



VERNON TOWNSHIP COUNCIL

MEETING AGENDA

MAY 18, 2026

7:00 PM SPECIAL MEETING (OPEN TO THE PUBLIC)

1. CALL TO ORDER

2. STATEMENT: Adequate Notice of this Special Meeting was posted on the Vernon Township website and at the Municipal Building in accordance with the Open Public Meetings Act, N.J.S.A.10:4-7. The purpose of this Special Meeting is to carry any business from the May 11, 2026 regular meeting that was cancelled. Action will be taken.

3. SALUTE THE FLAG

4. ROLL CALL

5. ITEMS FOR DISCUSSION

Hiring Freeze

6. MAYOR COMMENTS

7. PUBLIC COMMENT (For Current Agenda Items Only, Limited to 3 Minutes Per Person)

8. REVIEW OF BILLS LIST

9. APPROVAL OF MINUTES

April 20, 2026 – Executive Session

April 20, 2026 – Regular Meeting

10. CONSENT AGENDA

Resolution #26-168: Approving a Charitable Solicitor's Permit: Pochuck Valley Fire Department

Resolution #26-169: Resolution of the Mayor and Governing Body of the Township of Vernon, County of Sussex, State of New Jersey Adopting the "Affirmative Marketing Plan" for the Township of Vernon

Resolution #26-170: Resolution of the Mayor and Governing Body of the Township of Vernon, County of Sussex, State of New Jersey Adopting the “Affordability Assistance Policies and Procedures Manual” for the Township of Vernon

Resolution #26-171: Approval of the 2025 LOSAP List

Resolution #26-172: Reauthorizing Petty Cash Funds for Calendar Year 2026

Resolution #26-173: Authorizing Change Order #1 of Contract for Proposed Improvements of canister Road with Denville Line Painting Inc.

Resolution #26-174: Resolution to Award Gazebo Bid to Amish Country Gazebos for Bids 7-2025/7R-2025

Resolution #26-175: Refund Overpayment (Block 95 Lot 9 – Garcia)

Resolution #26-176: Refund Overpayment (Block 432 Lot 58 - Mathes)

Resolution #26-177: Refund Overpayment (Block 526 Lot 284 – McElwain)

Resolution #26-178: Refund Overpayment (Block 526 Lot 284 – McElwain)

Resolution #26-179: Refund Overpayment (Block 526 Lot 284 – McElwain)

11. INTRODUCTION OF ORDINANCE

Ordinance #26-11: Ordinance Amending Chapter 330 of the Township Code of the Township of Vernon to Define and Prohibit “Data Centers”

12. PUBLIC COMMENT (Limited to 5 Minutes On Any Topic)

13. COUNCIL COMMENTS

14. COUNCIL PRESIDENT COMMENTS

15. ADJOURNMENT

May 14, 2026
09:42 AM

Township of Vernon
Check Register By Check Date

FR

Range of Checking Accts: First to Last Range of Check Dates: 04/16/26 to 05/13/26
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
10-001		GENERAL/CENTRAL CHECKING			
65833	04/22/26	ACMEM005 ACME MARKETS, INC			666
		26-00042 SC Kitch and Programs	74.42	Charged to Senior Trust	
65834	04/22/26	AIRGR005 AIRGROUP LLC			666
		26-00136 ANNUAL COMMERCIAL SERVICE AGRE	4,114.50		
65835	04/22/26	ALPHA010 ALPHA STAMP & ENGRAVING CO.			666
		26-00556 Appreciation Plaque Mahwah	85.00		
65836	04/22/26	AMYHA005 AMY HACKETT			666
		26-00627 MAC Grant 3d Qtr Alliance Coord	250.00		
65837	04/22/26	ANDRE025 Andrew A Houseward			666
		26-00528 Carry Permit Refund Request	150.00		
65838	04/22/26	BASSA005 BASSANI POWER EQUIPMENT			666
		26-00364 PARTS TO REPAIR SCAG MOWERS	58.53		
65839	04/22/26	BRIGH010 BRIGHTSPEED			666
		26-00286 Phone Services Police	691.10		
65840	04/22/26	CAMPB020 CAMPBELL FREIGHTLINER,LLC			666
		26-00115 PARTS TO REPAIR FIRE TRUCKS	542.00		
		26-00116 PARTS TO REPAIR FREIGHTLINER	524.97		
			<u>1,066.97</u>		
65841	04/22/26	CERTI010 CERTIFIED SPEEDOMETER SERVICE,			666
		25-00424 Speedometer Calibration	396.00		
65842	04/22/26	CINTA005 CINTAS CORPORATION NO 2			666
		26-00209 JANITORIAL SUPPLIES	490.42		
		26-00211 UNIFORM EXPENSE	1,051.78		
		26-00284 Municipal AED Maintenance	424.00		
			<u>1,966.20</u>		
65843	04/22/26	CLUTC005 DOVER BRAKE & CLUTCH			666
		26-00147 PARTS TO REPAIR DPW VEHICLES	360.96		
65844	04/22/26	COOLE005 COOLEY GROUP, INC.			666
		26-00589 Finance Materials and Supplies	623.80		
65845	04/22/26	COUNT045 COUNTY OF SUSSEX			666
		26-00048 SC Transportation	4,166.63		
65846	04/22/26	COUNT065 COUNTY OF SUSSEX			666
		26-00637 1st qtr 2026 health insurance	16,255.29		
65847	04/22/26	CRYST005 CRYSTAL MOUNTAIN SPRINGS			666
		26-00082 WATER COOLER SERVICE	579.36		



Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
65848	04/22/26	CUSTO005 CUSTOM BANDAG INC			666
	26-00127	VARIOUS TIRES ON DPW VEHICLES	384.86		
65849	04/22/26	DECOR005 RILEIGHS OUTDOOR DECOR			666
	26-00488	Hometown Hero Banners Mar 2026	1,620.78	Charged to Recreation Trust	
65850	04/22/26	DELTA005 DELTA DENTAL PLAN OF NJ			666
	26-00654	May 2026	15,231.88		
65851	04/22/26	D0000005 WILLIAM J MARION, D.O.			666
	25-00075	DPW - CDL Physical	175.00		
65852	04/22/26	ELIZA005 ELIZABETHTOWN GAS CO			666
	26-00280	Municipal Gas Services	3,255.51		
65853	04/22/26	ENTER020 ENTERPRISE FLEET MANAGMENT, INC			666
	25-01575	TO OUTFIT TRUCK #28	14,297.00		
	26-00060	Admin & VEMS Car Lease	1,356.76		
	26-00157	MONTHLY LEASE PAYMENTS	22,866.02		
	26-00483	Enterprise 2026	4,630.39		
			<u>43,150.17</u>		
65854	04/22/26	FEDER015 FEDERAL EXPRESS			666
	26-00281	Municipal Express Postage	78.78		
65855	04/22/26	GABRI015 GABRIELLI KENWORTH OF NJ LLC			666
	26-00599	PARTS TO REPAIR KENWORTH TRKS	152.19		
65856	04/22/26	GPCNA005 NAPA Auto Parts			666
	26-00128	PARTS TO REPAIR DPW VEHICLES	116.37		
65857	04/22/26	HARDR005 Hard Rock Hotel & Casino AC			666
	26-00471	Mayor's Conference Hotel	337.50		
65858	04/22/26	HHAUT005 H & H AUTO PARTS OF VERNON			666
	26-00215	PARTS TO REPAIR DPW VEHICLES	1,276.29		
65859	04/22/26	HIDDE015 HIDDEN VALLEY PROP OWNERS ASSO			666
	26-00617	2025 Street Lighting Charges	299.64		
65860	04/22/26	HIGHL025 HIGHLAND LAKES VOLUNTEER FIRE			666
	26-00632	reimburse mar 2026 expenses	2,183.69		
65861	04/22/26	JCPL0005 JCP&L			666
	26-00283	Municipal Electric Services	12,081.77		
65862	04/22/26	JEMEL005 JEM ELECTRIC LLC			666
	26-00639	EMERGENCY-AC BAD BALLISTERS	325.00		
	26-00640	EMERGENCY REPAIR TO CONWAY GEN	125.00		
			<u>450.00</u>		

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10-001		GENERAL/CENTRAL CHECKING	Continued		
65863	04/22/26	JOHNS020 JOHNNY ON THE SPOT DBA UNITED			666
	26-00080	Porta Potty Rentals	1,134.45		
65864	04/22/26	LAWOF020 LAW OFFICE OF JOHN C GREY JR.			666
	26-00285	Public Defender Services	2,550.00		
65865	04/22/26	LINCO010 Lincoln Retirement Services			666
	26-00673	LOSAP 2025	69,000.00		
	26-00674	LOSAP 2024	85,100.00		
			<u>154,100.00</u>		
65866	04/22/26	LOEFF005 LOEFFEL'S WASTE OIL SERVICE LL			666
	26-00088	USED MOTOR OIL	1,024.20		
65867	04/22/26	MCAFE005 MC AFEE FIRE DEPT.			666
	26-00630	february 2026 reimbursements	8,863.38		
65868	04/22/26	MCAFE010 MC AFEE HARDWARE CO., INC.			666
	25-00015	Police Supplies	129.88		
	26-00178	Police Supplies	6.00		
	26-00247	PARK SUPPLIES	17.06		
			<u>152.94</u>		
65869	04/22/26	MCICO005 MCI COMMUNICATIONS SERVICES, I			666
	26-00452	Phone Service Long Distance	497.05		
65870	04/22/26	MCMAN005 MC MANIMON SCOTLAND & BAUMANN,			666
	26-00621	Legal- Legends Redevelopment	5,648.50		
	26-00652	Legal Serv Omega DrRedevelopmt	13,172.80		
			<u>18,821.30</u>		
65871	04/22/26	MILLE025 MILLENNIUM STRATEGIES LLC			666
	26-00522	Recreation Improvemt Grant	2,750.00		
65872	04/22/26	MILOV005 ILMI MILOVIC			666
	26-00542	Bring Child to work Lunch	130.00		
65873	04/22/26	MONTA015 MONTAGUE TOOL & SUPPLY			666
	26-00119	SHOP SUPPLIES	1,801.57		
	26-00120	VARIOUS CHAINSAW NEEDS	146.60		
			<u>1,948.17</u>		
65874	04/22/26	NATIO115 National Fuel Oil Inc			666
	26-00031	Municipal Diesel Fuel 2026	2,240.65		
65875	04/22/26	NJCM0005 NJCM			666
	26-00472	NJCM Mayor Annual Conference	450.00		
65876	04/22/26	NJSTA010 NJ ST ASSOC OF POLICE CHIEFS			666
	25-01263	Critical Issues- Chief	180.00		

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PO #	Description			Contract	
10-001		GENERAL/CENTRAL CHECKING	Continued		
65877	04/22/26	NORTH015 NORTH EAST PARTS GROUP LLC			666
26-00132		PARTS TO REPAIR DPW VEHICLES	294.24		
65878	04/22/26	NORTH050 NORTHEAST COMMUNICATIONS INC			666
26-00496		Battery Replacement	819.00		
26-00562		Replacment Vehicle Upfit 2025	681.70		
			<u>1,500.70</u>		
65879	04/22/26	OPTIM005 Optimum			666
26-00172		Police- Cable	9.95		
26-00291		Municipal Cable services	2.05		
			<u>12.00</u>		
65880	04/22/26	PASSA010 PASSAIC COUNTY POLICE ACADEMY			666
26-00214		Roccasanta- Radar Cert.	175.00		
65881	04/22/26	PHOEN010 Phoenix Consulting			666
26-00323		Blanket Financial Consulting	1,200.00		
65882	04/22/26	PLANE005 PLANET NETWORKS			666
26-00274		Municipal Phone & Internet	3,209.10		
65883	04/22/26	POCHU010 POCHUCK VALLEY FIRE DEPT.			666
26-00629		reimburse mar 2026 expenses	5,302.54		
65884	04/22/26	PRIME005 PRIMEPOINT LLC			666
26-00655		March - Time System	382.00		
65885	04/22/26	RALPH005 Ralph DeFazio			666
26-00626		Carry Permit Municipal Refund	150.00		
65886	04/22/26	RDTRE005 RD Tree Service, LLC			666
26-00596		EMERGENCY DANGEROUS TREES VVL	3,000.00		
65887	04/22/26	ROBER035 ROBERTS AND SON, INC			666
26-00360		REPLACE ELECTRIC SANDER	7,484.86		
26-00424		PARTS TO REPAIR SANDER	775.88		
			<u>8,260.74</u>		
65888	04/22/26	ROUTE005 ROUTE 23 AUTO MALL LLC			666
26-00145		PARTS TO REPAIR DPW VEHICLES	1,196.28		
65889	04/22/26	RYANV005 Ryan Vellis			666
26-00531		Carry Permit Refund Request	150.00		
65890	04/22/26	SJFUE005 SJ Fuel South Co. Inc.			666
26-00162		Blanket -Gas Fuel Services	18,769.31		
65891	04/22/26	STAND005 STANDARD INSURANCE CO.			666
26-00622		March 2026	2,105.76		

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PO #	Description				Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
65892	04/22/26	STAPL010 Staples Contract & Commercial			666
	26-00453	2026/Municipal Court	319.99		
65893	04/22/26	SUEZW005 VEOLIA WATER NEW JERSEY, INC.U			666
	26-00371	Blanket - Water Serv 21 Church	857.93		
65894	04/22/26	SUSSE030 SUSSEX CO CHAMBER OF COMMERCE			666
	26-00618	2026 Membership SC Chamber	372.00		
	26-00636	SC Chamber Lunch - Mayor	85.00		
			<u>457.00</u>		
65895	04/22/26	SUSSE035 SUSSEX CO COMMUNITY COLLEGE			666
	26-00201	Annual Training Fee	1,000.00		
65896	04/22/26	SUSSE170 SUSSEX RURAL ELECTRIC CO-OP			666
	26-00290	Blanket - Municipal Electric	749.52		
65897	04/22/26	TARA005 THE ANIMAL RIGHTS ALLIANCE, INC			666
	25-00464	Spay/Neuter Blanket	570.00		
65898	04/22/26	TEES005 ROOSTER TEES			666
	26-00523	Police Hats	600.00		
65899	04/22/26	TELEP005 WARWICK VALLEY TELEPHONE			666
	26-00161	Blanket Telephone Service	731.71		
	26-00173	Police Live Scan	167.64		
	26-00174	Police Digital Radio	156.08		
			<u>1,055.43</u>		
65900	04/22/26	TREAS005 TREASURER STATE OF NJ			666
	26-00616	Vernon Landfill Program	8,963.20		
65901	04/22/26	TURN005 TURN OUT UNIFORMS			666
	26-00171	Body Armour	5,510.00		
65902	04/22/26	VALLE030 VALLEY PHYSICIAN SERVICES, PC			666
	26-00641	DPW- CDL Testing	545.00		
65903	04/22/26	VEOLI005 Veolia Water New Jersey Inc. P			666
	26-00534	Water Upgrade Project	625,100.00		
65904	04/22/26	VERIZ035 VERIZON CONNECT FLEET USA LLC			666
	26-00254	GPS SERVICE DPW	753.68		
65905	04/22/26	VERNO065 VERNON POLICE ATHLETIC LEAGUE			666
	26-00553	CLEAN COMMUNITIES	750.00		
	26-00628	MAC Grant 3d Qtr Latch Key	500.00		
			<u>1,250.00</u>		
65906	04/22/26	VERNO120 VERNON TWP BOARD OF EDUCATION			666
	26-00225	SHARE SERVICE AGREEMENT	955.50		

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PO #	Description				Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
65907	04/22/26	VERNO120 VERNON TWP BOARD OF EDUCATION			666
	26-00607	April Current Expenses 2026	2,085,430.04		
65908	04/22/26	VERNO130 VERNON TWP FIRE DEPARTMENT			666
	26-00664	training	500.00		
	26-00665	march 2026 reimbursements	6,517.54		
			<u>7,017.54</u>		
65909	04/22/26	VERNO295 VERNON EMERGENCY MEDICAL SRVCS			666
	26-00633	Mar 2026 VEMS reimbursement	6,641.38		
65910	04/22/26	VILLA015 VILLAGE OF LAKE GLENWOOD, INC			666
	26-00576	2025 Lighting Reimbursements	630.48		
65911	04/22/26	WBMAS005 W B MASON CO INC			666
	26-00613	office Supplies	67.02		
65912	04/22/26	WEINE005 WEINER LAW GROUP LLP			666
	26-00635	Legal Affordable Housing	396.00		
65913	04/22/26	WELLS050 WELLS FARGO VENDOR FINANCIAL			666
	26-00276	Copier Lease Clerk Office	184.43		
65914	04/22/26	WILLI090 William Roman			666
	26-00631	Carry Permit Municipal Refund	150.00		
65915	04/23/26	ACCT0015 VERNON TWP DEVELOPER'S BONDS A			667
	26-00675	20 homeowners pif lcpoa2	3,617.23		
65916	05/12/26	ACEWA005 ACE WALCO TERMITE & PEST CONTR			670
	26-00222	PEST CONTROL SERVICES	78.97		
65917	05/12/26	ACMEM005 ACME MARKETS, INC			670
	26-00042	SC Kitch and Programs	154.15		
65918	05/12/26	ACTIO010 ACTION DATA SERVICES			670
	26-00691	2025-1095C & 1094C filing IRS	2,513.63		
65919	05/12/26	AIRGR005 AIRGROUP LLC			670
	26-00518	EMERGENCY LEAKING VALVE PD	1,303.35		
	26-00694	Flow Switch	1,322.29		
			<u>2,625.64</u>		
65920	05/12/26	AMAZO005 AMAZON.COM SERVICES LLC			670
	25-00515	office supplies	59.98		
	26-00043	SC Supplies	68.04		
	26-00072	Rec Programs	84.05		
			<u>212.07</u>		
65921	05/12/26	ARROW005 ARROW FIRE PROTECTION			670
	26-00224	BACK FLOW TESTING AT MB & DPW	410.00		

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10-001		GENERAL/CENTRAL CHECKING	Continued		
65922	05/12/26	BASSA005 BASSANI POWER EQUIPMENT			670
26-00364		PARTS TO REPAIR SCAG MOWERS	96.81		
65923	05/12/26	BOBBI005 BOB & BILL'S SERVICE STATION			670
26-00113		VARIOUS TOWING NEEDS	300.00		
65924	05/12/26	BRAEN005 BRAEN STONE			670
26-00226		ASPHALT	1,740.84		
65925	05/12/26	BRIGH010 BRIGHTSPEED			670
26-00286		Phone Services Police	707.06		
65926	05/12/26	CAMPB020 CAMPBELL FREIGHTLINER,LLC			670
26-00115		PARTS TO REPAIR FIRE TRUCKS	92.29		
65927	05/12/26	CANNI005 THE CANNING GROUP LLC			670
26-00235		2026 QPA Services	1,750.00		
65928	05/12/26	CAROL010 Carolyn Barton			670
26-00051		SC Exercise Classes	360.00	Charged to Senior Trust	
65929	05/12/26	CATHY005 CATHY MAROTTA			670
26-00692		2025 DUPLICATE TAX REFUND	5,387.03		
65930	05/12/26	CDWGO005 CDW GOVERNMENT INC			670
25-00563		Monitor replacement	360.94		
65931	05/12/26	CENTR020 Central Jersey Equipment LLC			670
26-00346		PARTS TO REPAIR J DEERE TRACTO	773.06		
65932	05/12/26	CETIR005 C & E TIRES			670
26-00123		VARIOUS TIRES ON VES VEHICLES	7,647.90		
65933	05/12/26	CINTA005 CINTAS CORPORATION NO 2			670
26-00209		JANITORIAL SUPPLIES	245.21		
26-00211		UNIFORM EXPENSE	1,051.91		
			<u>1,297.12</u>		
65934	05/12/26	CIRKI005 CIRKIEL ACTUARIAL CONSULTING L			670
26-00667		GASB 75 Report for 2025 Audit	3,950.00		
65935	05/12/26	CLUTC005 DOVER BRAKE & CLUTCH			670
26-00147		PARTS TO REPAIR DPW VEHICLES	855.04		
65936	05/12/26	COUNT045 COUNTY OF SUSSEX			670
26-00048		SC Transportation	4,166.63		
65937	05/12/26	CRYST005 CRYSTAL MOUNTAIN SPRINGS			670
26-00082		WATER COOLER SERVICE	344.66		
65938	05/12/26	CURRY005 KEITH CURRY			670
26-00513		Travel Expenses	673.69		

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65939	05/12/26	CUSTO005 CUSTOM BANDAG INC			670
	26-00127	VARIOUS TIRES ON DPW VEHICLES	920.00		
65940	05/12/26	DAMST005 JANE DAMSTRA			670
	26-00045	SC Mileage	50.46		
65941	05/12/26	DO000005 WILLIAM J MARION, D.O.			670
	26-00497	DPW - CDL Physical	175.00		
65942	05/12/26	ENTER020 ENTERPRISE FLEET MANAGMENT,INC			670
	26-00375	PD Vehicle Lease	26,924.54		
	26-00735	CAR LEASE	904.08		
			<u>27,828.62</u>		
65943	05/12/26	FLORIO005 FLORIO, PERRUCCI,STEINHARDT &			670
	26-00236	2026 Legal Labor Services	8,182.60		
65944	05/12/26	FUNEX005 FUN EXPRESS			670
	26-00076	Rec Events	175.35		
65945	05/12/26	FWWEB005 F.W. WEBB COMPANY			670
	26-00493	Release of Redev Plan Escrow	1,570.00		
65946	05/12/26	GFOA0005 G.F.O.A. OF NEW JERSEY			670
	26-00699	GFOA Fall Conference 2026	450.00		
65947	05/12/26	GIANA005 MARCY GIANATTASIO			670
	26-00700	Zoom Webinar 4/25/26-5/24/26	68.23		
65948	05/12/26	GPCNA005 NAPA Auto Parts			670
	26-00128	PARTS TO REPAIR DPW VEHICLES	27.52		
65949	05/12/26	GRANI005 GRANICUS, LLC			670
	26-00643	Rental Registration Services	8,167.97		
65950	05/12/26	HARDR005 Hard Rock Hotel & Casino AC			670
	26-00698	Patty Conference 9/21-9/24	367.50		
65951	05/12/26	HAROL005 HAROLD E PELLOW AND ASSOC, INC			670
	26-00066		150.00		
65952	05/12/26	HAWTH010 HAWTHORNE AUTOMOBILE SALES			670
	26-00139	PARTS TO REPAIR CLASS 4 CHEVY	581.12		
65953	05/12/26	HHAUT005 H & H AUTO PARTS OF VERNON			670
	26-00150	PARTS TO REPAIR VES VEHICLES	44.99		
	26-00215	PARTS TO REPAIR DPW VEHICLES	1,344.96		
			<u>1,389.95</u>		
65954	05/12/26	HIGHL025 HIGHLAND LAKES VOLUNTEER FIRE			670
	26-00721	reimburse apr 2026 expenses	3,799.83		

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PO #	Description				Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
65955	05/12/26	INTEG010 INTEGRATED MICRO SYSTEMS, INC			670
	26-00653	Municipal IT Consultant May 26	2,400.00		
65956	05/12/26	JCALD005 J. CALDWELL & ASSOCIATES LLC			670
	26-00065		155.00		
	26-00560	Planner Car Wash Redevelopment	1,762.50		
	26-00561	Planner Highlands HE&FSP	1,847.50		
	26-00669	Legends Redevelopment Plan	310.00		
			<u>4,075.00</u>		
65957	05/12/26	JCPL0005 JCP&L			670
	26-00283	Municipal Electric Services	11,388.56		
65958	05/12/26	JDSAL005 NEXGEN POWER EQUIPMENT INC			670
	26-00114	MONTHLY MAINT WATER RECYCLER	265.00		
65959	05/12/26	JESCO005 JESCO, INC.			670
	26-00130	PARTS TO REPAIR J DEERE EQUIP	1,325.06		
65960	05/12/26	JOHNS020 JOHNNY ON THE SPOT DBA UNITED			670
	26-00080	Porta Potty Rentals	615.04		
65961	05/12/26	KUNZO005 APRIL A KUNZ-OLEKSY			670
	26-00052	SC Exercise Classes	360.00	Charged to Senior Trust	
65962	05/12/26	LAKEW005 LAKE WALLKILL COMM			670
	26-00502	Repair of Lk Wallkill Canopy	2,554.10		
65963	05/12/26	LAWOF040 Law offices of Chirag D Mehta			670
	26-00273	Municipal Prosecutor 2026	3,000.00		
65964	05/12/26	LAWSO010 LAWSON PRODUCTS			670
	26-00149	VARIOUS SHOP SUPPLIES	94.64		
65965	05/12/26	LAZIE005 HOWARD LAZIER			670
	26-00666	BOOT REIMBURSEMENT	150.00		
65966	05/12/26	LINDS005 Lindsay Palmisano			670
	26-00708	2026/ Municipal Court	170.49		
65967	05/12/26	LJSEC005 LJ SECURITY			670
	26-00642	Muni Fire Alarm system /Police	732.00		
65968	05/12/26	MCAFE010 MC AFEE HARDWARE CO., INC.			670
	26-00112	VARIOUS HARDWARE NEEDS	85.73		
	26-00247	PARK SUPPLIES	79.97		
			<u>165.70</u>		
65969	05/12/26	MILLS010 IRENE M MILLS			670
	26-00543	2026 Meeting Supplies	27.97		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #	Description				Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
65970	05/12/26	MONTA015 MONTAGUE TOOL & SUPPLY			670
26-00119		SHOP SUPPLIES	10.97		
65971	05/12/26	MORTO005 MORTON SALT, INC			670
26-00213		ROAD SALT	39,381.88		
65972	05/12/26	NATIO115 National Fuel Oil Inc			670
26-00031		Municipal Diesel Fuel 2026	5,189.09		
65973	05/12/26	NISIV005 NISIVOCCIA & COMPANY LLP			670
26-00681		2025 Audit	32,500.00		
65974	05/12/26	NJDEP005 NJ DEPT OF ENVIRONMENTAL PROTE			670
26-00662		EMERG-REG 4 VEH DEP DECALS	2,934.00		
65975	05/12/26	NJMEB005 NJMEBF			670
26-00623		April 2026	344,665.00		
65976	05/12/26	NORTH015 NORTH EAST PARTS GROUP LLC			670
26-00132		PARTS TO REPAIR DPW VEHICLES	219.43		
65977	05/12/26	NORTH050 NORTHEAST COMMUNICATIONS INC			670
25-00388		SPEN Upgrade	494.90		
65978	05/12/26	OPTIM005 Optimum			670
26-00172		Police- Cable	9.95		
65979	05/12/26	OTISE005 OTIS ELEVATOR COMPANY			670
26-00134		ELEVATOR SERVICE	200.00		
26-00449		elevator emergency	20,793.65		
			<u>20,993.65</u>		
65980	05/12/26	PAINT005 DENVILLE LINE PAINTING			670
25-01135		Canistear Road Line Striping	13,541.96		
65981	05/12/26	PARIS005 JOE PARISO			670
26-00706		BOOT REIMBURSEMENT	145.99		
65982	05/12/26	PITNE010 PITNEY BOWES SUPPLY LINE			670
26-00668		Postage Machine Lease R#22-225	975.57		
65983	05/12/26	POCHU010 POCHUCK VALLEY FIRE DEPT.			670
26-00702		reimburse apr 2026 expenses	4,936.12		
65984	05/12/26	PORTE010 PORTER LEE CORPORATION			670
26-00663		Annual Support	975.00		
65985	05/12/26	RESCU005 Rescue Products International			670
25-01633		Ice Suits	4,239.76		
65986	05/12/26	RESID010 RESIDUALS MANAGEMENT SERVICES,			670
26-00229		GREASE TRAP SENIOR CENTER	307.11		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #	Description				Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
65987	05/12/26	RONNI005 RONNIE'S CATERING & BBQ			670
26-00671		Senior Picninc Catering Dposit	1,865.00	Charged to Senior Trust	
65988	05/12/26	ROUTE010 ROUTE 23 PATIO & MASON CENTER			670
26-00559		EMERGECY-BASIN REPAIRS	517.60		
65989	05/12/26	SCENI005 SCENIC LAKES COMMUNITY			670
26-00573		2025 Lighting/Snow Reimbursemn	28,176.76		
65990	05/12/26	SCHEN010 SCHENCK PRICE SMITH & KING LLP			670
26-00234		2026 Legal Tax Appeals	4,370.63		
65991	05/12/26	SJFUE005 SJ Fuel South Co. Inc.			670
26-00162		Blanket -Gas Fuel Services	8,544.75		
65992	05/12/26	SPACE005 SPACE WILD ANIMAL FARM INC			670
26-00249		DEER CARCASS REMOVAL	108.00		
65993	05/12/26	SPECT005 SPECTRUM COMMUNICATIONS			670
25-01584		portable radios	26,386.00		
65994	05/12/26	STAND005 STANDARD INSURANCE CO.			670
26-00690		April 2026	3,128.10		
65995	05/12/26	STATE125 STATEWIDE INSURANCE FUND			670
26-00644		Municipal Insurance 2026 2 of4	321,739.00		
65996	05/12/26	STONE010 STONEHILL PROPERTY OWNERS ASSN			670
26-00584		2025 Lighting/Snow Reimbursmen	73,590.72		
65997	05/12/26	SUSSE095 SUSSEX COUNTY M.U.A.			670
26-00085		GARBAGE DISPOSAL	679.80		
26-00086		GLASS RECYCLING	486.20		
26-00087		PLASTIC RECYCLING	133.90		
26-00709		2nd Qtr Sewer User Fees 2026	744,627.00		
			745,926.90		
65998	05/12/26	SUSSE185 Sussex Fire Department			670
26-00369		OSHA FIT TESTING 2026	2,250.00		
65999	05/12/26	TELEP005 WARWICK VALLEY TELEPHONE			670
26-00161		Blanket Telephone Service	694.70		
66000	05/12/26	THEFU005 The Fuel Ox LLC			670
26-00466		TO REFILL BULK DEF TANK	559.64		
66001	05/12/26	TILCO005 TILCON NEW YORK, INC			670
26-00517		COLD PATCH POTHOLE REPAIR	1,060.80		
66002	05/12/26	TLOLL005 TLO, LLC (TransUnion Risk)			670
26-00175		Police- People Search	100.00		

Check # PO #	Check Date Description	Vendor	Amount Paid	Reconciled/Void	Ref Num Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
66003	05/12/26	TRAVE010 TRAVELING LOCKSMITH			670
	26-00695	Emergency Lock Change MGP	175.00		
66004	05/12/26	TREAS015 TREASURER, PETTY CASH			670
	26-00725	replenish petty cash - finance	25.05		
66005	05/12/26	TROOP010 BOY SCOUT TROOP 404			670
	26-00552	CLEAN COMMUNITIES	750.00		
66006	05/12/26	ULINE005 ULINE, INC			670
	26-00378	Accrediation Required Supplies	2,315.67		
66007	05/12/26	VERIZ010 VERIZON WIRELESS			670
	26-00180	Police MDT	1,770.59		
	26-00275	Municipal Cell Phone Service	1,166.35		
			<u>2,936.94</u>		
66008	05/12/26	VERNO075 VERNON SENIOR RECREATION			670
	26-00047	SC Activities	355.71		
66009	05/12/26	VERNO120 VERNON TWP BOARD OF EDUCATION			670
	26-00620	CLEAN COMMUNITIES	500.00		
66010	05/12/26	VERNO120 VERNON TWP BOARD OF EDUCATION			670
	26-00703	April 2nd Pay 2026	2,099,771.64		
66011	05/12/26	VERNO205 VERNON VALLEY AUTO BODY, INC			670
	26-00439	Police	150.00		
66012	05/12/26	VERNO225 VERNON VETERINARY ASSOCIATES,			670
	26-00190	Spay/Neuter	1,574.99		
66013	05/12/26	WBMAS005 W B MASON CO INC			670
	25-00400	EMER- STAMP	80.75		
66014	05/12/26	WEINE005 WEINER LAW GROUP LLP			670
	26-00058		108.00		
66015	05/12/26	WELLS055 KONICA MINOLTA PREMIER FINANCE			670
	26-00277	Municipal Copier Lease (6)	3,132.12		
66016	05/12/26	WORLD010 World Insurance Assoc. LLC			670
	26-00657	Benefits Consultant 2nd Qtr'26	12,550.00		
	26-00672	Benefits Consultant 2nd Qtr	12,550.00		
			<u>25,100.00</u>		
66018	05/13/26	VERNO120 VERNON TWP BOARD OF EDUCATION			671
	26-00736	May 4th Pay 2026	2,085,430.04		

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid		Contract

10-001	GENERAL/CENTRAL CHECKING	Continued		
Checking Account Totals	Paid	Void	Amount Paid	Amount Void
	Checks: 185	0	9,135,674.50	0.00
	Direct Deposit: 0	0	0.00	0.00
	Total: 185	0	9,135,674.50	0.00

12-001	PLANNING/ZONING			
4631	04/16/26 DANIE015 Danielle Alexander			665
	26-00656 release of lu# 12-24-8	404.50		
4632	04/24/26 HAROL005 HAROLD E PELLOW AND ASSOC, INC			668
	26-00677 various lub payments 4/24/26	694.00		
4633	04/24/26 JCALD005 J. CALDWELL & ASSOCIATES LLC			668
	26-00678 various lub payments 4/24/26	697.50		
4634	04/24/26 METAI005 Metairie Corporation			668
	26-00676 release of escrow 2-09-3	2,555.42		
4635	04/24/26 WEINE005 WEINER LAW GROUP LLP			668
	26-00679 various lub payments 4/24/26	531.00		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
	Checks: 5	0	4,882.42	0.00
	Direct Deposit: 0	0	0.00	0.00
	Total: 5	0	4,882.42	0.00

22-001	PAYROLL AGENCY			
4994	04/27/26 AFSCM005 A.F.S.C.M.E., NEW JERSEY COUNC			669
	26-00685 April 2026	1,347.32		
4995	04/27/26 LOCAL005 P.B.A. LOCAL 285			669
	26-00686 April 2026	1,650.00		
4996	04/27/26 LOCAL010 U.A.W. LOCAL 2326			669
	26-00687 April 2026	640.00		
4997	04/27/26 POLIC005 POLICE AND FIREMAN'S INS. ASSO			669
	26-00688 April 2026	98.34		
4998	04/27/26 TRANS015 TRANS WORLD ASSURANCE COMPANY			669
	26-00689 April 2026	920.00		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
	Checks: 5	0	4,655.66	0.00
	Direct Deposit: 0	0	0.00	0.00
	Total: 5	0	4,655.66	0.00

Check #	Check Date	Vendor	Reconciled/Void		Ref Num
PO #	Description	Amount Paid			Contract
22-001	PAYROLL AGENCY	Continued			
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	195	0	9,145,212.58	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	195	0	9,145,212.58	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	5-01	113,618.91	0.00	0.00	113,618.91
CURRENT FUND	6-01	8,156,273.33	600.00	85,100.00	8,241,973.33
CAPITAL FUND	C-04	691,332.93	0.00	0.00	691,332.93
ESCROW	E-12	4,882.42	0.00	0.00	4,882.42
GRANT FUND	G-02	18,140.70	0.00	0.00	18,140.70
OTHER TRUST	T-14	58,616.90	0.00	0.00	58,616.90
RECREATION TRUST	T-16	1,400.00	0.00	0.00	1,400.00
COAH	T-20	1,016.00	0.00	0.00	1,016.00
DEV. BONDS	T-21	5,958.50	0.00	0.00	5,958.50
PAYROLL	T-22	4,655.66	0.00	0.00	4,655.66
BARRY LAKES (2)	T-24	3,617.23	0.00	0.00	3,617.23
	Year Total:	75,264.29	0.00	0.00	75,264.29
Total of All Funds:		9,059,512.58	600.00	85,100.00	9,145,212.58

TOWNSHIP OF VERNON

RESOLUTION #26-168

APPROVING A CHARITABLE SOLICITOR’S PERMIT: Pochuck Valley Fire Department

WHEREAS, Pochuck Valley Fire Department has made application for a Charitable Roadside Solicitor’s Permit for the purposes of soliciting funds on May 23, 2026, July 4, 2026 and September 5, 2026 from 8am-5pm; and

WHEREAS, in accordance with Ordinance 18-12, the Vernon Township Police Department has reviewed the necessary application found that all documentation is in order.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Vernon that approval be granted for a Charitable Roadside Solicitor’s Permit for Pochuck Valley Fire Department, subject to the approval of the County of Sussex and State of New Jersey as needed.

BE IT FURTHER RESOLVED that the Township Clerk is hereby authorized to issue a Charitable Roadside Solicitor’s Permit to the aforesaid applicant in accordance with Chapter 428 of the Code of the Township of Vernon upon receipt of the approval from the County of Sussex.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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



Vernon Township
 Township Clerk's Office
 21 Church Street
 Vernon, NJ 07462
 Tel: 973.764.4055, ext. 2234 • Fax: 973.764.6393
 www.vernontwp.com

Charitable Solicitation Permit Application

Date of application:	5/10/26
Application type:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal

ORGANIZATION INFORMATION	
Name of Organization Represented	Tel. Number
Pochock Valley F.D. Inc	[REDACTED]
Address	
13 Lake Wallkill Road Sussex NJ 07461	
Name of individual directly in charge of conducting the solicitation:	
John Cash	
Address of individual directly in charge of conducting the solicitation:	
[REDACTED]	

SOLICITATION INFORMATION
Purpose of Solicitation
OFFSET OPERATING COSTS
Estimated amount of funds proposed to be raised:
2,500
Specific statement showing the need for the solicitation:
Pay operating bills
Provide a brief outline of the method to be used on conducting the solicitation:
ROAD collection on Rt 565 & Lake Wallkill Rd per site plan on file

SOLICITOR(S) INFORMATION	
Provide the name and address of every individual who will be making the proposed solicitation (attach more paper if necessary)	
Name	Address
1. Pochock FD members	on file at Township
2.	
3.	
4.	

Charitable Solicitation Permit Application
Continued page 2 of 2

Vernon Township
21 Church Street • Vernon, NJ 07462
Tel: 973.764.4055, ext. 2234 • Fax: 973.764.6393
www.vernontwp.com


DATE/TIME/DURATION INFORMATION
Provide the time and dates when the solicitation will be made, including the beginning and ending dates of the solicitation: 5/23/26 7/4/26 9/5/26 8am-5pm
WAGE, FEE, COMMISSION, EXPENSE INFORMATION
Provide the amount of any wages, fees, commissions, or expenses to be paid to any person or organization for conducting the solicitation and the names and addresses of all such persons: N/A
Provide a full statement to the effect that if the permit is approved, it will not be used or represented in any way as an endorsement of the proposed solicitation by the township or by any of its officers or departments: Volunteer Fire Department Use

Please provide a copy of the ruling from the Internal Revenue Service in which it determined that your organization is a charitable organization under the rules of the Internal Revenue Code so that donations made to your organization are tax deductible. If such determination has not been applied for, indicate whether your organization intends to seek such recognition.

I hereby certify that the information contained in this application is complete, accurate and truthful to the best of my knowledge and belief. I understand that if any statement made is willfully false or incomplete, I may be subject to penalties as provided by law and have this application denied.

I hereby acknowledge that the provisions of Chapter 428 of Vernon Township's code entitled "Peddling and Soliciting" are understood and that if I violate any of the provisions, I am subject to appropriate penalties and/or license revocation.

I consent to Vernon Township's obtaining copies of my driving record from the appropriate public agency and Criminal History Record Information from the New Jersey State Police, State Bureau of Identification.


Print Name/Title
John Cash Chief
Date
5/10/26

Signature of Authorized Applicant

FOR OFFICIAL USE ONLY			
DATE REC'D	5/11/26		
CHIEF OF POLICE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DATE: 5/12/26	TOWNSHIP COUNCIL <input type="checkbox"/> YES <input type="checkbox"/> NO R #:
PERMIT ISSUED	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE:	PERMIT #

TOWNSHIP OF VERNON

RESOLUTION #26-169

RESOLUTION OF THE MAYOR AND GOVERNING BODY OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, STATE OF NEW JERSEY ADOPTING THE “AFFIRMATIVE MARKETING PLAN” FOR THE TOWNSHIP OF VERNON

WHEREAS, in accordance with the Fair Housing Act and the New Jersey Uniform Housing Affordability Controls (N.J.A.C. 5:80-26-1, et seq.), the Township of Vernon is required to adopt an Affirmative Marketing Plan to ensure that all affordable housing units created, including those created by the Housing Element and Fair Share Plan within the Township of Vernon, are affirmatively marketed to very low, low and moderate income households, particularly those living and/or working within Housing Region #1, the Affordable Housing Region encompassing the Township of Vernon.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Governing Body of the Township of Vernon, County of Sussex, State of New Jersey, do hereby adopt the Affirmative Marketing Plan attached hereto.

This Resolution shall take effect immediately.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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



**TOWNSHIP OF VERNON
COUNTY OF SUSSEX, STATE OF NEW JERSEY**

**Affordable Housing
Affirmative Marketing Plan**

May 2026

Township of Vernon Municipal Building
21 Church Street
Vernon, NJ 07462
973-764-4055

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Implementation	4
Sample Advertisement for Available Rental Units	8
Sample Public Service Announcement	8
Random Selection & Applicant Pools.....	9
Initial Randomization	10
Randomization After Certification	10
Matching Households to Available Units	11
Attachment A	12

Overview

All affordable units are required to be affirmatively marketed using the Township of Vernon's Affirmative Marketing Plan. An Affirmative Marketing Plan is a regional marketing strategy designed to attract households of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital or familial status, gender, affectional or sexual orientation, disability, age, or number of children to housing units which are being marketed by an Administrative Agent or a developer, sponsor, owner or property manager of affordable housing. The primary objectives of an Affirmative Marketing Plan are to target households who are least likely to apply for affordable housing, and to target households throughout the entire housing region in which the units are located.

The Township of Vernon provides this Affirmative Marketing Plan for any affordable housing within the Township. Individual projects may develop their own affirmative marketing plan in compliance with this plan.

Every Affirmative Marketing Plan must include all of the following:

1. Publication of at least one advertisement in a newspaper of general circulation within the housing region;
2. Broadcast of at least one advertisement by radio or television throughout the housing region; and
3. At least one additional regional marketing strategy such as a neighborhood newspaper, religious publication, organizational newsletter, advertisement(s) with major employer(s), or notification through community and regional organizations such as non-profit, religious, and civic organizations.

For each affordable housing opportunity within the municipality, the Affirmative Marketing Plan must include the following information:

1. The address of the project and development name, if any;
2. The number of rental units;
3. The price ranges of the rental units;
4. The name and contact information of the Municipal Housing Liaison, Administrative Agent, property manager, or landlord;
5. A description of the Random Selection method that will be used to select applicants for affordable housing; and
6. Disclosure of required application fees, if any.

Advertisements must contain the following information for each affordable housing opportunity:

1. Location of the units;
2. Directions to the units;
3. Range of prices for the units;
4. Size, as measured in bedrooms, of units;
5. The maximum income permitted to qualify for the housing units;
6. The locations of applications for the housing units;
7. The business hours when interested households may obtain an application for a housing unit; and
8. Application fees, if any.

Regional Preference

The Township of Vernon has provided that households that live or work in Housing Region #1 (comprised of Bergen, Hudson, Passaic, and Sussex Counties) shall be selected for an affordable housing unit before households from outside of this region. Units that remain unoccupied after households who live or work in the region are exhausted, may be offered to the households outside the region.

Implementation

The affirmative marketing process for affordable units shall begin at least four months prior to expected occupancy. In implementing the marketing program, the Administrative Agent shall undertake all of the strategies outlined in the Township of Vernon's Affirmative Marketing Plan. Advertising and outreach shall take place during the first week of the marketing program and each month thereafter until all the units have been sold. Applications for affordable housing shall be available in several locations in accordance with the Affirmative Marketing Plan. The time period when applications will be accepted will be posted with the applications. Applications shall be mailed to prospective applicants upon request.

All newspaper articles, announcements and requests for applications for low- and moderate-income units will appear in the following daily regional newspapers/publications when units are available and there is no wait list for existing units and when any new units may be constructed in the future:

1. The New Jersey Herald
2. The Star Ledger

The primary marketing will take the form of at least one (1) press release sent to the above publications and a paid display advertisement in each of the above newspapers. Additional advertising and publicity will be on an as-needed basis. The advertisement will include a description of the:

1. Location of the units;
2. Directions to the units;
3. Range of prices for the units;
4. Size, as measured in bedrooms, of units;
5. Maximum income permitted to qualify for the units;
6. Location of applications;
7. Business hours when interested households may obtain an application; and
8. Application fees.

All newspaper articles, announcements and requests for applications for low- and moderate-income housing will appear in the following neighborhood-oriented weekly newspapers, religious publications and organizational newsletters within the region:

1. Sunday Herald
2. Advertiser News

The primary marketing shall take the form of at least one (1) press release and a paid display advertisement in the above newspapers once a week for four consecutive weeks. Additional advertising and publicity shall be on an "as needed" basis. The developer/owner shall disseminate all public service announcements and pay for display advertisements. The developer/owner shall provide proof of all publications to the Administrative Agent. All press releases and advertisements shall be approved in advance by the Administrative Agent.

The following regional cable television stations or regional radio stations shall be used during the first month of advertising. The developer must provide satisfactory proof of public dissemination:

1. Station(s): Select station(s) from Attachment A.

The Administrative Agent shall develop, maintain and update a list of community contact person(s) and/or organizations(s) in Bergen, Hudson, Passaic, and Sussex Counties that will aid in the affirmative marketing program with particular emphasis on those contacts that are able to reach out to groups that are least likely to apply for housing within the region, including major regional employers identified in Attachment A, Part III, Marketing, Section 3d of COAH's Affirmative Fair Housing Marketing Plan for Affordable Housing in Region #1 (attached to and hereby made part of this Resolution) as well as the following entities:

1. Quarterly informational flyers and applications shall be sent to the Bergen, Hudson, Passaic, and Sussex Counties' Boards of Realtors for publication in their journals and for circulation among their members; and
2. Quarterly informational circulars and applications shall be sent to the administrators of each of the following agencies within the municipalities and counties of Bergen, Hudson, Passaic, and Sussex.

Applications will be mailed to prospective applicants upon request.

The following is the location of applications, brochure(s), signs and/or poster(s) used as part of the affirmative program, including specific employment centers within the region:

1. Municipal Building: 21 Church Street, Vernon, NJ 07462
2. Municipal Library: Sussex County Library – Dorothy Henry Branch, 66 NJ 94, Vernon, NJ 07462

The following is the community contact person who will aid the affirmative marketing program:

Municipal Housing Liaison
21 Church Street, Vernon, NJ 07462
973-764-4055

Additionally, quarterly informational circulars and applications for new units which may be constructed in the future will be sent to the chief administrative employees of each of the following agencies in the counties of Bergen, Hudson, Passaic, and Sussex:

1. Welfare or Social Service Board;
2. Rental assistance office (local office of DCA);
3. Office on Aging.
4. Housing Agency or Authority.
5. County Library.
6. Area community action agencies.

Applications, brochure(s), sign(s) and/or poster(s) used as part of the affirmative marketing program shall be available/posted in the following locations:

1. Township of Vernon Administrative Offices (21 Church Street, Vernon, NJ 07462);
2. Township of Vernon website (vernontwp.com);
3. Developer's Sales/Rental Offices;
4. Bergen, Hudson, Passaic, and Sussex Counties' Administration Buildings;
5. Bergen, Hudson, Passaic, and Sussex Counties' Libraries (all branches); and
6. Other public buildings and agencies as deemed appropriate by the Administrative Agent

Applications shall be mailed by the Administrative Agent and Municipal Housing Liaison to prospective applicants upon request. Also, applications shall be available at the developer's sales/rental office and multiple copies of application forms shall be mailed to Fair Share Housing Center, the New Jersey State Conference of the NAACP, the Latino Action Network, County NAACP, Newark NAACP, East Orange NAACP, Housing Partnership for Morris County, Community Access Unlimited, Inc., Northwest New Jersey Community Action Program, Inc. (NORWESCAP), Homeless Solutions of Morristown, and the Supportive Housing Association for dissemination to their respective constituents. In addition, the foregoing entities shall be notified directly whenever an affordable housing unit(s) becomes available in the Township of Vernon.

The following is a listing of community contact person(s) and/or organizations in Bergen, Hudson, Passaic, and Sussex Counties that will aid in the affirmative marketing program and provide guidance and counseling services to prospective occupants of very low-, low-and moderate-income units:

1. Family Promise of Sussex County: www.familypromisesussex.org; 973-579-1180
2. NJHMFA: www.nj.gov.dca.hmfa; 609-278-7400
3. Norwescap: www.norwescap.org; 908-454-7000
4. New Jersey Housing Resource Center: www.nj.gov.njhrc; 1-877-428-8844
5. Affordable Housing Alliance: www.housingall.org; 732-389-2958

A random selection method to select occupants of very low-, low- and moderate-income housing will be used by the Administrative Agent, in conformance with N.J.A.C. 5:80-26.16 (I). The Affirmative Marketing Plan shall provide a regional preference for very low-, low- and moderate-income households that live and/or work in Housing Region #1, comprised of Bergen, Hudson, Passaic, and Sussex Counties. Pursuant to the New Jersey Fair Housing Act (C.52:27D-311), a preference for very low-, low- and moderate-income veterans duly qualified under N.J.A.C. 54:4-8.10 may also be exercised, provided an agreement to this effect has been executed between the developer or landlord and the municipality prior to the affirmative marketing of the units.

The Administrative Agent shall administer the Affirmative Marketing Plan. The Administrative Agent has the responsibility to income qualify very low-, low- and moderate-income households; to place income-eligible households in very low-, low- and moderate-income units upon initial occupancy; to provide for the initial occupancy of very low, low and moderate income units with income qualified households; to continue to qualify households for re-occupancy of units as they become vacant during the period of affordability controls; to assist with outreach to very low-, low- and moderate-income households; and to enforce the terms of the deed restriction and mortgage loan as per N.J.A.C. 5:80-26-1, et seq.

The Administrative Agent shall provide or direct qualified very low-, low- and moderate-income applicants to counseling services on subjects such as budgeting, credit issues, mortgage qualifications, rental lease requirements and landlord/tenant law and shall develop, maintain and update a list of entities and lenders willing and able to perform such services. In addition, it shall be the responsibility of the Administrative

Agent to inform owners of affordable units and prospective occupants of affordable units of the Borough's affordability assistance programs and to assist with the implementation of such programs.

All developers/owners of very low-, low- and moderate-income housing units shall be required to undertake and pay the costs of the marketing of the affordable units in their respective developments, subject to the direction and supervision of the Administrative Agent.

The implementation of the Affirmative Marketing Plan for a development that includes affordable housing shall commence at least 120 days before the issuance of either a temporary or permanent certificate of occupancy. The implementation of the Affirmative Marketing Plan shall continue until all very low-, low- and moderate-income housing units are initially occupied and thereafter upon the re-sale or re-rental of an affordable unit for as long as an affordable unit remains deed restricted.

The Administrative Agent shall provide the Affordable Housing Liaison with the information required to comply with monitoring and reporting requirements pursuant to the Borough's adopted Affordable Housing Ordinance.

An applicant pool will be maintained by the Administrative Agent for re-rentals. When a re-rental affordable unit becomes available, the Administrative Agent will select applicants from the applicant pool and, if necessary, the unit will be affirmatively marketed as described above. The selection of applicants from the applicant pool is described in more detail in this manual under the section **Random Selection & Applicant Pool(s)**.

Sample Advertisement for Available Rental Units

The Town/Township/Borough of municipality hereby announces that # affordable housing units will be available for rent in the name of development/project. The housing is under development by developer and is available for type of income households. Development is located at address, description.

The affordable housing available includes rents from \$#,###/month and includes #-bedroom units. Utilities are included (if applicable). Interested households will be required to submit application, documentation if applicable, and any other requirements in order to qualify. The maximum household incomes permitted are \$41,471 for a one-person household, \$47,395 for a two-person household, \$53,320 for a three-person household, \$59,244 for a four-person household, \$63,984 for a five-person household, and \$69,723 for a six-person household. Once certified, households will be matched to affordable units through a lottery system. All successful applicants will be required to demonstrate the ability to pay a security deposit (requirements of security deposit).

Applications are available at Location(s), hours of operation. Applications can also be requested via mail by calling Realtor at Phone #. Applications will be accepted until mm/dd/yy and there is a \$5 fee for the credit check.

Visit www.njhousing.gov or call 1-877-428-8844 for more affordable housing opportunities.

Although any income eligible households may apply, workers of Bergen County, Hudson County, Sussex County, or Passaic County will be selected before residents of other counties or states.

Sample Public Service Announcement

10 second slot:

Affordably priced homes available in Mayberry Borough. Income restrictions apply. Call (800) 555-1234 for information.

30-35 second slot:

Affordably priced, brand new two, three, and four-bedroom attractive homes with nice amenities are available at the Equality at Mayberry Development in desirable Mayberry Borough. Call A Home For You at (800) 555-1234 for information on sales prices and income limits and to get a pre-application. The deadline to submit a pre-application is August 1, 2020, so don't delay. These homes are in accordance with State requirements for low- and moderate-income housing.

Random Selection & Applicant Pools

The following is a description of the random selection method that will be used to select occupants for low- and moderate-income housing:

There will be a period in which to complete and submit applications. Households that have completed applications in that timeframe and have been determined that they are income eligible will be randomly selected to establish an order (service list) in which they will be evaluated by the Administrative Agent for the available unit(s). A copy of the first page of the applications will be folded and placed in a container of sufficient size to allow the applications to be randomly mixed. Once mixed, all applications will be drawn one by one from the container until none are left. The first application drawn will be the first position on the service list, and so on.

At least two people will be present during a random selection and both will sign the resulting service list as having participated and/or witnessed the random selection. Once the applicant is placed on the service list, they shall remain in that position until they are served or asked to be withdrawn from the list. Applicants on the service list shall not be a part of any future random selections. If the household on the list is not of an appropriate household size, income or does not live or work in the Housing Region, that applicant will be skipped and the next applicant household with sufficient income will be evaluated for the available unit. This will continue until a properly sized household with sufficient income or purchase or rent the unit is reached.

The applicant household will be required to submit a complete application to establish their eligibility as defined by the Fair Housing Act. If the end of the service list is reached before an appropriately-sized household that lives or works in the New Jersey Housing Region is identified the Administrative Agent will review skipped households in the order of the random selection. Households that live or work in the Housing Region that are smaller than the ideal household size, as defined by the Township's Affordable Housing Ordinance, will be considered next.

Any applicants that are skipped for size, income or regional preference will remain on the list and continue to be considered for future restricted units in the order in which they were selected in the random selection.

Unless applicants ask to be removed from the list or become ineligible for assistance, or are unresponsive to our communications, they will remain on the service list. Therefore, these applicants will not need to be in future random selections. Instead, the service order created by future random selections will be placed at the end of the service list set by all prior random selections.

If there are sufficient names remaining on the service list to fill two years of resales and rentals, the applicant pool may be closed by the Administrative Agent. The Administrative Agent will notify the Township in writing if it intends to close the waiting list. Any households calling or writing to express their interest in an affordable home will be directed to call back on a future date determined by the Administrative Agent. When the applicant pool is being depleted to a point where there is not a sufficient number of people to fill two (2) years of re-sales or rentals, the Administrative Agent will re-open the pool and conduct a new random selection process after fulfilling the affirmative marketing requirements. The service list established by subsequent random selection shall be added to the end of the previous service list.

Initial Randomization

Applicants are selected at random before income-eligibility is determined, regardless of household size or desired number of bedrooms. The process is as follows:

1. After advertising is implemented, applications are accepted for 120 days.
2. At the end of the period, sealed applications are selected one-by-one through a lottery (unless fewer applications are received than the number of available units, then all eligible households will be placed in a unit).
3. Households are informed of the date, time and location of the lottery and invited to attend.
4. An applicant pool is created by listing applicants in the order selected.
5. Applications are reviewed for income-eligibility.
6. Ineligible households are informed that they are being removed from the applicant pool or given the opportunity to correct and/or update income and household information.
7. Eligible households are matched to available units based upon the number of bedrooms needed (and any other special requirements, such as [regional preference or] the need for an accessible unit).
8. If there are sufficient names remaining in the pool to fill future re-rental, the applicant pool shall be closed.
9. When the applicant pool is close to being depleted, the Administrative Agent will re-open the pool and conduct a new random selection process after fulfilling the affirmative marketing requirements. The new applicant pool will be added to the remaining list of applicants.

Randomization After Certification

Random selection is conducted when a unit is available, and only certified households seeking the type and bedroom size of the available unit are placed in the lottery. The process is as follows:

1. After advertising is implemented, applications are accepted for 120 days.
2. All applications are reviewed and households are either certified or informed of non-eligibility. (The certification is valid for 180 days, and may be renewed by updating income-verification information.)
3. Eligible households are placed in applicant pools based upon the number of bedrooms needed (and any other special requirements, such as regional preference or the need for an accessible unit)
4. When a unit is available, only the certified households in need of that type of unit are selected for a lottery.
5. Households are informed of the date, time, and location of the lottery and invited to attend.
6. After the lottery is conducted, the first household selected is given 3 days to express interest or disinterest in the unit. (If the first household is not interested in the unit, this process continues until a certified household selects the unit.)
7. Applications are accepted on an ongoing basis, certified households are added to the pool for the appropriate household income and size categories, and advertising and outreach is ongoing, according to the Affirmative Marketing Plan.

Matching Households to Available Units

In referring certified households to specific restricted units, to the extent feasible, and without causing an undue delay in occupying the unit, the Administrative Agent shall strive to implement the following policies:

1. Maximum of two people per bedroom;
2. Children of the same sex in the same bedroom;
3. Unrelated adults or persons of the opposite sex other than husband and wife in separate bedrooms;
4. Children not in the same bedroom with parents;
5. Provide an occupant for each unit bedroom;
6. Provide children of different sexes with separate bedrooms;
7. Require that all the bedrooms be used as bedrooms; and
8. Require that a couple requesting a two-bedroom unit provide a doctor's note justifying such a request.

In no case shall a household be referred to an affordable housing unit that provides for more than one (1) additional bedroom per household occupancy as stated in the policies above.

The Administrative Agent cannot require an applicant household to take an affordable unit with a greater number of bedrooms, as long as overcrowding is not a factor.

A household can be eligible for more than one unit category, and should be placed in the applicant pool for all categories for which it is eligible.

Attachment A

Affirmative Fair Housing Marketing Plan For Affordable Housing in Region #1

AFFIRMATIVE FAIR HOUSING MARKETING PLAN

For Affordable Housing in **(REGION 1)**

I. APPLICANT AND PROJECT INFORMATION

(Complete Section I individually for all developments or programs within the municipality.)

1a. Administrative Agent Name, Address, Phone Number		1b. Development or Program Name, Address	
1c. Number of Affordable Units: Number of Rental Units: Number of For-Sale Units:	1d. Price or Rental Range From To	1e. State and Federal Funding Sources (if any)	
1f. <input type="checkbox"/> Age Restricted <input type="checkbox"/> Non-Age Restricted	1g. Approximate Starting Dates Advertising: Occupancy:		
1h. County Bergen, Hudson, Passaic, Sussex		1i. Census Tract(s):	
1j. Managing/Sales Agent's Name, Address, Phone Number			
1k. Application Fees (if any):			

(Sections II through IV should be consistent for all affordable housing developments and programs within the municipality. Sections that differ must be described in the approved contract between the municipality and the administrative agent and in the approved Operating Manual.)

II. RANDOM SELECTION

2. Describe the random selection process that will be used once applications are received.

III. MARKETING

3a. Direction of Marketing Activity: (indicate which group(s) in the housing region are least likely to apply for the housing without special outreach efforts because of its location and other factors)

- White (non-Hispanic) Black (non-Hispanic) Hispanic American Indian or Alaskan Native
- Asian or Pacific Islander Other group:

3b. HOUSING RESOURCE CENTER (www.njhousing.gov) A free, online listing of affordable housing

3c. Commercial Media (required) (Check all that applies)			
	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL NEWSPAPER(S)	CIRCULATION AREA
TARGETS ENTIRE HOUSING REGION 1			
Daily Newspaper			
<input type="checkbox"/>		Star-Ledger	Northern and Central New Jersey
TARGETS PARTIAL HOUSING REGION 1			
Daily Newspaper			
<input type="checkbox"/>		Record, The	Bergen
<input type="checkbox"/>		Jersey Journal	Hudson
<input type="checkbox"/>		Herald News	Passaic
<input type="checkbox"/>		New Jersey Herald	Sussex
TARGETS PARTIAL HOUSING REGION 1			
Non-Daily Newspaper			
	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL NEWSPAPER(S)	CIRCULATION AREA
<input type="checkbox"/>		Bayonne Community News	Hudson
<input type="checkbox"/>		Northern Valley Suburbanite	Northern Bergen
<input type="checkbox"/>		Teaneck Suburbanite	Teaneck, Bergen
<input type="checkbox"/>		Twin Boro News	Northern Bergen
<input type="checkbox"/>		Shopper News	Bergen

<input type="checkbox"/>		The Ramsey Reporter	Ramsey, Bergen
<input type="checkbox"/>		The Town Journal	Franklin Lakes, Bergen
<input type="checkbox"/>		The Village Gazette	Ridgewood, Bergen
<input type="checkbox"/>		Messenger	Garfield, Bergen
<input type="checkbox"/>		Observer	Hasbrouck Heights, Bergen
<input type="checkbox"/>		Weekly News	Hasbrouck Heights, Bergen
<input type="checkbox"/>		Hawthorne Press	Hawthorne, Passaic
<input type="checkbox"/>		Journal America	Passaic
<input type="checkbox"/>		Hoboken Reporter	Hoboken, Hudson
<input type="checkbox"/>		Hudson Current	Hudson
<input type="checkbox"/>		Jersey City Register	Hudson
<input type="checkbox"/>		The Shoppers' Friend	Sussex
<input type="checkbox"/>		The Commercial Leader	Lyndhurst, Bergen
<input type="checkbox"/>		North Bergen Register	Hudson
<input type="checkbox"/>		Secaucus Reporter	Secaucus, Hudson
<input type="checkbox"/>		Weehawken Reporter	Weehawken, Hudson
<input type="checkbox"/>		West New York/Union City Reporter	West New York/Union City, Hudson
<input type="checkbox"/>		Observer	Hudson
<input type="checkbox"/>		The Commercial Leader	Lyndhurst, Bergen
<input type="checkbox"/>		The Leader Free Press	Lyndhurst, Bergen

<input type="checkbox"/>		News Leader of Rutherford	Rutherford, Bergen
<input type="checkbox"/>		North Arlington Leader	North Arlington, Bergen
<input type="checkbox"/>		Our Town	Maywood, Bergen
<input type="checkbox"/>		The Ridgewood Times – Zone 2	Midland Park/Ridgewood, Bergen
<input type="checkbox"/>		The Villadom Times Midland Park	Midland Park/Ridgewood, Bergen
<input type="checkbox"/>		The Palisadian	Bergen
<input type="checkbox"/>		Aim Community News/Aim Action Ads	Passaic
<input type="checkbox"/>		Shoppers Guide to Sussex County	Sussex
<input type="checkbox"/>		Bergen News	Bergen
<input type="checkbox"/>		Press Journal	Palisades Park, Bergen
<input type="checkbox"/>		Korean Bergen News	Bergen
<input type="checkbox"/>		Sun Bulletin	Bergen
<input type="checkbox"/>		News Beacon	Paramus
<input type="checkbox"/>		Slovak Catholic Falcon	(Slovak/English) Passaic
<input type="checkbox"/>		Independence News	Passaic
<input type="checkbox"/>		Home and Store News	Bergen
<input type="checkbox"/>		Our Town	Northern Bergen
<input type="checkbox"/>		The Glen Rock Gazette	Glen Rock, Bergen
<input type="checkbox"/>		Ridgewood News	Ridgewood, Bergen

<input type="checkbox"/>		Suburban News	Northern Bergen
<input type="checkbox"/>		Town News	Northern Bergen
<input type="checkbox"/>		Wyckoff Suburban News	Wyckoff, Bergen
<input type="checkbox"/>		The South Bergenite	Southern Bergen
<input type="checkbox"/>		Secaucus Home News	Secaucus, Hudson
<input type="checkbox"/>		The Advertiser	Sussex
<input type="checkbox"/>		The Advertiser News	Sussex
<input type="checkbox"/>		Sparta Independent	Sparta, Sussex
<input type="checkbox"/>		Sussex County Chronicle	Sparta, Sussex
<input type="checkbox"/>		The Connection Newspaper	Southern Bergen
<input type="checkbox"/>		Jewish Community News	(Jewish) Bergen
<input type="checkbox"/>		Jewish Standard	(Jewish) Bergen
<input type="checkbox"/>		Avance	(Spanish) Hudson
<input type="checkbox"/>		Continental	(Spanish) Hudson
<input type="checkbox"/>		La Tribuna de North Jersey	(Spanish) Hudson
<input type="checkbox"/>		The Argus	West Paterson, Passaic
<input type="checkbox"/>		Suburban Life	Passaic
<input type="checkbox"/>		Today Newspaper	Passaic
<input type="checkbox"/>		Community Life	Northern Bergen
<input type="checkbox"/>		Wood Ridge Independent	Wood Ridge

TARGETS ENTIRE HOUSING REGION 1			
	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL TV STATION(S)	CIRCULATION AREA AND/OR RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
<input type="checkbox"/>		2 WCBS-TV CBS Broadcasting Inc.	NYC Metropolitan Area
<input type="checkbox"/>		4 WNBC NBC Telemundo License Co. (General Electric)	NYC Metropolitan Area
<input type="checkbox"/>		5 WNYW Fox Television Stations, Inc. (News Corp.)	NYC Metropolitan Area
<input type="checkbox"/>		7 WABC-TV American Broadcasting Companies, Inc (Walt Disney)	NYC Metropolitan Area
<input type="checkbox"/>		11 WPIX WPIX, Inc. (Tribune)	NYC Metropolitan Area
<input type="checkbox"/>		13 WPIX, Inc. (Tribune) Educational Broadcasting Corporation	NYC Metropolitan Area
<input type="checkbox"/>		25 WNYE-TV New York City Dept. Of Info Technology & Telecommunications	NYC Metropolitan Area
<input type="checkbox"/>		31 WPXN-TV Paxson Communications License Company, LLC	NYC Metropolitan Area
<input type="checkbox"/>		41 WXTV WXTV License Partnership, G.P. (Univision Communications Inc.)	NYC Metropolitan Area, Spanish-language
<input type="checkbox"/>		47 WNJU NBC Telemundo License Co. (General Electric)	NYC Metropolitan Area, Spanish-language
<input type="checkbox"/>		50 WNJN	New Jersey

		New Jersey Public Broadcasting Authority	
<input type="checkbox"/>		62 WRNN-TV WRNN License Company, LLC	Hudson Valley
<input type="checkbox"/>		63 WMBC-TV Mountain Broadcasting Corporation	Northern New Jersey, Various ethnic
<input type="checkbox"/>		66 WFME-TV Family Stations of New Jersey, Inc.	Northern New Jersey, Christian
<input type="checkbox"/>		68 WFUT-TV Univision New York LLC	NYC Metropolitan Area, Spanish-language
TARGETS PARTIAL HOUSING REGION 1			
<input type="checkbox"/>		8 WTNH WTNH Broadcasting, Inc. (LIN TV Corp.)	Bergen
<input type="checkbox"/>		49 WEDW Connecticut Public Broadcasting, Inc.	Bergen
<input type="checkbox"/>		17 WEBR-CA K Licensee, Inc.	Bergen, Hudson (Christian)
<input type="checkbox"/>		26 WNXV-LP Island Broadcasting Company	Bergen, Hudson
<input type="checkbox"/>		32 WXNY-LP Island Broadcasting Company	Bergen, Hudson
<input type="checkbox"/>		35 WNYX-LP Island Broadcasting Company	Bergen, Hudson
<input type="checkbox"/>		39 WNYN-LP Island Broadcasting Company	Bergen, Hudson (Spanish)
<input type="checkbox"/>		21 WLIW Educational Broadcasting Corporation	Bergen, Hudson, Passaic
<input type="checkbox"/>		60 W60AI Ventana Television, Inc.	Bergen, Hudson, Passaic

<input type="checkbox"/>		6 WNYZ-LP Island Broadcasting Co.	Bergen, Sussex
<input type="checkbox"/>		22 WMBQ-CA Renard Communications Corp.	Hudson
<input type="checkbox"/>		34 WPXO-LP Paxson Communications License Company, LLC	Hudson
<input type="checkbox"/>		42 WKOB-LP Nave Communications, LLC	Hudson (Christian)
<input type="checkbox"/>		3 WBQM-LP Renard Communications Corp.	Hudson, Sussex
<input type="checkbox"/>		52 WNJT New Jersey Public Broadcasting Authority	Hudson, Sussex
<input type="checkbox"/>		28 WBRE-TV Nexstar Broadcasting, Inc.	Passaic, Sussex
<input type="checkbox"/>		36 W36AZ New Jersey Public Broadcasting Authority	Passaic, Sussex
<input type="checkbox"/>		16 WNEP-TV New York Times Co.	Sussex
<input type="checkbox"/>		22 WYOU Nexstar Broadcasting, Inc.	Sussex
<input type="checkbox"/>		23 W23AZ Centenary College	Sussex
<input type="checkbox"/>		38 WSWB Mystic Television of Scranton LLC	Sussex
<input type="checkbox"/>		39 WLVT-TV Lehigh Valley Public Telecommunications Corp.	Sussex
<input type="checkbox"/>		44 WVIA-TV Ne Pa Ed Tv Association	Sussex

<input type="checkbox"/>		49 W49BE New Jersey Public Broadcasting Authority	Sussex
<input type="checkbox"/>		56 WOLF-TV Wolf License Corp	Sussex
<input type="checkbox"/>		60 WBPH-TV Sonshine Family Television Corp	Sussex
<input type="checkbox"/>		64 WQPX Paxson Communications License Company, LLC (Ion Media Networks)	Sussex
<input type="checkbox"/>		69 WFMZ-TV Maranatha Broadcasting Company, Inc.	Sussex
DURATION & FREQUENCY OF OUTREACH			
		NAMES OF CABLE PROVIDER(S)	BROADCAST AREA
TARGETS PARTIAL HOUSING REGION 1			
<input type="checkbox"/>		Time Warner Cable of Bergen & Hudson Counties	Partial Bergen
<input type="checkbox"/>		Comcast of the Meadowlands	Partial Bergen
<input type="checkbox"/>		Cablevision of New Jersey, Oakland, Ramapo, and Rockland	Partial Bergen
<input type="checkbox"/>		US Cable of Paramus-Hillsdale	Partial Bergen
<input type="checkbox"/>		Cablevision of NJ (Bayonne System), Hudson	Partial Hudson
<input type="checkbox"/>		Comcast of Jersey City, Meadowlands, NJ (Union System)	Partial Hudson

<input type="checkbox"/>		Time Warner Cable of Bergen & Hudson Counties	Partial Hudson
<input type="checkbox"/>		Cablevision of Oakland, Paterson	Partial Passaic
<input type="checkbox"/>		Hometown Online	Partial Passaic
<input type="checkbox"/>		Cable Vision of Morris, Warwick	Partial Sussex
<input type="checkbox"/>		Hometown Online	Partial Sussex
<input type="checkbox"/>		Service Electric Broadband Cable	Partial Sussex
<input type="checkbox"/>		Time Warner Cable of Bergen & Hudson Counties	Partial Bergen
<input type="checkbox"/>		Comcast of the Meadowlands	Partial Bergen
<input type="checkbox"/>		Cablevision of New Jersey, Oakland, Ramapo, and Rockland	Partial Bergen
<input type="checkbox"/>		US Cable of Paramus-Hillsdale	Partial Bergen
<input type="checkbox"/>		Cablevision of NJ (Bayonne System), Hudson	Partial Hudson
<input type="checkbox"/>		Comcast of Jersey City, Meadowlands, NJ (Union System)	Partial Hudson
<input type="checkbox"/>		Time Warner Cable of Bergen & Hudson Counties	Partial Hudson
<input type="checkbox"/>		Cablevision of Oakland, Paterson	Partial Passaic

<input type="checkbox"/>		Hometown Online	Partial Passaic
<input type="checkbox"/>		Cable Vision of Morris, Warwick	Partial Sussex
<input type="checkbox"/>		Hometown Online	Partial Sussex
<input type="checkbox"/>		Service Electric Broadband Cable	Partial Sussex
<input type="checkbox"/>		Time Warner Cable of Bergen & Hudson Counties	Partial Bergen
<input type="checkbox"/>		Comcast of the Meadowlands	Partial Bergen
<input type="checkbox"/>		Cablevision of New Jersey, Oakland, Ramapo, and Rockland	Partial Bergen
<input type="checkbox"/>		US Cable of Paramus-Hillsdale	Partial Bergen
<input type="checkbox"/>		Cablevision of NJ (Bayonne System), Hudson	Partial Hudson
<input type="checkbox"/>		Comcast of Jersey City, Meadowlands, NJ (Union System)	Partial Hudson
<input type="checkbox"/>		Time Warner Cable of Bergen & Hudson Counties	Partial Hudson
<input type="checkbox"/>		Cablevision of Oakland, Paterson	Partial Passaic
<input type="checkbox"/>		Hometown Online	Partial Passaic
<input type="checkbox"/>		Cable Vision of Morris, Warwick	Partial Sussex
<input type="checkbox"/>		Hometown Online	Partial Sussex

<input type="checkbox"/>		Service Electric Broadband Cable	Partial Sussex
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	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL RADIO STATION(S)	BROADCAST AREA AND/OR RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
TARGETS ENTIRE HOUSING REGION 1			
AM			
<input type="checkbox"/>		WFAN 660	
<input type="checkbox"/>		WOR 710	
<input type="checkbox"/>		WABC 770	
<input type="checkbox"/>		WCBS 880	
<input type="checkbox"/>		WBBR 1130	
FM			
<input type="checkbox"/>		WFNY-FM 92.3	
<input type="checkbox"/>		WPAT-FM 93.1	Spanish
<input type="checkbox"/>		WNYC-FM 93.9	
<input type="checkbox"/>		WFME 94.7	Christian
<input type="checkbox"/>		WPLJ 95.5	
<input type="checkbox"/>		WQXR-FM 96.3	
<input type="checkbox"/>		WQHT 97.1	

<input type="checkbox"/>		WSKQ-FM 97.9	Spanish
<input type="checkbox"/>		WAWZ 99.1	Christian
<input type="checkbox"/>		WBAI 99.5	
<input type="checkbox"/>		WHTZ 100.3	
<input type="checkbox"/>		WHUD 100.7	
<input type="checkbox"/>		WCBS-FM 101.1	
<input type="checkbox"/>		WQCD 101.9	
<input type="checkbox"/>		WNEW 102.7	
<input type="checkbox"/>		WKTU 103.5	
<input type="checkbox"/>		WAXQ 104.3	
<input type="checkbox"/>		WWPR-FM 105.1	
<input type="checkbox"/>		WLTW 106.7	
<input type="checkbox"/>		WBLS 107.5	
TARGETS PARTIAL HOUSING REGION 1			
AM			
<input type="checkbox"/>		WEEX 1230	Bergen
<input type="checkbox"/>		WKDM 1380	Bergen, Hudson (Chinese/ Mandarin)
<input type="checkbox"/>		WMCA 570	Bergen, Hudson, Passaic (Christian)
<input type="checkbox"/>		WNYC 820	Bergen, Hudson, Passaic
<input type="checkbox"/>		WRKL 910	Bergen, Hudson, Passaic (Polish)

<input type="checkbox"/>		WPAT 930	Bergen, Hudson, Passaic (Caribbean, Mexican, Mandarin)
<input type="checkbox"/>		WWDJ 970	Bergen, Hudson, Passaic (Christian)
<input type="checkbox"/>		WINS 1010	Bergen, Hudson, Passaic
<input type="checkbox"/>		WEPN 1050	Bergen, Hudson, Passaic
<input type="checkbox"/>		WVNJ 1160	Bergen, Hudson, Passaic
<input type="checkbox"/>		WLIB 1190	Bergen, Hudson, Passaic (Christian)
<input type="checkbox"/>		WADO 1280	Bergen, Hudson, Passaic (Spanish)
<input type="checkbox"/>		WWRV 1330	Bergen, Hudson, Passaic (Spanish)
<input type="checkbox"/>		WNSW 1430	Bergen, Hudson, Passaic (Portuguese)
<input type="checkbox"/>		WZRC 1480	Bergen, Hudson, Passaic (Chinese/Cantonese)
<input type="checkbox"/>		WQEW 1560	Bergen, Hudson, Passaic
<input type="checkbox"/>		WWRL 1600	Bergen, Hudson, Passaic
<input type="checkbox"/>		WWRU 1660	Bergen, Hudson, Passaic (Korean)
<input type="checkbox"/>		WMTR 1250	Passaic
<input type="checkbox"/>		WGHT 1500	Passaic
<input type="checkbox"/>		WNNJ 1360	Sussex

FM			
<input type="checkbox"/>		WSOU 89.5	Bergen, Hudson
<input type="checkbox"/>		WCAA 105.9	Bergen, Hudson (Latino)
<input type="checkbox"/>		WBGO 88.3	Bergen, Hudson, Passaic
<input type="checkbox"/>		WFDU 89.1	Bergen, Hudson, Passaic
<input type="checkbox"/>		WKCR-FM 89.9	Bergen, Hudson, Passaic
<input type="checkbox"/>		WNYU-FM 89.1	Bergen, Hudson, Passaic
<input type="checkbox"/>		WFUV 90.7	Bergen, Hudson, Passaic
<input type="checkbox"/>		WFMU 91.1	Bergen, Hudson, Passaic
<input type="checkbox"/>		WNYE 91.5	Bergen, Hudson, Passaic
<input type="checkbox"/>		WRKS 98.7	Bergen, Hudson, Sussex
<input type="checkbox"/>		WRTN 93.5	Bergen, Hudson, Sussex
<input type="checkbox"/>		WHCR-FM 90.3	Bergen, Passaic
<input type="checkbox"/>		WPSC-FM 88.7	Passaic
<input type="checkbox"/>		WRHV 88.7	Passaic
<input type="checkbox"/>		WNJP 88.5	Sussex
<input type="checkbox"/>		WNTI 91.9	Sussex
<input type="checkbox"/>		WCTO 96.1	Sussex
<input type="checkbox"/>		WSUS 102.3	Sussex
<input type="checkbox"/>		WNNJ-FM 103.7	Sussex

<input type="checkbox"/>		WDHA -FM 105.5	Sussex
<input type="checkbox"/>		WHCY 106.3	Sussex
<input type="checkbox"/>		WWYY 107.1	Sussex
3d. Other Publications (such as neighborhood newspapers, religious publications, and organizational newsletters) (Check all that applies)			
	NAME OF PUBLICATIONS	OUTREACH AREA	RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
TARGETS ENTIRE HOUSING REGION 1			
Bi-weekly			
<input type="checkbox"/>	Al Manassah		Arab-American
Monthly			
<input type="checkbox"/>	Sino Monthly	North Jersey/NYC area	Chinese-American
TARGETS PARTIAL HOUSING REGION 1			
Daily			
<input type="checkbox"/>	24 Horas	Bergen, Essex, Hudson, Middlesex, Passaic, Union Counties	Portuguese-Language
Weekly			
<input type="checkbox"/>	Arab Voice Newspaper	North Jersey/NYC area	Arab-American
<input type="checkbox"/>	La Voz	Hudson, Union, Middlesex Counties	Cuban community
<input type="checkbox"/>	Italian Tribune	North Jersey/NYC area	Italian community
<input type="checkbox"/>	Jewish Standard	Bergen, Passaic, Hudson Counties	Jewish community

<input type="checkbox"/>		El Especialito	Union City	Spanish-Language
<input type="checkbox"/>		El Nuevo	Hudson County	Spanish-Language
<input type="checkbox"/>		La Tribuna Hispana	Basking Ridge, Bound Brook, Clifton, East Rutherford, Elizabeth, Fort Lee, Greebrook, Linden, Lydenhurst, Newark, North Plainfield, Orange, Passaic, Paterson, Plainfield, Roselle, Scotch Plains, Union, Union City, West NY	Spanish-Language
<input type="checkbox"/>		Su Guia	Bergen and Passaic	Spanish-Language
<input type="checkbox"/>		Banda Oriental Latinoamérica	North Jersey/NYC area	South American community
<input type="checkbox"/>		Ukrainian Weekly	New Jersey	Ukrainian community

3e. Employer Outreach (names of employers throughout the housing region that can be contacted to post advertisements and distribute flyers regarding available affordable housing) (Check all that applies)

DURATION & FREQUENCY OF OUTREACH	NAME OF EMPLOYER/COMPANY	LOCATION
Hudson County		
<input type="checkbox"/>	United Parcel Service Inc. NY Corp	492 County Ave, Secaucus
<input type="checkbox"/>	USPS	80 County Road, Jersey City
<input type="checkbox"/>	Liz Claiborne Inc	1 Claiborne Ave, North Bergen
<input type="checkbox"/>	Credit Suisse First Boston LLC	1 Pershing Plaza, Jersey City
<input type="checkbox"/>	HealthCare Staffing and Consult	26 Journal Square, Jersey City
<input type="checkbox"/>	Ritter Sysco Food Service	20 Theodore Conrad Dr, Jersey City
<input type="checkbox"/>	Jersey City Medical Center Inc.	50 Grand St, Secaucus

<input type="checkbox"/>		Marsh USA Inc.	121 River St, Hoboken
<input type="checkbox"/>		National Retail Systems Inc.	2820 16th St, North Bergen
<input type="checkbox"/>		Community Corrections Corp	Lincoln Hwy, Kearny
<input type="checkbox"/>		Marine Personnel & Provisioning Inc.	1200 Harbor Blvd Weehawken
<input type="checkbox"/>		Port Authority of NY and NJ	241 Erie St, Jersey City and 120 Academy St, Jersey City
<input type="checkbox"/>		Christ Hospital Health Service	176 Palisade Ave, Jersey City
<input type="checkbox"/>		Bayonne Hospital	29th Street and Ave E, Bayonne
<input type="checkbox"/>		Salson Logistics Inc.	2100 88th St. and 7373 West Side Ave, North Bergen
<input type="checkbox"/>		National Financial Service	1000 Plaza, Jersey City
<input type="checkbox"/>		Fleet NJ Company Development Corp.	10 Exchange Place, Jersey City
<input type="checkbox"/>		Maidenform Inc	154 Ave E, Bayonne
<input type="checkbox"/>		Lord Abbett & Company	90 Hudson City, Jersey City
<input type="checkbox"/>		Liberty Health Plan Inc.	50 Baldwin Ave, Jersey City
<input type="checkbox"/>		Port Imperial Ferry Corp.	Pershing Rd, Secaucus
<input type="checkbox"/>		Hudson News	1305 Paterson Plank Rd, North Bergen
<input type="checkbox"/>		Palisades General Hospital	7600 River Rd, North Bergen
<input type="checkbox"/>		Equiserve Inc.	525 Washington Blvd, Jersey City
<input type="checkbox"/>		Ciricorp Data Systems Incorporated	1919 Park Ave, Secaucus
<input type="checkbox"/>		Meadowlands Hospital Medical Center	Meadowlands Pkwy, Secaucus
<input type="checkbox"/>		Retailers & Manufacturers Dist. Marking Serv.	50 Metro Way, Secaucus

<input type="checkbox"/>		Dynamic Delivery Corp	125 Pennsylvania Ave, Kearny
<input type="checkbox"/>		Bowne Business Communications Inc.	215 County Ave, Secaucus
<input type="checkbox"/>		North Hudson Community Action Corp.	5301 Broadway, West New York
<input type="checkbox"/>		Goya Foods Inc.	100 Seaview Dr, Secaucus
<input type="checkbox"/>		Cristi Cleaning Service	204 Paterson Plank Rd, Union
Bergen County			
<input type="checkbox"/>		Hackensack University Medical Center	30 Prospect Ave, Hackensack
<input type="checkbox"/>		Professional Employer Group Service	2050 Center Ave, Ste 336, Fort Lee
<input type="checkbox"/>		County of Bergen, NJ	1 Bergen County Plaza Hackensack
<input type="checkbox"/>		Society of the Valley Hospital	223 N Van Dien Ave, Ridgewood
<input type="checkbox"/>		NJ Sports & Expo Authority	50 State Highway 120, East Rutherford
<input type="checkbox"/>		Merck-Medco Managed Care LLC	100 Parsons Pond Dr, Franklin Lake
<input type="checkbox"/>		Quest Diagnostics Incorporated	1 Malcolm Ave, Teterboro
<input type="checkbox"/>		AT&T	15 E Midland Ave, Paramus
<input type="checkbox"/>		Englewood Hospital and Medical Center	350 Engle St, Englewood
<input type="checkbox"/>		Aramark Svcs. Management of NJ Inc	50 Route 120, East Rutherford
<input type="checkbox"/>		Holy Name Hospital	718 Teaneck Road, Teaneck
<input type="checkbox"/>		Doherty Enterprises Inc	7 Pearl Ct, Allendale
<input type="checkbox"/>		Bergen Regional Medical Center	230 East Ridgewood Ave, Paramus

<input type="checkbox"/>		Inserra supermarkets, Inc.	20 Ridge Rd, Mahwah
<input type="checkbox"/>		Howmedica Osteonics Corp	59 Route 17, Allendale
<input type="checkbox"/>		Becton Dickinson & Company Corp	1 Becton Dr, Franklin Lakes
<input type="checkbox"/>		Pearson Education, Inc.	1 Lake St, Upper Saddle River
Passaic County			
<input type="checkbox"/>		D&E Pharmaceutical Co.	206 Macopin Rd, Bloomingdale
<input type="checkbox"/>		Acme Markets	467 Allwood Rd, Clifton
<input type="checkbox"/>		St. Mary's Hospital	350 Boulevard, Passaic
<input type="checkbox"/>		Merry Maids	14 Riverside Square Mall, Bloomingdale
<input type="checkbox"/>		Health Center at Bloomingdale	255 Union Ave, Bloomingdale
<input type="checkbox"/>		Sommers Plastic Product Co. Inc.	31 Styertowne Rd, Clifton
<input type="checkbox"/>		St. Joseph's Hospital	703 Main St, Paterson
<input type="checkbox"/>		BAE Systems	164 Totowa Rd, Wayne
<input type="checkbox"/>		Drake Bakeries Inc	75 Demarest Dr, Wayne
<input type="checkbox"/>		Toys R Us National Headquarters	1 Geoffrey Way, Wayne
<input type="checkbox"/>		GAF Materials Corporation	1361 Alps Rd, Wayne
<input type="checkbox"/>		Valley National Bank Headquarters	1455 Valley Road, Wayne
Sussex County			
<input type="checkbox"/>		Selective Insurance	40 Wantage Ave, Branchville

<input type="checkbox"/>		Andover Subacute and Rehab Center	99 Mulford Rd Bldg. 2, Andover
<input type="checkbox"/>		Mountain Creek Resorts	200 State Rt 94, Vernon
<input type="checkbox"/>		County of Sussex	One Spring Street, Newton
<input type="checkbox"/>		Newton Memorial Hospital Inc.	175 High St, Newton
<input type="checkbox"/>		Vernon Township Board of Education	539 State Rt 515, Vernon
<input type="checkbox"/>		F.O. Phoenix (Econo-Pak)	1 Wiebel Plaza, Sussex
<input type="checkbox"/>		Hopatcong Board of Education	2 Windsor Ave, Hopatcong
<input type="checkbox"/>		Saint Clare's Hospital	20 Walnut St, Sussex
<input type="checkbox"/>		Ames Rubber Corp	19 Ames Blvd, Hamburg

3f. Community Contacts (names of community groups/organizations throughout the housing region that can be contacted to post advertisements and distribute flyers regarding available affordable housing)

Name of Group/Organization	Outreach Area	Racial/Ethnic Identification of Readers/Audience	Duration & Frequency of Outreach

IV. APPLICATIONS

Applications for affordable housing for the above units will be available at the following locations:					
4a. County Administration Buildings and/or Libraries for all counties in the housing region (list county building, address, contact person) (Check all that applies)					
<input type="checkbox"/>	<table border="1"> <thead> <tr> <th>BUILDING</th> <th>LOCATION</th> </tr> </thead> <tbody> <tr> <td>Sussex County Main Library</td> <td>125 Morris Turnpike, Newton, NJ 07860</td> </tr> </tbody> </table>	BUILDING	LOCATION	Sussex County Main Library	125 Morris Turnpike, Newton, NJ 07860
BUILDING	LOCATION				
Sussex County Main Library	125 Morris Turnpike, Newton, NJ 07860				

<input type="checkbox"/>	Hudson County Administration Building	595 Newark Avenue, Jersey City, NJ 07306
<input type="checkbox"/>	Passaic County Administration Building	401 Grand Street, Paterson, NJ 07505 (973) 225-3632
<input type="checkbox"/>	Bergen County Administration Building	One Bergen County Plaza, Hackensack, NJ 07601 (201)336-6000
4b. Municipality in which the units are located (list municipal building and municipal library, address, contact person)		
4c. Sales/Rental Office for units (if applicable)		

V. CERTIFICATIONS AND ENDORSEMENTS

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that knowingly falsifying the information contained herein may affect the (select one: Municipality's substantive certification or DCA Balanced Housing Program funding or HMFA UHORP/MONI/CHOICE funding).

Name (Type or Print)

Title/Municipality

Signature Date

TOWNSHIP OF VERNON

RESOLUTION #26-170

**RESOLUTION OF THE MAYOR AND GOVERNING BODY OF THE TOWNSHIP OF
VERNON,
COUNTY OF SUSSEX, STATE OF NEW JERSEY
ADOPTING THE “AFFORDABILITY ASSISTANCE POLICIES AND PROCEDURES
MANUAL” FOR THE TOWNSHIP OF VERNON**

WHEREAS, in accordance with the Fair Housing Act and the New Jersey Uniform Housing Affordability Controls (N.J.A.C. 5:80-26-1, *et seq.*), the Township of Vernon is required to adopt an Affordability Assistance Policies and Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Governing Body of the Township of Vernon, County of Sussex, State of New Jersey, do hereby adopt the Affordability Assistance Policies and Procedures Manual attached hereto as Exhibit A.

This Resolution shall take effect immediately.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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



**TOWNSHIP OF VERNON
COUNTY OF SUSSEX, STATE OF NEW JERSEY**

**Affordability Assistance Policies
and Procedures Manual**

May 2026

Township of Vernon Municipal Building
21 Church Street
Vernon, NJ 07462
973-764-4055

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Introduction

The purpose of this Manual is to describe the policies and procedures of the Affordability Assistance Program. This Manual describes the basic content and operation of the various affordable assistance program components. It has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations, terms, and/or procedures.

Where it is found that a new procedure may be more effective or can eliminate a recurring problem, that procedure may be incorporated into the program operation by amending this Operating Manual. In addition, this manual may be periodically revised to reflect changes in local, state, and federal policies and regulations relative to implementation of the affordable housing programs described herein. In accordance with the Federal Fair Housing Act and Equal Opportunities laws, it is unlawful to discriminate against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicap, or familial status.

Types of Affordability Assistance

One Month's Rent

The Township of Vernon will pay for one month's rent for renters moving into deed-restricted affordable units. This assistance is a grant and does not need to be paid back. Priority will be given to very-low-income households. Due to likely timing issues related to when assistance is requested and when the check can be issued by the Township, the tenant will likely need to pay the first month's rent and security deposit, and the assistance will be applied to future months' rent payments.

Down Payment and/or Closing Cost Assistance

Affordability Assistance funds for down payment and/or closing costs will help low- and moderate-income households achieve the goal of homeownership. The goal of the program is to provide financial assistance to income-qualified homebuyers moving into affordable housing in the Township. Awards will be \$5,000 per unit.

Create Additional Very-Low-Income Units

Affordability assistance may be utilized to create additional very low-income units by converting a moderate- or low-income unit into a very low-income unit in new developments. The affordability assistance will result in additional very-low-income units beyond what is required by state affordable housing rules. Vernon Township may negotiate with developers of inclusionary developments to determine the appropriate amount of subsidy required to make the unit affordable to a very-low-income household. This subsidy amount may be determined by the following method, outlined in N.J.A.C. 5:97-8.8(2), but it is not required:

Example: A 100-unit development in a municipality consists of 80 market-rate rental units, 10 moderate-income rental units, and 10 low-income rental units. Two of the low-income units are priced to be affordable to a household earning 30 percent of the regional median income (RMI). The remaining eight low-income units are priced to be affordable to households earning 45 percent of RMI. The rental rate established for the units priced at a 45 percent level of affordability is \$603.00 per month, while the rental rate established for units priced at a 30 percent level of affordability is \$353.00 for a difference of \$250.00 per month or \$3,000 per year. Assuming a capitalization rate of 8.5 percent would establish a 30-year present value of \$35,294 on the reduced rental income. Therefore, a developer might consider re-pricing low-income units to provide additional very low-income units in exchange for an up-front lump sum payment of \$35,294 for each unit re-priced.

This program can also be used to make existing low-income units more affordable (very-low-income) via subsidies and changes to existing deed restrictions.

Budget

The budget for each of the programs and the percentage spent on each type of assistance is summarized in **Exhibit 1**.

Eligibility

Applications submitted for affordability assistance will be provided on a first-come, first-served basis according to the following criteria:

1. There are available affordability assistance funds in the applicable program budget.
2. For the Rental and Down Payment/Closing Cost Assistance, the applicant must be in the process of buying or renting a deed-restricted affordable unit in Vernon Township as their primary residence. *This requirement can be waived under special circumstances.*
3. The applicant has not received more than one affordability assistance grant per category in the past. *This requirement can be waived under special circumstances.*
4. The affordable unit tenant/owner is income certified. Applicants applying for One Months' Rent or Down Payment/Closing Cost Assistance will have already been income certified.

Maximum Amount

The maximum amount of assistance that may be provided can be seen in **Exhibit 1**.

Repayment Terms, Repayment Agreement, & Security Instruments

The Down Payment Assistance/Closing Cost Assistance Program will have a mortgage and note in favor of the municipality and executed by the property owner with the following terms:

1. During years one through five, if the applicant sells the unit, the full amount of the loan is to be repaid upon transfer of the property to the next homeowner.
2. During years six through ten, the loan will be forgiven at the rate of 20% per year. After 10 years, the loan is fully forgiven at the next resale.

The One Month's Rent Program is a grant, and there is no repayment agreement.

Administration

The Administrative Agent will be responsible for administering the Affordability Assistance Programs. Questions about these programs should be directed to the Administrative Agent. All forms are included in the Exhibits, and the process for disbursing funds is outlined below. Contact information for the current Administrative Agent is listed directly below:

Jessica C. Caldwell, PP, AICP, LEED-GA	Phone: 973-300-5060, ext. 100
145 Spring Street	Email: jcaldwell@jcaldwellassociates.com
Newton, NJ 07860	Website: www.jcaldwellassociates.com

One Month's Rent Program Procedure

1. Applicant submits application.
2. Administrative Agent (AA) reviews and processes the application.

3. AA notifies Township and prepares resolution authorizing grant.
4. Township adopts resolution awarding funds.
5. Township sends assistance directly to the landlord.
6. AA records assistance on the master reporting spreadsheet.

Down Payment and/or Closing Cost Assistance Program Procedure

1. Applicant submits application.
2. AA reviews and processes the application.
3. AA notifies the Township, and AA prepares a resolution authorizing the award.
4. Township adopts resolution.
5. Township disperses funds directly to the escrow account or wires money directly to the title company.
6. The Repayment Agreement, Mortgage, and Mortgage Note will be executed at closing. The terms of the mortgage are in the Mortgage Note, which is not recorded. The original recorded mortgage and mortgage note shall be retained by the AA and kept in the unit file.
7. Title Company will record the Mortgage as part of the closing documents.
8. AA records assistance on the master reporting database.

Creation of Additional Very-Low-Income Unit Procedure

Funding will be available on a case-by-case basis, to be negotiated with the housing developer/owner, depending on the availability of funds.

Exhibit 1 – Summary of Vernon Township’s Affordability Assistance Program Terms

	One Month’s Rent	Down Payment and/or Closing Cost Assistance	Creation of Additional Very-Low-Income Units
Purpose	Assist renters of affordable units by paying one month’s rent for very-low-income households	Assist homebuyers of affordable homes with down payment and closing costs for very-low-income families.	Create additional very-low-income units by subsidizing the difference in rent between low- or moderate-income units.
Maximum Amount	Up to the equivalent cost of one month’s rent.	Up to \$5,000	Up to the equivalent cost of the present value difference between very-low-income units and low- or moderate-income units
Deed Restriction and Term	Assistance is a grant and does not need to be returned.	0% interest loan, forgiven at 0% for years 1-5 and 20% per year for years 6-10, fully forgiven after 10 years. Secured by a second mortgage and note.	Assistance is a grant and does not need to be returned.
Monthly Budget Required	No	No	No
Justification Required	No	No	No
Additional Criteria	Priority to Very-Low-Income Households	Applicants must have a minimum of 5% of their own funds towards the purchase of the home	None
Assistance to	Landlord	Home Purchaser	Landlord
Advertising	The Landlord & Administrative Agent will inform applicants at the time they apply for an affordable unit.	Administrative Agent will inform applicants at the time they apply to purchase an affordable unit.	Administrative Agent and Township will send marketing materials to landlords and developers.
Total Budget from Current Spending Plan (2025-2035):	\$192,000	\$100,000	\$130,000

Exhibit 2
Affordability Assistance Program Application

Application for Affordability Assistance

This application must be fully completed so that it can be accepted and processed. This application is not transferable. If you require assistance, please call (973) 300-5060 ext. 100. If your application is complete and you are approved to receive affordability assistance, you will be certified by the Housing Partnership of New Jersey and notified by mail.

Applications submitted for affordability assistance will be provided on a first-come, first-served basis according to the following criteria:

1. There are available affordability assistance funds in the applicable program budget.
2. For the Rental and Down Payment/Closing Cost Assistance, the applicant must be in the process of buying or renting a deed-restricted affordable unit in Vernon Township as their primary residence.
3. The applicant has not received more than one affordability assistance grant per category in the past. *This requirement can be waived under special circumstances.*
4. The affordable tenant/owner is income certified, and the home must be in the Township's affordable housing portfolio. Applicants applying for One Months' Rent or Down Payment/Closing Cost Assistance will have already been income certified.

Name: _____

Date: _____

1. Please indicate what type of assistance you are applying for (Choose one):

Mark with "X"	Program	Details
	One Month's Rent	<ul style="list-style-type: none"> • Up to the equivalent of one month's rent • Grant; no repayment necessary
	Down Payment/ Closing Cost Assistance	<ul style="list-style-type: none"> • Up to \$5,000 • 0% interest loan, forgiven at 0% for years 1-5 and 20% per year for years 6-10, fully forgiven after 10 years • Secured by a second mortgage and note • Applicants must have a minimum of 5% of their own funds towards the purchase of the home

2. Amount of Request (see above for maximum amounts): \$ _____

CERTIFICATION

I hereby certify that all information concerning my family size, actual gross income, as well as all other information contained herein, is true and accurate to the best of my knowledge. I further understand that Vernon Township is relying upon this information in order to determine whether I qualify for affordability assistance. I further certify that the copies of the documents attached to this application are true and accurate copies of the originals of such documents. I further certify that I intend to personally occupy the unit as my primary residence except for reasonable periods of vacations and illnesses. I understand that I cannot sublet or re-rent the unit.

I authorize the Administrative Agent, Vernon Township, or their agents to check for accuracy on any and all statements and representations made in this application. This may include calls to employers to verify income, contact with banks, etc.

Applicant: _____

Co-Applicant: _____

Date: _____

Date: _____

Exhibit 3
Resolution Authorizing Affordability Assistance Grant Payment

RESOLUTION AUTHORIZING AFFORDABILITY ASSISTANCE GRANT WITH THE TENANT OF AN AFFORDABLE HOUSING UNIT LOCATED AT _____, VERNON TOWNSHIP, SUSSEX COUNTY, NEW JERSEY.

WHEREAS, _____ will rent the property located at _____, Block No. _____, Lot No. _____, which property is governed by the statutes, ordinances, rules and regulations restricting ownership and use of the property as an Affordable Housing unit; and

WHEREAS, the tenant has requested an Affordability Assistance Program grant from the Affordable Housing Trust Fund; and

WHEREAS, the Township is willing to extend a grant to the tenant in the amount of \$ _____.

NOW THEREFORE BE IT RESOLVED on this _____ day of _____, _____, by the Township of Vernon, County of Sussex, State of New Jersey, that:

1. The Mayor, Administrator, Clerk and attorney are hereby authorized to execute an Affordability Assistance Program grant with the tenant of an Affordable Housing unit located at _____, Block No. _____, Lot No. _____.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Council at a meeting duly held on the ____ day of _____, 20____.

Clerk

Exhibit 4
Resolution Authorizing Affordability Assistance Loan Repayment

**RESOLUTION AUTHORIZING AN AFFORDABILITY ASSISTANCE LOAN REPAYMENT AGREEMENT
WITH THE OWNER OF AN AFFORDABLE HOUSING UNIT LOCATED AT _____,
VERNON TOWNSHIP, SUSSEX COUNTY, NEW JERSEY**

WHEREAS, _____ is purchasing property located at _____, Block No. _____, Lot No. _____, which property is governed by the statutes, ordinances, rules and regulations restricting ownership and use of the property as an Affordable Housing unit which, among other restrictions, restricts the property owner in financing the property or otherwise encumbering the property by way of mortgage, home equity loan, or other form of financing; and

WHEREAS, the property owner has requested an Affordability Assistance Program loan from the Affordable Housing Trust Fund; and

WHEREAS, the Township is willing to extend a loan to the property owner in the amount of _____.

WHEREAS, it is appropriate for the Township to enter into an Agreement with the property owner setting forth the terms of the agreement at this time;

NOW THEREFORE BE IT RESOLVED on this _____ day of _____, _____, by the Township Council of Vernon, County of Sussex, State of New Jersey, that:

1. The Mayor, Administrator, Clerk and attorney are hereby authorized to execute an Affordability Assistance Program Agreement with the owner of an Affordable Housing unit located at _____, Block No. _____, Lot No. _____.
2. A copy of the fully executed Agreement shall be kept on file with the Clerk. The original shall be kept in the unit file by the Administrative Agent.

I do hereby certify that the foregoing is a true copy of a resolution passed by the _____ at a meeting duly held on the ____ day of _____, _____.

Clerk

Exhibit 5
Affordability Assistance Program Repayment Agreement

TOWNSHIP OF VERNON
AFFORDABILITY ASSISTANCE PROGRAM REPAYMENT AGREEMENT

THIS AGREEMENT made on the ____ day of _____, ____ is between _____(hereafter "Owner") whose address is _____ and the Township of Vernon, with offices located at 21 Church Street, Vernon, NJ 07462 (hereafter "Township"). Collectively, the "Owner" and the "Township" referred to herein as the "Parties":

WHEREAS, Owner is purchasing property located at _____, described more specifically as Block No. ____ Lot No. _____, (hereafter "Property"); and

WHEREAS, the Property is governed by the statutes, ordinances, rules and regulations restricting ownership and use of the Property as an Affordable Housing unit which, among other restrictions, restricts the Owner in financing the Property or otherwise encumbering the Property by way of mortgage, home equity loan, or other forms of financing; and

WHEREAS, the Township is willing to extend a loan to Owner in the amount of _____; and

WHEREAS, the Owner will sign a mortgage note and record a mortgage on the Property in the principal amount of \$ _____; and

WHEREAS, the Parties wish to memorialize the agreement between them by way of this Affordable Housing Loan Repayment Agreement (hereinafter "Agreement");

NOW THEREFORE IT IS AGREED on this ____ day of _____, _____, by and between the Parties as follows:

1. Owner acknowledges that s/he is aware, and herein reaffirms his/her understanding, that the Property is and will continue to be governed by the Affordable Housing rules, regulations and restrictions because it is an Affordable Housing unit under the control of the Township.
2. Owner understands and agrees that the restrictions on the Property, which state that s/he cannot make application for any second money mortgages or refinance any first money mortgages as it may apply to the Affordable Housing unit in excess of the maximum

- restricted mortgage amount and not until prior written approval has been obtained from the Administrative Agent.
3. Owner acknowledges and agrees that the Deed signed by the Owner at closing contains the recorded restrictions that govern the Property, which provide that “Upon the occurrence of a breach of any Covenants by the Grantee, or any successor in interest or other owner of the Property, the Administrative Agent shall have all remedies provided at law or equity including but not limited to forfeiture, foreclosure, acceleration of all sums due under any mortgage, recouping of any funds from a sale in violation of the Covenants, diverting of rent proceeds from illegal rentals, injunctive relief to prevent further violation of said Covenants, entry on the premises, those provided under Title 5, Chapter 80, Subchapter 26 of the New Jersey Administrative Code and specific performance.”
 4. Owner acknowledges and agrees that there will be a tertiary loan placed on the unit recorded after this Affordability Assistance mortgage, which applies the affordability control deed restriction pursuant to the Uniform Housing Affordability Controls (N.J.A.C. 5:80-26.1 *et seq.*).
 5. Owner acknowledges and agrees that the Township, pursuant to its Affordable Housing regulations, has the right to foreclose on the Property as a result of any violation of the deed restrictions pertaining to the Property by the Owner and, if successful, the Township can retain all equity in the Property.
 6. The Township agrees to extend a loan of \$_____ to the Owner for the exclusive use _____.
 7. The loan principal is forgiven at a rate of 0% per year for years 0-5 years, and then forgiven at a rate of 20% per year for years 6-10, to which it is fully forgiven after 10 years, and is secured by a second mortgage and note.
 8. If the Owner fails to make any and all necessary payments required by the within Agreement, or otherwise breaches the terms of this Agreement, the Township shall have the right to immediately file a lawsuit, or pursue any other rights that it may have, to remedy the breach and otherwise enforce the Affordable Housing statutes, ordinances, rules and regulations.
 9. If the Owner fails to make any and all payments when due, the Township shall be entitled to accelerate the repayment obligation to make the full amount immediately due (plus interest, if applicable).

- 10. This Agreement shall be construed in accordance with the laws of the State of New Jersey.
- 11. This Agreement constitutes the entire Agreement between the Parties. No amendments or modifications to this Agreement shall have any force or effect unless in writing and executed by both Parties.
- 12. If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision hereof.
- 13. This Agreement shall be binding upon and inure to the benefit of the Parties, their legal representatives, heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Parties hereto have signed and executed this Agreement as of the date indicated above.

Municipality

Attest:

OWNER

Attest:

STATE OF NEW JERSEY:

SS

COUNTY OF _____:

I CERTIFY that on _____, 20__, _____ personally came before me and
acknowledged under oath, to my satisfaction, that s/he:

- (a) was the maker of the attached instrument; and,
- (b) executed this instrument as his or her own act.

Signed and sworn to before me

On _____, _____

STATE OF NEW JERSEY:

SS

COUNTY OF _____:

I CERTIFY that on _____, 20__, _____ personally came before me and
acknowledged under oath, to my satisfaction, that:

- (a) s/he is the Township Clerk of the Township of Vernon, the municipal corporation named
in this document;
- (b) s/he is the attesting witness to the signing of this document by _____,
_____ of Vernon;
- (c) this document was signed and delivered by the Township of Vernon as its voluntary act
duly authorized by a proper resolution of the Township Council
- (d) s/he knows the proper seal of the _____ which was affixed to this
document; and
- (e) s/he signed this proof to attest to the truth of these facts.

Signed and sworn to before me

On _____, 20__

Exhibit 6
Mortgage Securing Payment of Affordability Assistance Program Note

TOWNSHIP OF VERNON

MORTGAGE SECURING PAYMENT OF AFFORDABILITY ASSISTANCE PROGRAM NOTE

THIS MORTGAGE, made on this the ____ day of _____, 20__ by and between _____, (the "OWNER") and the Township of Vernon (the "Municipality"), in connection with the property described herein (the "PROPERTY");

Article 1. REPAYMENT MORTGAGE NOTE

In consideration of value received, the Owner has signed an Affordability Assistance Program Mortgage Note (the "Note") dated _____. The Owner promises to pay to the Municipality amounts due under the Affordability Assistance Program Mortgage Note, and to abide by all obligations contained therein.

Article 2. MORTGAGE AS SECURITY FOR AMOUNT DUE

This Mortgage is given to the Municipality as security for the payment required to be paid as described in the Mortgage Note, the sum of \$_____.

Article 3. PROPERTY DESCRIPTION

All of the land and improvements thereon located in the Township of Vernon, in the County of Sussex, State of New Jersey (hereinafter the "Property"), described more specifically as Block No. _____ Lot No. _____, and known by the street address:

Article 4. RIGHTS GIVEN TO MUNICIPALITY

The Owner gives the Municipality those rights stated in this Mortgage, and all the rights the law gives to the Municipality under Uniform Housing Affordability Controls, which are found in New Jersey Administrative Code at Title 5, chapter 80, subchapter 26 (N.J.A.C. 5:80-26.1, *et seq.*). The rights given to the Municipality are covenants running with the land. Upon performance of the promises contained in Note and Mortgage, the Municipality will prepare and deliver to the then current owner of record a quitclaim deed or other document of release.

Article 5. DEFAULT

The Municipality may declare the Owner in default on this Mortgage and on the Note if:

1. The Owner attempts to convey an interest in the Property without giving prior written notice to the Municipality;
2. The ownership of the Property is changed for any reason other than in the course of an exempt sale;
3. The Owner fails to make any payment required by the Note;
4. The holder of any lien on the Property starts foreclosure proceedings; or
5. Bankruptcy, insolvency or receivership proceedings are commenced by or against the Owner.

Article 6. MUNICIPALITY'S RIGHTS UPON DEFAULT

If the Municipality declares that the Note and this Mortgage are in default, the Municipality shall have all of the rights given by law or set forth in this Mortgage.

Article 7. NOTICES

ALL NOTICES MUST BE IN WRITING AND PERSONALLY DELIVERED OR SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, TO THE ADDRESSES GIVEN IN THIS MORTGAGE. ADDRESS CHANGES MAY BE MADE UPON WRITTEN NOTICE, MADE IN ACCORDANCE WITH THIS ARTICLE 7.

Article 8. NO WAIVER BY MUNICIPALITY

The Municipality may exercise any right under this Mortgage or under any law, even if the Municipality has delayed in exercising that authority, or has agreed in an earlier instance not to exercise that right. The Municipality does not waive its right to declare the Owner is in default by making payments or incurring expenses on behalf of the Owner.

Article 9. EACH PERSON LIABLE

The Mortgage is legally binding upon each Owner individually and all their heirs, assigns, agents and designees who succeed to their responsibilities. The Municipality may enforce any of the provisions of the Note and of this Mortgage against any one or more liable individual.

Article 10. SUBORDINATION

This Mortgage will not be subordinate, and will not be subordinated by the Municipality, to any mortgage, refinancing, equity loan, secured letter of credit, or any other obligation secured by the Property, except with respect to (a) any such obligation which was duly recorded prior to the recording hereof, and (b) any such obligation which, when added to all other such obligations recorded against the Property, shall result in total debt secured by the Property being an amount less than the maximum resale price that would be applicable were the Control Period still in effect.

Article 11. AMENDMENTS

No amendment or change to the Note and this Mortgage may be made, except in a written document signed by both parties and approved by the administrative agent appointed pursuant to N.J.A.C. 5:80-26.1 et seq.

Article 13. SIGNATURES

By executing this Mortgage on page 3, hereof, the Owner agrees to all of its terms and conditions.

Article 14. ACKNOWLEDGEMENT

The Owner acknowledges receipt of a true copy of this Mortgage, at no charge to the State.

IN WITNESS WHEREOF, the Owner(s) has executed this Mortgage for the purposes stated herein.

ATTEST:

Signature of (Owner)

Signature (Co-Owner)

STATE OF NEW JERSEY)

) ss:

COUNTY OF _____)

BE IT REMEMBERED, that on this the _____ day of _____, 20__ the subscriber _____ appeared personally before me *(If more than one person signed the foregoing mortgage and appeared before me, the words "the subscriber" and "the Owner" shall include all such persons)* and who, being duly sworn by me, deposed and made proof to my satisfaction (i) that he/she is the Owner named in the foregoing mortgage and (ii) and that he/she has executed said mortgage with respect to the Property and for the purposes described and set forth therein.

Sworn to and subscribed before me, _____ on the date set forth above.

NOTARY PUBLIC

Exhibit 7
Recapture Mortgage Note for Affordability Assistance Program

TOWNSHIP OF VERNON

RECAPTURE MORTGAGE NOTE FOR AFFORDABILITY ASSISTANCE PROGRAM

THIS NOTE is dated as of _____, 20____, for value received _____ (referred to "Owner") promises to pay to The Township of Vernon, which has its principal offices at 21 Church Street, Vernon Township, NJ 07945 (the "Municipality"), the amounts specified in this Note and promises to abide by the terms contained below.

Article 1. REPAYMENT MORTGAGE

As security for the payment of amounts due under this Note and the performance of all promises contained in this Note, the Owner is giving the Municipality a "Mortgage to Secure Payment of Affordability Assistance Program Note" (the "MORTGAGE"), dated _____, of the property described below (the "PROPERTY"). The Mortgage covers real estate owned by the Owner. The Mortgage will not be subordinate, and will not be subordinated by the Municipality, to any mortgage, refinancing, equity loan, secured letter of credit, or any other obligation secured by the Property, except with respect to (a) any such obligation which was duly recorded prior to the recording hereof, and (b) any such obligation which, when added to all other such obligations recorded against the Property, shall result in total debt secured by the Property being an amount less than the maximum resale price (MRP) that would be applicable were the Control Period still in effect, as those terms are defined in Article 2 of the Mortgage.

Article 2. OWNERS PROMISE TO PAY AND OTHER TERMS

This is a no interest deferred loan in the amount of \$_____ will be for ten (10) years. The loan principal is forgiven at 0% per year for years 0-5 and 20% per year for years 6-10. After ten (10) years, the loan is fully forgiven at the next resale. If sold before ten (10) years, the prorated loan amount shall be repaid by the applicant to the Vernon Affordable Housing Trust Fund.

Article 3. PROPERTY DESCRIPTION

All of the land and improvements thereon located in the Township of Vernon in the County of Sussex, State of New Jersey, described more specifically as Block No. ____ Lot No.____, and known by the street address: _____.

Article 4. WAIVER OF FORMAL ACTS

The Owner waives its right to require the Municipality to do any of the following before enforcing its rights under this Note:

1. To demand payment of amount due (known as Presentment).
2. To give notice that amounts due have not been paid (known as Notice of Dishonor).
3. To obtain an official certificate of non-payment (known as Protest).

Article 5. RESPONSIBILITY UNDER NOTE

All Owners signing this Note are jointly and individually obligated to pay the amounts due and to abide by the terms under this Note. The Municipality may enforce this Note against any one or more of the Owners or against all Owners together.

The Owner agrees to the terms of this Note by signing below.

ACKNOWLEDGEMENT

Owner acknowledges receipt of a true copy of the Mortgage and this Note at no charge.

Dated:

ATTEST:

Signature of (Owner)

Signature (Co-Owner)

STATE OF NEW JERSEY)

) ss.:

COUNTY OF _____)

On this the ___ day of _____, 20___ before me came _____, who acknowledges and makes proof to my satisfaction that s/he is the Owner named within this Note, and that s/he has executed said Note for the purposes set forth therein, sworn to and subscribed by her/him in my presence on this date.

Sworn to and subscribed before me this the _____ day of _____, 20___.

A Notary Public/Attorney of the State of New Jersey

Exhibit 9
Notice of Right of Rescission

TOWNSHIP OF VERNON
AFFORDABILITY ASSISTANCE PROGRAM

NOTICE TO HOMEOWNER REQUIRED BY FEDERAL LAW:

You have entered into a transaction on _____, 20__ which will result in a lien, mortgage, or other security interest in your home. You have a legal right under federal law to cancel this transaction, if you desire to do so, without any penalty or obligation within three business days from the above date or any later date on which all material disclosures required under the Truth in Lending Act have been given to you. If you so cancel the transaction, any lien, mortgage, or other security interest on your home arising from this transaction is automatically void. You are also entitled to receive a refund of any down payment or other consideration if you cancel. If you decide to cancel this transaction, you may do so by notifying The Housing Partnership, whose offices are located at 2 E Blackwell Street, #12, Dover, NJ 07801 by certified mail sent not later than midnight of «Right of Rescission date». You may also use any other form of written notice identifying the transaction if it is delivered to the above address not later than that time. This notice may be used for that purpose by dating and signing below.

I hereby cancel this transaction.

(date)

(Applicant signature)

EFFECT OF RESCISSION. When a homeowner exercises his/her right to rescind under paragraph (a) of this section, he/she is not liable for any finance or other charge, and any security interest becomes void upon such a rescission. Within 10 days after receipt of a notice of rescission, the creditor shall return to the homeowner any money or property given as earnest money, down payment, or otherwise, and shall take any action necessary or appropriate to reflect the termination of any security interest created under the transaction. If the creditor has delivered any property to the homeowner, the homeowner may retain possession of it. Upon the performance of the creditor’s obligations under this section, the homeowner shall tender the property to the creditor, except that if return of the property in kind would be impracticable or inequitable, the homeowner shall tender its reasonable value. Tender shall be made at the location of the property or at the residence of the homeowner, at the option of the homeowner. If the creditor does not take possession of the property within 10 days after tender by the homeowner, ownership of the property vests in the homeowner without obligation on his part to pay for it.

I, the Customer, hereby acknowledge receipt of two (2) copies of the aforesaid Notice of Right of Rescission which have been given unto me this «Mortgage_Date».

«Homeowner_name»

«Co-owner_name»

TOWNSHIP OF VERNON

RESOLUTION #26-171

**APPROVAL OF 2025
LOSAP LIST**

WHEREAS, the Vernon Township Volunteer Fire Companies and Vernon Emergency Services and Rescue Squad have provided to the Township Committee annual certification identifying all active volunteer members who have qualified for credit for the year 2025; and

WHEREAS, after initial review by the Township Council the lists have been posted in the respective buildings of each participating emergency service organization for a period of at least 30 days for review by members; and

WHEREAS, there has been no objection or complaint received from any member of those organizations or from the organizations themselves, or the lists have been corrected, and the lists have again been reviewed by the Township Council.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Vernon, County of Sussex, State of New Jersey that the attached lists indicating qualified members for each agency for the respective year and amounts are approved.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

LOCATION	SSN	FIRST NAME	MIDDLE INITIAL	LAST NAME	NJLP-002_ER DISCRETIONARY
HL Fire	[REDACTED]	Michael	J	Hainzl	1150
HL Fire	[REDACTED]	Richard	W	Carson III	1150
HL Fire	[REDACTED]	Drew		Van Gorder	1150
HL Fire	[REDACTED]	Anthony		Wallace	1150
HL Fire	[REDACTED]	Thomas		Buchney	1150
HL Fire	[REDACTED]	Brian		Lynch	1150
HL Fire	[REDACTED]	Tyler		Mueller	1150
HL Fire	[REDACTED]	Scott		Semchesyn	1150
HL Fire	[REDACTED]	Richard		Spoerl	1150
HL Fire	[REDACTED]	Karen	J	Thomas	1150
HL Fire	[REDACTED]	Theodore	C	Warnet	1150
McAfee Fire	[REDACTED]	James	P	Sheridan	1150
McAfee Fire	[REDACTED]	Steven		Myers	1150
McAfee Fire	[REDACTED]	Matthew		Metz	1150
McAfee Fire	[REDACTED]	Matthew		Foutch	1150
McAfee Fire	[REDACTED]	Jack		Speight	1150
McAfee Fire	[REDACTED]	Michael		Passaro	1150
McAfee Fire	[REDACTED]	Jeff		Anderson	1150
McAfee Fire	[REDACTED]	Daniel		Gros	1150
McAfee Fire	[REDACTED]	Thomas		O'Brian	1150
Pochuck Fire	[REDACTED]	Darren	E	Gable	1150
Pochuck Fire	[REDACTED]	Richard		Milewski	1150
Pochuck Fire	[REDACTED]	Thomas	S	Myslinski	1150
Pochuck Fire	[REDACTED]	John	N	Cosh	1150
Pochuck Fire	[REDACTED]	Niamh		O'Connor	1150
Pochuck Fire	[REDACTED]	Mason	G	Rivera	1150
Pochuck Fire	[REDACTED]	Christopher		Breitenbach	1150
Pochuck Fire	[REDACTED]	Tyler	N	Enering	1150
Pochuck Fire	[REDACTED]	Brian		Enering	1150
Pochuck Fire	[REDACTED]	Gregory		Cacace	1150
Pochuck Fire	[REDACTED]	Marc		Cosh	1150
Pochuck Fire	[REDACTED]	Richard	J	Cosh	1150
Pochuck Fire	[REDACTED]	Alex		Kazanecki	1150
Pochuck Fire	[REDACTED]	Nicholas		Styles	1150
Pochuck Fire	[REDACTED]	Terri		Vander Hey	1150
Pochuck Fire	[REDACTED]	Lance	E	Westling Sr	1150
Vernon Emer	[REDACTED]	Kevin	G	Duffy	1150
Vernon Emer	[REDACTED]	Avery		Crafton	1150
Vernon Emer	[REDACTED]	Erin		Crum	1150
Vernon Emer	[REDACTED]	Madyson		Snook	1150
Vernon Emer	[REDACTED]	David		Smith	1150
Vernon Emer	[REDACTED]	Marissa		Ajamian	1150
Vernon Emer	[REDACTED]	Michael		Griffin	1150
Vernon Fire	[REDACTED]	James	M	Henderson	1150
Vernon Fire	[REDACTED]	Kevin		Cooke	1150
Vernon Fire	[REDACTED]	Michael		Emmerich	1150

Vernon Fire		Bryan		Rivers	1150
Vernon Fire		Kevin	J	Gill	1150
Vernon Fire		Thomas	W	Dyk	1150
Vernon Fire		William	B	Lanning II	1150
Vernon Fire		Jeanette		Emmerich	1150
Vernon Fire		Joseph		Byra	1150
Vernon Fire		Timothy		Davis	1150
Vernon Fire		Michael		Curatolo	1150
Vernon Fire		Michael		Taylor	1150
Vernon Fire		James		Raperto	1150
Vernon Fire		Joseph		Petrucci	1150
Vernon Fire		Kenneth		Petrenko	1150
Vernon Fire		Philip		Klump	1150
Vernon Fire		Kyle		Taylor	1150
					69000

TOWNSHIP OF VERNON

RESOLUTION #26-172

REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2026

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in municipalities by application and resolution; and

WHEREAS, Resolution #26-02, Resolution Reauthorizing Petty Cash Funds for Calendar Year 2026, listed the custodians of the Township Petty Cash Funds; and

WHEREAS, it is the desire of the Township of Vernon update Resolution 26-02 to:

Department	Custodian	Amount Authorized
DPW	Howard Lazier	\$100.00
Finance	Patricia Reiche	\$300.00
Police	Daniel B. Young	\$500.00

NOW, THEREFORE BE IT RESOLVED that the Council of the Township of Vernon hereby authorizes such action and that the Township Clerk file two copies of this resolution with the Division of Local Government Services, State of New Jersey.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

TOWNSHIP OF VERNON

RESOLUTION #26-173

AUTHORIZING CHANGE ORDER #1 OF CONTRACT FOR PROPOSED IMPROVEMENTS OF CANISTEAR ROAD WITH DENVILLE LINE PAINTING, INC.

WHEREAS, on August 11, 2025, by way of adoption of Resolution #25-212, the Council of the Township of Vernon awarded a contract to Denville Line Painting, Inc. for Line Striping the Canistear Road which contract provided for an expenditure of \$13,765.07; and

WHEREAS, in a memo dated April 23, 2026, the Township Engineer states that the contract requires a Change Order #1 by the reduction of one (1) item (*772 linear ft of striping*) in amount of \$223.11 decreasing the total contract amount to \$13,541.96; and

WHEREAS, the Township Engineer, in concurrence with the Mayor, recommends approving Change Order No. 1 resulting in the decreased contract amount of \$13,541.96.

NOW THEREFORE BE IT RESOLVED, by the Council of the Township of Vernon that it hereby approves the Township Engineer’s recommendations and authorizes the Mayor to execute said Change Order No. 1 for said project resulting in the adjusted decreased contract amount of \$13,541.96; and

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to Denville Line Painting, Inc. and the Township Engineer.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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



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.
(5126/84 - 7127/89)

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.

April 23, 2026

MEMORANDUM TO: Mr. Anthony Rossi, Vernon Township Mayor

FROM: Cory L. Stoner, P.E., C.M.E., Township Engineer

SUBJECT: FINAL PAPERWORK – Denville Line Painting, Inc.
Proposed Improvements to Canistear Road
Line Striping Per Morris County Co-op
HPA No. 25-211

Dear Mayor,

Enclosed herewith please find the following final paperwork for Denville Line Painting, Inc., in regard to the above-referenced project:

1. Copy of Vernon Township Purchase Order No. 25-01135, Drawdown No. 1 & Final, in the amount of \$13,541.96, due Denville Line Painting, Inc. for work completed through October 18, 2025.
2. Estimate Certificate No. 1 & Final reflecting the final quantities.
3. Change order No.1 reflecting the final prices quantities.

Please ensure that the Township has received all of Denville Line Painting, Inc.'s payroll certifications prior to issuing the final payment to them for this project.

Very truly yours,

Cory L. Stoner, P.E., P.P., C.M.E.
HAROLD E. PELLOW & ASSOCIATES, INC.
Vernon Township Engineer

CLS:ABE:abe
K:\PROJECTS\MUNICIPAL\VERNON\COUNCIL\24-316 - 2025 MACPEEK ROAD\GUIDE RAIL\ROSSI6.DOC

Enclosures

cc: Denville Line Painting, Inc.

Township of Vernon
 21 Church Street
 Vernon, NJ 07462
 Phone: (973)764-4055
 Fax: (973)764-4799

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, CORRESPONDENCE, ETC.

NO. 25-01135

SHIP TO

ADMINISTRATION
 VERNON TOWNSHIP
 21 CHURCH STREET
 VERNON, NJ 07462

ORDER DATE: 08/15/25

DELIVERY DATE: 08/14/25

STATE CONTRACT:

F.O.B. TERMS:

VENDOR ACCT NUM:

VENDOR PHONE #:

VENDOR FAX #:

REQUISITION #: R2502145

VENDOR

Vendor #: PAINT005

DENVILLE LINE PAINTING
 2 GREEN POND RD
 ROCKAWAY, NJ 07866

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 22-6002358

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Canistar Road Line Striping Line Striping	C-04-25-009-01	13,765.0700	13,765.07
	Per 3 Quotes received by Twp Eng			
			TOTAL	13,765.07

DRAWDOWN NO. 1
 FOR WORK COMPLETED THROUGH
 10/18/2025 AS SHOWN ON ESTIMATE
 CERTIFICATE NO. 1 (ATTACHED)
 ORIGINAL CONTRACT AMOUNT \$13,765.07
 WORK COMPLETED THROUGH 10/18/2025 \$13,541.96
 LESS 2% RETAINAGE (\$ 0.00)
 LESS PREVIOUS PAYMENTS (\$ 0.00)
 AMOUNT DUE THIS DRAWDOWN **\$13,541.96**

APPROVED FOR PURCHASE



 QUALIFIED PURCHASING AGENT



 BUSINESS ADMINISTRATOR/MAYOR

APPROVAL FOR PAYMENT

CERTIFICATION OF FUNDS



 CHIEF FINANCIAL OFFICER

VENDOR'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X

Vendor sign & return here

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.



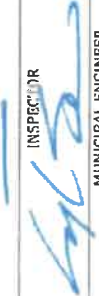
 DEPT. HEAD DATE 4/23/26

HAROLD E. PELLOW and ASSOCIATES, INC.
Consulting Engineers, Planners and Land Surveyors
 17 Plains Road, Augusta, NJ 07822-2009
 (973) 948-6463; (973) 948-2916 (fax)

Estimate Certificate No. 1 & Final

Date: For Work Completed Through October 18, 2025
Project: Proposed Improvements to Canistear Road - Line Striping
Owner: Township of Vernon, Municipal Building, 21 Church Street, Vernon, NJ 07462
Contractor: Denville Line Painting, Inc., 2 Green Pond Road, Rockaway, NJ 07866

Item No.	Description	Unit Measure	Original Contract Quantity	Extra or Supplem. Quantity	Reduction Quantity	Adjusted Quantity	Quantity to Date	Unit Price Totals	Total Amt. to Date or Final
5	Traffic Striping, Long Life Epoxy Resin, 4" Wide	Lin. Ft.	47,630		772	46,858	46,858	\$ 0.289	\$ 13,541.96
TOTAL:									\$ 13,541.96

Recommended for Approval
 Approved by  INSPECTOR
 MUNICIPAL ENGINEER

Original Contract \$ 13,765.07
 Total Extra & Supplemental \$ -
 Total Reduction \$ 223.11
 Total Adjusted Contract \$ 13,541.96
 (Based on Change Order No. 1)

Total Cost of Construction
 Less Retainage of 0%
 Less Previous Payments

PAYMENT NOW DUE: \$ 13,541.96

TOWNSHIP OF VERNON

R E S O L U T I O N #26-174

**RESOLUTION TO AWARD GAZEBO BID TO AMISH COUNTRY GAZEBOS
FOR BIDS 7-2025/7R-2025**

WHEREAS the Township of Vernon has procured two (2) bids for a Gazebo project as put forth in bids 7-2025/ 7R-2025; and

WHEREAS, the Township had sought obtaining a vendor through two (2) bids, 7-2025/ 7R-2025 on October 9, 2025, and December 4, 2025, where all bids received were in excess of budgetary estimates, and rejected in accordance with N.J.S.A. 40A:11-13.2; and

WHEREAS the Township availed itself of the negotiations remedy under the New Jersey Local Publics Contract Law at N.J.S.A.40A:11-5(3); and

WHEREAS, the Township representatives engaged in negotiations with all vendors including Amish Country Gazebos, 340 Hostetter Road Manheim, PA, 17545, in accordance with N.J.S.A. 40A:11-5(3) for the terms and tenets as contained within bids 7-2025/ 7R-2025; and

WHEREAS Amish Country Gazebos has proposed providing one (1) gazebo in accordance with specifications as sought in bids 7-2025/ 7R-2025, acceptable to the Township, and consistent with bid specifications, in the amount of \$33,328.78; and

WHEREAS the Chief Financial Officer certifies funding is available in the amount of \$33,328.78 from

Line Item: G-02-40-785-00

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Vernon, in the County of Sussex as follows:

Amish Country Gazebos, 340 Hostetter Road Manheim, PA, 17545 is hereby awarded the bid for providing one (1) gazebo, consistent with specifications as sought in bids 7-2025/ 7R-2025,

acceptable to the Township and consistent with bid specifications, in the amount of \$33,328.78, in accordance with N.J.S.A. 40A:11-5(3).

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

TOWNSHIP OF VERNON

RESOLUTION #25-112


**AMENDED RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE
NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR THE FY 2025
LOCAL RECREATION IMPROVEMENT GRANT PROGRAM**

WHEREAS, the Township of Vernon desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$75,000 to carry out a project to construct a Community Gazebo in an already developed recreational facility to meet the needs of the community members who are looking for more passive recreation, art and entertainment; and to enable the greatest participation and use of the park offering a wider range of activities, workshops and educational opportunities;

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Vernon, County of Sussex, State of New Jersey, authorize the application for such a grant; and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between The Township of Vernon and the New Jersey Department of Community Affairs.

Be it further RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

Signature

Marcy Gianattasio

Municipal Clerk


Signature

Anthony Rossi

Mayor

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on April 14, 2025 at 7:00 pm in the Vernon Municipal Center.


Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.		X	X			
DeBenedetto, J.						X
Higgins, W.			X			
Sparta, B.	X		X			
Rizzuto, P.			X			

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS**

STANDARD GRANT COVER SHEET

2025-04960-1591

1. DCA Program to Which Applicant is Applying: Local Recreational Improvement 2025			
2. Name of Applicant Agency Vernon Township			
3. Street Address 21 Church Street			
City Vernon	State New Jersey	Zip Code 07462-0343	County Sussex
4. Official Contact Person Ms. Donelle Bright DeCouto		Title Chief Financial Officer	Phone number (973) 764-4055
5. Program Contact Person Ms. Donelle Bright DeCouto		Title Chief Financial Officer	Phone Number (973) 764-4055
6. Proposed Project/Grant Title Meet Me at the Gazebo - A Proposal for a Community Gazebo			
Program Type Local Recreational Improvement: Maple Grange Park			
7. Total Cost of the Project \$83,000	8. Requested Amount \$75,000		9. Funds from Other Sources \$8,000
10. Project Location (if Different from Applicant Agency)			
Street Address 36 Maple Grange Rd			
City Vernon	State New Jersey	Zip	Room Number
11. Vendor Number 226002358-99		12. Employer ID 226002358	13. Tax Exempt ID
14. Area(s) Benefiting: Sussex County,			
15. Briefly describe the project for which you are seeking funds. to construct a welcoming and accessible covered outdoor structure to serve as a central meeting space for all ages to gather and enjoy programs, events and performances, enhancing the overall space at an existing recreational facility.			

16. a. Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant?

Yes No

b. Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or task force which has regulatory or advising influence on the funding program? Yes No

If yes, please describe:

17. Fiscal Contact Person Ms. Donelle Bright DeCouto	Title Chief Financial Officer	Phone Number (973) 764-4055
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18. Agency Fiscal Year 1/1 to 12/31	19. Name of CPA Firm Appointed by Grantee Nisivoccia, LLP
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20. **Certification:** The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by the New Jersey Department of Community Affairs which include provisions described in grant applications instructions.

Name and Title of Applicant (Print)	Signature of Applicant	Date of Application
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SUPPLEMENTAL SPECIFICATIONS

INSTRUCTION TO BIDDERS

Proposed Dodecagon Gazebo at Maple Grange Park Township of Vernon, Sussex County

Vernon Township, Sussex County is requesting bids for the furnishing and erection of a 30' diameter twelve-sided (dodecagon) gazebo to be installed near the Great Lawn at Maple Grange Park. The work included in this project will include the furnishing of all materials for structure as stated in the specifications attached.

NOTES:

1. The bids for the proposed structure will be for the furnishing and installation of a 30' diameter dodecagon gazebo as stated in these specifications. The building will be installed at Maple Grange Park located at 36 Maple Grange Road, Vernon, New Jersey 07462.
2. Certificate of Insurance will be required.
3. Certificate of Registration as required by the Public Works Contractor Registration Act, N.J.S. 34:11-56.48 et seq. to be submitted by the Bidder and proposed subcontractor(s).
4. Business Registration Certificate, provided by the New Jersey Division of Revenue according to State of New Jersey Mandate P.L. 2004 c.57 to be submitted by the Bidder and proposed subcontractor(s).
5. Prevailing Wage Rates Required In Contracts Over \$17,500.00 Chapter 150 L. 1963 (N.J.S.A. 34:11-56-25-et seq). AS AMENDED IN CHAPTER 64, LAWS 1974

The public body awarding any contract for public work shall ascertain from the State Commissioner of Labor and Industry the prevailing wage rate in the locality in which the public work is to be performed for each craft or trade needed to perform the contract and SHALL SPECIFY IN THE CONTRACT ITSELF what the prevailing wage rate in the locality for each or tract or classification of all workmen needed to perform the contract during the anticipated term thereof.

The Contract shall contain a stipulation that such workman shall be paid not less than such prevailing wage rate. Such Contract shall also contain a provision that in the event it is found that any workmen, employed by the Contractor or any Subcontractor covered by said Contract, has been paid a rate of wages less than the prevailing wage required to be paid by such Contract, the public body may terminate the Contractor's or Subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and to prosecute the work to completion or otherwise.

Contractors or Subcontractors performing public work for a public body subject to the provisions of this act shall post the prevailing wage rates for each craft and classification involved as determined by the Commissioner of Labor and Industry, including the effective date of any changes thereof, in prominent and easily accessible places at the site of the work or at such place or places as are used by them to pay workmen their wages.

6. A preconstruction meeting shall be held prior to the commencement of any work on this project.
7. The Contractor to schedule the work through the following person:
Cory Stoner, P.E., P.P., C.M.E. – Township Engineer: (973) 948-6463
8. The work performed under this Contract shall comply strictly with all the specifications herewith, except as amended or modified by the Engineer during construction.
9. All work to be completed by December 31, 2025.
10. The Township of Vernon is responsible for precuring all applicable building permits. The Contractor is responsible for providing signed and seals drawings form a licensed architect/engineer for submittal to the Township Construction Department for review and approval.
11. The Contractor is advised that all work items will require inspection and approval by the Township Engineer's Office.
12. Acceptance of all work will not be made until all work items are inspected and approved by the Township Engineer's Office.

ITEM #1 – 30' DIAMETER DODECAGON GAZEBO

1. SCOPE OF WORK

The work under this item will include furnishing and erecting of 30' diameter dodecagon gazebo. The building will be installed near the Great Lawn at Maple Grange Park located at 36 Maple Grange Road, Vernon, New Jersey 07462.

2. MATERIALS AND METHOD OF CONSTRUCTION

The work will include the erection of a proposed 30' diameter dodecagon gazebo. The structure will include but may not be limited to the following:

- a. 30' diameter dodecagon gazebo, including:
 - i. Precast or cast in place concrete footings.
 - ii. 4", concrete pad.
 - iii. 8" x 8" laminated wood posts.
 - iv. #1 grade treated southern yellow pine lumber to be used.
 - v. Half moon 2" x 6" corner braces with 6" top spindles.
 - vi. Exposed 2" x 8" double main rafters.
 - vii. Engineered headers constructed with 3 ply 2" x 8"s and 6" decorative spindles below.
 - viii. 1" x 6" tongue and groove ceiling boards, roof pitch 12/6.
 - ix. 30 year architectural shingles, color to be chosen by Township Officials.
 - x. Decorative cupula.

Signed and sealed plans by a licensed architect or engineer will need to be provided for the 30' diameter dodecagon gazebo. The cost of preparing these plans shall be included in the bid price for this item.

The cost of delivery to the construction site (36 Maple Grange Road), removal from delivery vehicles and placement of materials at a location designated by the Township shall be included in the bid price for this item.

3. SPECIAL PROVISIONS FOR GAZEBO STRUCTURE

a. SITE PREPARATION

The preparation of the level pad for building construction will be completed by the Vernon Township Public Works Department prior to the delivery of the building materials.

b. DELIVERY AND ERECTION

The building furnished by the successful bidder is to be erected and assembled at the site specified and as per the approved plans as approved by the Township Engineer. The contractor shall be responsible for the safe unloading and storage of the gazebo. It will also be the responsibility of the contractor to make minor adjustments necessary in the footings and foundation to accomplish a vertical building axis and level horizontal foundation lines.

c. CONCRETE FOOTINGS

Footings shall be minimum 18" wide x 42" deep class "B" concrete (3,500 PSI). Hardware to include galvanized stand off post base and concrete anchors as shown in the plans.

d. CONCRETE PAD

Concrete pad to be constructed of 6" thick layer of 3/4" clean stone placed on compacted subbase. Concrete pad to be 4" thick class "B" concrete (3,500 PSI) with welded wire mesh, expansion joints and/or scoring as needed. Concrete pad to extend 6" beyond the gazebo posts.

e. HARDWARE

All hardware to be galvanized and shall be concealed from sight with trim pieces or by other means.

f. GUARANTEE

The structure is to be guaranteed for a period of ten (10) years against any defects in workmanship or materials.

3. QUANTITY AND PAYMENT

The quantity for which payment will be made for *30' Diameter Dodecagon Gazebo* will be the lump sum price bid in the proposal. The lump sum price shall include supplying all materials required for the construction of the 30' Diameter Dodecagon Gazebo including unloading and storing of materials, laminated 8" x 8" posts, all lumber, decorative header, footings, concrete pad, architectural shingles, decorative cupula, hardware, nails, screws, disposal of all waste and any other materials, equipment, and all else necessary therefore and incidental thereto.

TOWNSHIP OF VERNON

RESOLUTION #26-175

**REFUND OVERPAYMENT
(Block 95 Lot 9 – Garcia)**

BE IT RESOLVED, by the Council of the Township of Vernon, Vernon, New Jersey, that a warrant be drawn to in the amount of \$465.49 representing refund for overpayment for 1st qtr. 2026 property taxes for Block 95 Lot 9.

OWNER	BLOCK	LOT	REFUND AMOUNT
Garcia	95	9	\$465.49
		TOTAL:	\$465.49

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #26-176

**REFUND OVERPAYMENT
(Block 432 Lot 58 – Mathes)**

BE IT RESOLVED, by the Council of the Township of Vernon, Vernon, New Jersey, that a warrant be drawn to in the amount of \$1915.87 representing refund for overpayment for 2nd qtr. 2026 property taxes for Block 432 Lot 58.

OWNER	BLOCK	LOT	REFUND AMOUNT
Mathes	432	58	\$1915.87
		TOTAL:	\$1915.87

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #26-177

**REFUND OVERPAYMENT
(Block 526 Lot 284 – McElwain)**

BE IT RESOLVED, by the Council of the Township of Vernon, Vernon, New Jersey, that a warrant be drawn to in the amount of \$280.91 representing refund for overpayment for 3rd qtr. 2021 property taxes for Block 526 Lot 284.

OWNER	BLOCK	LOT	REFUND AMOUNT
McElwain	526	284	\$280.91
		TOTAL:	\$280.91

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #26-178

**REFUND OVERPAYMENT
(Block 526 Lot 284 – McElwain)**

BE IT RESOLVED, by the Council of the Township of Vernon, Vernon, New Jersey, that a warrant be drawn to in the amount of \$1072.71 representing refund for overpayment for 2nd qtr. 2023 property taxes for Block 526 Lot 284.

OWNER	BLOCK	LOT	REFUND AMOUNT
McElwain	526	284	\$1072.71
		TOTAL:	\$1072.71

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #26-179

**REFUND OVERPAYMENT
(Block 526 Lot 284 – McElwain)**

BE IT RESOLVED, by the Council of the Township of Vernon, Vernon, New Jersey, that a warrant be drawn to in the amount of \$3063.43 representing refund for overpayment for 1st and 4th qtrs. 2024 property taxes for Block 526 Lot 284.

OWNER	BLOCK	LOT	REFUND AMOUNT
McElwain	526	284	\$3063.43
		TOTAL:	\$3063.43

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Special Meeting held on May 18, 2026 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

ORDINANCE #26-11

ORDINANCE AMENDING CHAPTER 330 OF THE TOWNSHIP CODE OF THE TOWNSHIP OF VERNON TO DEFINE AND PROHIBIT “DATA CENTERS.”

WHEREAS, the Township of Vernon (“Township”) is a municipal entity organized and existing under the laws of State of New Jersey and located in Sussex County; and

WHEREAS, pursuant to N.J.S.A. 40:48-2, a municipality may make, amend, repeal and enforce ordinances not contrary to the laws of this State or of the United States, as it may deem necessary and proper for order and protection of persons and property, and for the preservation of the public health, safety, and welfare of the municipality and its inhabitants; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the Township of Vernon, County of Sussex and State of New Jersey that Chapter 330 entitled “Land Development” is hereby amended and supplemented as follows:

SECTION 1. Chapter 330-5 entitled “Definitions” shall be amended to include the following:

DATA CENTER

A facility, building, or use primarily engaged in the storage, management, processing, transmission, or hosting of digital data, applications, cloud computing services, cryptocurrency mining, artificial intelligence processing, telecommunications, or similar computer-based operations through the use of servers, networking equipment, and related infrastructure. Such use shall include associated cooling systems, backup generators, substations, utility infrastructure, and security facilities.

The term shall not include customary accessory information technology or server equipment incidental to a permitted principal use, including but not limited to schools, hospitals, government buildings, financial institutions, or ordinary business operations.

SECTION 2:

Chapter 330-156 entitled “Uses prohibited in all districts” shall be amended to include the following:

Data centers, as defined in § 330-5, are not permitted uses in any zoning district within the Township of Vernon.

SECTION 3:

Except as set forth in Section 1 above, the balance and remainder of the Code of the Township of Vernon shall not be affected by this Ordinance.

SECTION 4:

All Ordinances, Plans, Plan Amendments or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 5:

If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

SECTION 6:

This Ordinance shall be referred to the Township Land Use Board for review, which shall be based on whether the proposal is substantially consistent with the Master Plan. The Land Use Board has a period of thirty-five (35) days after referral to report on the proposed Ordinance.

SECTION 7.

Upon adoption of this Ordinance after public hearing thereon, the Township Clerk is further directed to publish notice of the passage thereof and to file a copy of this Ordinance with the County Planning Board and other agencies as required by law.

SECTION 8:

This Ordinance shall take effect upon final passage and publication according to law.