



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 20-124

**A Resolution Authorizing the Award of a Non-Fair and Open Contract
for Grant Writing Services in Connection with the NJDCA
Local Efficiency Achievement Program (LEAP) Grant Application**

WHEREAS, the Borough of Highlands has a need for a professional to prepare a grant application in connection with the LEAP program, pursuant to the terms of N.J.S.A. 19:44A-20.5; and

WHEREAS, a draft feasibility study, entitled "A Feasibility Study on the Creation of an All Purpose PK-12 Regional School District with Sea Bright, Atlantic Highlands, and Highlands" was prepared by Statistical Forecasting LLC, David Hespe, Porzio Compliance Services, James L. Kirtland, CPA, and David Corso; and

WHEREAS, the Boroughs of Highlands, Atlantic Highlands, and Sea Bright intend to submit a joint grant application for an Implementation Grant to potentially recoup the costs associated with the feasibility study; and

WHEREAS, Maser Consulting has set forth its proposed services in a written proposal dated April 24, 2020, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the contract with Maser Consulting will be split equally between the Borough of Highlands, Atlantic Highlands and Sea Bright in the amount of \$1,650.00 each, totaling \$4,950.00; and

WHEREAS, the contract with Maser Consulting will consist of:

Grant Application	\$4,450.00.
Reimbursables (Estimated)	<u>\$ 500.00</u>
	\$4,950.00

; and

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Maser Consulting, 331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Maser Consulting for the above services; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$1,650.00 for the services as stated in Maser Consulting's proposal dated April 24, 2020; and

WHEREAS, Maser Consulting has completed and submitted a Business Entity Disclosure Certification which certifies that Maser Consulting has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Maser Consulting from making any reportable contributions through the term of the contract; and

WHEREAS, Maser Consulting has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows:



Patrick DeBlasio, Chief Financial Officer

Account: 0-01-35-410-000-201

Amount: Not to Exceed \$1650

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

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

1. Maser Consulting is hereby retained to provide grant writing services in connection with the preparation of a LEAP grant application to the NJDCA, as described in their proposal dated April 24, 2020, for an amount not to exceed \$1,650.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA		X	X			
RYAN			X			
VALKOS			X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: May 6, 2020

Matthew Conlon, RMC, Municipal Clerk

