

**BOROUGH OF HILLSDALE**  
**RESOLUTION 24011**

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**AUTHORIZING A NON-FAIR AND OPEN PROFESSIONAL SERVICES  
AGREEMENT TO CONTRACT FOR AN AFFORDABLE HOUSING  
ADMINISTRATIVE AGENT FOR HOUSING REHABILITATION PROGRAM  
SERVICES**

**WHEREAS**, the Borough of Hillsdale has a need for an Affordable Housing Administrative Agent for Housing Rehabilitation Program Services for the calendar year 2024; and

**WHEREAS**, N.J.S.A. 40A:11-5 (1) (a) (i) provides that the award of a contract for professional services is an exception to the bidding requirements of the Local Public Contracts Law; and

**WHEREAS**, the Mayor and Council has recommended that Community Grants Planning & Housing, whose address is 1249 South River Road, Suite 301, Cranbury, New Jersey 08512 (hereinafter referred to as "CGP&H"), a New Jersey Department of Community Affairs approved Affordable Housing Administrative Agent that specializes in all aspects of affordable housing, planning, affordable housing compliance, and the procurement of grants and loans, continue to provide these services based upon previous satisfactory performance; and

**WHEREAS**, this contract is being awarded as an open-ended contract in accordance with N.J.A.C. 5:30-11.10 for a one (1) year period retroactive to January 1, 2024 through December 31, 2024; and

**WHEREAS**, the maximum dollar value of this contract based upon a reasonable cost estimate of the goods or services required over the contract term, shall not exceed \$12,000.00 with no obligation on the part of the Borough to spend the maximum amount; and

**WHEREAS**, the firm CGP&H has completed and submitted a "Contribution Statement by Professional Business Entity" as required by Hillsdale Borough Ordinance No. 04-14, entitled, "An Ordinance Establishing a Borough Policy for the Awarding of Public Professional Service Contracts"; and Ordinance No. 11-19 "Amending Chapter 12, Contracts, Public Professional Service and Chapter 305, Contribution Disclosure Statements"

**NOW, THEREFOR, BE IT RESOLVED**, that the Mayor and Council of the Borough of Hillsdale that CGP&H 1249 South River Road, Suite 301, Cranbury, New Jersey 08512 is hereby awarded a Non-Fair and Open Professional Services Agreement for an Affordable Housing Administrative Agent for Housing Rehabilitation Program Services for a one (1) year period retroactive to January 1, 2024 through December 31, 2024 in the as required, no minimum purchase amount not to exceed \$12,000.00 without further authorization by the governing body; and

**BE IT FURTHER RESOLVED** that the Borough Clerk is hereby authorized to execute the aforesaid Professional Services Agreement, a copy of the same being on file in the office of the Borough Clerk and hereby approved; and

**BE IT FURTHER RESOLVED**, that this contract is being awarded without public advertising for bids and bidding therefor in accordance with N.J.S.A. 40A:11-5 (1) (a) (i) of the Local Publics Contracts Law and has met the requirements as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

**CERTIFICATE OF AVAILABILITY OF FUNDS**

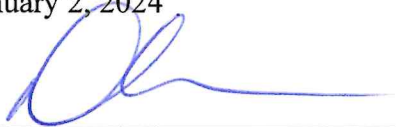
I, David Young, Municipal Financial Officer of the Borough of Hillsdale, hereby certify, pursuant to NJSA 40A:9-140.1, et seq. and NJAC 5:30.4, that the funds are available to the Borough of Hillsdale for calendar year 2024. Account # to be charged 4-01-20-155-114 (Subject to Budget Approval).


Dated: January 2, 2024

David Young  
David Young, CMFO

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
Escobar, John			X				
Fox, Justin			X				
Lundy, Abby	X		X				
Osso, Clemente			X				
Ruocco, John		X	X				
Trochimiuk, Janetta			X				
Sheinfield, Michael							

Adopted: January 2, 2024

Attest:   
Denise Kohan  
Municipal Clerk

  
Michael Sheinfield  
Mayor