1, et seq. Our audit of the financial statements will be made in accordance with generally accepted auditing standards, government auditing standards, the Single Audit Act, if applicable, and will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances.

In addition to the compliance phase of governmental auditing, our approach, which is consistent with the present state of the art, places great emphasis on looking beyond the accounting entries to the underlying operations and day-to-day business situations which give rise to the entries. We believe that it is important for us to gain an insight into various conditions which affect our clients' financial position and operations.

Our professionals are available as needed throughout the year as accounting or audit issues arise. We pride ourselves on our responsiveness to our clients' needs and welcome the opportunity to answer questions on any financial matters during the year in order to mitigate year end findings.

### *Your Service Team*

A professional firm is its people. We believe it is our essential purpose to make available to our clients outstanding auditors as well as specialists in a variety of areas, including governmental and school finance. Accordingly, we recruit and develop, we feel, the best talent available. The size and variety of our firm's clientele enable us to staff each engagement as needed with excellent personnel and broaden them with the widest of experience. Because our effectiveness as a service organization is dependent upon our people, we believe in exposing our staff to a broad range of industries and organizations so that they will develop an effective sense of general business in addition to competence as accountants and auditors. Accordingly, assignment of staff to the examination of the Township's financial statements would be for periods of time sufficient in which to bring to bear the benefits of their experience in other audits. As a public accounting firm, 100% of our Firm's practice is in financial accounting.

We feel it is important for a partner to be available during the performance of the audit in order to control the time spent and effectively resolve any questions that arise from the Township's staff and management or the audit staff. When off site, it is our policy and practice to return all of our phone calls and messages on a daily basis so that we are completely accessible to all of our clients.

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## **Proposal Summary**

### ***Your Service Team***

The audit team that will be assigned to the audit of the Township will be headed by partners of the firm, who will have the overall responsibility for the audit engagement. All of Nisivoccia LLP's professional staff are college graduates, many of whom are Certified Public Accountants, Registered Municipal Accountants, Public School Accountants, and hold various other professional licenses and degrees. All employees are non-union.

Our proposed audit team will consist of an engagement partner, a consulting partner, an audit manager and various staff accountants. None of the auditing procedures will be subcontracted.

Based on an examination of your service needs, Ms. Man C. Lee, CPA, RMA, PSA will be the partner assigned to this engagement and will have the responsibility for the planning, direction, and execution of the annual audit. She will also lead the Nisivoccia LLP service team and will be responsible to oversee the interaction between the Township and Nisivoccia ensuring that the audit is on time and completed in an efficient and cost-effective manner. She has extensive experience in conducting all types of audits and internal control reviews.

Ms. Lee has over 21 years of experience in governmental auditing. She is a Certified Public Accountant, Registered Municipal Accountant, Public School Accountant and Certified Municipal Finance Officer and has had considerable experience in governmental finance. For over 21 years, she has serviced governmental entities of varied size and complexity. She is deeply committed to see that the best interests of all our clients are continually served.

Mr. John J. Mooney, CPA, RMA, PSA will serve as the consulting partner on the engagement and will assist Ms. Lee as necessary. He is a Certified Public Accountant, Registered Municipal Accountant, and Public School Accountant and has had considerable experience in governmental finance. With over 20 years of experience, he is deeply committed to see that the interests of all our clients are continually served.

### ***Scope of Engagement***

Nisivoccia will conduct an annual audit of the financial statements of the Township of Vernon for the year ending December 31, 2026 in accordance with accounting principles generally accepted in the United States of America and prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express an unmodified opinion that your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. If our opinion were other than unmodified, we would fully discuss the reasons with you in advance.



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## Proposal Summary

### *Scope of Engagement*

Our audit is not specifically designed and cannot be relied upon to disclose deficiencies in internal controls. However, during the audit, if we become aware of such deficiencies or ways that we believe management practices can improve, we will communicate them to you in a separate letter to those charged with governance. We encourage and are available for routine consultation throughout the year to continually evaluate any noted deficiencies and the solutions. We believe strongly that timely communication of any deficiencies identified by management is essential to serving you promptly, effectively and efficiently.

In addition to the compliance phase of governmental auditing, our approach, which is consistent with the present state of the art, places great emphasis on looking beyond the accounting entries to the underlying operations and day-to-day business situations which give rise to the entries. We believe that it is important for us to gain an insight into various conditions which affect our clients' financial position and operations.

This approach is commonly referred to as the "business approach" to auditing. In accomplishing this, we obtain an understanding of the organization and the systems and procedures which comprise the entity's system of internal accounting controls. As a result, we will formally report to you any significant recommendations for improvement which may be developed during our examination. Such reports protect the entity's assets and often point the way to significant economies, as well as more meaningful information to guide management decisions.

We believe that the key to an efficient audit is having clearly defined objectives and carefully planning the conduct of the examination which can only be done with a full understanding of the operating and financial policies and procedures of the organization and its management. To accomplish these goals, we generally follow the policy of making a formal planning survey and preparing a formal audit plan. This audit plan is prepared and approved by the partner who has responsibility for coordinating and carrying out the examination. One important objective of our audit plan is to maximize the efficiency of our efforts through the use of the Township's professionals wherever possible in preparing schedules and accumulating data in connection with the audit.

The timing and planning of our audit would be discussed with Township's financial management upon our appointment and in accordance with the timeline contained within the request. We make every possible effort to accommodate scheduling requests and preferences of all our clients. Our firm is committed to deadlines, statutory or client requested. We have filed our clients' annual audits on or before statutory deadlines.

At the conclusion of our audit and upon request, we can be available to meet with the administration of the Township to review our findings. Upon issuance of the report and upon request, we can meet with the finance committee and/or the full governing body to discuss the report.

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## Proposal Summary

### *Fee Proposal*

We are sensitive to your responsibility and ours for the control of costs, and we will cooperate fully to minimize our fees while maintaining the quality of our services. This will be accomplished by controlling cost through manpower planning. Your engagement will be categorically budgeted, based on current records and their condition, and the time expended will be monitored against that budget. If the records of the Township are not in an auditable condition and the Township requires our assistance, additional costs will be based on our hourly rates and time spent.

Although we have the resources and capabilities of a larger firm, we choose to operate like a small firm. Our staff is diversified in experience and is closely supervised by the engagement partner (both onsite and offsite) in the performance of their duties. We are confident that we have the resources available to best serve your needs.

Services	Fee
Conduct an audit of the financial records of the Township as required by all applicable federal, state and local statutes. Preparation of Audit Report accordance with the Division of Local Government Services.	\$33,485
Preparation of the Annual Debt Statement	\$3,000
Preparation of the Annual Financial Statement	\$11,500
Statutory Compliance Review and Preparation of the Annual Budget	\$12,000
<b>Total Proposed Fee</b>	<b>\$59,985</b>

Note:

- Fees are based on your anticipated cooperation and the assumption that there will not be a significant change in your operations and that the records are closed out and in auditable conditions.
- Our discounted hourly rates are \$235 for partners, \$205 for managers/supervisors, \$165 for senior staff accountants and \$145 for staff accountants.

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## **Proposal Summary**

### ***Fee Proposal***

We have found from our many years of experience that open communication and collaboration of effort improves audit efficiency and effectiveness. Our fee includes continuous communication with administration on all financial matters throughout the year, which we encourage, in order to be kept apprised of any new developments, critical issues and potential problem situations that can be effectively addressed prior to year-end and minimize year-end audit findings and to create an opportunity for us to provide you with expert financial guidance and advice.

Our fees for any additional services that may be required or that you may request, such as assistance with debt management plans, bond sales, fund balance projections, special research projects, or other services would be billed at our standard hourly rates which vary according to the level and range of experience of the personnel to be assigned to the engagement based upon the services to be performed.

### ***Additional Service Offerings to our Clients***

In addition to services related to the Township's financial statements and the expression of our opinion on them, we would make ourselves available to consult with the Township and appropriate Township professionals in all areas which you deem necessary.

Our firm has been engaged by several clients to perform specialized internal control reviews and evaluations. We have assisted in reviewing policies and procedures to ensure that internal accounting and administrative controls are operating efficiently and effectively.

We have assisted many governmental entities in the preparation of Official Statements for the issuance of debt. All of our partners are very experienced in government finance and financial consulting. We have established excellent rapport and communication with many bond counseling firms.

Our firm assists in the preparation of approximately 20 to 25 official statements annually for various debt offerings - Bond Anticipation Notes, General Obligation Bonds, Revenue Bonds, and Refunding Bonds.

Additionally, our firm offers a variety of other services which would be available to the Township, upon request, such as tax research, tax filing information, communication with the Internal Revenue Service, financial planning services, and various technology consulting services.

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## Firm Overview

Nisivoccia, founded in 1970, services clients in New Jersey, the surrounding metropolitan area as well as nationally. We are an independent member of an international affiliation of privately owned and operated public accounting firms known as BKR International. As a result, we have a network of affiliates who we can work with to support your organization across the United States and internationally as the need arises. Our personnel currently consist of 19 active partners and approximately 130 professional and administrative support staff.

Our first and foremost objective on any engagement is to render our clients with distinguished services in accordance with the highest professional standards. Our success is evident by our reputation for our integrity, objectivity, competence, and independence. Our reputation for quality performance is well recognized by our business, not-for-profit clients, school districts and governmental entity clients. To maintain this reputation, we make a considerable effort to hire the best people available and to develop their skills through continuing education programs.

In addition to obtaining the knowledge necessary to help serve our clients, Nisivoccia prides itself on giving back to the local communities we live in and serve. A culture that has been engrained in all our professional staff by our founding partner over the past 50 years. Several awards and honors recently received by our organization include:

- 2022 best of Accounting Client Satisfaction
- 2022 Sussex County Economic Development Partnership Award – Workforce and Training Development Award Recipient
- 2020 William Huber Award Recipient, Raymond Nisivoccia
- 2018 ICON Honors to Raymond Nisivoccia for his leadership and community service.
- NJBIZ Best Places to Work for small and medium size companies.
- Sussex County Economic Development Partnership, Inc. Longevity Award.
- Mosaic Award from Project Self-Sufficiency, Sussex County
- Roxbury Area Chamber of Commerce Business Person of Year, Valerie A. Dolan
- Jefferson Township Chamber of Commerce Business of the Year.
- New Jersey Monthly 2016 and 2017 Great Oak Award for our contributions to charities and social causes.
- New Jersey Business & Industry Association 2017 Awards for Excellence for the Community Service category.
- The 2016 SCARC Foundation Leadership Award for our philanthropic activities and dedication to the local communities.

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## ***Services Overview***

Accounting and auditing services represent the mainstay of our practice, constituting more than fifty percent of our total service revenue. In addition, the firm provides a multitude of services in the related areas of personal and corporate tax, estates and trusts and other management advisory services.

Our Public Entity Group will be providing the financial audit services for Township of Vernon. This group of our practice has a vast knowledge of auditing governmental entities. These governmental entities include Local Municipalities, Municipal Libraries, Joint Insurance Funds, County Governments, Local School Districts, County Colleges and Municipal Utility Authorities.

We have three offices in New Jersey – Mount Arlington, Newton and Bridgewater. We, as a firm, have had long-term exposure to a wide range of governmental and other nonprofit clients. More than 50% of our staff specializes in, and is entirely dedicated to, our governmental clients. Our current client list includes municipalities, authorities, county governments, school districts, county colleges, joint insurance funds, and libraries. In addition to the governmental units which we serve, the clients of Nisivoccia LLP represent all facets of the economy. A listing of governmental accounting and auditing clients has been attached to this proposal.

We encourage continuous communication with our client's financial administration throughout the year in order to be kept apprised of any potential problem situations and to hopefully attempt to minimize or correct them on a timely basis. We believe this open communication enhances our ability to perform a quality audit and minimize year-end audit findings. Our firm is committed to providing our clients with personal services.

## ***Council Presentations***

Annual meetings fulfill oversight responsibility as well as keep the finance committee and council members abreast of the organization's financial standing. Upon request, Nisivoccia will meet with your mayor and council and administration to review financial reports, compliance requirements, and internal controls and provide suggestions to improve the organization's overall performance.

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## ***Why Select Nisivoccia***

- **Experience**

- Serving 175+ governmental entities, 55+ years of experience serving governmental clients.
- Average years of experience for partners is 25 while the professional staff has an average of 8 years of experience.
- We attribute a large portion of our growth to referrals from our existing clientele.

- **Specialization**

- 8 partners and approximately 35 professional staff specializing in all types of governmental audits.
- 8 partners are members of the GFOA and League of Municipalities further deepening their experience and knowledge.

- **Accessibility**

- Clients can expect a dedicated team of professionals on all engagements and projects.
- All professionals are available to you throughout the year as issues and questions arise.
- We will attend meetings as needed with management, governing body and/or the finance committee.

- **Continuity**

- Nisivoccia has experienced minimal personnel turn-over in the last 5 years. Clients can expect their engagement team to be their trusted advisor through the years.
- We continually exceed our clients' expectations and achieve very high client satisfaction ratings, which is witnessed by our low turnover and high client retention rates. Many clients have been with the firm for 25 years or more.

- **Compassion**

- We are committed to the communities we live in and serve. Collectively as a firm, and individually, we participate in philanthropic activities for charitable organizations within our communities.
- Nisivoccia proudly attends and supports our client's events.
- Clients are invited to attend our yearly not-for-profit seminar and receive a quarterly not-for-profit and tax industry newsletter.

- **Service**

- Clients receive distinctive and superior, hands-on value-added service on all engagements.
- We adhere to the highest level of quality control procedures on all engagements.
- The firm engages in an independent, peer review assessment every three years.
- Additional services offered to our clients include budgeting, board training and grant consulting, information technology and forensic accounting.

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## Appendix

### *Statement of Independence*

Nisivoccia is independent with respect to the Township of Vernon as defined by Rule 101 of the American Institute of Certified Public Accountants Standards.

### *License to Practice in New Jersey*

All key professionals and staff assigned to your engagement are appropriately licensed to practice in the jurisdiction. All professionals are required to obtain 40 hours of continuing professional education on an annual basis and complete the mandatory professional ethics session required by the State Board of Accountancy.

### *Conflict of Interest*

To the best of our knowledge, Nisivoccia does not have any conflicts of interests with the Township of Vernon. If one were to occur, a full disclosure would be made and if necessary, another accounting firm would be referred to complete the work.

### *Peer Review*

We have included a copy of our most recent peer review report. This report indicates that we received a rating of pass on our internal quality control procedures, which is the highest level a firm can receive.

### *Professional Affiliations*

- American Institute of Certified Public Accountants (AICPA)
- New Jersey Society of Certified Public Accountants (NJSCPA)
- American Institute of CPAs (AICPA) Private Companies Practice Section Division
- BKR International

*BKR International is a leading global association of independent accounting and business advisory firms representing the expertise of more than 160 member firms with over 500 offices in over 80 countries around the world. Firms selected for membership in BKR International are known in their respective market areas for quality and leadership in the profession.*

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## Man C. Lee

## Resume

Position: Partner, Nisivoccia LLP

Education: University of Scranton; B.S. and M.B.A.

Professional: Certified Public Accountant, New Jersey  
Registered Municipal Accountant, New Jersey  
Public School Accountant, New Jersey  
Certified Municipal Finance Officer, New Jersey  
Series 7 License – General Securities Representative  
Series 66 License – Investment Advisor Representative  
Individual Producer License – Life Insurance  
Individual Producer License – Health Insurance

Range of Experience: Nisivoccia LLP, Mount Arlington, New Jersey (2004 to Present)

Client experience includes planning, review and execution of audits with concentration of engagement planning in governmental entities (Schools, Municipalities, Counties, Municipal Utilities Authorities, Fire Districts, Boards of Education and Libraries). Demonstrates proficiency with respect to Government Audit Standards and Single Audit engagements of a wide range of state and federal grants.

- Financial consulting projects
- Internal control reviews
- Bond and note offerings
- Assistance in preparing financial statements and budgets
- Accounting system design
- Feasibility studies
- Operational reviews
- Proficient User of MSI and Edmunds Municipal/County Software
- Proficient User of CDK, CSI and Systems 3000 School Software

### Professional and Community Involvement:

- Member of:
- New Jersey Society of Certified Public Accountants
  - American Institute of Certified Public Accountants
  - Registered Municipal Accountants Association of New Jersey
  - Government Finance Officers Association of New Jersey
  - Somerset County School Business Officials Association
  - Hunterdon/Warren County School Business Officials Association
- Member
- American Red Cross, North Jersey Chapter

Speaker at Local and State School Business Official Associations, Municipal Finance Officer and GFOA Seminars, etc., on career development and governmental accounting and auditing.



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## John J. Mooney

## Resume

**Position:** Partner, Nisivoccia LLP

**Education:** Ball State University, Muncie, IN; B.S.

**Professional:** Certified Public Accountant, New Jersey  
Registered Municipal Accountant, New Jersey  
Public School Accountant, New Jersey  
Series 7 License – General Securities Representative  
Series 66 License – Investment Advisor Representative

**Range of Experience:** Nisivoccia LLP, Mount Arlington, New Jersey (1997 to Present)

Client experience includes planning, review and execution of audits with concentration of engagement planning in governmental (Schools, Municipalities, Counties, Joint Insurance Funds, County Colleges, Boards of Education, and Libraries) and not-for-profit organizations. Demonstrates proficiency with respect to Government Audit Standards and single Audit engagements of a wide range of state and federal grants.

- Financial consulting projects
- Internal control reviews
- Bond and note offerings
- Assistance in preparing financial statements and budgets
- Accounting system design
- Fraud detection and forensic reviews
- Feasibility studies
- Operational reviews
- Assistance in referendum presentations
- Tax Impact Analysis of capital projects
- Capital, Debt Service and related tax effect studies
- Proficient User of CDK and Systems 3000 School Software
- Proficient User of MSI and Edmunds Municipal/County Software

### Professional and Community Involvement:

- Member of:**
- New Jersey Society of Certified Public Accountants
  - American Institute of Certified Public Accountants
  - Indiana Society of Certified Public Accountants
  - Association of Certified Fraud Examiners
  - Blairstown Rotary Club, Treasurer
  - Sussex/Warren Tax Collector Treasurer Association
- Member of:**
- Mount Olive Chamber of Commerce Screen for Life of Morris County



Lisa M. Altschaffl, CPA  
Jeffrey P. Anzovino, CPA, MSA  
Cole F. Beehner, CPA

Joseph E. Petrillo, CPA  
Stacey A. Sanders, CPA, CSEP  
Daniel W. Wilkins, CPA

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Nisivoccia LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Nisivoccia LLP (the firm), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Nisivoccia LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Nisivoccia LLP has received a peer review rating of *pass*.

*Deluzio & Company LLP*

Deluzio & Company LLP  
June 18, 2024

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## **Required Documents**



January 9, 2026

**Via Email – businessadmin@vernontwp.com**

Tina Kraus  
Business Administrator  
Township of Vernon  
21 Church Street  
Vernon, NJ 07462

**Re: Special Township Attorney - Redevelopment and In Rem Foreclosures**

Dear Ms. Kraus:

In response to your request by email dated January 8, 2026, enclosed please find two (2) partially executed copies of the firm's proposed Agreement for Special Township Attorney between the Township of Vernon (the "Township") and McManimon, Scotland & Baumann, LLC (the "Firm") for 2026. Please have one copy executed and returned to me for our file.

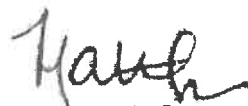
Also enclosed are the following documents for your files:

1. Business Entity Disclosure Certification;
2. c. 271 Political Contribution Disclosure Form; and
3. Stockholder Disclosure Certification;

We appreciate the Township's continued confidence in our Firm and look forward to serving the Township during 2026.

If you need any further information at this time, please do not hesitate to contact me.

Very truly yours,



Matthew D. Jessup

Enclosures

## **A G R E E M E N T**

**THIS AGREEMENT** ("Agreement"), made as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the **TOWNSHIP OF VERNON**, in the County of Sussex, a public body corporate and politic of the State of New Jersey, herein designated as the "Client" and **McMANIMON, SCOTLAND & BAUMANN, LLC**, Attorneys at Law with offices at 75 Livingston Avenue, Roseland, New Jersey 07068, hereinafter designated as "Special Counsel":

### **WITNESSETH:**

#### **A. GENERAL SERVICES**

1. The Client desires to engage Special Counsel for general legal services in connection with its various redevelopment projects (the "Redevelopment Projects").

2. Redevelopment services rendered to the Client shall be billed at the blended hourly rate of \$225 for attorneys and \$155 for legal assistants. To the extent that the Client desires to engage Counsel for general legal services in connection with (i) environmental issues including the giving of advice or preparation of work product at the direction of the Client related to or concerning the identification, investigation, remediation or preparing of grant applications to assist the Client in responding to potential or actual environmental conditions, or (ii) litigation, including representation in any and all actions authorized by the Client and relating to a threatened, pending or actual legal proceeding or alternate dispute resolution matters, such services shall be billed as follows:

a. For environmental or litigation (other than condemnation), the Client will make payment to Counsel for such services at the blended hourly rate of \$250 for attorneys and \$155 for legal assistants.

b. For legal services performed in connection with any condemnation matter, the Client will make payment to Counsel at the blended hourly rate of \$295 for attorneys and \$155 for legal assistants.

3. Services rendered to the Client the cost of which is reimbursed by a developer through a developer-funded escrow account pursuant to an escrow agreement between the developer and the Client shall be billed at the blended hourly rate of \$395 for attorneys and \$195 for legal assistants. In addition to the hourly time charges described above, Counsel will be reimbursed for out-of-pocket expenses as set forth in paragraph B(3)(g).

#### **B. SERVICES RELATING TO FINANCINGS**

1. The Client is authorized by law to undertake a variety of financings in connection with its Redevelopment Projects. In addition to the services to be provided in connection with paragraph A, the Client desires to engage Special Counsel for specialized legal services in connection with the negotiation and authorization of a financial agreement with respect to payments in lieu of tax, the authorization and issuance of bonds or other obligations for the various Redevelopment Projects it determines to undertake, pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., the Redevelopment Area Bond Financing Law, N.J.S.A. 40A:12A-64 et seq., the New Jersey Economic Stimulus Act of 2009, or other applicable law.

2. Special Counsel, in consideration of the making and the signing of this Agreement, agrees to render the following services:

a. Special Counsel will meet with the members of the Client and its representatives and advisors, including its planning consultants, engineers, financial advisors, underwriters or others, as often as necessary for the development of the financing plan. Special Counsel will review or draft all documents necessary to effectuate the financing plan, including the ordinance or the resolution establishing the Client, if applicable, the general bond resolution, any supplemental bond resolutions or trust indentures and other operative documents. In developing the financial plan, Special Counsel will give advice with respect to tax law, securities law and state law consequences and will review the proposed use of bond proceeds in light of the Internal Revenue Code and the Regulations promulgated by the Treasury with regard to "Arbitrage Bonds" in order to ensure the Client's ability to issue tax-exempt bonds, if applicable.

b. Special Counsel will assemble a certified record of proceedings to evidence the establishment of the Client, if applicable, the appointment and the validity of its membership, the effectiveness of the general bond resolution, any supplemental resolutions, trust indentures or other operative documents, the proper authorization and the effectiveness of the subsidy agreement, if any, and the bond purchase agreement, the enforceability of any covenants undertaken by the Client for the protection of bondholders and the proper authorization and issuance of the bonds or other obligations of the Client.

c. Special Counsel will supervise the legal aspects of the sale of the bonds or other obligations, whether at competitive or negotiated sale. Special Counsel will meet with the members of the Client, the financial advisors and the underwriters and will review such documents as underwriting agreements, bond purchase agreements and similar documents relating to the sale of the bonds or other obligations. Special Counsel will review those portions of the official statement relating to the legal proceedings required to issue the bonds or other obligations and will review drafts of the official statement in order to ensure compliance with law and substantial adherence to generally accepted financial disclosure guidelines issued by the Municipal Finance Officers Association. Special Counsel services in this regard would not include a due diligence inquiry or the rendering of an opinion with respect to due diligence, which is generally provided by counsel to the underwriter. Special Counsel will attend meetings with the rating agencies as necessary to assist in obtaining a favorable credit rating for bond issues of the Client. If requested, Special Counsel will attend and participate in information meetings deemed appropriate by the financial advisor or underwriter to acquaint the municipal bond market with new issues of bonds or other obligations of the Client.

d. Special Counsel will prepare or arrange for the preparation of the bonds or other obligations for execution, will prepare and see to the execution of the necessary closing certificates and will establish the time and the place for delivery of the bonds or other obligations to the purchaser. Special Counsel will attend the closing with the appropriate officials, at which time the bonds or other obligations will be delivered, payment will be made for the bonds or other obligations, and Special Counsel will issue a final approving legal opinion with respect to the validity of the bonds or other obligations and the various covenants undertaken by the Client for the protection of its bondholders. This opinion will be in a form acceptable to the financial community and will be printed on the bonds or other obligations.

e. Throughout the course of these services, Special Counsel will be available for meetings and conversations with the members of the Client, its planning consultants, engineers, financial advisors and underwriters and its other representatives, officials or professionals, and Special Counsel will be available to answer questions raised by members of the investment community with respect to the obligations of the Client.

3. The Client will make payment to Special Counsel for services rendered in accordance with the following schedule:

a. Services rendered in connection with the issuance of bonds pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., the Redevelopment Area Bond Financing Law, N.J.S.A. 40A:12A-64 et seq., the New Jersey Economic Stimulus Act of 2009, or other applicable law, will be billed (i) if issued in the manner set forth in the Local Bond Law, in accordance with the fee schedule set forth in paragraph 3(h) or (ii) in accordance with an agreed upon fee at the time of issuance if issued pursuant to a trust indenture or general bond resolution.

b. Services rendered in connection with the preparation of any disclosure documents or other similar documents will be billed at hourly rates set forth in paragraph A(2) or (3), as applicable.

c. Financing related services rendered beyond the scope of those described above will be billed at the hourly rates set forth in paragraph A(2) or (3), as applicable.

d. In the event of a refunding bond issue consistent with the provisions of the Internal Revenue Code to provide for the payment of a prior issue of bonds issued pursuant to paragraph 3(a)(i), an additional fee of \$5,000 will be charged. In the event of a refunding bond issue consistent with the provisions of the Internal Revenue Code to provide for the payment of a prior issue of bonds issued pursuant to paragraph 3(a)(ii), an additional fee of \$15,000 will be charged.

e. In the event that a letter of credit or other credit enhancement (not including a standard insurance policy), is issued in connection with either a bond or temporary financing, an additional fee of \$25,000 will be charged.

f. Counsel's fee is usually paid at the closing of the bonds or notes, and Counsel customarily does not submit any statement until the closing unless there is a substantial delay in completing the financing. In the event that legal services described herein are provided in connection with a bond or note sale and the bond or note sale is not consummated or is completed without the delivery of Counsel's bond opinion as bond counsel, or this Agreement is terminated prior to the sale of bonds or notes, Counsel services will be billed at the hourly rates set forth in paragraph A(2) or (3), as applicable.

g. Customary disbursements shall be added to the fees referred to in this Agreement. These may include photocopying, express delivery charges, travel expenses, telecommunications, telecopy, filing fees, computer-assisted research, book binding, messenger service or other costs advanced on behalf of the Client.

h. For services rendered in connection with bonds issued pursuant to paragraph 3(a)(i), a fee of \$3,500, plus \$1.00 per thousand dollars of bonds issued for the first \$15,000,000 of bonds issued and \$.75 per thousand dollars of bonds issued in excess of \$15,000,000. If there is more than 1 series of bonds issued, there will be an additional charge of \$1,000 for each such additional series.

i. For services rendered in connection with each temporary financing, a fee equal to the greater of (i) the aggregate hourly rates reflected in paragraph A(2) or (3), as applicable, with a minimum fee of \$.50 per thousand dollars of notes issued up to \$15,000,000 of notes issued and \$.40 per \$1,000 of notes in excess of \$15,000,000 or (ii) \$10,000. If more than one series of notes are issued, there will be an additional charge of \$500 for each such additional series.

j. Complex financings in connection with redevelopment projects, including securitizations of payments-in-lieu of taxes, may include an additional fixed fee component to be determined at the time of issuance of such bond issue.

### C. GENERAL PROVISIONS

1. Upon execution of this Agreement, the Client will be Special Counsel's client and an attorney-client relationship will exist between Client and Special Counsel. Special Counsel assumes that all other parties will retain such counsel, as they deem necessary and appropriate to represent their interests in the transactions contemplated hereby. Special Counsel's services are limited to those contracted for in this Agreement; the Client's execution of this Agreement will constitute an acknowledgment of those limitations. Special Counsel's representation of the Client will not affect, however, our responsibility to render an objective bond opinion. Special Counsel's representation of the Client and the attorney-client relationship created by this Agreement will be concluded upon termination of this Agreement.

2. At the request of the Client, papers and property furnished by the Client will be returned promptly upon receipt of payment for outstanding fees and Client charges. Special Counsel's own files, including lawyer work product, pertaining to the transactions contemplated hereby will be retained by Special Counsel. For various reasons, including the minimization of unnecessary storage expenses, Special Counsel reserves the right to dispose of any documents or other materials retained by Special Counsel after the termination of this Agreement.

3. Special Counsel and the Client hereby incorporate into this contract the mandatory language of N.J.A.C. 17:27-3.4(a) and the mandatory language of N.J.A.C. 17:27-3.6(a) promulgated pursuant to N.J.S.A. 10:5-31 to 38 (P.L. 1975, c. 127, as amended and supplemented from time to time), and Special Counsel agrees to comply fully with the terms, the provisions and the conditions of N.J.A.C. 17:27-3.4(a) and N.J.A.C. 17:27-3.6(a), provided that N.J.A.C. 17:27-3.4(a) shall be applied.

4. Special Counsel and the Client hereby incorporate into this contract the provisions of Title 11 of the Americans With Disabilities Act of 1990 (42 USC §121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated thereunder.

5. The primary contact attorney for services performed pursuant to this Agreement shall be Matthew D. Jessup.

6. Special Counsel hereby represents that it has filed with the Client proof of professional liability insurance with coverage amounts acceptable to the Client.

7. This Agreement shall be in full force and effect until such time as either party gives written notice to the other of termination.



## POLITICAL CONTRIBUTION DISCLOSURE

This contract has been awarded to McManimon, Scotland & Baumann, LLC based on the merits and abilities of McManimon, Scotland & Baumann, LLC to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that McManimon, Scotland & Baumann, LLC, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2023, c. 30, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any candidate committee of any person serving in an elected public position in the Township of Vernon when the contract is awarded.

IN WITNESS WHEREOF, the TOWNSHIP OF VERNON, has caused this Agreement to be duly executed by its proper officers and has caused its corporate seal to be hereto affixed, and Special Counsel has caused this Agreement to be duly executed by the proper party as of the day and year first above written.


TOWNSHIP OF VERNON

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_

McMANIMON, SCOTLAND & BAUMANN, LLC

By:  \_\_\_\_\_  
Matthew D. Jessup, Member

**SEALED SUBMISSION LABEL FOR PROPOSAL  
PLEASE CUT OUT THE LABEL BELOW AND TAPE TO FRONT OF SEALED  
SUBMISSION**

**\*\*\*\*\*DO NOT OPEN\*\*\*\*\*  
IMPORTANT-SEALED SUBMISSION ENCLOSED**

**IF ELECTRONIC SUBMITTAL, UPLOAD THIS WITH RESPONSE**

**NAME, COMPANY & ADDRESS:**

Hawkins Delafield & Wood LLP  
One Gateway Center, 24th Floor  
Newark, New Jersey 07102

**TO:**

**QUALIFIED PURCHASING AGENT  
Vernon Township  
21 Church Street  
Vernon, N.J.**

**RFP # 10-**

**Bond Counsel Services**

**2025(FILL IN**

**TITLE)**

**PROPOSAL FOR  
BOND COUNSEL SERVICES  
FOR THE**

**TOWNSHIP OF VERNON**

**HAWKINS DELAFIELD & WOOD LLP**

One Gateway Center, 24<sup>th</sup> Floor  
Newark, New Jersey 07102-5311

20 Church Street, Suite 700  
Hartford, Connecticut 06103

140 Broadway, 42<sup>nd</sup> Floor  
New York, New York 10005

1775 Pennsylvania Avenue, N.W., Suite 950  
Washington, D.C. 20006

One Cal Plaza  
300 South Grand Avenue, Suite 350  
Los Angeles, California 90071

621 South West Morrison Street  
Portland, Oregon 97204

388 Market Street, 9th Floor, Suite 900  
San Francisco, California 94111

2723 South State Street  
Ann Arbor, Michigan 48104

Senator Office Building  
Meridian Plaza - 1415 L Street, Suite 1180  
Sacramento, California 95814

4801 Glenwood Avenue, Suite 200  
Raleigh, North Carolina 27612

1331 N. California Blvd., 9<sup>th</sup> Floor  
Walnut Creek, California 94596

1160 Pittsford – Victor Road, Suite 11  
Pittsford, New York 14534

December 30, 2025

4056818.1 001092

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**SUBMISSION FORM**

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- 1. Name and roles of the individuals who will perform the services and descriptions of their education and experience similar to the services contained in the RFP, including their education, degrees and certifications.**

Mr. Beinfield, who is admitted to practice law in the State of New Jersey, is the partner-in-charge of the firm's New Jersey municipal practice and has served as bond counsel to New Jersey governmental entities, including the Township, for forty years, would be the direct day-to-day contact with the firm. In such capacity, Mr. Beinfield would, as in the past, personally draft all appropriate bond and note resolutions, coordinate all bond and note closings, prepare all required closing and other documentation, review and draft official statements, and be available to advise officials and attend meetings when necessary. In addition, our tax and securities attorneys would at all times be available for assistance in investment program opportunities and official statement requirements relating to arbitrage and disclosure. Our non-lawyer staff is equally experienced and enthusiastic about serving as bond counsel. Please see Exhibit G hereto for detailed resumes of attorneys that would be designated to serve from time to time as bond counsel.

Hawkins Delafield & Wood LLP, and in particular Mr. Beinfield, are thoroughly familiar with all aspects of New Jersey and federal law applicable to municipal bond finance, including the Local Bond Law, the Local Budget Law, the Local Authorities Fiscal Control Law, the Sewerage Authorities Law, the Municipal and County Utilities Authorities Law, and the Local Fiscal Affairs Law and regulations promulgated by the New Jersey Division of Local Government Services. Hawkins Delafield & Wood LLP was responsible for drafting much of the Local Bond Law, the Sewerage Authorities Law and the Municipal and County Utilities Authorities Law and has rendered approving legal opinions as to many hundreds of millions of dollars of bonds and notes for the purposes of such laws. Based on our experience and expertise with New Jersey public finance matters, we can confidently assure you that we would be familiar with the particular financing matters that are important to the Borough. The depth of experience and personnel at Hawkins Delafield & Wood LLP allows the firm to provide timely, effective and efficient service to all of its clients. For a more detailed description of our New Jersey public finance practice and certain representative transactions, please see Exhibit B, Exhibit C, Exhibit D, Exhibit E and Exhibit F hereto. For a more detailed description of our national public finance practice, please see Exhibit A hereto.

- 2. References and record of success of same or similar service.**

Please see Exhibit C attached hereto for all of the New Jersey governmental entities for which Hawkins Delafield & Wood LLP served as Bond Counsel since January 1, 2017. For a reference, please do not hesitate to contact Bill Eagen, the Chief Financial Officer of the Township of Jefferson, 1033 Weldon Road, Lake Hopatcong, P.O., New Jersey, 07849 (973-208-6136), Tammie Baldwin, the Chief Financial Officer of the City of Summit, 512 Springfield Avenue, Summit, New Jersey 07901 (908) 277-9422, Ellen Mageean the Chief Financial Officer of the Township of West Milford, 1480 Union Valley Road, West Milford, New Jersey 07480, (973) 728-2752 or a representative from any of the governmental entities set forth on Exhibit C attached hereto.

As described in #1 above and in more detail in Exhibits A, B, C, D and E hereto, Hawkins Delafield & Wood LLP has extensive experience and expertise in tax-exempt financings nationally and in New Jersey and is thoroughly familiar with the local and federal laws, rules and regulations applicable to public finance. The firm has a lengthy, proven track record and has successfully served as bond counsel in thousands of public finance transactions. Mr. Beinfield, who is admitted to practice law in the State of New Jersey and has served as bond counsel to New Jersey governmental entities for forty years, was personally involved in all virtually of the financings described in Exhibit C, Exhibit D and Exhibit E hereto. Mr. Beinfield has extensive experience and familiarity with all municipal finance matters that may be of significance to the Township.

**Hawkins Delafield & Wood LLP has served as bond counsel to the Township for many years and, therefore, has first-hand, working knowledge and familiarity of the legal and financing issues that are important to the Township and its officials and professionals. Mr. Beinfield, the partner-in-charge of the firm's New Jersey municipal practice, has in the past personally drafted all appropriate ordinances, resolution and other bond documents for the Township and would continue to do so in the future. In this way, the Township received, and would continue to receive, experienced and expert service from a senior partner, as opposed to a junior partner, an associate or a paralegal. We at Hawkins take great pride in at all times providing experienced, efficient and effective service to our clients.**

**3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).**

Hawkins Delafield & Wood LLP and, in particular, Mr. Beinfield, would be able to perform all tasks in a timely manner. This confidence is based on the fact that the primary strength of Hawkins Delafield & Wood LLP, as opposed to other firms who periodically serve as a bond counsel, is our commitment of resources to the public finance practice. Our ability to commit several experienced attorneys to a transaction creates a well-found confidence that we will be able to meet your schedule in a manner you will find most satisfactory.

**4. Cost details, include the hourly rates (rate schedule) for each of the individuals who will perform services and all expenses for the period of 12 months.**

**Please note that the proposed hourly rates for 2026 contain no increases from our 2025 hourly rates and are identical to the hourly rates that have been in effect for over ten years.**

For work done and responsibilities assumed in connection with bond issues, we propose a base fee of \$3,500 plus \$1 for each \$1,000 of bonds offered for sale, plus the usual minimal disbursements, with some additional charges for multi-ordinance bond sales (\$150 per additional ordinance). For the preparation, review or revision of a bond ordinance we would charge \$500, with some additional charges for multi-purpose ordinances (\$250 per purpose), Local Finance Board involvement and other unique issues. For work done and responsibilities assumed in connection with note issues, we propose a base fee of \$1,000 plus 50¢ for each \$1,000 of notes (with a \$1,000 minimum) and some additional charges for multi-ordinance sales) (\$150 per additional ordinance), plus the usual minimal disbursements. Additionally, it is necessary to distribute an official statement in connection with the issuance of bonds (and possibly notes). We use an hourly charge basis in determining the fee for such services (with a \$5,000 minimum) and our paralegal, associate and partner rates range from \$95 to \$250 per hour. In addition, we would charge on an hourly basis for research and work on federal tax and securities law matters, review or preparation of financing documents for special financings, Local Finance Board work, attendance at meetings, litigation and other unique work. Hourly charges on a typical bond or note issue are usually minimal. There


would be an additional fixed charge of \$10,000 for refundings and a fixed charge of \$25,000 for pooled loan financings such as the New Jersey Infrastructure Bank. If there were to be unforeseen work in connection with any such financing, the fee for such unanticipated work would be based on the above hourly rates. We would be pleased to discuss a different fee arrangement if desirable.

**Hawkins Delafield & Wood LLP has had the privilege of representing the Township as bond counsel for many years. As a result of this experience and familiarity with the Township and its financing history, the firm would have no "learning curve" and would be able to represent the Township more efficiently and economically than any other bond counsel firm.**

Firm: Hawkins Delafield & Wood LLP

Date: December 30, 2025

Authorized Representative: Robert H. Beinfield

Signature:   
Telephone: (973) 642-1307

Title: Partner  
Fax: (973) 642-6773



Signature of authorized agent: Robert H. Beinfield

Robert H. Beinfield

\*\*\*\*\*  
\*\*\*\*\*

**If the Professional Service Entity is INCORPORATED, give the following information:**

State under whose laws incorporated:

Location of principal office:

Telephone No.:

Fax No.:

E-Mail:

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.:

Name of Corporation:

Signature: By: Robert H. Beinfield

Title: Address:



**NAMES AND ADDRESSES OF PARTNERS, COUNSEL AND OF COUNSEL**

**PARTNER**

**OFFICE ADDRESS**

Bagley, Roger J.	140 Broadway, New York, NY 10005
Beinfeld, Robert H.	One Gateway Center, 24 <sup>th</sup> Floor, Newark, NJ 07102
Birmingham, Daniel G.	140 Broadway, New York, NY 10005
Cohen, Arthur M.	140 Broadway, New York, NY 10005
Cordova, Jennifer B.	200 South West Market Street, Portland, Oregon 97201
Dickey, Sarah	200 South West Market Street, Portland, Oregon 97201
Flynn, Kristine L.	One Gateway Center, 24 <sup>th</sup> Floor, Newark, NJ 07102
Fuss, Daniel N.	140 Broadway, New York, NY 10005
Garziona, Brian	1775 Pennsylvania Avenue, N.W., Suite 950, Washington, D.C. 20006
Hagan, Lisa C.	201 South Main Street, Suite 700, Ann Arbor, Michigan 48104
Handler, David S.	One Gateway Center, Newark, NJ 07102
Harrington, Alexis	One Embarcadero Center, Suite 3820, San Francisco, CA 94111
Henniger, R. Gregory	140 Broadway, New York, NY 10005
Jackson, William J.	140 Broadway, New York, NY 10005
Kaplan, Neil J.	140 Broadway, New York, NY 10005
Kim, Sarah J.	140 Broadway, New York, NY 10005
Koontz, Nicholas	140 Broadway, New York, NY 10005
Litton, Samuel	140 Broadway, New York, NY 10005
Loucopoulos, Michelle A.	One Gateway Center, 24 <sup>th</sup> Floor, Newark, NJ 07102
Lowy, Lloyd S.	140 Broadway, New York, NY 10005
McCoog, Carol J.	200 South West Market Street, Portland, Oregon 97201
Murakami, Melanie S.	300 South Grand Avenue, Suite 350, Los Angeles, CA 90071
Murphy, Kevin H.	140 Broadway, New York, NY 10005
Orlandi, Kathleen J.	140 Broadway, New York, NY 10005
Pirog, John B.	1415 L Street, Suite 1180, Sacramento, California 95814
Quan, Diane K.	300 South Grand Avenue, Suite 350, Los Angeles, CA 90071
Renken, John O.	One Embarcadero Center, Suite 3820, San Francisco, CA 94111
Roberts, Kenneth B.	140 Broadway, New York, NY 10005
Sadlon-del Pozo, Jamison A.	140 Broadway, New York, NY 10005
Sapir, Eric J.	One Gateway Center, 24 <sup>th</sup> Floor, Newark, NJ 07102
Smith, Robert P.	140 Broadway, New York, NY 10005
Solomon, Rod	1775 Pennsylvania Avenue, N.W., Suite 950, Washington, D.C. 20006
Sullivan, Joseph L.	140 Broadway, New York, NY 10005
Taylor, Christopher M.	140 Broadway, New York, NY 10005
Tierney, Sean	One Embarcadero Center, Suite 3820, San Francisco, CA 94111
Togle, Christina	300 South Grand Avenue, Suite 350, Los Angeles, CA 90071
Toto, Charles G.	One Gateway Center, 24 <sup>th</sup> Floor, Newark, NJ 07102
Ugur, Gulgun	200 South West Market Street, Portland, Oregon 97201
Luisella Perri Wilke	1775 Pennsylvania Avenue, N.W., Suite 950, Washington, D.C. 20006
Zucker, Howard	140 Broadway, New York, NY 10005

**COUNSEL**

Charlebois Michael	One Embarcadero Center, Suite 3820, San Francisco, CA 94111
Grosser, Ronald C.	140 Broadway, New York, NY 10005
Hahn, Andrew T.	140 Broadway, New York, NY 10005
Hall, Laurie H.	20 Church Street, Suite 700, Hartford, CT 06103
Sartor, Megan I.	One Gateway Center, 24 <sup>th</sup> Floor, Newark NJ 07102

**OF COUNSEL**

Becker, Arto C.	300 South Grand Avenue, Suite 350, Los Angeles, CA 90071
Donovan, C. Steven	One Gateway Center, 24 <sup>th</sup> Floor, Newark, NJ 07102
Kuhlman, Fredrick S.	300 South Grand Avenue, Suite 350, Los Angeles, CA 90071
Petersen, Eric S.	140 Broadway, New York, NY 10005
Poley, Jeffrey A.	4801 Glenwood Avenue, Suite 200, Raleigh, NC 27612
Taylor, Eric P.	140 Broadway, New York, NY 10005
Turner, Steven I.	140 Broadway, New York, NY 10005
Van Dusen, Bruce D.	140 Broadway, New York, NY 10005
Van Dusen Richard	140 Broadway, New York, NY 10005

**SEALED SUBMISSION LABEL FOR PROPOSAL  
PLEASE CUT OUT THE LABEL BELOW AND TAPE TO FRONT OF SEALED  
SUBMISSION**

**\*\*\*\*\*DO NOT OPEN\*\*\*\*\*  
IMPORTANT-SEALED SUBMISSION ENCLOSED**

**IF ELECTRONIC SUBMITTAL, UPLOAD THIS WITH RESPONSE**

**NAME, COMPANY & ADDRESS:**

**SCHENCK, PRICE, SMITH & KING, LLP  
220 Park Avenue | PO Box 991  
Florham Park, New Jersey 07932**

**TO:**

**QUALIFIED PURCHASING AGENT  
Vernon Township  
21 Church Street  
Vernon, N.J.**

**RFP # 10- 2025**

**Special Township Attorney - Tax Appeals**

**2025(FILL IN**

**TITLE)**

# Schenck Price

— SCHENCK PRICE SMITH & KING, LLP —

*Serving Our Clients and Community  
For Over 100 Years*

**Robert B. McBriar**  
*Admitted in NJ*

Direct Line: 973-295-3675

Email: [rbm@spsk.com](mailto:rbm@spsk.com)

351 Sparta Avenue

Sparta, NJ 07871

Telephone: 973-295-3670

Fax: 973-726-0528

[www.spsk.com](http://www.spsk.com)

January 5, 2026

**VIA BIDNETDIRECT.COM**

Anthony L. Rossi, Mayor

Township of Vernon

21 Church Street

Vernon, New Jersey 07462

**RE: Township of Vernon – Request for Proposal 10-2025  
Special Township Attorney – Tax Appeals (2026)**

Dear Mayor and Members of the Township Council:

Please accept this letter and attachments as a formal application to continue serving as Special Township Attorney for Tax Appeals for the Township of Vernon ("Township") for the 2026 year.

I currently serve the Township as tax appeal defense counsel and have done so for more than a decade. During this time, I provided counsel on all aspects of property taxation including revaluations, reassessments, farmland assessment classification, property tax deductions, exemptions, abatements, added/omitted assessments, and representation before the Sussex County Tax Board and the Tax Court of New Jersey. I have personally handled thousands of tax appeal matters on behalf of public bodies throughout my career.

My client list reflects an in-depth knowledge and experience in this particularized field as well as in local government law generally. I currently serve as Municipal Attorney for the Borough of Ogdensburg and Fredon Township; Conflict Counsel and Special Tax Counsel for the Town of Newton, Green Township, and Mansfield Township; Special Tax Counsel for the Township of Vernon, Hopatcong Borough, Franklin Borough, Allamuchy Township, Stillwater Township, and Greenwich Township; Special Redevelopment Counsel and Tax Abatement Counsel for the City of Newark; and Special Counsel for the Jersey City Redevelopment Agency. I also serve as Special Counsel for the County of Sussex and as such, provide legal services for the County's Water Quality Management-Policy Advisory Committee, Open Space Committee, and Solid Waste Advisory Council.

As an integral part of the firm's Government Law Practice Group, I regularly counsel public entities regarding legislation, regulation, and general administration. In addition, I assist with substantive legal issues involving general litigation, public contracts, insurance law, employment law, elections, OPMA, OPRA, code enforcement, land use, affordable housing, eminent domain, redevelopment, tax abatements, and *In Rem* tax foreclosures.

By way of additional personal background, I grew up in Sparta, New Jersey and now practice in the firm's Sparta office. Since April 2010 I have resided in Allamuchy. I graduated from Boston College with a BS in Biology, Pre-Medical Program and a BA in English. I also attended St. Edmund Hall, Oxford University where I studied philosophy and literature. I earned my Juris Doctorate from New York Law School where I served as a judicial extern to the Honorable Francis Alessandro, New York City Civil Court, Bronx County.

I am active in civic and non-profit organizations within the community. In 2012, I was appointed by the Supreme Court of New Jersey to serve on the District XB Ethics Committee, a position I fulfilled from 2012-2016. I am the Past-President of the Sussex County Bar Association ("SCBA") and for the past eight years, have served as Chair of the SCBA Land Use Committee. In 2021, I served on Sussex County's Judicial and Prosecutorial Appointment's Committee and was Chair of the SCBA Nominating Committee. I am member of the Board of Trustees and Scholarship Committee of the 200 Club of Sussex County. In 2018, I appeared before Chief Justice John Roberts and the U.S. Supreme Court on motion to admit seven fellow SCBA attorneys to the Supreme Court Bar. I am also member of the New Jersey State Bar Association and Sussex and Warren County Bar Associations. I am an active participant with the Sussex County Chamber of Commerce and frequently volunteer for Legal Services of Northwest New Jersey.

In July 2014 I was one of only forty-nine lawyers in the State to be recognized by the New Jersey Law Journal as a New Leader of the Bar. In 2015, I was awarded the Young Business Leader of the Year Award by the Sussex County Chamber of Commerce.

It would be an honor to continue serving the Township as Special Township Attorney for Tax Appeals. I propose a competitive hourly rate of **\$175.00 per hour** for my services and **\$100.00 per hour** for Paralegals. This rate structure will apply to all legal services set forth in the proposed contract.

I invite you to contact any of the following references regarding the quality of services to be provided:

**Kristen Umansky, Tax Assessor**  
Vernon Township, Hopatcong Borough & Fredon Township  
(973) 764-4055 (Vernon)

**Scott Holzhauer, Tax Assessor**  
Newton Town, Franklin Borough & Hardyston Township  
(973) 383-3521 (Newton)

**Penny Holenstein, Tax Assessor**  
Green Township, Byram Township, Hampton Township & Stillwater Township  
(908) 852-9333 (Green)

**Jason Laliker, Tax Assessor**

Frankford Township, Hamburg Borough, Lafayette Township, Montague Township & Stanhope  
Borough  
(973) 948-7335 (Frankford)

**Therese dePierro, Tax Assessor**

Mount Olive Township  
(973) 691-0900, ext. 7226

**Thomas Russo, Jr., Town Manager**

Newton Town  
(973) 383-3521, ext. 224

**Autumn Sylvester, P.P.**

Director, Division of Planning & Economic Development  
County of Sussex  
(973) 579-0500

By signing this letter, I certify that no immediate relatives or any principals of the firm are employed by or serve as elected officials of the Township.

Included with this submission are the following documents.

- Firm Qualifications
- Mandatory Equal Employment Opportunity Acknowledgement
- New Jersey Anti-Discrimination Acknowledgment
- Certificate of Employee Information Report
- State of New Jersey Business Registration Certificate
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
- Disclosure of Investment Activities in Iran
- Statement of Ownership Disclosure
- ADA Acknowledgment
- Political Contribution Disclosure Form
- W-9 Form
- Certificate of Insurance

The Firm will provide the Township with the appropriate Certificate of Insurance immediately upon award of a contract as well as any additional documents and forms required to perform legal services for the Township.

If you need any additional information or documentation, or have additional questions or comments, please do not hesitate to contact me.

Robert B. McBriar, Esq.  
Schenck, Price, Smith & King, LLP  
351 Sparta Avenue  
Sparta, New Jersey 07871  
Phone: 973-295-3670  
Fax: 973-540-7300  
Email: [rbm@spsk.com](mailto:rbm@spsk.com)

Thank you for your consideration of my application.

Very truly yours,

**SCHENCK PRICE SMITH & KING LLP**

By: 

Robert B. McBriar, Esq.

**FIRM QUALIFICATIONS**

**COMPANY NAME:** Schenck, Price, Smith, & King LLP

**LOCATIONS:** The firm has three primary locations:

- 220 Park Avenue  
P.O. Box 991  
Florham Park, NJ 07932
- Country Club Plaza  
115 West Century Road, Suite 100  
Paramus, NJ 07652
- 351 Sparta Avenue  
Sparta, NJ 07871

**COMPANY OVERVIEW**

**PRINCIPAL ACTIVITIES, ETC.:** Schenck Price Smith & King LLP is one of the oldest and most well-respected law firms in the State of New Jersey. The firm is 114 years old. The firm employs 88 attorneys practicing in a wide variety of areas, including litigation, employment law, government law, land use, school law, insurance defense, labor, healthcare, taxations, and estates.

**NUMBER OF EMPLOYEES:** 88 Attorneys, 51 Staff

**JOB CLASSIFICATIONS OF EMPLOYEES:** Robert B. McBriar, Esq., is a member of the firm's Government Law, Insurance Defense, Land Use & Zoning, Tax Appeals and Planning, and Environmental Law and Real Estate practice groups. The firm has significant resources in having attorneys who have experience in many different areas that could reasonably be anticipated to be needed by a client such as the Township of Vernon. The profiles of all counsel are available on [www.spsk.com](http://www.spsk.com).

**YEAR COMPANY WAS ESTABLISHED:** 1912



STEINHARDT  
CAPPELLI &  
TIPTON LLC

Response to:

**TOWNSHIP OF VERNON**

REQUEST FOR PROPOSAL  
SPECIAL TOWNSHIP ATTORNEY – LABOR  
RFP 10-2025

Submitted Electronically via BidNet Direct To:

Qualified Purchasing Agent  
Vernon Township  
21 Church Street  
Vernon, NJ 07462

Submission Deadline:

January 7, 2026, at 1:30 pm



### **Executive Summary**

Florio Perrucci Steinhardt Cappelli & Tipton, LLC (the "Firm") is a full-service law firm of over forty (40) attorneys with New Jersey offices located in Cherry Hill and Belvidere, and an office in Easton, Pennsylvania. The Firm was founded in 1996 by Governor James J. Florio and Michael J. Perrucci. Since then, the Firm has added three named partners – Douglas J. Steinhardt, former five-term Mayor of Lopatcong and current State Senator, Louis Cappelli, Jr., five-term Camden County Freeholder Director, and Brian Tipton, the Firm's Managing Partner. Our named partners collectively possess more than 100 years of experience as advocates for the public agencies we represent.

We have experience representing public entities in various matters, including serving or having served as labor counsel to the Bergen County Utilities Authority, Bergen County Sheriff's Office, Bergen County Prosecutor's Office, the County of Warren, the Warren County Prosecutor's Office, the Warren County Sheriff's Office, the County of Passaic, the County of Sussex, Willingboro Township, Evesham Township, Evesham Municipal Utilities Authority, the Phillipsburg Housing Authority, County of Cumberland, Woodbridge Housing Authority, West New York Board of Education, Camden Board of Education, Jersey City Public Schools, Lehigh Northampton Airport Authority and the Allentown Housing Authority.

Our attorneys regularly handle complex labor negotiations, interest arbitration matters, desk counseling, grievances, advise on disciplinary and reduction in force matters, and defend claims in judicial, arbitral and administrative forums, including before the U. S. District Court of New Jersey, New Jersey Superior Court, U.S. Equal Employment Opportunity Commission, New Jersey Civil Service Commission and New Jersey Public Employment Relations Commission. The Firm has the level of experience and quality attorneys to continue to provide effective and efficient labor counsel to the Township of Vernon.

Our attorneys have successfully represented public entity clients in all phases of labor law, including negotiations, litigation, and assisting with formulating labor and employment policies. The Firm's statewide representations include having served as general litigation counsel to NJ Transit, condemnation counsel to the New Jersey

Meadowlands Commission, and general counsel to the Delaware River Joint Toll Bridge Commission and Bergen County Improvement Authority.

A copy of our key attorneys' biographies and the Firm's varied areas of practice are attached hereto as **Exhibits A and B**.

**Full name and Business Address of Applicant:**

Douglas J. Steinhardt, Esquire  
Florio Perrucci Steinhardt Cappelli & Tipton, LLC  
404 Third Street  
Belvidere, NJ 07823  
T: 908-475-4661

Services may also be provided in our Cherry Hill, NJ office:

1010 Kings Hwy South, Bldg. 2  
Cherry Hill, New Jersey 08034  
T: 856-853-5530

Services may also be provided in our Easton, PA office:

91 Larry Holmes Drive, Suite 200  
Easton, PA 18042  
T: 610-691-7900

**1. Resumes of Key Employees**

Lead counsel to the Township will be **Douglas J. Steinhardt** who, as the former Mayor of Lopatcong Township, Chairman of the Warren County Republican Committee and Vice-Chairman of the New Jersey Republican County Chairmen's Association, and current New Jersey State Senator, is keenly aware of the various pressures facing public entities. He has an extensive background in public governance issues, both as a practicing attorney and as an elected official. Professionally, Mr. Steinhardt has represented both public and private clients in all aspects of complex and general litigation, labor law and family law. He received an undergraduate degree from Gettysburg College and a Juris Doctorate from Widener University School of Law. Mr. Steinhardt has been with the Firm since August 2005 and has been practicing law in New Jersey for over 25 years.

The following attorneys will also be working with Mr. Steinhardt:

**J. Andrew Kinsey** is Chair of the Firm's Labor and Employment Groups and will be providing legal services to the Township. He received an undergraduate degree cum laude from American University and a Juris Doctorate degree cum laude from the New York School of Law. He has over thirty-three (33) years of extensive experience conducting labor negotiations in both public and private sectors, defending public sector, institutes of higher education, law enforcement, healthcare, pharmaceutical, utility, airports, construction, transportation, hotel, restaurant and other clients from various types of discrimination, retaliation, whistle blower, wage & hour, OSHA, unfair labor practice, grievances, family and medical leave, FEOLA and civil rights claims. Andrew has counseled clients in regard to various retirement and benefit issues including ERISA and the PERS. In the field of traditional labor law, he negotiates collective bargaining agreements, and handles arbitration, NLRB, PERC and Merit Systems Board proceedings. Andrew is admitted to practice law in the state courts of New Jersey, New York and Pennsylvania, the U.S. District Courts for the District of New Jersey and the Southern and Eastern Districts in New York, and the U.S. District Court in Pennsylvania. His biography included in this package provides additional details on his work and successes.

**Brian Tipton** will assist with litigation-related matters for the Township. Mr. Tipton is a Partner with the Firm and chairs the Firm's Litigation Defense group. Mr. Tipton focuses on litigation defense, municipal law, land use and real estate law, and currently is the lead attorney for the Warren County Special School Services District, as well as White Township and the Warren County Municipal Utilities Authority. In addition to counseling and representing the Firm's clients, Mr. Tipton serves as Harmony Township Mayor, and before that was the chairman of the Harmony Township Land Use Board. He received his undergraduate degree from Washington College and a Juris Doctorate from Vermont Law School. Mr. Tipton is admitted to practice in New Jersey, Pennsylvania, New York, and the U.S. District Court for the Districts of New Jersey, Eastern District of Pennsylvania, and the Middle District of Pennsylvania.

**Robert Devaney** has experience representing clients at the trial and appellate levels of the Superior Court of New Jersey, as well as the Supreme Court of New Jersey

in matters involving sexual harassment, retaliation, Law Against Discrimination claims, and wage and hour disputes. He has also litigated numerous cases before the New Jersey Office of Administrative Law (OAL), the New Jersey Public Employment Relations Commission (PERC) and the Equal Employment Opportunity Commission (EEOC). Robert also has experience investigating and defending hostile work environment and unemployment claims as well as drafting and revising employee handbooks. In the area of labor law, he has negotiated union contracts and prosecuted disciplinary hearings on behalf of municipalities. Rob received his B.A. from Monmouth University and his J.D. from Widener University, Delaware Law School. He also served in the United States Marine Corps for nine years before receiving his Honorable Discharge.

These key attorneys' biographies are attached hereto as **Exhibit A**.

#### **Experience and Familiarity with the Board**

Florio Perrucci Steinhardt Cappelli & Tipton presently serves as Special Township Attorney, Labor to the Township of Vernon and has served in this capacity since early 2024. In that capacity, we work closely with the Township's governing body, Township manager, administration, and department heads in the handling of daily desk counseling advice, advisory opinions, disciplinary matters, Civil Service issues, benefit issues, ethics issues, labor contract interpretation, litigation matters, PERC matters, settlements and grievance arbitrations. Our extensive knowledge of the Township's personnel, governance and operating procedures has been and will continue to be a great asset to the Township if selected to represent it for another term.

We specialize in labor negotiations, employment litigation, all phases of litigation matters – including environmental litigation, public contracts law, construction litigation, and public governance. The Firm's Labor/Employment Group has extensive experience representing management in all facets of employment and labor law issues. These areas include employment litigation, counseling with management, and traditional labor relations.

## **2. Traditional Labor Relations**

The Firm is a full-service law firm with attorneys capable of handling the many complex labor issues facing the Township. Our attorneys in the Labor & Employment Law section have over 30 years' experience representing management in collective bargaining, which includes labor relations with approximately 20 international unions with some 15,000 members in the United States and Canada. Our attorneys have appeared before the National Labor Relations Board and the New Jersey Public Employment Relations Commission and are well versed in arbitration skills and procedure and have drafted and implemented labor contracts and policy for municipalities, counties and companies, both small and large. We have been called on and, as an independent mediator, resolved several major strikes at Fortune 500 companies. We have engaged in negotiations with the PBA, FOP, CWA, AFSCME, Teamsters, NJEA, the United Steelworkers and others.

A sampling of the union negotiations handled by members of the Firm over the past 15 years includes:

- 2009 to present - Represented and/or counseled the Borough of Lodi in collective negotiations with the PBA and blue and white collar units on successor contracts. Participated in interest arbitration mediation and grievance arbitrations. Prosecuted disciplinary matters.
- 2007 to present - Represented the County of Warren as labor counsel in collective bargaining negotiations with the FOP Corrections Officers Units, PBA Prosecutor's Detectives Unit, PBA Sheriff's Officer Units, CWA/TASS and PHNA Units, AFSCME Local Supervisory and Non-Management Units, and PBA Prosecutor's Secretarial Units; prosecuted disciplinary hearings on behalf of County; handled Civil Service appeals; responded to unfair labor practice filings before PERC; and filed Scope Petitions with PERC.
- 2021 – present – Represented County of Sussex in various labor negotiations with PBA and CWA.
- 2009 to 2018 - Negotiated multiple labor contracts for supervisory, technical and blue-collar units on behalf of the Bergen County Utilities Authority.
- 2009 to present – Represented Evesham Municipal Utilities Authority in labor negotiations with the Teamsters.
- 2012 to present – Represented Lehigh Northampton Airport Authority in labor negotiations and mediation with International Association of Firefighters and Teamsters to avert threatened strikes.

- 2010 – 2011 – Negotiated several labor contracts on behalf of the City of Passaic, including commencing negotiations preparation with City Administrator concerning the City’s three PCEA units, the Teamsters, the IBEW and the FMBA (non-management firefighters).
- 2010 to 2012 – Represented the East Orange Board of Education as labor counsel in collective negotiations with nine labor unions including the NJEA, CWA, and IUOE- Local 68. Also handle grievances, EEOC matters, and other labor-related matters.
- 2010 to present – Represented the City of Passaic Housing Authority in union negotiations, grievances, and other labor related matters.
- 2007 to 2008 - Represented Phillipsburg Board of Education in labor negotiations with the Phillipsburg Education Association as relates to the para-professional and security guard units.
- 2008 – Provided legal advice to the Township of North Brunswick in connection with its collective negotiations with the PBA.
- 2011 to present - Represented Woodbridge Housing Authority in labor negotiations with Teamsters.
- 2011 to 2016 – Represented Woodbridge Public Library in labor negotiations and grievances with AFSCME and Teamsters
- 2013 to present – Represented Willingboro Township School District in collective bargaining negotiations with the Willingboro Education Association, grievance proceedings against employees, and ongoing litigation with former employees.
- 2013 to 2018 – Represent Jersey City Public Schools in negotiations with six (6) unions including impasse negotiations. Appear before PERC on Unfair Practice Charges. Handled grievances through arbitration.
- 2012 to 2018 – Represent the Jersey City Board of Education in collective negotiations with six (6) separate bargaining units, including NJEA and AFSCME Local Non-Management Unit.

#### **Employment Litigation**

The Firm represents clients before state and federal trial and appellate courts, as well as administrative agencies, in lawsuits pertaining to various employment and civil rights matters. We also advise clients on cost-effective alternatives to litigation such as arbitration and mediation. When litigation is necessary, the Firm will vigorously defend

its clients in a cost-effective manner. Below is a listing of the types of claims handled by the Firm:

- Wrongful termination claims
- Breach of contract and employment tort claims
- Employment discrimination and harassment claims under the NJLAD, Title VII and the ADA
- Whistleblower claims under the New Jersey Conscientious Employee Protection Act
- Common-law and contractual claims relating to non-competition, non-solicitation and confidentiality
- Alleged violations of various employee leave laws, including those asserted under state and federal family and medical leave statutes
- Alleged violations relating to failure to accommodate physically challenged employees
- Claims asserted before the Equal Employment Opportunity Commission and/or equivalent state agency governing fair employment, and other federal, state, and local civil rights agencies
- Claims asserted under the Worker Adjustment & Retraining Notification Act ("WARN")

We have successfully litigated numerous employment related matters on behalf of both public and private clients. These cases include:

- 2023 to 2024 – Vincent v. EarthCam – Defending EarthCam in whistleblower lawsuit brought by former employee.
- 2023 to 2024 – Shortway v. MCPIK – Defending non-profit agency from wrongful discharge claims.
- 2023 to 2024 – Perez v. Sussex County – Defending Prosecutor's Office from discrimination case filed by prosecutor's detective.
- 2017 to 2022 – DOL v. Petrillo Trucking – Defended trucking company from Wage & Hours claims.
- 2022 to 2023 – DePaula v. Montana Construction – Defended construction company from Wage & Hours claims.
- 2017 – Krupa v. Hightstown – Defended Police Department against pregnancy discrimination lawsuit brought by one of its police officers whose hours were allegedly reduced.
- 2017 – Borges v. Joint Meeting of Essex and Union Counties – Defended Sewer Utility against disability, reasonable accommodation, sex and national origin discrimination claims.

- 2013 to 2017 – Williams v. Bergen County, et al. – Defended the County Police Department in a wrongful death case arising out of the police shooting of an escaped suspect who was in the custody of the Garfield Police Department.
- 2010 to 2012 – Viola v. County of Bergen, et al. – Defended County of Bergen and Bergen County Prosecutor’s office against CEPA, NJLAD and discrimination suit. We successfully petitioned the Appellate Division to hear an interlocutory appeal that was decided in our clients’ favor, thereby dismissing the claims against them. We also petitioned for and received an award of attorneys’ fees.
- 2012 – Garnes v County of Passaic – Successfully defended County and Sheriff in age discrimination case. Garnes “no caused” on May 23, 2012.
- 2011 – I/M/O Cheryl Goode and Long Branch Housing Authority – Successfully litigated challenge to employee’s termination in the Office of Administrative Law.
- 2010 – I/M/O Belkis Encarnacion and Long Branch Housing Authority – Defended challenge to termination of employee in Office of Administrative Law.
- 2010 – I/M/O Ofc. Dimitrious Katsoulis & Township of North Brunswick – Defended municipality in termination of police officer.
- 2008 to 2010 – Khatib v. County of Bergen, et al. – Defended County and Personnel Director in NJLAD sexual harassment matter pending in the New Jersey Superior Court, Bergen County.
- 2006 to 2008 - Potena v. NJ Board of Public Utilities, et al. - Defended Director of the Division on Clean Energy, Michael Winka, in a whistleblower (CEPA) lawsuit filed in New Jersey Superior Court, Mercer County. Received Directed Verdict on Client’s behalf on September 22, 2008.
- 2007 – Burk v. County of Warren, et al. - Represented Defendants in NJLAD sexually hostile working environment and retaliation, CEPA, NJ Civil Rights Act and assault and battery case filed in the New Jersey Superior Court, Warren County.
- 2005 to 2007 - Mills v. The Governor's School of New Jersey, et al. – Represented Defendants in a whistleblower (CEPA) and section 1983 civil rights matter filed in the USDC-NJ (Trenton). Dismissed.
- 2005 to 2007 - Richardson v. New Jersey Transit - Defended New Jersey Transit in FELA action filed in United States District Court for the the Southern District of New York. Dismissed at Trial.



- 2006 - NLRB v. Bayville - Represented employer in unfair labor practice trial in Newark, New Jersey. Dismissed.
- 2006 - Boyer v. Jeld-Wen - Represented employer in ADA disability discrimination case filed in the United States District Court for the Middle District of Pennsylvania. Dismissed.
- 2006 to 2007 - Gil v. Jeld-Wen - Represented employer in NJLAD disability discrimination and worker compensation retaliation case filed in the New Jersey Superior Court (Union County). Dismissed.
- 2005 to 2007 - Miles v. County of Camden, et al. - Represented individual defendant in a section 1983 claim matter filed in the USDC-NJ (Camden). Dismissed.
- 2005 to 2007 - Martino v. County of Camden, et al. - Represented individual defendant in a section 1983 claim matter filed in the USDC-NJ (Camden). Dismissed.
- 2005 to 2007 - Parrone v. Neptune Fire District, et al. - Represented defendants in NJLAD sexual harassment case filed in the NJ Superior Court (Monmouth County). Dismissed.
- 2005 to 2006 - Lafferty v. T-Mobile - Represented Defendant in whistleblower (CEPA) case filed in the United States District Court for the District of New Jersey (Newark). Dismissed.
- 2005 to 2006 - Pretlow v. Cumberland County & UAW - Represented County in union dues agency fee challenge on Constitutional grounds filed in the United States District Court for the District of New Jersey (Camden).
- 2007 to present - Warren County/Labor counsel - Represent County in matters pending before the New Jersey Superior Court, Division on Civil Rights, EEOC, PERC and other venues.
- 2007 to 2011 - North Brunswick/Labor Counsel - Represent Township in arbitration, personnel and PERC matters.
- 2010 to 2018 – Bergen County Utilities Authority/Labor Counsel – Same.
- 2010 to 2011 – City of Passaic/Labor Counsel – Same.
- 2012 – Town of Hackettstown/Labor Counsel – Same.
- 2005 to 2006 - Bloomfield Township/Labor Counsel - Same.
- 2006 to 2011- Alpha Borough/Labor Counsel - Same.
- 2008 - Warren County Pollution Control Authority/Labor Counsel - Same.
- 2009 to 2011 – Green Brook Township – Labor Counsel – Same.

- 2005 to present - Warren County Community College/General Counsel - general desk counseling on labor & employment and investigatory matters.

### **Employment Counseling**

Members of the Labor and Employment Group routinely provide counsel and assistance to clients on numerous employment-related issues including:

- Employment issues relating to employee training, workforce reductions, corporate acquisitions, reorganizations and relocations
- Appropriate discipline of employees
- Drafting and enforcement of employment contracts, including non-competition agreements
- Preparing and auditing employee handbooks and personnel policies
- Wage-hour obligations
- Occupational safety and health issues

### **Firm Experience with Litigation/ Defense Counsel Services**

Florio Perrucci Steinhardt Cappelli & Tipton, LLC's litigation group has the experience, resources and commitment to prepare and try a case successfully before a judge, jury or arbitration panel. The Firm regularly represents clients before all State and Federal courts, administrative agencies and in alternate dispute resolution forums, including arbitration and mediation. We presently serve as litigation counsel to the Borough of Walldwick, White Township, NJ Transit, and the Delaware River Joint Toll Bridge. We have substantial experience in handling matters where a client's political relationships and public image are also at stake. We work closely with our client to select experts, control costs, and develop effective and efficient litigation and settlement strategies.

The following is a partial listing of the types of litigation handled by the Firm:

- Labor and Employment
- Liability Defense
- Condemnation
- Employment Discrimination and Wrongful Discharge
- Environmental

- General Commercial
- Toxic Tort
- Class Actions
- Insurance Coverage

In some matters, a lengthy litigation is necessary and cannot be avoided. However, Florio Perrucci Steinhardt Cappelli & Tipton's attorneys regularly counsel clients on the avoidance of litigation through the development of favorable litigation positions and negotiation. The Firm's litigators employ, whenever appropriate, tactics and techniques aimed at obtaining a favorable disposition without trial. In those instances where trial cannot be avoided, our litigators are experienced in a wide range of trial and appeal proceedings. However, we strive to strike a delicate balance of zealous representation of our clients while proceeding in a cost-effective manner.

A sampling of the complex litigations/matters handled by our attorneys includes:

- Advanced Technologies Installation Corporation, d/b/a Telecom Network Specialists - Currently represent in a \$14 million breach of contract action related the installation of telecommunications network towers.
- Cablevision Systems Corporation - Representation in regulatory matter against Verizon alleging improper use of Cablevision Infrastructure.
- URS Corporation - Representation in connection with employee misconduct claims.
- Harms Construction - Representation on various breach of contract and construction related claims.
- Piramal Healthcare – representing Piramal on multiple contract claims as both plaintiff and defendants related to pharmaceutical manufacturing processes and sales. Total values of claims are over \$2 million in the aggregate.
- SGS Testing - Representation in an indemnification case against a Japanese corporation related to class action suits alleging failed seat belt testing.
- Delaware River Joint Toll Bridge Commission - Representation in connection with complex construction litigation related to revenue and non-revenue bridges crossing the Delaware River.
- Representing American subsidiaries of German insurers that challenged the validity of California statutes. The Supreme Court of the United States

invalidated the California Statute under the foreign affairs power. 539 U.S. 396 (2003) (Keith D. Barrack on the brief).

We also serve as defense counsel to NJ Transit and have handled over one hundred (100) cases on their behalf over the past ten (10) years.

**Name and Contact Information of References to the RFP**

Robert Laux, Executive Director  
Bergen County Utilities Authority  
P. O. Box 9  
Little Ferry, New Jersey 07643  
T: 201-807-5801

Alex Lazorisak, Administrator  
County of Warren  
165 County Road 519  
Belvidere, New Jersey 07823  
T: 908-475-6521

Frank Locantore, Assistant Director  
for Personnel, Safety & Security  
Evesham Municipal Utilities Authority  
984 Tuckerton Road, Room 211  
Marlton, New Jersey 08053  
T: 856-983-0331, ext. 218

Christina Marks, Business Administrator  
County of Sussex  
One Spring Street  
Newton, New Jersey 07860  
T: 973-579-0250

Warren County Community College  
Dr. Will Austin, President  
475 Route 57 West  
Washington, NJ 07882  
T: 908-835-9222

Delaware River Joint Toll Bridge Commission  
Joseph Resta, Executive Director  
100 Wood Street, Morrisville, PA 19007  
T: 215-295-5061

### **3. Firm Ability and Staff Availability**

The Firm is a full-service law firm with attorneys capable of handling the many complex labor issues facing the Township. Our attorneys in the Labor & Employment Law section have over 30 years' experience representing management in collective bargaining, which includes labor relations with approximately 20 international unions with some 15,000 members in the United States and Canada. Our attorneys have appeared before the National Labor Relations Board and the New Jersey Public Employment Relations Commission and are well versed in arbitration skills and procedure and have drafted and implemented labor contracts and policy for municipalities, counties and companies, both small and large. We have been called on and, as an independent mediator, resolved several major strikes at Fortune 500 companies. We have engaged in negotiations with the PBA, FOP, CWA, AFSCME, Teamsters, NJEA, the United Steelworkers and others.

FPSCT's attorneys understand the decision-making cycles that public entities must meet, including providing briefing materials in advance of work sessions and public meetings. FPSCT prides itself on its ability to meet deadlines without sacrificing the quality of legal review public entities demands on every matter. The key attorneys listed herein perform duties out of our main office in Easton, Pennsylvania. In addition to the key attorneys listed herein FPSCT has a deep pool of partners, associates, paralegals and support staff who can be called upon to provide support at a moment's notice. All FPSCT attorneys carry smartphones which allow them to be available to clients via phone and email 24/7 to attend to an emergent matter.

### **Required Documents**

- Exhibit A – Key attorney biographies**
- Exhibit B – Practice areas**
- Exhibit C – Professional Service Entity Information Form**
- Exhibit D – Submission Form**
- Exhibit E – Certificate of Employee Information Report**
- Exhibit F – NJ Business Registration Certificate**
- Exhibit G – Certification of Non-Involvement in Prohibited Activities in  
Russia and Belarus**
- Exhibit H – Disclosure Investment Activities in Iran**
- Exhibit I – Liability Insurance Certificate**
- Exhibit J – Statement of Ownership Disclosure**

4. **Fee Proposal**

The Firm proposes to provide these services to the Township at a rate of \$200/hour for Partners and Associates, plus costs and expenses. These rates are negotiable based on the needs and budget of the Township.

**Conclusion**

On behalf of Florio Perrucci Steinhardt Cappelli & Tipton, LLC, thank you for the opportunity to submit our qualifications to continue to provide legal services as Special Township Attorney – Labor for the Township of Vernon. We look forward to being of continued service to the Township.

Florio Perrucci Steinhardt Cappelli & Tipton, LLC

By:   
Douglas J. Steinhardt, Esquire

Date: January 6, 2026

# **EXHIBIT A**

**SEALED SUBMISSION LABEL FOR PROPOSAL  
PLEASE CUT OUT THE LABEL BELOW AND TAPE TO FRONT OF SEALED  
SUBMISSION**

**\*\*\*\*\*DO NOT OPEN\*\*\*\*\*  
IMPORTANT-SEALED SUBMISSION ENCLOSED**

**IF ELECTRONIC SUBMITTAL, UPLOAD THIS WITH RESPONSE**

**NAME, COMPANY & ADDRESS:**

Maxwell J. Smith, Esq.  
Han & Smith LLP  
2400 Lemoine Ave, Suite 204  
Fort Lee, NJ 07024

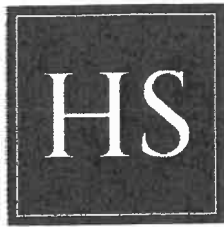
**TO:**

**QUALIFIED PURCHASING AGENT  
Vernon Township  
21 Church Street  
Vernon, N.J.**

**RFP # 10-2025**

**2026 Professionals - Municipal Prosecutor**





**HAN &  
SMITH** LLP  
ATTORNEYS AT LAW

2400 Lemoine Ave, Suite 204  
Fort Lee, NJ 07024  
p. 201-537-2422  
f. 201-589-2509

David H. Han, Esq. ‡ ∞  
Maxwell J. Smith, Esq. ‡

‡ Admitted in New Jersey  
∞ Admitted in New York

Maxwell J. Smith, Esq.  
msmith@hansmithlaw.com

January 5, 2026

**Submission Via Bidnetdirect.com**

Qualified Purchasing Agent  
Vernon Township  
21 Church Street  
Vernon, NJ 07462

**Re: RFP 10-2025: 2026 Municipal Prosecutor Contract**

Please find the enclosed proposal submitted in response to Vernon Township's RFP for the position of Municipal Prosecutor for 2026. Feel free to contact me at the phone number or email address herein if you have questions or require clarification regarding the proposal. Thank you for your consideration.

Sincerely,

/s/ Maxwell J. Smith

Maxwell J. Smith, Esq.  
**HAN & SMITH, LLP**

Encl.

**21.0 STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA  
(FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES)**

The Vernon Township is seeking sealed submissions in response to a Public Notice for the Solicitation of a Professional Service Contract.

The standardized submission requirements shall include:

1. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience with projects similar to the services contained herein including their education, degrees and certifications.
2. References and record of success of same or similar service.
3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
4. Cost details; including the hourly rates of each of the individuals who will perform services and time estimates for each individual, all expenses and total cost of "not to exceed" amount.

The selection criteria to be used in awarding contracts shall include:

1. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation.
2. Experience and references.
3. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter.
4. Cost consideration - including, but not limited to, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.
5. Professional services entities shall submit all required documents in this procurement and along with the name of the company submitting the proposal and the position title.

**Vernon Township PROFESSIONAL SERVICE ENTITY INFORMATION FORM**

**If the Professional Service Entity is an INDIVIDUAL, sign name and give the following information:**

Name:

Address:

Telephone No.:

Fax No.:

E-Mail:

**If individual has a TRADE NAME, give such trade name:**

Trading As:

Telephone No.:

\*\*\*\*\*  
\*\*\*\*\*

**If the Professional Service Entity is a PARTNERSHIP, give the following information:**

Name of Partners: Maxwell J. Smith, Esq. and David Han, Esq.

Firm Name: Han & Smith LLP

Address: 2400 Lemoine Ave, Suite 204, Fort Lee, NJ 07024

Telephone No.: (201) 537-2422

Fax No.: (201) 589-2509

E-Mail: msmith@hansmithlaw.com

Signature of authorized agent:



\*\*\*\*\*  
\*\*\*\*\*

**If the Professional Service Entity is INCORPORATED, give the following information:**

State under whose laws incorporated:

Location of principal office:

Telephone No.:

Fax No.:

E-Mail:

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.:

Name of Corporation:

Signature: By:

Title: Address:

**Vernon Township  
SUBMISSION FORM  
(Additional sheets may be used but please use item number)**

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

Maxwell J. Smith, Esq. - Municipal Prosecutor (see attached resume)

2. References and record of success of same or similar service:

Maxwell J. Smith, Esq., currently services as Municipal Prosecutor for Vernon Municipal Court.

**References:**

David Han - Business Partner; 2400 Lemoine Ave, Ste 204, Fort Lee NJ; dhan@hansmithlaw.com; 201-537-2422.

Brian Teucke - Friend; 6218 Oakridge Rd, Auburn NY; brian.d.teucke@gmail.com; 804-955-9950.

Timothy Profeta - Colleague; 1 Main St, P.O. Box 67, Newton NJ; tprofeta@mdsfirm.com; 862-268-1628.

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

The applicant's current service as the Township's Municipal Prosecutor provides direct familiarity with the specific jurisdiction, local procedures, and case management requirements. Additionally, the applicant has pre-existing professional relationships with members of the Township's Police Department, other local law enforcement agencies in the area, and the Township's court staff. His experience, institutional knowledge, and professional relationships support the applicant's ability to provide efficient and timely prosecutorial services.

4. Cost details, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months:

Bid - \$31,500 for a twelve (12) month contract, inclusive of all fees and expenses.

Firm: Han & Smith LLP

Date: January 5, 2026

Authorized Representative (Print): Maxwell J. Smith, Esq.

Signature:

A handwritten signature in dark ink, appearing to read 'Maxwell J. Smith', written over a horizontal line.

Title: Partner

Telephone #: (201) 537-2422

Fax #: (201) 589-2509

Email: [msmith@hansmithlaw.com](mailto:msmith@hansmithlaw.com)

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IF ELECTRONIC SUBMITTAL, UPLOAD THIS WITH RESPONSE

**NAME, COMPANY & ADDRESS:**

Chirag D Mehta, Esq.  
Law Offices of Chirag D. Mehta, LLC  
60 Washington Street Ste 200  
Morristown, NJ 07960

TO:

**QUALIFIED PURCHASING AGENT**  
Vernon Township  
21 Church Street  
Vernon, N.J.

RFP # 10-

Municipal Prosecutor  
2025(FILL IN

TITLE)



## **Vernon Township Submission Information**

1. Chirag D. Mehta, Esq. will perform the duties of municipal prosecutor for the Township of Vernon. If required, he would have an alternate that would act as his substitute for the rare chance he is unable to appear.  
Mr. Mehta has performed the duties of municipal prosecutor in numerous towns since 2018. Is currently the prosecutor of over 6 municipalities and is the Assistant Township Attorney in Belleville, New Jersey. He has served as municipal prosecutor in nearby Newton for over a year and has filled in a few times as prosecutor of Andover for Mr. Arbore. As municipal prosecutor he has handled thousands of cases while ensuring the municipality and the police force needs and concerns were addressed and protected. Mr. Mehta has conducted numerous traffic, criminal, and DWI trials, but always works to figure out a resolution prior to any trial that is acceptable to all parties so to avoid unnecessary trials and save court resources.
2. A) Sarah Thornberry- Randolph Township Court Administrator (former Morris Plains C.M.C.A)  
B) Yara Bossolt —Township of Belleville Court Administrator  
C) Nicole Fisher, Esq. -Township of Irvington Chief Municipal Prosecutor  
D) Madeline Zurick-Borough of Carteret Court Administrator
3. Mr. Mehta will be able to provide the services necessary as municipal prosecutor. He has an office in Morristown, New Jersey where he will perform any necessary prep work required in between court sessions. Mr. Mehta also has a paralegal which can assist him in any other task requested by the Township. Mr. Mehta is very familiar with how municipal court matters are resolved and will work with the court administrator to make sure matters are not unnecessarily delayed. Moreover, Mr. Mehta has been a defense attorney for almost twenty years and also is familiar with many of the attorneys that appear in municipal court throughout the county and will use that experience to make sure we advocate for the municipality and the possible victims to obtain the correct and just result.
4. The yearly rate for Mr. Mehta to perform the required services for the Township of Vernon would be \$36,000.

\*No political contributions to be included in Political Contribution Disclosure Form

\*Stock Holder Disclosure Form (LLC, Chirag D. Mehta, 99 Omaha Avenue, Rockaway, NJ, 07866)

# CHIRAG D. MEHTA. ESQ.

99 Omaha Avenue • Rockaway, NJ 07866 • (201) 207-9885 • Chirag@mycdmlaw.com

## BAR ADMISSION

Licensed in the State of New Jersey

Admitted to the US District Court for the District of New Jersey

## EXPERIENCE

**Law Offices of Chirag D. Mehta, LLC,** **Owner, February 2017-present**

- Represent both sellers and buyers in residential and commercial real estate closings
- Represent clients in Special Civil landlord/tenant, ejectment, and civil matters
- Represent clients in family court domestic violence final restraining order (FRO) hearings
- Advocate for clients in Municipal and Superior courts facing traffic and criminal charges.

**King Moench Hirniak, Mehta, & Collins, LLP**  
**(F.K.A. King & Petracca, LLP.)**  
**(F.K.A. King Moench Hirniak & Mehta, LLP)**

**Partner, July 2019-December 2021**  
**Of Counsel, November 2017-June 2019**

- Prepare and draft litigation documents in preparation for trial
- Consult with clients regarding purchasing and leasing of residential and commercial property
- Represent clients in Special Civil landlord/tenant, ejectment, and civil matters
- Handle criminal cases in Municipal and Superior Court
- Represent clients in Family Court restraining order hearings

**Buckley Madole, P.C.,**

**Associate, July 2015-December 2016**

- Collaborate with firm management regarding procedures utilized in the firm's foreclosure practice, including steps in the process, documents, local filing requirements and judicial tendencies
- Utilize ECourts in filing and reviewing documents
- Manage a portfolio of foreclosure matters statewide
- Draft pleadings, motions, orders, memoranda, letters and other documents
- Attend trials, hearings, settlement conferences and other appearances

**Goodson Law Offices**

**Consultant, 2014-2015**

- Represented clients on foreclosure actions
- Handled PIP arbitration matters

**Tormey Law Firm**

**Associate, 2014**

- Handled client intake and initial phone consultations
- Represented clients on criminal and traffic matters in municipal and superior courts

**Bhatt Law Group**

**Associate, 2008-2013**

- Managed office and scheduling for the office
- Represented clients on criminal and traffic matters in municipal and superior courts

**Timothy R. Smith and Associates**

**Associate, 2006-2008**

- Represented clients in union (NJEA and Police) hearings
- Managed a caseload of criminal, municipal, and civil cases from inception to resolution

## **EDUCATION**

**City University of New York School of Law, Queens, NY**

***Jurist Doctor*, May 2005**

- Public Interest Fellowship award: Summer 2004

**University of Massachusetts, Amherst, Amherst, MA**

***B.A., Cum Laude*, May 2001**

**Double Major: Political Science and Legal Studies**

- Study Abroad: Warwick University, Coventry, England, September 1999–June 2000

## **PROFESSIONAL APPOINTMENTS**

- Municipal Prosecutor for the Township of Newton, Green and Fredon
- Municipal Prosecutor/Assistant Township Attorney for the Township of Belleville
- Municipal Prosecutor for the Borough of Carteret
- Municipal Prosecutor for the City of New Brunswick
- Municipal Prosecutor for the Township of Irvington
- Municipal Prosecutor for Franklin Township
- Alternate Municipal Prosecutor for the Borough of Roseland (2025 to present)
- Alternate Municipal Prosecutor for the Township of Livingston (2020 to present)
- Alternate Municipal Prosecutor for the Township of Franklin Sussex County (2023 to present)
- Alternate Municipal Prosecutor for the Township of Hanover (2023 to present)
- Municipal Prosecutor for the Borough of Morris Plains (2019-2025)
- Assistant City Attorney for the City of Orange Township (2019-2021)
- Municipal Prosecutor for the Brough of Middlesex (2020-2021)

## **LANGUAGE SKILLS AND MEMBERSHIPS**

Proficient in Gujarati (Indian)

Above average Spanish communication ability

Board of Members at the East Orange Y

Morris County Bar Association

New Jersey State Bar Association and member of Solo/Small Firm practice and Municipal Court sections

South Asian Bar Association of New Jersey

NAACP local legal counsel

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IMPORTANT-SEALED SUBMISSION ENCLOSED

IF ELECTRONIC SUBMITTAL, UPLOAD THIS WITH RESPONSE

NAME, COMPANY & ADDRESS:

The Law Office of John C. Grey  
3125 Route 10 East, Suite 2C  
Denville, NJ 07834

TO:

**QUALIFIED PURCHASING AGENT**

Vernon Township  
21 Church Street  
Vernon, N.J.

RFP # 10-2025

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2025(FILL IN

TITLE)

Vernon Public Defender

**Vernon Township PROFESSIONAL SERVICE ENTITY INFORMATION FORM**

**If the Professional Service Entity is an INDIVIDUAL, sign name and give the following information:**

Name: *John C. Grey Jr.*  
Address: *3125 Route 10 East, Suite 2C, Denville, NJ 07834*  
Telephone No.: *(201) 317-3973*  
Fax No.: *973-201-1361* E-Mail: *John@GreyLawOffice.com*

**If individual has a TRADE NAME, give such trade name:**

Trading As: Telephone No.:

\*\*\*\*\*  
\*\*\*\*\*

**If the Professional Service Entity is a PARTNERSHIP, give the following information:**

Name of Partners:

Firm Name:

Address:

Telephone No.:

Fax No.:

E-Mail:

**Vernon Township  
SUBMISSION FORM**

**(Additional sheets may be used but please use item number)**

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

John C. Grey Jr. ESO  
Resume Attached

2. References and record of success of same or similar service:

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

Very familiar w/ staff  
current PD for past two years

4. Cost details, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months:

\$ 850.00 month

Firm: The Law Office of John Grey Date: 12/23/25

Authorized Representative (Print): John C. Grey

Signature: John C. Grey

Title: Owner

Telephone #: 201-317-3973

Fax #: 973-201-1361

Email: John @ GreyLawOffice.com





# WORLD

## Professional Insurance Associates A Division of World Insurance Associates, LLC

### RESPONSE TO: REQUEST FOR PROPOSALS (RFP)



Sussex County, New Jersey

### HEALTH BENEFITS CONSULTANT

---

**James V. Gardella**  
Division Leader

**Chuck Cavadini**  
Division President

---

Don Sciolaro  
Senior Account Manager  
Public Entity Division  
Telephone 201 | 559 | 8139 Direct  
Email donaldsciolaro@worldinsurance.com

---

Frank Covelli  
Senior Vice President - Managing Director  
Public Sector Insurance & Risk Services  
Telephone 201 | 559 | 8134 Direct  
Alternate 201 | 741 | 8676 Cell  
Email frankcovelli@worldinsurance.com

---

Renee Gear  
Public Entity, Claims & Underwriting Associate  
Telephone 201 | 438 | 7500 x470  
Email reneegear@worldinsurance.com

# PIA Security Programs

A Division of World Insurance Associates, LLC

Ms. Tina Kraus  
Township Administrator  
Township of Vernon  
21 Church Street  
Vernon, NJ 07462

## TOWNSHIP OF VERNON REQUEST FOR PROPOSALS (RFP) – HEALTH BENEFITS CONSULTANT

Dear Tina:

We are pleased to respond to "Request for Proposals" for the position of **Health Benefits Consultant** for Calendar Year 2026.

Specifically, we are submitting our credentials for consulting services, including, but not limited to:

### HEALTH BENEFIT COVERAGES

Medical  
Prescription  
Vision/Dental (as applicable)  
Short Term Disability

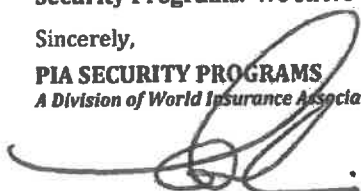
*We at PIA Security Programs are most proud of a milestone accomplished in 2025, whereby almost 600 Local Government Employees, where we serve as the Health Benefits Consultant, chose a lower cost health plan with significant savings, in many cases, choosing a High-Deductible Plan and benefiting from the tax advantages associated with a Health Savings Account (HSA). In total, those Public Employers saved in excess of \$1 million and their Employees saved between 20% and 45% in contribution costs. Those statistics are in the last 18 months!*

We appreciate the opportunity to be considered for this important position and formally submit our credentials and proposal to you and the Governing Body in response to the Public Notice and procurement documents promulgated by the Municipality. Our proposal submission seeks approval by the Governing Body in accordance with the process set forth by P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.271) N.J.S.A.19:44A-20.4 et seq.

We at PIA Security Programs are extremely dedicated to the consulting and analytical services we provide our clients and are proud to be among the top regional firms providing such services to Municipalities, School Boards and Public Authorities, statewide. Naturally, we are always available to meet with you and/or the Governing Body to answer any questions related to our Proposal. Again, thank you for considering PIA Security Programs. We strive to be deserving of your trust and confidence.

Sincerely,

**PIA SECURITY PROGRAMS**  
A Division of World Insurance Associates, LLC

  
**Frank Covelli**  
Senior Vice President - Managing Director  
Public Sector Insurance & Risk Services  
FC:Aa  
Enclosure(s)

**PROFESSIONAL  
INSURANCE ASSOCIATES**

A Division of World Insurance  
Associates, LLC

429 Hackensack Street  
Carlstadt, NJ 07072

201-439-7100

[www.pia-nj.com](http://www.pia-nj.com)



**VERNON  
TOWNSHIP**

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# TOWNSHIP OF VERNON

Sussex County, New Jersey

## REQUEST FOR PROPOSALS (RFP)

### GENERAL INFORMATION

#### STATEMENT FOR HEALTH BENEFITS CONSULTANT

#### DATE OF SUBMISSION

January 5, 2026

#### SUBMITTING FIRM

**Professional Insurance Associates,  
A Division of World Insurance Associates, LLC**  
429 Hackensack Street  
Carlstadt, NJ 07072  
Telephone: 201/ 438-7500  
Facsimile: 201/ 438- 8781

#### CONTACTS

**Frank Covelli**  
Senior Vice President - Managing Director  
Public Sector Insurance & Risk Services  
Telephone: 201 | 559 | 8134 Direct  
Alternate: 201 | 741 | 8676 Cell  
Email: [frankcovelli@worldinsurance.com](mailto:frankcovelli@worldinsurance.com)

**Don Sciolaro**  
Senior Account Manager  
Public Entity Division  
Telephone: 201 | 559 | 8139  
Alternate: 201 | 394 | 8801  
Email: [donaldsciolaro@worldinsurance.com](mailto:donaldsciolaro@worldinsurance.com)

**Asli Alici**  
Administrative Assistant  
Public Entity Division  
Telephone: 201 | 935 | 8900  
Ext. 507  
Email: [aslialici@worldinsurance.com](mailto:aslialici@worldinsurance.com)

#### CORPORATE STRUCTURE

Professional Insurance Associates is a wholly owned subsidiary of World Insurance Associates, LLC, with corporate offices located in Iselin, New Jersey. PIA continues to maintain offices at its original location of over 50 years in Carlstadt, NJ.

#### CORPORATE JUDGEMENTS/BANKRUPTCY

The firm is not now nor ever been in bankruptcy or re-organization proceedings, nor have there been any Judgements.

#### FULLY LICENSED

World Insurance Associates, LLC is fully licensed through the NJ Department of Banking & Insurance (NJDOBI) in the disciplines of Property & Casualty, Accident, Health or Sickness, Personal Lines and Life. The applicable Licenses are included and in good standing.



## REQUEST FOR PROPOSALS (RFP)

### TOWNSHIP OF VERNON

Sussex County, New Jersey

Page 2

## CORPORATE HISTORY

In 1957, the DAG Agency was formed in Carlstadt, NJ by our Founder, Victor M. Gardella, the father of our current President, James V. Gardella. Within several years, Victor was building a successful full-service property and casualty insurance agency and parted with his two partners and renamed the business, Professional Insurance Associates. By 1978, PIA Security Programs was added to deliver financial/welfare programs and services, including, Employee Health Benefits, Life Insurance, Business Continuity Planning, Employee Benefit Planning and Retirement Planning. The hiring and retaining of quality professionals served to steadily grow our business into one of the largest full-service insurance agencies in the region.

The Public Entity Department was led by Victor until 1997, when Frank Covelli was hired to manage and expand the growing public entity sector business. Today, we have a team of six (6) full-time experienced professionals specifically dedicated to serving our public entity clients. Our Public Entity Department services over Fifty (50) public entities spanning Six (6) counties. Our commitment to providing the best service possible to our Public Sector clients is second to none and is evidenced by the duration of our relationships, with almost *one-half* of our Public Entity clients having been with us 20 to 30 years and one Municipality over 60 years.

In March of 2019, Professional Insurance Associates announced its merger with World Insurance Associates, LLC. The merger joins two client- focused companies, well-positioned to provide greater "value-added" services, products and resources for the benefit of our combined client-base.

Make no mistake, the **guided** Principles of our founder, Victor M. Gardella, have been, and continue to be, at the core of PIA's proud and successful tenure of over 62 years.

## QUALIFICATIONS/EXPERIENCE

PIA has over 60 years' experience as a Risk Management Consultant to public entities in New Jersey. We offer our Public Entity Clients over 200 years of cumulative experience through our dedicated team of highly trained professionals; committed to meeting the needs and objectives of our public entity clientele in both Property and Casualty, as well as Employee Health Benefits.

Prior to joining PIA, Frank Covelli served as a Fund Commissioner to the Morris County JIF during his tenure as a Township Administrator and later, served as an Account Manager to four (4) regional Property & Casualty JIF's, one (1) statewide Environmental Liability JIF and two (2) regional Health Insurance Funds (HIF's) in NJ.

Risk and Insurance cross all Municipal Departments and no task is too small or too large for us to tackle with our clients. The service we provide is second to none and in fact sets us apart from our peers and competitors. We view our job as an extension of Administration, Finance and Human Resources and as a valuable resource for DPW, Police, Recreation Departments, and our Emergency Service Volunteers.

We currently serve as the RMC and/or Health Benefits Consultant to over 50 Public Entities in northern New Jersey spanning Bergen, Camden, Morris, Bergen, Somerset & Sussex Counties. PIA is recognized as one of the Top Tier Risk Managers to Public Entities, statewide. Our service and responsiveness is the cornerstone to our long-term relationships with our Public Entity clients.

PIA routinely offers recommendations to the Insurance Program (both Property & Casualty AND Employee Health Benefits), which result in greater insurance coverage and/or reduced cost to the Municipality and its related entities.

Both PIA and World Insurance Associates have extensive relationships with a number of commercial carriers specializing in Employee Health Benefits and those Property and Casualty coverages not provided by the JIF.

## REQUEST FOR PROPOSALS (RFP)

### TOWNSHIP OF VERNON

Sussex County, New Jersey

Page 3

## QUALIFICATIONS/EXPERIENCE (continued)

### CERTIFICATIONS & ACCOMPLISHMENTS

- The firm is among a select handful Statewide, chosen to provide Employment Practices/Public Officials Liability (EPL/POL) training to Managers and Supervisors and also to provide Anti-Harassment / No Tolerance training for non-managerial personnel. The firm enjoys a long-standing presence in both public sector insurance needs and in the communities of northern New Jersey.
- Accreditation - MEL Accredited Risk Manager Program.
- Associate Member - Bergen County Police Chiefs Association (BCPCA)
- Associate Member - Bergen County 200 Club
- Advisory Committee Member – NJ Public Risk Management Association (NJ PRIMA)
- A longstanding local presence with a proud history of serving and investing in our communities:

Carlstadt Little League  
Saddle River HS Sideline Club  
Saddle River Junior Football  
Athletic Sponsorships  
Education Foundations  
Bergen County Police Chiefs Association

The V Foundation  
Boys & Girls Clubs  
Rutherford Little League  
Scholarship Funds  
Bergen County 200 Club

Hackensack Univ. Medical Ctr.  
The Lions Club  
Chambers of Commerce  
Rotary International  
Recreation Foundation

## COMPENSATION

For the position of **HEALTH BENEFITS CONSULTANT**, as it relates to coverages attained through the Municipality's Membership in the **NORTH JERSEY MUNICIPAL EMPLOYEE BENEFITS FUND (NJHIF)**

For Services provided for assisting in the administration and oversight of the Employee Health Benefits Program and also providing claims assistance and client advocate services to both active employees and retirees, the Consultant shall receive as full remuneration, a fixed fee of **\$50,200** annually, invoiced quarterly by the Consultant. There shall be no remuneration paid as a Commission or in any other manner by the Fund to the Consultant.

### For all Other Insurance Coverages

For all other coverages authorized by the Municipality, including but not limited to: Accident & Health, Disability, Group Dental, Group Life, etc. the Consultant shall receive, as full compensation, the normal brokerage commissions paid by the insurance company/carrier.

### Termination:

Either party may cancel the Agreement at any time by mailing to the other, written notice calling for termination at any time not less than ninety (90) days thereafter. Fees shall be pro-rated to the date of termination.

## PIA PUBLIC ENTITY SERVICE TEAM

- PIA's PUBLIC ENTITY SERVICE TEAM IS ATTACHED AS A SEPARATE DOCUMENT WITHIN THE RFP PACKET

## INSURANCE COVERAGES

As a Professional Services company dedicated to Public Entity clientele, we maintain:

- NJ Business Registration Form (*in good standing and included*)
- NJ Affirmative Action Certification (approval through 2025 and included)
- Provides at its own cost and expense, the following Insurance coverages (As attached or evidenced accordingly):
  - ✓ **Workers Compensation:**  
NJ Statutory Limits ==> \$1,000,000 - Employers Liability.
  - ✓ **General Liability:**  
Limit of Liability ==> \$2,000,000 per Occurrence; \$4,000,000. Aggregate
  - ✓ **Crime:**  
NJ Statutory Limits ==> \$2,000,000 - Employers Liability.
  - ✓ **Automobile:**  
Limit of Liability ==> \$2,000,000. CSL (non-owned and hired autos)
  - ✓ **Excess (Umbrella) Liability:**  
Limit of Liability ==> \$10,000,000 per Occurrence; \$10,000,000. Aggregate
  - ✓ **Professional Liability (E&O):**  
Limit of Liability ==> \$10,000,000 Occurrence/\$10,000,000. Aggregate
  - ✓ **Employment Practices Liability (EPL)**  
Limit of Liability ==> \$5,000,000 Occurrence/Aggregate (Attached)

The Municipality would be named as an "Additional Insured" on the policies (whenever possible), with the Certificate of Insurance reflecting such.



WORLD



# **SCOPE OF SERVICES**

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## **HEALTH BENEFITS CONSULTANT**

## SCOPE OF SERVICES HEALTH BENEFITS CONSULTANT

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### **MISSION STATEMENT**

We strive to excel in the unique and often complex needs of each individual client. To achieve our goal of unparalleled service to our public entity clientele, our highly trained staff has at its core:

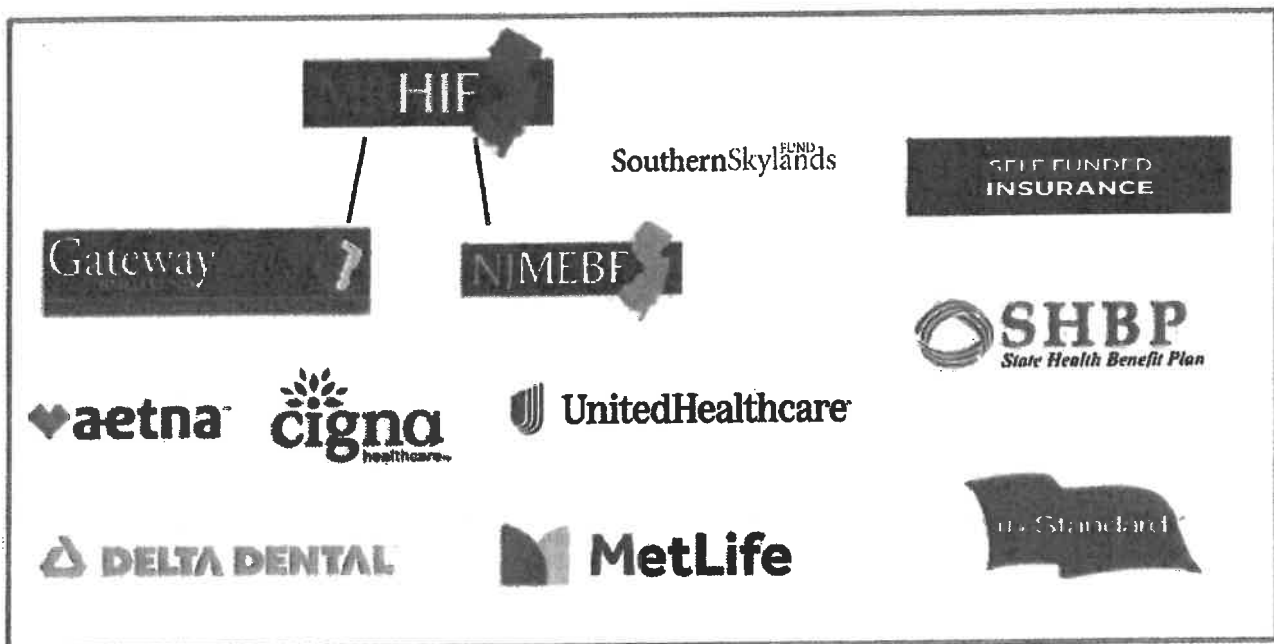
- A foundation of collective experience that spans over 150 years and melds Property & Casualty and Employee Benefits with Municipal Governance to achieve the best outcome for our Clients.
  - We have invested significant resources in the systems and software necessary to effectively track, disseminate, model and analyze data as a foundation to provide reliable and accurate insight that achieves superior consulting services.
  - A thorough knowledge and understanding of Public Entity Insurance and all applicable ancillary coverages.
- 

- A) We routinely perform an evaluation of those coverages in accordance with established and recognized principles within the industry.
- B) PIA Security Programs is skilled and knowledgeable in the various forms of delivery systems available to deliver Employee Health Benefits, including:
- Health Insurance Funds, (such as BMED, North Jersey HIF)
  - The State Health Benefits Program (SHBP)
  - Partially Self-Funded Programs (utilizing a TPA, such as IDA, UMR, etc.)
  - Fully-Insured, Premium-Based Programs, (such as Horizon Blue Cross Direct, Aetna, etc.)
- C) Provide consulting services relative to changes in Federal and State law/regulation that impact the delivery of the Employee Benefits Program and/or the financial impact thereof. Examples include:
- COBRA
  - Affordable Care Act (ACA)
  - P.L. 2, Chapter 78 Public Employee Health Benefit Contributions
- D) In any Employee Health Benefits Program, employees, dependents and retirees (as applicable) will undoubtedly have coverage questions and claims issues. Our Claims Specialist will assist covered employees/dependents and retirees with claims issues and serve as their Advocate. These services include:
- Understanding and explaining the Explanation of Benefits (EOB) and how a Provider service/procedure was processed by the Insurance Carrier
  - Assist in negotiating Balance Bill charges above UCR
  - Submit Pre-Determination of Coverage to the insurance carrier to confirm the expected reimbursement on a planned procedure with an Out of Network Provider
  - Advise Members on Medicare Coverage Guidelines, Coordination of Benefits, Open Enrollment and Medicare as the Secondary Payer Rules
  - Assist in the preparation and submission of a Claim Appeal
  - Provide analysis on specific health insurance needs/assist a member in the selection of a Plan Design Offering
- E) Perform due diligence in researching the marketplace for alternative methods of financing the delivery of the Employee Health Benefits Program and provide recommendations to improve coverage and/or reduce cost to the Municipality.
- F) Work with the Municipality in identifying and constructing plan design change(s) and/or alternate plan design(s) for the purpose of containing or reducing cost relative to the Employee Health Benefits Program, as needed.

- G) Aid the Municipality with respect to negotiating and communicating benefit design and benefit levels with employees and/or bargaining units. Conduct employee meetings, as applicable.
- H) Provide technical support for Grievance Hearings/Proceedings that may be filed by a collective bargaining unit, as it relates to the Employee Health Benefits Program and, if necessary, attend grievance hearings/proceedings within the Municipality or at the NJ Public Employee Relations Commission (PERC) level, as applicable.
- I) Prepare or assist the Municipality in the preparation and/or supply of underwriting data, applications, claims data, census information, historical information, etc., as required by the commercial carriers, third party administrators (TPA) or Health Insurance Fund (HIF), or SHBP as needed or may be applicable.
- J) Prepare and present comparative reports for the Mayor & Council outlining the operation and financial performance of the employee health benefits program as appropriate and applicable.
- K) Communicate all important (deadline) dates to the Municipality to avoid surcharges and/or lapses in coverage(s) and ensure compliance with all program management directives.
- L) Review the premiums and/or assessments (as applicable) related to the Municipality's Employee Benefits Program and;
- Negotiate renewal with the Carrier most favorable to the Municipality.
  - Analyze Claims Data-> to determine areas of high usage-> to develop strategies to reduce utilization/cost.
- M) Assist in the preparation of the Municipality's Annual Employee Benefits Insurance Budget.

*We keep good company through the Carriers and the Programs we work with on behalf of our clients:*

**THE MAJOR ENTITIES INVOLVED IN DELIVERING PUBLIC SECTOR HEALTHCARE IN NEW JERSEY AND THE NATION**



Signature of authorized agent:

\*\*\*\*\*  
\*\*\*\*\*

**If the Professional Service Entity is INCORPORATED, give the following information:**

State under whose laws incorporated: NJ

Location of principal office: 100 Wood Avenue S, 4th Fl, Iselin, NJ 08830

Telephone No.: 201-438-7500

Fax No.:

E-Mail: frankcovelli@worldinsurance.com

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: Frank Covelli

Name of Corporation: Professional Insurance Associates, A Division of World Insurance Associates, LLC

Signature: By:



Title: Address: 429 Hackensack St, Carlstadt, NJ 07072

Senior VP - Managing Director

**Vernon Township  
SUBMISSION FORM  
(Additional sheets may be used but please use item number)**

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

For more information on the professionals on our team and the work that we have performed, please refer to the following pages in the titled sections of this Proposal:

Scope of Services - Pages 8-10

Value Added Services - Pages 11-13

Our Team - Pages 14-22

2. References and record of success of same or similar service:

References listed on Page 24

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

Please refer to our Scope of Services (Pages 8-10)

4. Cost details, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months:

For remuneration, please refer to Page 6

Firm: PIA/WORLD

Date: 1/5/2026

Authorized Representative (Print): Frank Covelli

Signature:

A handwritten signature in black ink, appearing to be 'Frank Covelli', written over a horizontal line.

Title: Senior VP

Telephone #: 201-438-7500

Fax #:

Email: frankcovelli@worldinsurance.com



## APPRAISAL SYSTEMS, INC.

**MORRISTOWN OFFICE**  
264 SOUTH STREET  
BUILDING 2, SUITE 1B  
MORRISTOWN, NJ 07960  
PHONE: (973) 386-1111

**GLEN ROCK OFFICE**  
139 HARRISTOWN ROAD  
SUITE 103  
GLEN ROCK, NJ 07452  
PHONE: (201) 493-8530

December 10, 2025

The Township of Vernon  
Ms. Kristen Umansky, Tax Assessor  
21 Church Street  
Vernon, NJ 07462

**Re: 2026 Professional Services Proposal for Tax Appeal Assistance**

Dear Ms. Umansky:

In response to your email of December 10, 2025, requesting our Professional Services Proposal to assist the Township with their Appraisal needs in Calendar Year 2026, please find enclosed the necessary Pay to Play Forms and our 2026 Rate Schedule.

Please note that we are submitting the proposal under **Appraisal Systems, Inc.** instead of Associated Appraisal Group. Both companies are 100% owned by myself, but over the course of this year, I will be phasing out Associated Appraisal Group. Darren Raymond, MAI, SCGREA would continue to work with the Township under Appraisal Systems, Inc. The billing and remit to address would be changed to Appraisal Systems, Inc. at our Morristown address.

Both Appraisal System's Inc and Associated Appraisal Group's main office is in Morristown, and the previous Fair Lawn office was moved to the Glen Rock office (addresses are listed on the top of this letterhead).

If you require anything further, please let me or Darren know. If this proposal is acceptable to you, please let us know in writing. We look forward to working with you again.

Respectfully submitted,  
**APPRAISAL SYSTEMS, INC.**

Ernest F. Del Guercio, Jr., SCGREA, CTA  
President





## HOURLY RATES and CHARGES

Appraisal Systems, Inc. shall assist the Municipality by providing an expert witness at the County Tax Board and State Tax Court level. Services include negotiation, preliminary analysis, conferences, complete appraisal reports, preparation of exhibits and expert testimony.

### COUNTY TAX BOARD APPRAISAL SERVICES:

Class 2 Properties—Comparable Sales Analysis	\$200 / case
Class 4A, 4B, & 4C Properties	Fees to be determined on a case-by-case basis
Testimony, Meetings, Conferences, Depositions, etc.	\$150 / hour

### STATE TAX COURT APPRAISAL SERVICES:

Appraisal reports will be prepared in conformity with the Uniform Standards of Professional Appraisal Practice. All three approaches to value will be considered and none will be excluded without a detailed discussion.

Our fees for providing the services is based on the hourly rates as follows:

Consulting Services & Preliminary Analysis	\$150 / hour
Testimony, Meetings, Conferences, Depositions, etc.	\$150 / hour

### PREPARATION OF COMPLETE APPRAISAL REPORTS:

Class 2 Properties	\$1,500 - \$3,500
Class 4A, 4B & 4C Properties	\$3,500 - \$10,000
Class 1 & Special Purpose Properties	Fees to be determined on a case-by-case basis



**TOWNSHIP OF VERNON**

**ORDINANCE #26-01**

**CALENDAR YEAR 2026**

**MODEL ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION  
LIMITS AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Township of Vernon in the County of Sussex finds it advisable and necessary to increase its CY 2026 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the governing body hereby determines that a 1.5% increase in the budget for said year, amounting to \$318,882.66 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the governing body hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Township of Vernon, in the County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2026 budget year, the final appropriations of the Township of Vernon shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$744,059.54, and that the CY 2026 municipal budget for the Township of Vernon be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

## **TOWNSHIP OF VERNON**

### **ORDINANCE # 26-02**

#### **ORDINANCE OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, STATE OF NEW JERSEY, RELEASING, EXTINGUISHING AND VACATING THE RIGHTS OF THE PUBLIC IN A PORTION OF BLOCK 436, LOT 22, BURGHER ROAD.**

WHEREAS, there exists within the Township of Vernon an unimproved paper street and/or portion of an unimproved paper street known as Burgher Road and as shown on the Official Tax Map of the Township of Vernon as a 77' long section, twenty 20' in width, consisting of 1,540 square feet, between Block 436, Lot 22 and Block 438, Lot 1, both properties are under common ownership The above unimproved street shall hereinafter be collectively referred to as the "Street to be Vacated."

WHEREAS, the Street to be Vacated serves no public purpose, requires unwarranted maintenance costs by the Township of Vernon, and needs to be vacated; and

WHEREAS, the entirety of the Street to be Vacated is neither open to the public for the purposes of vehicular traffic nor publicly maintained as a street; therefore, this vacation ordinance is not subject to review by the Commissioner of the New Jersey Department of Transportation with regard to the traffic regulations thereon pursuant to N.J.S.A. 39:4-8; and

WHEREAS, N.J.S.A. 40:67-1(b) and N.J.S.A. 40:67-19 empowers the governing body of a municipality to make, amend, repeal and enforce ordinances to vacate any public street, including the vacation of any portion of any public street, and to vacate any street, or any part thereof, dedicated to public use but not accepted by the municipality, whether or not the same, or any part, has been actually opened or improved; and

WHEREAS, the Township Council of the Township of Vernon has considered evidence and concluded that the Street to be Vacated is not needed by the general public as a public thoroughfare and lends itself to higher and better uses than as and for a public thoroughfare and for use by the general public, and that the public interest will best be served by abandoning, vacating, releasing and extinguishing any and all public rights which the Township may have in and to the Street to be Vacated; and

WHEREAS, title to the Street to be Vacated shall be apportioned to adjacent property owners, if any, in accordance with law.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Township Council of the Township of Vernon, in the County of Sussex, and State of New Jersey, that:

SECTION 1. Subject to the conditions set forth herein, the rights of the public in and to the Street to be Vacated, as more particularly delineated in Schedules “A” and “B”) attached hereto, are hereby released, extinguished and vacated.

SECTION 2. Title to the Street to be Vacated shall be apportioned to adjacent property owners, if any, in accordance with law.

SECTION 3. Pursuant to N.J.S.A. 40:67-1(b), all public easements, rights and interests to the Street to be Vacated, as more particularly delineated in Schedules “A” and “B” attached hereto, are hereby vacated, released and extinguished except for said easements and rights specifically set forth herein and except for all rights and privileges now possessed by public utilities, as defined in N.J.S.A. 48:2-13, and by any Cable Television Company, as defined in the “Cable Television Act,” N.J.S.A. 48:5A1, et seq., to maintain, repair and replace their existing facilities in, adjacent to, over or under the Street, or any part thereof, to be vacated.

SECTION 4. Pursuant to N.J.S.A. 40:67-21, the Township Clerk shall, within sixty (60) days after this ordinance becomes effective, file a copy of this ordinance, certified by her, under the seal of the Township of Vernon, to be a true copy of such ordinance, together with a copy of proof of publication, if publication be required, in the office where conveyances of lands are recorded in Sussex County and such certified copy shall be recorded in a book with proper index to be provided for the purpose and entitled "Vacation."

SECTION 5. After introduction, this Ordinance shall be referred to the Planning Board of the Township of Vernon for review and comment pursuant to N.J.S.A. 40:55D-26, -32, and -33, since vacation of a public street or portion thereof constitutes a change to the official map of the Township of Vernon, County of Sussex, and the closing of a public street, albeit paper unimproved street.

SECTION 6. At least seven (7) days prior to the time fixed for the consideration of this Ordinance for final passage, a copy of this Ordinance, together with a notice of its introduction and the time and place when and where the Ordinance will be further considered for final passage, shall be given by the Township Clerk to the owners of all real property whose lands may be affected by this Ordinance or any assessment which may be made in pursuance thereof, so far as the same may be ascertained, directed to his last known post-office address. At least ten (10) days prior to the time fixed for the consideration of this Ordinance for final passage, a copy of this Ordinance, together with a notice of its introduction and the time and place when and where the Ordinance will be further considered for final passage, shall be published at least once in a newspaper published and circulated in the Township of Vernon. This is the notice required by N.J.S.A. 40:67-19 and N.J.S.A. 40:49-6.

SECTION 7. If any article, section, subsection, paragraph, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

SECTION 8. All ordinances or parts of ordinances inconsistent herewith are hereby repealed as to such inconsistencies.

SECTION 9. This Ordinance shall take effect upon final publication as provided by law.

ATTEST:

TOWNSHIP OF VERNON

\_\_\_\_\_  
Marcy Gianattasio, RMC  
Township Clerk

By \_\_\_\_\_  
Anthony L. Rossi  
MAYOR

**INTRODUCED:**

**ADOPTED:**

**APPROVED:**





## HAROLD E. PELLOW & ASSOCIATES, INC.

CONSULTING ENGINEERS • PLANNERS • LAND SURVEYORS  
ESTABLISHED 1969

**HAROLD E. PELLOW, PRESIDENT**  
*2022 Distinguished Engineering Service Award  
from the NJ Society of Professional Engineers*  
NJ – P.E. & L.S., NJ – P.P., NJ – C.M.E.

**ANN PELLOW WAGNER**  
NJ – C.L.A., VA – C.L.A., PA – C.L.A.  
(5/26/84 – 7/27/89)

**DAVID B. SIMMONS, JR., VICE PRESIDENT**  
NJ – P.E. & L.S., NJ – P.P., NJ – C.M.E.  
NY – P.E. & L.S., PA – P.E. & L.S.

**CORY L. STONER, EXEC. VICE PRESIDENT**  
NJ – P.E., NJ – P.P., NJ – C.M.E.

**MATTHEW J. MORRIS**  
NJ – L.L.A., NJ – P.P.

**THOMAS G. KNUTELSKY, ASSOCIATE**  
NJ – P.E., NJ – P.P.

October 23, 2025

**VIA E-MAIL**

**MEMORANDUM TO:** Mr. Anthony Rossi, Vernon Township Mayor

**FROM:** Cory L. Stoner, P.E., C.M.E., Township Engineer

**SUBJECT:** Proposed Vacation of a Portion of Burgher Road  
Vernon Township, Sussex County  
HPA No. 25-439

Dear Mr. Rossi:

Attached please find the plan and description for the vacation of a portion of Burgher Road in the Lake Wanda section of Vernon Township. The land to be vacated is a 77 foot long section of the right-of-way for Burgher Road. The right-of-way to be vacated is 20 feet in length is located at the end of Burgher Road and lies between the Block 436 Lot 22 and Block 438 Lot 1 properties that are currently under common ownership. Once this right-of-way is vacated, the Township will no longer have rights to this land and ownership will then commonly be absorbed into each of the lots to the east and west of the right-of-way land area.

The vacation of the portion of Burgher Road right-of-way will need to be approved by the Township Council by ordinance with a vacation deed being filed in the Sussex County Clerk's office after formal adoption of said ordinance.

If you have any questions regarding this vacation, please feel free to contact me directly.

Very truly yours,

Cory L. Stoner, P.E., C.M.E.  
**HAROLD E. PELLOW & ASSOCIATES, INC.**  
Vernon Township Engineer

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Enclosures – Vacation Map & Description

cc: VIA E-MAIL  
Marcy Gianattasio, Vernon Township Municipal Clerk

HAROLD E. PELLOW & ASSOCIATES, INC.  
Consulting Engineers, Planners & Land Surveyors  
17 PLAINS ROAD  
AUGUSTA, NEW JERSEY 07822-2009

DAVID B. SIMMONS, JR.  
NJ PROFESSIONAL ENGINEER &  
LAND SURVEYOR #24GB02783100

PHONE: (973) 948-6463  
FAX: (973) 948-2916  
[dsimmons@hpellow.com](mailto:dsimmons@hpellow.com)

**SCHEDULE "A"**

**DESCRIPTION OF PROPOSED  
VACATION OF A PORTION OF  
BURGHER ROAD  
VERNON TOWNSHIP, SUSSEX COUNTY, NEW JERSEY**

All that certain tract or parcel of land and premises situate, lying and being in the Township of Vernon, County of Sussex, and the State of New Jersey.

BUTTED, BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING at a point on the westerly right-of-way line of Burgher Road (20 feet wide) and the first corner of the first tract of land as described in Deed Book 10324, Page 648 etc., filed July 23, 2024, in the Sussex County Clerk's Office in Newton, New Jersey; thence running from said beginning:

- 1) Along the westerly right-of-way line of said Burgher Road (20 feet wide) and partially along the sixth course of said Deed Book 10324, Page 648, etc., but in a reverse direction, North 09 degrees 36 minutes 00 seconds East 2.02 feet to a point, thence;
- 2) By a new line through the right-of-way of said Burgher Road, South 73 degrees 00 minutes 00 seconds East 20.26 feet to a point in the easterly right-of-way line of said Burgher Road and the second corner of the second tract of land as described in Deed Book 10310, Page 943 etc., filed May 06, 2024, in the Sussex County Clerk's Office in Newton, New Jersey; thence;
- 3) Along the easterly right-of-way line of said Burgher Road and along the first course of the second tract of said Deed Book 10310, Page 943, etc., but in a reverse direction, South 17 degrees 00 minutes 00 seconds West 77.00 feet to a point in the easterly right-of-way line of said Burger Road and to the first corner of the second tract of land as described in said Deed Book 10310, Page 943, etc., thence;
- 4) By a new line through the right-of-way of said Burgher Road, North 73 degrees 00 minutes 00 seconds West 20.00 feet to a point in the westerly right-of-way line of said Burgher Road, thence;
- 5) Along the westerly right of way line of said Burgher Road and partially along the first course of said Deed Book 10324, Page 648, etc., but in a reverse direction, North 17 degrees 00 minutes 00 seconds East 75.00 feet to the point and place of beginning.

Containing 1,540 SF  $\pm$  of land, be the same more or less.

Subject to the rights of any utilities or easements of record, should any exist.

**HAROLD E. PELLOW & ASSOCIATES, INC.**  
*Consulting Engineers, Planners & Land Surveyors*  
17 PLAINS ROAD  
AUGUSTA, NEW JERSEY 07822-2009

HAROLD E. PELLOW  
NJ PROFESSIONAL ENGINEER &  
LAND SURVEYOR #24GB02783100

PHONE: (973) 948-6463  
FAX: (973) 948-2916  
[hpellow@hpellow.com](mailto:hpellow@hpellow.com)

Subject to such state of facts that an accurate survey may reveal.

The area to be vacated is shown on Attachment "B" – "Proposed Vacation of a Portion of Burgher Road (20' Wide), Vernon Township, Sussex County, New Jersey, Vacation Plan", prepared by Harold E. Pellow & Associates, Inc., David B. Simmons, Jr., P.E. & L.S., dated October 2025.

This description written October 13, 2025 by Harold E Pellow & Associates, Inc., Consulting Engineers, 17 Plains Road, Augusta, New Jersey 07822-2009.



David B. Simmons, Jr., P.E., L.S., P.P., C.M.E.  
New Jersey Professional Engineer and Land Surveyor #24GB02783100  
Certificate of Authorization No. 24GA27959300



**TOWNSHIP OF VERNON**

**ORDINANCE #26-03**

**ORDINANCE EXTENDING LEASE AGREEMENT BETWEEN THE VERNON TOWNSHIP BOARD OF EDUCATION AND THE TOWNSHIP OF VERNON, AND SUB-LEASE AGREEMENT BETWEEN THE TOWNSHIP OF VERNON AND THE DOG OWNERS GATHERING SOCIETY OF VERNON TOWNSHIP INC., FOR CERTAIN UNIMPROVED REAL PROPERTY IDENTIFIED ON THE OFFICIAL TAX MAPS OF THE TOWNSHIP OF VERNON AS BLOCK 308 Lot 2 (OLD Block 133 Lot 2.05)**

**WHEREAS**, the Vernon Township Board of Education (“BOE”) is the owner of certain unimproved real property located at 669 Route 517, identified further on the official tax maps of the Township of Vernon (“Township”) as Block 308 Lot 2 (old Block 133, Lot 2.05) (the “Premises”); and

**WHEREAS**, pursuant to N.J.S.A. 18A:20-8.2(a), the BOE previously determined that the Premises is not necessary for school purposes but may, at some future time, be required for said purposes; and

**WHEREAS**, on November 1, 2009 the BOE and Township entered into a five (5) year lease agreement (“Lease”) for the Premises for the sole purpose of allowing the Township to sublet said Premises to the Dog Owners Gathering Society of Vernon Township, Inc. (“DOGS”); and

**WHEREAS**, DOGS is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, having a postal address of P.O. Box 221, Vernon, New Jersey; and

**WHEREAS**, on November 1, 2009 the Township and DOGS entered into a five (5) year sublease agreement (“Sublease”) for the Premises for use as a free, open-to-the-public, off-leash dog park operated and maintained by DOGS; and

**WHEREAS**, consideration for the Lease and Sublease was limited to the mutual promises and obligations contained in said Lease and Sublease, without additional monetary compensation; and

**WHEREAS**, on or about July 9, 2012 the Lease and Sublease were amended to allow the Township to use a portion of the Premises as a community garden available to Township residents on a first come, first served basis; and

**WHEREAS**, the Lease and Sublease, as amended, expired on October 31, 2014; and

**WHEREAS**, the parties extended the terms of the Lease and Sublease, as amended, for an additional five (5) year period through October 31, 2019 and again through October 31, 2025; and

**WHEREAS** the parties desire to extend the terms of the Lease and Sublease, as amended, for an additional one (1) year period ending on October 31, 2026; and

**WHEREAS**, there is an ongoing and continuous need for a dog park within the Township due to the increased number of dogs and dog owners residing within the Township; and

**WHEREAS**, the Township Council has determined that having a free, open-to-the-public, off-leash dog park will continue to benefit the residents of Vernon in that dog parks, in general, promote responsible pet ownership, give dogs a place to exercise safely thereby reducing barking and other problem behaviors, provide seniors and disabled owners with an accessible place to exercise their companions, and provide an area for community-building and socializing; and

**WHEREAS**, there is also an ongoing and continuous need for a public facility where gardeners may share and exchange ideas while producing healthy food for friends and family; and

**WHEREAS**, the Township Council has determined that having a community garden will continue to benefit the residents of Vernon in that it will provide a suitable gardening area to residents who do not have any at home, provide an area capable of growing healthy produce which can combat adult obesity and chronic illnesses, allow residents to connect with nature, create intergenerational connections between seniors and youths, foster community spirit and civic mindedness, and reduce costs otherwise spent on groceries; and

**WHEREAS**, the Local Lands and Buildings Law, N.J.S.A. 40A:12-14(c) allows a municipality to lease property to a nonprofit corporation for a public purpose.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Township of Vernon, County of Sussex, and State of New Jersey, as follows:

1. The Township is hereby authorized to extend the term of its November 1, 2009 Lease, as extended and amended, with the Vernon Township Board of Education for an additional

one (1) year term ending on October 31, 2026 subject to the remaining terms and conditions set forth in the Lease, as amended, which shall remain in full force and effect.

2. The Mayor is hereby authorized to execute the Amendment to Lease with the Vernon Township Board of Education, a copy of which is attached hereto as **Attachment A**.

3. The Township is hereby authorized to extend the term of its November 1, 2009 Sublease, as extended and amended, with the Dog Owners Gathering Society of Vernon Township, Inc. for an additional one (1) year term ending on October 31, 2026 subject to the remaining terms and conditions set forth in the Sublease, as amended, which shall remain in full force and effect.

4. The Mayor is hereby authorized to execute the Amendment to Sublease with the Dog Owners Gathering Society of Vernon Township, Inc., a copy of which is attached hereto as **Attachment B**.

5. Consideration for the extended terms shall be limited to the continuation of the mutual promises and obligations contained in the Lease and Sublease, as amended, without monetary compensation; and

6. The Township shall not be responsible for the operation and/or maintenance of the dog park or any costs associated therewith during the extended terms of the Lease and Sublease.

7. The Mayor and Business Administrator are hereby designated as the Township Officials responsible for the supervision of the Lease and Sublease, as amended.

8. Pursuant to N.J.S.A. 40A:12-14(c), The Dog Owners Gathering Society of Vernon Township, Inc. shall submit an annual report to the Mayor or Business Administrator which describes or contains the following:

- (i) the use to which the Premises was put during each year;
- (ii) the activities performed in furtherance of the public purpose for which the Sublease was granted;
- (iii) the approximate value or cost, if any, of such activities in furtherance of the such purpose; and
- (iv) an affirmation of the continued tax-exempt status of the nonprofit corporation or association pursuant to both State and federal law.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** that this Ordinance shall take effect upon final adoption and publication pursuant to law.



**AMENDMENT TO LEASE**

This Amendment to the Lease (the "Amendment") is made as of this 19 day of December, 2025.

**BETWEEN**

**VERNON TOWNSHIP BOARD OF EDUCATION**, having a postal address of P.O. Box 99, 625 Route 517, Vernon, New Jersey 07462 (the "Landlord");

**AND**

**TOWNSHIP OF VERNON, NEW JERSEY**, a municipal corporation of the State of New Jersey, with offices located at 21 Church Street, Vernon, New Jersey 07462 (the "Tenant").

**RECITALS**

**WHEREAS**, by Lease dated November 1, 2009, which has been extended to the present, (collectively the "Lease") the Landlord leased to Tenant certain unimproved property consisting of a portion of Lot 2.05, Block 133, located at the intersection of Dorfred Terrace and Route 517 (the "Premises") for the specific limited purposes of allowing the Tenant: (1) sublet a portion of the Premises to Dog Owners Gathering Society of Vernon Township (the "Subtenant") and (2) develop a portion of the Premises into a public garden for use by the residents of Vernon Township; and

**WHEREAS**, the parties wish to amend the Lease including extending the term thereof;

**NOW, THEREFORE**, in consideration of the mutual covenants herein an \$1.00, the receipt and sufficiency of which is hereby acknowledged, and with the concurrence of the Subtenant, the Lease is hereby amended as follows:

1. Section 2.1 of the Lease is revised to read as follows:

Subject to Section 2.2 below, the term of this Lease shall be 1 year commencing on November 1, 2025 and ending on October 31, 2026 unless terminated earlier in the manner set forth in this Lease or the Sublease attached hereto as Exhibit A. Thereafter, this Lease may be renewed for additional successive one (1) year terms upon the mutual written consent of the Landlord and the Tenant upon the expiration of each successive one (1) year term, subject to earlier termination in the manner set forth in this Lease or Exhibit A.

2. Section 2.2 of the Lease is revised to read as follows:

If the Landlord determines at any time the term hereof that the Premises are required to be used by the school district for any purpose, the Landlord shall have the right to terminate this Lease and the Tenant shall concurrently terminate the

sublease upon thirty (30) days' prior notice in writing to Tenant and D.O.G.S. of Vernon, respectively.

2. Section 8.6 of the Lease is revised to read as follows:

The Landlord and Tenant shall, at their respective own cost and expense, obtain or provide and keep in full force, during the term hereof, general public liability insurance insuring the Landlord and Tenant, respectively, against any and all liability or claims of liability arising out of, occasioned by or resulting from any accident or otherwise in or about the Premises for injuries to any persons, for limits of not less than \$50,000 for property damage, \$1,000,000 for injuries to one person and \$3,000,000 for injuries to more than one person, in any one accident or occurrence.

Unless caused by gross negligence or willful misconduct of the Tenant, its employees, representatives, agents or independent contractors, the Tenant shall in no instance be liable to Landlord for any environmental damage to the Premises, nor shall the Tenant be liable for any environmental studies, clean up and/or remediation of any nature whatsoever with respect to use of the Premises by D.O.G.S. of Vernon as a public off-leash dog park pursuant to the terms and conditions of the sublease attached hereto as Exhibit A.

3. Concurrent with this Amendment, the Tenant shall enter into an amendment of the Sublease with the Subtenant in the form attached hereto as Appendix 1, extending the term of the Sublease. Tenant and Subtenant shall provide certificates of insurance which include Landlord as additional insured.
4. The parties acknowledge that the Landlord uses a significant portion of the remainder of Lot 2.05, Block 133 for a solar renewable energy installation which provides low cost energy to the Lounsberry Hollow and Rolling Hills schools. The Tenant acknowledges that this use does not interfere with the Tenant's use of its leased portion of the Premises.
5. If there is a conflict between this Amendment and any provisions of the Lease, this Amendment shall govern.
6. Except as amended herein the Lease remains in full force and effect.
7. This Amendment may be executed in one or more counterparts, which shall constitute on and the same instrument.
8. Except as amended hereby all capitalized terms used herein shall have the same meaning ascribed to them in the Lease.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed by their authorized representatives as of the date written above.

**ATTEST:**

By: Nicole Duffy

**ATTEST:**

By: \_\_\_\_\_

**VERNON TOWNSHIP BOARD OF  
EDUCATION**

By: NI M

**TOWNSHIP OF VERNON**

By: \_\_\_\_\_

## **AMENDMENT TO SUBLEASE**

This Amendment to Sublease ("Amendment") is made as of this \_\_\_\_\_, day of \_\_\_\_\_ 2015,

### **BETWEEN**

**TOWNSHIP OF VERNON, NEW JERSEY**, a municipal corporation of the State of New Jersey, with offices located at 21 Church Street, Vernon, New Jersey 07462 (the "Tenant");

### **AND**

**DOG OWNERS GATHERING SOCIETY OF VERNON TOWNSHIP, INC. (D.O.G.S. OF VERNON)**, a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, whose postal address is P.O. Box 221, Vernon, New Jersey 07462 (the "Subtenant").

### **RECITALS**

**WHEREAS**, by Sublease dated November 1, 2009, as amended by the July 9, 2012 amendment (collectively the "Sublease") the Tenant leased to Subtenant certain unimproved property consisting of a portion of Lot 2.05, Block 133, located at the intersection of Dorfred Terrace and Route 517 (the "Premises") for the sole and express purposes of having the Subtenant use the area for a public off-leash dog park to be operated and maintained by the Subtenant; and

**WHEREAS**, pursuant to Section 3, the Sublease expired on October 31, 2025; and

**WHEREAS**, the parties wish to amend the Sublease to extend the term thereof;

**NOW, THEREFORE**, the parties hereby agree that in consideration of these presents that the Sublease is hereby amended as follows:

1. Section 3 of the Sublease is revised to read as follows:

Subject to Section 2, above, the term of this Sublease shall be one (1) year commencing on November 1, 2025 and ending on October 31, 2026 unless terminated earlier in the manner set forth in this Lease or the Sublease. The term of this Sublease shall run concurrently with, and shall be coterminous with, the term of the Lease and in the event of the expiration or earlier termination of the Lease and regardless of whether or not the early termination is beyond the Tenant's control, fault or status, then this Sublease shall likewise terminate simultaneously with such expiration or earlier termination of the Lease. The Subtenant shall have no right or cause of action against the Landlord or the Tenant by reason of such expiration or earlier termination of the of the Lease and Sublease.

2. The parties acknowledge that the Landlord will be using a significant portion of the remainder of Lot 2.05, Block 133 for the development and installation of a solar renewable energy project intended to provide low cost energy to the Lounsberry Hollow and Rolling Hills schools. The renewable energy project is currently in the design and permitting phase but the Landlord does not anticipate that it will interfere with the Subtenant's use of the Premises.
3. If there is a conflict between this Amendment and any provisions of the Sublease, this Amendment shall govern.
4. Except as amended hereby the sublease remains in full force and effect.
5. This Amendment may be executed in one or more counterparts, which shall constitute on and the same instrument.
6. Except as amended hereby all capitalized terms used herein shall have the same meaning ascribed to them in the Sublease.

**IN WITNESS WHEREOF**, the parties have caused these presents to be signed by their authorized representatives as of the date first written above.

**ATTEST:**

**TOWNSHIP OF VERNON**

By: \_\_\_\_\_

By: \_\_\_\_\_

**ATTEST:**

**DOG OWNERS GATHERING  
SOCIETY OF VERNON, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

**TOWNSHIP OF VERNON**

**ORDINANCE #26-04**

**AN ORDINANCE TO AMEND CHAPTER 250, ENTITLED,  
“FEES AND ESCROWS” OF THE CODE OF THE  
TOWNSHIP OF VERNON, SUSSEX COUNTY, NEW  
JERSEY.**

**WHEREAS**, the Mayor and Township Council of the Township of Vernon has reviewed the Municipal Code regarding fees or pistol purchase permits and firearm carry permit applications and find that an amendment is necessary. Pursuant to N.J.S.A. 2C:58 -4, applicants for a firearm carry permit are required to pay a \$200 fee, of which \$150 is paid to the municipality.

**WHEREAS**, to ease the financial burden, the Township of Vernon will offer a refund of \$150 for the municipal fee to eligible applicants.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Township of Vernon, in the County of Sussex, and State of New Jersey, as follows:

**SECTION 1.** Chapter 250, entitled “Fees and Escrows”, Article II, “Fees and Escrows Enumerate”, Section 250-11, “Police”, subsection A, Nos. 13 and 17 only, are hereby amended and supplemented as follows:

**“250-11. Police.**

(13) Pistol purchase permit: \$25

(17) Firearm carry permit application municipal fee: \$150.00; eligible applicants who are approved for a firearm carry permit shall receive a full refund, in the amount of \$150, for this municipal fee upon approval of the Township of Vernon's Chief Financial Officer (CFO).

**SECTION 2.** These amended fees shall become effective upon adoption, retroactive to January 1, 2026.

**SECTION 3.** All other Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistency.

**SECTION 4.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed valid and effective.

**SECTION 5.** This Ordinance shall take effect upon its passage and publication according to law.