



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-124

APPOINTING HEYER, GRUEL & ASSOCIATES AS THE BOROUGH'S ADMINISTRATIVE AGENT FOR THE YEAR 2025

WHEREAS, the Borough of Highlands requires an affordable housing administrative agent to provide affordability control services for all affordable units constructed or to be constructed in the Borough for the calendar year 2025 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such services can only be provided by professionals with specialized knowledge and Heyer, Gruel & Associates is so recognized; and

WHEREAS, Heyer, Gruel & Associates has set forth its proposed services in a written proposal dated May 21, 2025 a copy of which is available at the office of the Borough Clerk; and

WHEREAS, Heyer, Gruel & Associates has completed and submitted a Business Entity Disclosure Certification which certifies that Heyer, Gruel & Associates 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 Heyer, Gruel & Associates from making any reportable contributions through the term of the contract; and

WHEREAS, Heyer, Gruel & Associates has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, the Chief Financial Officer has certified that funds are available in account #5-01-35-410-000-201.

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

1. Heyer, Gruel & Associates is hereby appointed Administrative Agent for the Borough of Highlands for the calendar year 2025 and is awarded a professional services contract for an amount not to exceed \$3,000.00 for such services for the period of January 1, 2025, through December 31, 2025.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Administrative Agent services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.


4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 25-124:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES			X			
CHELAK			X			
MELNYK	X		X			
OLSZEWSKI			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 21, 2025



 Nancy Tran, Municipal Clerk
 Borough of Highlands