

# County of Passaic

## Board of County Commissioners

### Regular Meeting



#### OFFICE OF COUNTY COMMISSIONERS

John W. Bartlett  
Orlando Cruz  
Rodney A. De Vore  
Terry Duffy  
Bruce James  
Deputy Director Cassandra  
"Sandi" Lazzara  
Director Pasquale "Pat" Lepore

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq..  
Administrator  
Nadege D. Allwaters, Esq..  
County Counsel  
Louis E. Imhof III,  
Clerk Of The Board

#### Meeting Venue

Date: April 8, 2025 5:30 PM  
Location: County Administration  
Building  
401 Grand Street  
Paterson, NJ 07505

#### A. Roll Call:

1. Bartlett
2. Cruz
3. De Vore
4. Duffy
5. James
6. Deputy Director Lazzara
7. Director Lepore

#### B. Announcement of the Open Public Meeting Law

#### C. Pledge of Allegiance

#### D. Invocation: Rev. Father J. Patrick Ryan, D. Min.

#### E. Moment of silence to remember all the men and women who have died while serving in the United States Armed Forces.

#### F. Approval of Minutes: March 25, 2025

[25-390](#)

#### G. Approval of Proclamation:

#### H. Administrator's Report:

1. Presentation on the Advocates for Children of New Jersey by Mary Coogan, President / CEO.

#### I. County Commissioner Reports:

1. Commissioner Director Pasquale "Pat" Lepore
2. Commissioner Deputy Director Cassandra "Sandi" Lazzara
3. Commissioner John W. Bartlett
4. Commissioner Orlando Cruz
5. Commissioner Rodney A. De Vore

- 6. Commissioner Terry Duffy
- 7. Commissioner Bruce James
- J. Communications: None
- K. Oral Portion:
  - 1. Motion to Open the Public Portion of the meeting\_\_\_\_\_
  - 2. Motion to Close the Public Portion of the meeting\_\_\_\_\_
- L. Consent Agenda:

**ADMINISTRATION AND FINANCE**

- 1. RESOLUTION AUTHORIZING A CONTRACT AWARD TO EDMUNDS GOVTECH, INC. FOR FINANCIAL ACCOUNTING SOFTWARE MAINTENANCE AND RELATED SERVICES FOR CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 40A:11-5(1)(dd) [25-337](#)
- 2. RESOLUTION AUTHORIZING AND RATIFYING THE MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF PASSAIC AND THE PASSAIC COUNTY ASSISTANT PROSECUTORS' ASSOCIATION, REPRESENTING ASSISTANT PROSECUTORS IN THE PASSAIC COUNTY PROSECUTOR'S OFFICE, PURSUANT TO N.J.S.A. 34:13A-1, ET SEQ. [25-338](#)
- 3. RESOLUTION AUTHORIZING THE APPOINTMENT OF EDMUND O'DONNELL TO THE WORKFORCE DEVELOPMENT BOARD OF PASSAIC COUNTY, PURSUANT TO THE WORKPLACE INNOVATION AND OPPORTUNITY ACT, P.L. 113-128 [25-339](#)
- 4. RESOLUTION REVISING THE REGULAR MEETING SCHEDULE OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF PASSAIC FOR CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 10:4-18 [25-340](#)
- 5. RESOLUTION RETAINING WISNIEWSKI & ASSOCIATES, LLC TO PROVIDE OUTSIDE LEGAL SERVICES IN THE MATTER OF MAZZOLA V. PASSAIC COUNTY COMMUNITY COLLEGE, ET AL., DOCKET NO. PAS-L-3203-24, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-25-042 [25-341](#)
- 6. RESOLUTION RETAINING PEM LAW LLP TO PROVIDE OUTSIDE LEGAL SERVICES IN THE MATTER OF MAIA-CUSICK, ET AL. V. SOLLAMI-COVELLO, ET AL., DOCKET NO. BUR-L-704-24, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-24-072 [25-349](#)
- 7. RESOLUTION RENEWING THE PASSAIC COUNTY ENERGY COOPERATIVE PRICING SYSTEM FOR A FIVE-YEAR TERM, FROM JULY 2, 2025 TO JULY 1, 2030, PURSUANT TO N.J.A.C. 5:34-7.5, ET SEQ. [25-350](#)
- 8. RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUBSCRIPTION FROM SHI INTERNATIONAL CORP. BY THE DEPARTMENT OF MANAGEMENT AND INFORMATION SYSTEMS, PURSUANT TO N.J.S.A. 40A:11-10, ET SEQ. [25-351](#)
- 9. RESOLUTION AUTHORIZING THE PURCHASE OF ENTERPRISE LICENSES AND SUPPORT FROM SHI INTERNATIONAL CORP. BY THE DEPARTMENT OF MANAGEMENT AND INFORMATION SYSTEMS, PURSUANT TO N.J.S.A. 40A:11-12, ET SEQ. [25-352](#)

10. RESOLUTION AUTHORIZING THE PURCHASE OF COPIER MACHINES FROM ATLANTIC TOMORROW'S OFFICE. UNDER STATE CONTRACT NO. 40467, PURSUANT TO N.J.S.A. 40A:11-12, ET SEQ. [25-353](#)
11. RESOLUTION AUTHORIZING THE SETTLEMENT OF LITIGATION ENTITLED KENNARD FAIRLEY V. COUNTY OF PASSAIC, CLAIM PETITION #2022-30699, PENDING IN THE NEW JERSEY DIVISION OF WORKERS' COMPENSATION, PURSUANT TO N.J.S.A. 40A:5-17(a) [25-354](#)
12. RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87 (Chapter 159 P.L. 158) [25-358](#)
13. RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87 (Chapter 159 P.L. 158) [25-359](#)
14. RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87 (Chapter 159 P.L. 158) [25-360](#)
15. RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87 (Chapter 159 P.L. 158) [25-361](#)
16. RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87 (Chapter 159 P.L. 158) [25-362](#)
17. RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87 (Chapter 159 P.L. 158) [25-363](#)
18. RESOLUTION REVISING THE REGULAR MEETING SCHEDULE OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF PASSAIC FOR CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 10:4-18 [25-388](#)

**HEALTH & HUMAN SERVICES**

19. RESOLUTION AUTHORIZING THE DEPARTMENT OF SENIOR SERVICES TO APPLY FOR AND ACCEPT A GRANT FROM THE STATE OF NEW JERSEY, DEPARTMENT OF HEALTH, DIVISION OF FAMILY HEALTH SERVICES, FOR THE WIC SENIOR FARMERS' MARKET NUTRITION PROGRAM 2025, PURSUANT TO N.J.S.A. 40:20-1, ET SEQ. [25-355](#)
20. RESOLUTION INCREASING CONTRACT CEILING TO MCPIK RECOVERY SUPPORT UNDER RFP-24-006 FOR THE DEPARTMENT OF HUMAN SERVICES, DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES, TO PROVIDE ADDICTION PREVENTION AND RECOVERY SUPPORT SERVICES IN 2025 TO PASSAIC COUNTY RESIDENTS, PURSUANT TO N.J.A.C. 5:30-11.6, ET SEQ. [25-356](#)

21. RESOLUTION AUTHORIZING PREAKNESS HEALTHCARE CENTER TO ENTER INTO AN AGREEMENT WITH BANYAN HIGH SCHOOL TO PROVIDE WORK-BASED LEARNING EXPERIENCES FOR UNPAID INTERNSHIP OPPORTUNITIES IN A PROFESSIONAL HEALTHCARE SETTING, PURSUANT TO N.J.S.A. 40:20-1, ET.SEQ. [25-357](#)
22. RESOLUTION AUTHORIZING THE DIRECTOR OF HUMAN SERVICES TO SUBMIT THE 2024 PEER GROUPING EXPENDITURE REPORT AND 2025 PEER GROUPING SPENDING ALLOCATION PLAN IN CONSULTATION WITH THE AREA AGING DIRECTOR AS PER THE 2025 PEER GROUPING GUIDELINES FROM THE NEW JERSEY DEPARTMENT OF HUMAN SERVICES, DIVISION OF AGING [25-364](#)
23. RESOLUTION AMENDING RESOLUTION R-25-252, DATED MARCH 25, 2025, TO AWARD ITEM #200-FRUIT COCKTAIL TO MIVILA FOODS [25-365](#)
24. RESOLUTION AUTHORIZING THE DEPARTMENT OF HEALTH SERVICES TO APPLY FOR AND ACCEPT ADDITIONAL GRANT FUNDING FROM THE NEW JERSEY ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS UNDER THE ENHANCING LOCAL PUBLIC HEALTH INFRASTRUCTURE GRANT AWARD PROGRAM, PURSUANT TO N.J.S.A. 40:20-1 [25-373](#)
25. RESOLUTION AUTHORIZING A LETTER IN SUPPORT OF HACKENSACK MERIDIAN HEALTH'S APPLICATION FOR A 2025 GUS SCHUMACHER NUTRITION INCENTIVE PROGRAM GRANT AWARD, PURSUANT TO N.J.S.A. 40:20-1 [25-374](#)

**PUBLIC WORKS**

26. RESOLUTION AUTHORIZING AN INCREASE IN THE APPROPRIATION FOR THE PURCHASE OF AN ELECTRIC PARA TRANSIT BUS FROM H.A. DE HART & SON, INC., FOR USE BY THE PREAKNESS HEALTHCARE CENTER, PURSUANT TO N.J.S.A. 40A:11-10, ET SEQ. [25-342](#)
27. RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO W.E. TIMMERMAN CO., INC., FOR THE REPAIR OF AN ELGIN SWEEPER VEHICLE FOR THE ROAD DEPARTMENT, PURSUANT TO N.J.S.A. 40A:11-10 [25-343](#)
28. RESOLUTION AUTHORIZING CHANGE ORDER NO. 2 TO THOMAS & SONS BUILDERS, LLC, d/b/a DEVELOP BUILDERS TO CONSTRUCT A NEW SALT STORAGE BUILDING IN THE BOROUGH OF POMPTON LAKES, PER BID C-24-003, PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ. [25-344](#)
29. RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO VIP SPECIAL SERVICES, LLC FOR WINDOW CLEANING SERVICES AT COUNTY INSTITUTIONS AND PREAKNESS HEALTHCARE CENTER, PER BID SB-25-044, PURSUANT TO N.J.S.A. 40A:11-4 ET SEQ. [25-345](#)
30. RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO RFS COMMERCIAL, INC. TO INSTALL NEW AT VARIOUS COUNTY INSTITUTIONS, PURSUANT TO N.J.S.A. 40A:11-10. [25-346](#)
31. RESOLUTION AUTHORIZING AN INCREASE IN THE APPROPRIATION TO THE VENDORS LISTED HEREIN FOR TREE REMOVAL, TRIMMING, AND STUMP GRINDING SERVICES FOR THE DEPARTMENT OF PARKS & RECREATION, PER SB-23-027, PURSUANT TO N.J.A.C. 5:30-11.10 [25-347](#)



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| 32. RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 2 TO DEWBERRY ENGINEERS, INC., TO PERFORM A COURSE FACILITIES ASSESSMENT AT PREAKNESS VALLEY GOLF COURSE IN THE TOWNSHIP OF WAYNE, RFQ-25-01, PURSUANT TO N.J.A.C. 5:30-11.6   | <a href="#"><u>25-348</u></a> |
| 33. RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC TO ACCEPT THE DONATION OF A RECTANGULAR RAPID FLASHING BEACON FROM THE WINDSOR SCHOOL IN THE BOROUGH OF POMPTON LAKES, PURSUANT TO N.J.S.A. 40A:12-5   | <a href="#"><u>25-366</u></a> |
| 34. RESOLUTION AUTHORIZING A MAINTENANCE AGREEMENT BETWEEN THE COUNTY OF PASSAIC AND THE BOROUGH OF POMPTON LAKES FOR THE COUNTY TO INSTALL AND THE BOROUGH TO MAINTAIN ONE (1) RECTANGULAR RAPID FLASHING BEACON NEAR 219 WANAQUE AVENUE IN THE BOROUGH OF POMPTON LAKES, PURSUANT TO N.J.S.A. 40:20-1 | <a href="#"><u>25-367</u></a> |
| 35. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO COLLIER ENGINEERING & DESIGN, INC., FOR ON CALL CONSTRUCTION TESTING SERVICES FOR THE REPLACEMENT OF THE LOWER NOTCH ROAD CULVERT NO. 1600-214 IN THE BOROUGH OF WOODLAND PARK PER BID SB-25-005, PURSUANT TO N.J.S.A 40A: 11-4 ET SEQ                  | <a href="#"><u>25-368</u></a> |
| 36. RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO ZUCCARO INC., FOR ON-CALL DRAINAGE REPAIRS NEAR THE CLINTON ROAD CULVERT NO. 1600-181 IN THE TOWNSHIP OF WEST MILFORD PER BID C-24-001 PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ.  | <a href="#"><u>25-369</u></a> |
| 37. RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO COLONNELLI BROTHERS, INC., FOR THE REPLACEMENT OF STRUCTURE NO. 1600-495 HERSHFIELD PARK PREDESTRIAN BRIDGE OVER WANAQUE RIVER IN THE BOROUGH OF POMPTON LAKES, PER BID C-25-009, PURSUANT TO N.J.S.A 40A: 11-4, ET SEQ.                             | <a href="#"><u>25-370</u></a> |
| 38. RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 1 TO EMPIRE ENVIRONMENTAL, LTD, FOR ASBESTOS ABATEMENT CONSULTANT SERVICES AT THE PREAKNESS VALLEY GOLF COURSE MAINTENANCE FACILITY IN THE TOWNSHIP OF WAYNE, RFQ-25-013, PURSUANT TO N.J.A.C. 5:30-11.6.  | <a href="#"><u>25-371</u></a> |
| 39. RESOLUTION CONCURRING WITH ORDINANCE NO. 1511 DATED FEBRUARY 24, 2025 OF THE TOWNSHIP OF LITTLE FALLS, PURSUANT TO N.J.S.A. 40:20-1 ET SEQ.   | <a href="#"><u>25-372</u></a> |
| 40. RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO E-Z WHEELS DRIVING SCHOOL, INC. FOR COMMERCIAL DRIVER'S LICENSE TRAINING FOR PERSONNEL IN THE ROAD DEPARTMENT FOR THE YEAR OF 2025, PURSUANT TO N.J.S.A. 40A:11-6.1(a)   | <a href="#"><u>25-379</u></a> |
| 41. RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO HUDSON COUNTY MOTORS, INC., TO PROVIDE PARTS AND REPAIRS FOR THE PASSAIC COUNTY ROAD DEPARTMENT FOR THE YEAR OF 2025, PURSUANT TO N.J.S.A. 40A:11-10.  | <a href="#"><u>25-380</u></a> |
| 42. RESOLUTION AUTHORIZING DOWNES TREE SERVICE, INC., TO CUT, REMOVE DEAD OR FALLEN TREES ON PASSAIC COUNTY ROADS AND RIGHT-OF-WAYS FOR 2025, PURSUANT TO N.J.S.A. 40A:11-10.   | <a href="#"><u>25-381</u></a> |

- 43. RESOLUTION AUTHORIZING A CONTRACT AWARD TO AMERICAN WEAR, INC. D/B/A AMERICAN WEAR UNIFORMS TO FURNISH AND DELIVER RENTAL/LEASE UNIFORMS FOR VARIOUS COUNTY OF PASSAIC DEPARTMENTS AND INSTITUTIONS PURSUANT TO N.J.S.A. 40A:11-4, ET SEQ. AND SB-25-015 [25-386](#)
- 44. RESOLUTION AUTHORIZING THE DEPARTMENT TO ACCEPT A DONATION OF STONE PRODUCTS FROM TILCON NEW YORK INC. OF PARSIPPANY, NEW JERSEY PURSUANT TO N.J.S.A. 40A:12-5. [25-387](#)
- 45. RESOLUTION TO EXTEND A CONTRACT WITH EWING IRRIGATION PRODUCTS, INC. , A FOURTH TIME, FOR CATALOG % DISCOUNTS FOR IRRIGATION AND DRAINAGE SUPPLIES FOR THE COUNTY OF PASSAIC PREAKNESS VALLEY GOLF COURSE, PER BID SB-23-013 AND PURSUANT TO N.J.S.A. 40A:11-15 [25-389](#)

**LAW AND PUBLIC SAFETY**

- 46. RESOLUTION AMENDING RESOLUTION R-24-144, AUTHORIZING THE PURCHASE OF BLOOD CONTROL TRAINING CLASSES BY THE PASSAIC COUNTY OFFICE OF EMERGENCY MANAGEMENT, TO INCREASE THE CONTRACT AWARD FROM \$15,000.00 TO \$16,066.72 PURSUANT TO N.J.S.A. 40A:11-10 [25-375](#)
- 47. RESOLUTION AUTHORIZING PURCHASE OF ONE (1) 2025 F-350 4x4 SD CREW CAD 6.75 BOX 160” WB SRW XL FOR THE PASSAIC COUNTY SHERIFF’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-10 [25-376](#)
- 48. RESOLUTION AMENDING RESOLUTION R-25-169, AUTHORIZING A NON-FAIR AND OPEN CONTRACT TO JEFFREY M. POLITSKY, M.D., PURSUANT TO N.J.S.A. 40A:11-3. TO INCREASE THE ENCUMBRANCE AWARD AMOUNT TO \$29,000 FOR THE PASSAIC COUNTY PROSECUTOR’S OFFICE [25-382](#)
- 49. RESOLUTION AWARDING A CONTRACT FOR MAINTENANCE OF INFOSHARE CASE MANAGEMENT SOFTWARE TO COMPUTER SQUARE, INC., TO BE USED BY THE PASSAIC COUNTY PROSECUTOR’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-5. [25-383](#)
- 50. RESOLUTION AWARDING A CONTRACT TO SYSTEMS ENGINEERING TECHNOLOGY CORP., FOR PAYMENT OF A MAINTENANCE AGREEMENT FOR SPECIALIZED EQUIPMENT USED BY THE PASSAIC COUNTY PROSECUTOR’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-5 [25-384](#)
- 51. RESOLUTION AUTHORIZING THE PURCHASE OF AN ANNUAL MAINTENANCE CONTRACT FOR THE PASSAIC COUNTY SHERIFF’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-12. [25-385](#)

**PLANNING AND ECONOMIC DEVELOPMENT**

- 52. RESOLUTION OF AN “IF AND WHEN” AGREEMENT BETWEEN PASSAIC COUNTY AND HOLY INSTITUTION PANAGIA SOUMELA APPLICANT/OWNERS OF 253 MARSHALL HILL ROAD, BLOCK 6404, LOT 10, TOWNSHIP OF WEST MILFORD, NEW JERSEY [25-377](#)
- 53. RESOLUTION OF AN “IF AND WHEN” AGREEMENT BETWEEN PASSAIC COUNTY AND HOLY INSTITUTION PANAGIA SOUMELA APPLICANT/OWNERS OF 253 MARSHALL HILL ROAD, BLOCK 6404, LOT 10, TOWNSHIP OF WEST MILFORD, NEW JERSEY [25-378](#)

Items Removed from Consent Agenda

- M. New Business:
  - 1. Personnel:
  - 2. Bills:
- N. Adjournment:

**County of Passaic**  
**Board of County Commissioners**

*OFFICE OF COUNTY COMMISSIONERS*

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
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Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda:

THIS MINUTES WAS REQUESTED BY:

\_\_\_\_\_



**PASSAIC COUNTY BOARD OF COUNTY COMMISSIONERS  
MINUTES FOR REGULAR MEETING HELD ON**

**March 25, 2025**

A regular meeting of the Passaic County Board of County Commissioners was held on this day at the 401 Grand Street, Paterson NJ 07505 at 5:39 PM.

Louis E. Imhof, III, Clerk of the Board, read the announcement on the Open Public Meeting Law.

**Roll Call:**

1. Bartlett- absent
2. Cruz
3. DeVore
4. Duffy
5. James- absent
6. Deputy Director Lazzara
7. Director Lepore

**Pledge of Allegiance**

**Invocation:** Rev. Father J. Patrick Ryan, D. Min

Moment of silence to remember all the men and women who have died while serving in the United States Armed Forces.

**Approval of Minutes:**

Motion made by County Commissioner Cruz, seconded by County Commissioner Duffy that the minutes for March 11, 2025, be approved which the motion was carried on a roll call of five (5) votes in the affirmative with County Commissioner Bartlett and County Commissioner James being absent.

**Proclamation:**

Motion made by County Commissioner Duffy, seconded by County Commissioner Cruz, for approval of proclamation which motion was carried on a roll call of five (5) votes in the affirmative with County Commissioner Bartlett and County Commissioner James being absent.

**Administrator's Report:**

1. Women's History Month Celebration honoring Gulseren "Gil" Ismailoff, Dr, Laurie W. Newell, Aleksandra Tasic, Esq., and Oshin Castillo.

At this time Director Lepore asked if there was any County Commissioner Reports.

1. County Commissioner Director Pasquale "Pat" Lepore
2. County Commissioner Deputy Cassandra "Sandi" Lazzara
3. County Commissioner John W. Bartlett- absent
4. County Commissioner Orlando Cruz
5. County Commissioner Rodney A. DeVore
6. County Commissioner Terry Duffy
7. County Commissioner Bruce James- absent

**COMMUNICATION:** None

**ORAL PORTION:**



Cruz: Motion to open the public portion.  
De Vore: Second.

ROLL CALL: Bartlett, Absent: Cruz, Yes: DeVore, Yes: Duffy, Yes: James:  
Absent, Lazzara, Yes: Director Lepore, Yes:

At this time Director Lepore asked if anyone would like to be heard before the Board:

No one came before the Board.

Duffy: Motion to close the Public Portion of the Meeting.  
De Vore: Second.

ROLL CALL: Bartlett, Absent: Cruz, Yes: DeVore, Yes: Duffy, Yes: James:  
Absent, Lazzara, Yes: Director Lepore, Yes:

**2/3 Vote Resolution:**

Motion made by County Commissioner Cruz, seconded by County Commissioner Lazzara to adopt L-1, which the motion was carried on a roll call with five (5) votes in the affirmative with County Commissioner Bartlett and County Commissioner James being absent.

**Consent Agenda Resolutions:**

Motion made by County Commissioner De Vore, seconded by County Commissioner Duffy to adopt Resolution M-1 through M-17, and M-19 through M-80 which the motion was carried on a roll call with five (5) votes in the affirmative with County Commissioner Bartlett and County Commissioner James being absent.

Motion made by County Commissioner Cruz, seconded by County Commissioner Duffy to adopt M-18, which the motion was carried on a roll call with three (3) votes in the affirmative with County Commissioner Bartlett and County Commissioner James being absent and County Commissioner De Vore and County Commissioner Lazzara abstaining.

**“End of Consent Agenda”**

**Personnel:**

Motion made by County Commissioner Cruz, second by County Commissioner Lazzara, that all Personnel matters be approved that were submitted by the Office of Human Resources. Then the Office of Human Resources shall be directed to notify the County Finance Department and New Jersey Department of Personnel accordingly, which motion was approved, with five (5) votes in the affirmative with County Commissioner Bartlett and County Commissioner James being absent.

**Bills:**

Motion made by County Commissioner Cruz, seconded by County Commissioner Lazzara, that:

Current Fund	4-01	\$1,097,371.41
Current Fund	5-01	\$5,715,369.37
HUD Budget Expenditures	5-25	\$3,372.00
	<b>Year Total</b>	<b>\$5,718,741.37</b>
General Capital Fund Budget	C-04	\$297,690.65
State/Federal Grant Fund	G-01	\$803,104.28

Open Space Trust Fund FY2023	O-23	\$1,200.00
Open Space Trust Fund FY2024	O-24	\$47,913.63
Open Space Trust Fund FY2025	O-25	\$1,015.00
	<b><u>Year Total:</u></b>	<b><u>\$50,128.63</u></b>
Register of Deeds Trust	T-17	\$1,271.11
Professional Liab.	T-19	\$180,273.48
Trust Fund Other	T-20	\$20,588.63
Para Transit Trust Fund	T-24	\$1,974.91
	<b><u>Year Total:</u></b>	<b><u>\$204,108.13</u></b>

**Total of All Funds:      \$8,171,144.47**

Current Fund	4-01	\$8,917.85
Current Fund	5-01	\$14,889,319.11
Payroll Agency Deductions	5-05	\$2,234,851.46
HUD Budget Expenditures	5-25	\$24,003.68
State/Federal Grant Fund	G-01	\$193,458.47
Open Space Trust	O-23	\$3,000.00
	<b><u>Total All Funds:</u></b>	<b><u>\$17,353,550.57</u></b>

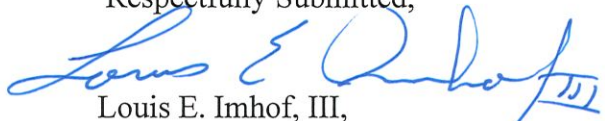
was approved, with five (5) votes in the affirmative with County Commissioner Bartlett and County Commissioner James being absent.

#### **Adjournment**

Motion made by County Commissioner Duffy, seconded by County Commissioner DeVore that the regular meeting be adjourned at 6:43 pm, and the motion was carried on roll call with five (5) votes in the affirmative with County Commissioner Bartlett and County Commissioner James being absent.

**(The proceedings of this meeting were both audio and video tape recorded)**

Respectfully Submitted,

  
Louis E. Imhof, III,  
Clerk of the Board

Prepared by: Vivianett Rodriguez

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

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Deputy Director Cassandra “Sandi” Lazzara  
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County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING A CONTRACT AWARD TO EDMUNDS GOVTECH, INC.  
FOR FINANCIAL ACCOUNTING SOFTWARE MAINTENANCE AND RELATED SERVICES FOR  
CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 40A:11-5(1)(dd)

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/2/2025
Adopted Date	
Agenda Item	1.
CAF#	5-01-20-103-001-233
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING A CONTRACT AWARD TO EDMUNDS GOVTECH, INC.  
FOR FINANCIAL ACCOUNTING SOFTWARE MAINTENANCE AND RELATED SERVICES  
FOR CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 40A:11-5(1)(dd)**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(1)(dd), any contract the amount of which exceeds the bid threshold may be negotiated and awarded by the Board without public advertising for bids and bidding thereof if it is for the provision or performance of goods and services for the support or maintenance of proprietary computer hardware and software; and

**WHEREAS**, the County utilizes proprietary computer software provided by Edmunds GovTech, Inc. for financial accounting, purchasing, and permitting functions; and

**WHEREAS**, Edmunds GovTech, Inc. provided a quote for software maintenance and other services in the amount of thirty-nine thousand eight hundred sixty-eight dollars and fifty-four cents (\$39,868.54), which the Chief Financial Officer is recommending to the Board for approval; and

**WHEREAS**, Edmunds GovTech, Inc. executed and notarized the County’s Business Entity Disclosure Certification for non-fair and open contracts required pursuant to N.J.S.A. 19:44A-20.8, which is attached hereto and made part of this Resolution.

**WHEREAS**, pursuant to N.J.S.A. 52:32-60.1, et seq., Edmunds GovTech, Inc. executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying that it is not involved in prohibited activities in Russia and Belarus, and the County confirmed that said vendor is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. 5-01-20-103-001-233, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5(1)(dd), the Board of County Commissioners of the County of Passaic authorizes a contract award to Edmunds GovTech, Inc. for software maintenance and related services for calendar year 2025, in an amount not to exceed thirty-nine thousand eight hundred sixty-eight dollars and fifty-four cents (\$39,868.54).

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Edmunds GovTech, Inc. and maintain a copy of this Resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, Chief Financial Officer and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

NB  
2025

April 8,

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$39,868.54

APPROPRIATION: 5-01-20-103-001-233

PURPOSE: Award contract to Edmunds GovTech, Inc. for software maintenance and related services for calendar year 2025.



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Richard Cahill, Director of Finance

DATED: April 8, 2025



# BUSINESS ENTITY DISCLOSURE CERTIFICATION

FOR NON-FAIR AND OPEN CONTRACTS

Required Pursuant to N.J.S.A. 19:44A-20.8

## COUNTY OF PASSAIC

### Part I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstance, does hereby certify that the County of Passaic, its subsidiaries, assigns or principals controlling an excess of ten percent (10%) of the business entity has neither made a reportable contribution prohibited under N.J.S.A. 19:44A-20.4, et seq. in the year preceding the Non-Fair and Open Contract awarded in the year 2025 for EdmundsGovTechINC ("Contract") nor will it make any reportable contributions during the term of the Contract to any of the following name candidate committees, joint candidate committees, and political party committees representing the elected officials of the County of Passaic, as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r)

Bruce James for County Commissioner	Rodney A. De Vore for Commissioner
Friends of Pat Lepore	Friends of Danielle Ireland Imhof
Friends of John Bartlett	Friends of Cassanova for Surrogate
Friends of Terry Duffy	Friends of Adamo for Sheriff
Sandi Lazzara for Commissioner	
Friends of Orlando Cruz for Commissioner	

### Part II - Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership ☒ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation  
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Edmunds Midco Inc	301TiltonRdNorthfield,NJ08225

### Part 3 - Signature and Attestation

The undersigned is fully aware that if I have misrepresented in whole or in part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Edmunds Gov Tech Inc

Signed: [Signature]

Title: Sr VP

Printed Name: Richard Evoy

Date: 3/26/2025

Subscribed and sworn before me this <u>26</u> day of <u>March</u> , <u>2025</u> .	
<u>NORA BANKES</u> NOTARY PUBLIC	<u>[Signature]</u> (Affiant)
My Commission expires: <u>STATE OF NEW JERSEY</u> MY COMMISSION EXPIRES APRIL 12TH, 2025	<u>Nora Bankes, Admin</u> (Print name & title of affiant) (Corporate Seal)



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN  
RUSSIA OR BELARUS**

**SHORT DESCRIPTION** Edmunds GovTech Inc

**REQUISITION No./CONTRACT No.** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CERTIFICATION**

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

**(Attach Additional Sheets if Necessary.)**

  
Signature of Vendor's Authorized Representative

**Richard Evoy, Sr. VP**

Print Name and Title of Vendor's Authorized Representative

**Edmunds GovTech Inc**

Vendor's Name

**301 Tilton Rd**

Vendor's Address (Street Address)

**Northfield, NJ 08225**

Vendor's Address (City/State/Zip Code)

Date

**22-2403081**

Vendor's FEIN, EIN or FTIN

**609-645-7333**

Vendor's Phone Number

**609-645-3111**

Vendor's Fax Number

**AR@EdmundsGovTech.com**

Vendor's Email Address

**Definitions:**

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AND RATIFYING THE MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF PASSAIC AND THE PASSAIC COUNTY ASSISTANT PROSECUTORS’ ASSOCIATION, REPRESENTING ASSISTANT PROSECUTORS IN THE PASSAIC COUNTY PROSECUTOR’S OFFICE, PURSUANT TO N.J.S.A. 34:13A-1, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
ADMINISTRATION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/2/2025
Adopted Date	
Agenda Item	2.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING AND RATIFYING THE MEMORANDUM OF AGREEMENT  
BETWEEN THE COUNTY OF PASSAIC AND THE PASSAIC COUNTY ASSISTANT  
PROSECUTORS’ ASSOCIATION, REPRESENTING ASSISTANT PROSECUTORS IN THE  
PASSAIC COUNTY PROSECUTOR’S OFFICE, PURSUANT TO N.J.S.A. 34:13A-1, ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the County and the Passaic County Assistant Prosecutors’ Association (hereafter “Association”), the sole and exclusive authorized bargaining representative for all assistant prosecutors in the Passaic County Prosecutor’s Office are parties to a collective bargaining agreement that expired on December 31, 2024 (hereafter “Agreement”); and

**WHEREAS**, pursuant to N.J.S.A. 34:13A-5.3, the County and the Association, having bargained in good faith, negotiated amendments to the Agreement covering the five-year period from January 1, 2025 to December 31, 2029; and

**WHEREAS**, the amendments to the Agreement were set forth in a Memorandum of Agreement (hereafter “MOA”), executed by the County and the Association, which is attached to and made part of this Resolution; and

**WHEREAS**, the MOA was presented to the Association’s membership and ratified by a majority of the members, as required under the law; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 34:14A-1, et seq., that the Board of County Commissioners of the County of Passaic ratifies the Memorandum of Agreement, attached to and made part of this Resolution, between the County of Passaic and the Passaic County Assistant Prosecutors’ Association, representing assistant prosecutors in the Passaic County Prosecutor’s Office.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board are hereby authorized to take any action necessary to carry out the purpose of this Resolution, including preparing and executing a revised collective bargaining agreement reflecting the terms and conditions set forth in the attached Memorandum of Agreement.

NB April 8, 2025

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**Memorandum of Agreement**

*between the*

**County of Passaic and Passaic County Prosecutor Camelia M. Valdes**

*and*

**Passaic County Assistant Prosecutors' Association**

*representing Chief Assistant Prosecutor, Senior Assistant Prosecutors, and Assistant Prosecutors of the Passaic County Prosecutor's Office*

---

**WHEREAS**, this Memorandum of Agreement (hereafter "MOA") is entered into between the County of Passaic (hereafter "County") and Passaic County Prosecutor Camelia M. Valdes and Passaic County Assistant Prosecutors' Association (hereafter "Union"), who is the designated bargaining unit for chief assistant prosecutors, senior assistant prosecutors, and assistant prosecutors in the Passaic County Prosecutor's Office; and

**WHEREAS**, the terms negotiated herein were done so in good faith and in compliance with N.J.S.A. 34:13A-1, et seq., and amend the collective bargaining agreement (hereafter "Agreement") that expired between the County and Union on December 31, 2024; and

**WHEREAS**, at negotiation sessions between representatives of the County, Prosecutor and Union, having bargained in good faith and agreed, hereby state the following amendments to the Agreement:

**Contract Duration**

A five (5) year agreement covering the period of January 1, 2025, through December 31, 2029.

**Article VI – Holidays**

*Amend the language as follows:*

- (A) The following days are recognized paid holidays, except as modified herein:

New Year's Day  
Martin Luther King's Birthday  
Presidents Day  
Good Friday

Memorial Day  
 Juneteenth (Third Friday of June)  
 Independence Day  
 Labor Day  
 Columbus Day  
 Election Day  
 Veteran's Day  
 Thanksgiving Day ~~and day after~~  
 Day after Thanksgiving  
 ½ day Christmas Eve  
 Christmas Day  
 ½ day New Year's Eve

- (D) If the holiday falls on Saturday, it shall be celebrated on Friday. If a holiday falls on Sunday, it shall be celebrated on Monday, except Juneteenth, which shall be celebrated on the third Friday in June, regardless of the day it falls on, as provided in Paragraph (A) above.

#### **Article VII – Vacation and Compensatory Time**

The following provisions of Article VII shall be amended to read as follows:

(J) Each employee who is assigned to cover Central Judicial Processing (“CJP”) on a Saturday, a Sunday, or a holiday, shall be entitled to five hundred dollars (\$500.00) for each such day covered in compensation for a Screener, and three hundred dollars (\$300.00) for a Supervisor. Alternatively, each such employee shall be entitled to one (1) compensatory day for each such day covered in lieu of the above-stated financial compensation.

(K) Each employee who is assigned to cover Initial Detention Hearings in the Family Part on a Saturday, a Sunday, or a holiday, shall be entitled to one (1) compensatory hour for each hour covered.

(L) At no time shall an employee in the bargaining accrue compensatory time in excess of 480 hours.

(M) Each employee in the bargaining unit shall be entitled to one (1) day per week to work remotely, non-compounding, subject to staffing sufficiency and/or scheduled events that mandate the employee to appear in-person (e.g., mandatory in-person court appearances, mandatory in-person meetings, and mandatory in-person trainings.) The employee shall advise his/her supervisor of the specific day he/she wishes to work remotely by the Friday the week prior.

## Article VIII – Health and Insurance Benefits

(A) Medical Benefits.

Employees in the Union, upon completion of a ninety (90) day probationary period, shall be eligible to receive health insurance, prescription insurance, and dental insurance as provided by the County. Co-pays and premiums shall be determined by the plan the employee chooses to join. The County may make several plans available to employees, and the employees can choose said plan during the open enrollment period. Part-time employees working at least twenty-four (24) hours or more per week are only eligible for single health care coverage.

(B) Chapter 78.

Employees shall make contributions toward the cost of their health insurance coverage in an amount set forth pursuant to Chapter 78, P.L. 2011 and any amendments thereto.

(C) Eligibility for Traditional Healthcare Plan.

Effective January 1, 2025, no employees shall be eligible to enroll in the County's Traditional Healthcare Plan.

(D) Prescription Benefits.

- (i) Prescription Refills. Employees will be able to fill a 30 day supply for long term medications at any non-CVS pharmacy of their choice. For 90 day-supplies, medications must be filled at any CVS retail or CVS mail order pharmacy.
- (ii) Three Tier Copays. Employees co-pays for prescription benefits will be paid according to the following rates:
  - i. Tier One: Generic Drugs (\$5.00 Brand – Plan 1).

<b>Prescription Type</b>	<b>Copay</b>
Retail generics	\$0.00
Retail preferred brands	\$5.00
Retail non-preferred brands	\$20.00
Mail generics	\$0.00
Mail preferred brands	\$5.00
Mail non-preferred brands	\$20.00
Preventive retail generics	\$0.00
Preventive retail preferred brands	\$5.00
Preventive retail non-preferred brands	\$20.00



Preventive mail generics	\$0.00
Preventive mail preferred brands	\$5.00
Preventive mail non-preferred brands	\$20.00
Specialty retail generics	\$0.00
Specialty retail preferred brands	\$5.00
Specialty retail non-preferred brands	\$20.00
Specialty mail generics	\$0.00
Specialty mail preferred brands	\$5.00
Specialty mail non-preferred brands	\$20.00

ii. Tier Two: Preferred Brands (\$10.00 Brand – Plan 2).

<b>Prescription Type</b>	<b>Copay</b>
Retail generics	\$0.00
Retail preferred brands	\$10.00
Retail non-preferred brands	\$25.00
Mail generics	\$0.00
Mail preferred brands	\$10.00
Mail non-preferred brands	\$25.00
Preventive retail generics	\$0.00
Preventive retail preferred brands	\$10.00
Preventive retail non-preferred brands	\$25.00
Preventive mail generics	\$0.00
Preventive mail preferred brands	\$10.00
Preventive mail non-preferred brands	\$25.00
Specialty retail generics	\$0.00
Specialty retail preferred brands	\$10.00
Specialty retail non-preferred brands	\$25.00
Specialty mail generics	\$0.00
Specialty mail preferred brands	\$10.00
Specialty mail non-preferred brands	\$25.00

- (iii) Generic Prescriptions. When a generic prescription is available but the pharmacy dispenses the brand per the employee or physician's request, the employee will pay the difference between the brand discount and the generic discount, in addition to the generic copayment.

(E) Change to Insurance Carriers.

- (i) If the County changes its present insurance carriers and/or insurance plans, the new coverage for any and all health and insurance benefits shall be equal to or greater than, but not less than, the benefits and coverage levels presently in effect.

- (ii) In the event the County desires to change health care providers or enter into a program of self-insurance regarding coverage for any existing benefits, the Association agrees to re-open negotiations solely as to that issue; provided, however, that no change shall be made in the benefits provided for in this Article without the full consent of both parties.

(F) Limited Continuation of Benefits for an Employee.

- (i) In the event of an employee's death, the hospitalization and prescription insurance benefits shall continue for a period of ninety (90) calendar days.
- (ii) In the event an employee is laid off (not resigned, terminated or retired), the hospitalization and prescription insurance benefits shall continue for a period of ninety (90) calendar days except if paid for by another Employer.

(G) Retirement Benefits.

- (i) Upon retirement, the County will continue to provide and pay for the medical insurance provided herein.
- (ii) Upon retirement, the employees delineated under the June 23, 2008, Settlement Agreement shall be entitled to health insurance and participation in the Prescription Drug Plan upon retirement paid for by the Employer through the County so long as they have at least twenty-five (25) years of credited service in the State approved retirement system.
- (iii) In addition, for the employees delineated under the June 23, 2008, Settlement Agreement, he/she shall be entitled to continue his/her participation in the health insurance plan and participation in the Prescription Drug Plan upon retirement so long as he/she is employed with the County of Passaic at the time of retirement and has at least twenty (20) but less than twenty-five (25) years of credited service in a State-approved retirement system. Said employee shall pay monthly for benefits in accordance with the "Schedule of Premium Charges and Health Benefits" costs applicable to retired County employees with eighteen (18) to twenty-four (24) years of service, despite the fact that on June 9, 2009, the County discontinued the provision of such pro-rated benefits.
- (iv) All employees hired after June 23, 2008, shall be entitled to health insurance and participation in the Prescription Drug Plan upon retirement paid for by the Employer, through the County so long as they are employed for twenty-five (25) years with the County of Passaic in any capacity and must have at least twenty-five (25) years of credited service in a State approved retirement system.

- (v) New employees hired after October 1, 2015 shall be entitled to health insurance upon retirement paid for by the Employer, through the County so long as they are employed for twenty-five (25) years with the County of Passaic in any capacity and have at least twenty-five (25) years of credited service in a State approved retirement system. Such new employees may only enroll in the Meritain Health (an Aetna Company) EPO Plan, Group No. 16995 (Amended and Restated Effective January 1, 2020), plan or an equivalent (attached hereto as Schedule B, pp. 20-24).
- (vi) Employees who retire in a disability pension or employees who have attained the age of sixty-two (62) and have at least fifteen (15) years of employment with the County shall be entitled to health insurance upon retirement paid for by the Employer through the County.

### **Article XVI – Salaries**

(A) Salary Guide.

The Salary Guide shall be set forth in **Exhibit A**.

(B) Salary in 2025.

1. Effective and retroactive to January 1, 2025, all employees who had a January 1<sup>st</sup> anniversary under the expiring agreement shall move one step on the salary guide. Effective July 2, 2025, all such employees' anniversary date shall move to July 1<sup>st</sup>.
2. Effective and retroactive to January 1, 2025, any employee who had a January 1<sup>st</sup> anniversary under the expiring agreement who was "off-guide"<sup>1</sup> on December 31, 2024, shall be placed at the Step that is the next Step higher than what his/her salary was scheduled to be on January 1, 2025, under the expiring Agreement.
3. Effective July 1, 2025, all employees who had a July 1<sup>st</sup> anniversary under the expiring agreement shall move one (1) step on the Salary Guide. Effective and retroactive to January 1, 2025, all employees "off guide"<sup>2</sup> shall receive a two percent (2.00%) general wage increase.
4. Effective July 1, 2025, in addition to their scheduled step pursuant to paragraphs (1) through (3) above, all employees shall move two (2) additional steps on the Salary Guide.

---

<sup>1</sup> An "off-guide" employee under Paragraph (B)(2) is one that was being paid a salary for his or her rank that is greater than the highest annual salary reflected in the Salary Guide in effect on December 31, 2024.

<sup>2</sup> An "off-guide" employee is one that is currently being paid a salary for his or her rank that is greater than the highest annual salary reflected in the attached Salary Guide.

5. Any employee with the title of "Senior Assistant Prosecutor" who does not reach Step 5 following the movement detailed in paragraphs (1) through (3) above, shall be moved to Step 5 on the Senior Assistant Prosecutor payline.
6. Any employee with the title of "Chief Assistant Prosecutor" who does not reach Step 8 following the movement detailed in paragraph (1) through (3) above, shall be moved to Step 8 on the Chief Assistant Prosecutor payline.

(C) Salary in 2026.

Effective July 1, 2026, all employees shall move one (1) step on the Salary Guide. Effective January 1, 2026, all employees "off guide" shall receive a two percent (2.00%) general wage increase.

(D) Salary in 2027.

Effective July 1, 2027, all employees shall move one (1) step on the Salary Guide. Effective January 1, 2027, all employees "off guide" shall receive a two and percent (2.00%) general wage increase.

(E) Salary in 2028.

Effective July 1, 2028, all employees shall move one (1) step on the Salary Guide. Effective January 1, 2028, all employees "off guide" shall receive a two percent (2.00%) general wage increase.

(F) Salary in 2029

Effective July 1, 2029, all employees shall move one (1) step on the Salary Guide. Effective January 1, 2029, all employees "off guide" shall receive a two percent (2.00%) general wage increase.

- (G) It is further agreed that the salary cap for all employees covered by this Agreement shall be set at ninety percent (90%) of the Prosecutor's salary; the salary cap of ninety percent (90%) shall continue as a percentage cap in the event of any salary increases received by the Prosecutor.

The parties agree that in no event shall the total compensation (including longevity, senior officer pay and any stipend or other incentive) of any Chief Assistant Prosecutor, Senior Assistant Prosecutor or Assistant Prosecutor exceed ninety percent (90%) of the Prosecutor's salary during the term of this contract.

Effective and retroactive to January 1, 2025, if the total compensation of an employee in the bargaining unit exceeds the 90% salary cap, his/her financial compensation shall be adjusted in the following order:

- (i) First, the legal advisor stipend shall be reduced until said employee's total financial compensation is below the 90% salary cap.
- (ii) If said employee's total financial compensation remains in excess of the 90% salary cap after conducting the adjustment detailed in paragraph (G)(1) above, then said employee's senior service pay shall be reduced until said employee's total compensation is below the 90% salary cap.
- (iii) If said employee's total financial compensation remains in excess of the 90% salary cap after conducting the adjustment detailed in paragraph (G)(1) and (2) above, then said employee's base pay shall be reduced until said employee's total compensation is below the 90% salary cap.

### **Article XXIII – Term and Renewal**

- (A) This Agreement shall remain in effect from January 1, 2025 through December 31, 2029 or until a successor agreement is reached. In the event such a successor agreement is not reached by December 31, 2029, both parties expressly intend and agree to continue to remain bound by the terms of this Agreement: in all respects during any interim period until a successor agreement is reached.

This means, inter alia, that during any such interim period, the Employer specifically agrees to continue to:

1. Award all salary step increases an employee may be entitled to pursuant to Article XVI; The County, Prosecutor and Union agree to begin negotiating a successor Agreement by no later than July 1, 2029 and schedule no less than six (6) negotiation sessions prior to December 31, 2029. The parties shall confirm the six (6) sessions at least 90-days prior to July 1, 2029. If, after six (6) sessions where the parties bargain in good faith no successor Agreement is reached, the County shall award all salary step increases that may be entitled pursuant to Article XVI, Salaries. If the Union fails to participate in six (6) negotiation sessions by December 31, 2029, all salary step increases shall be frozen until a successor Agreement is reached. If the County and/or Prosecutor cancels a meeting it shall be considered to have taken place as one of the required six (6) meetings;
2. Provide health and related coverages for all employees pursuant to Article VIII;

It is further specifically intended by the parties that this Article shall survive the expiration of the underlying Agreement, shall be severable therefrom and shall continue in full force and effect until a successor agreement is reached.

- (B) It is understood that this Agreement shall be binding upon the parties, their successors and assigns, and that upon notice to either party pursuant to the regulations of the Public Employment Relations Commission (PERC), either party shall have the obligation to commence negotiations for a successor agreement pursuant to the Rules of PERC.
- (C) The County at its sole discretion can change from a bi-weekly payroll to a bi-monthly payroll.

### **Date Changes**

All dates in the current Agreement shall be amended to reflect the new term of the forthcoming Collective Bargaining Agreement from January 1, 2025 to December 31, 2029.

Any and all provisions containing obsolete start dates (e.g., "effective January 1, 2020," etc.) shall be removed and, where applicable, be replaced with "January 1, 2025."

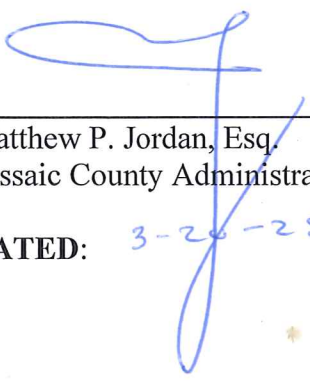


**ACKNOWLEDGEMENT OF RATIFICATION AND INCORPORATION**

The County, Prosecutor and Union agree to recommend these terms and conditions to their respective constituents for ratification. All issues agreed to shall be incorporated into the new Agreement. All issues not previously agreed to and not mentioned herein are withdrawn. All other language in the expired Agreement shall continue in the new contract and remain status quo.

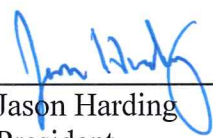
**COUNTY OF PASSAIC:**

**UNION:**

  
\_\_\_\_\_  
Matthew P. Jordan, Esq.  
Passaic County Administrator

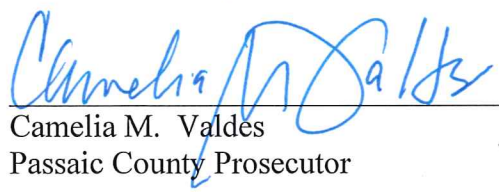
**DATED:**

3-20-25

  
\_\_\_\_\_  
Jason Harding  
President

**DATED:**

3/19/2025

  
\_\_\_\_\_  
Camelia M. Valdes  
Passaic County Prosecutor

**DATED:**

**DATED:**

  
\_\_\_\_\_  
March 20, 2025

						Legal Staff Salary Guide								
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
	2029	154,929	159,660	164,391	169,323	174,403	179,635	185,024						
	2028	154,929	159,660	164,391	169,323	174,403	179,635	185,024						
	2027	154,929	159,660	164,391	169,323	174,403	179,635	185,024						
	2026	154,929	159,660	164,391	169,323	174,403	179,635	185,024						
Chief A.P.	2025	154,929	159,660	164,391	169,323	174,403	179,635	185,024						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10			
	2029	121,266	126,127	131,002	135,877	140,748	145,603	149,446	153,057	154,929	159,577			
	2028	121,266	126,127	131,002	135,877	140,748	145,603	149,446	153,057	154,929	159,577			
	2027	121,266	126,127	131,002	135,877	140,748	145,603	149,446	153,057	154,929	159,577			
	2026	121,266	126,127	131,002	135,877	140,748	145,603	149,446	153,057	154,929	159,577			
Senior A.P.	2025	121,266	126,127	131,002	135,877	140,748	145,603	149,446	153,057	154,929	159,577			
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
	2029	72,280	76,218	80,167	84,097	88,042	91,983	95,922	99,858	103,811	107,746	111,684	115,630	118,698
	2028	72,280	76,218	80,167	84,097	88,042	91,983	95,922	99,858	103,811	107,746	111,684	115,630	118,698
	2027	72,280	76,218	80,167	84,097	88,042	91,983	95,922	99,858	103,811	107,746	111,684	115,630	118,698
	2026	72,280	76,218	80,167	84,097	88,042	91,983	95,922	99,858	103,811	107,746	111,684	115,630	118,698
A.P.	2025	72,280	76,218	80,167	84,097	88,042	91,983	95,922	99,858	103,811	107,746	111,684	115,630	118,698

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE APPOINTMENT OF EDMUND O’DONNELL TO THE WORKFORCE DEVELOPMENT BOARD OF PASSAIC COUNTY, PURSUANT TO THE WORKPLACE INNOVATION AND OPPORTUNITY ACT, P.L. 113-128

THIS RESOLUTION WAS REQUESTED BY:  
ADMINISTRATION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/2/2025
Adopted Date	
Agenda Item	3.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE APPOINTMENT OF EDMUND O’DONNELL TO THE  
WORKFORCE DEVELOPMENT BOARD OF PASSAIC COUNTY, PURSUANT TO THE  
WORKPLACE INNOVATION AND OPPORTUNITY ACT, P.L. 113-128**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to the Workforce Innovation and Opportunity Act (“WIOA”), P.L. 113-128, the Board established the Workforce Development Board of Passaic County (“Workforce Development Board”) to develop and submit a comprehensive four-year local plan, and other conditions as stated therein, to aid in workforce development activities in the County; and

**WHEREAS**, according to Section 107 of WIOA, at a minimum, (a) a majority of the members of each local board shall be representatives of business in the local area; (b) no less than twenty percent (20%) of the members of each local board shall be representatives of the workforce within the local area; (c) each local board shall include representatives of entities administering education and training activities in the local area; (d) each local board shall include representatives of governmental, economic and community development entities serving the local area; and (e) each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate; and

**WHEREAS**, the Executive Director of the Workforce Development Board is recommending that Giancarlo DiLonardo be appointed to the Workforce Development Board, in compliance with WIOA, for a three (3) year term, beginning on April 8, 2025 and expiring on April 7, 2028; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, in compliance with the requirements in the Workforce Innovation and Opportunity Act, P.L. 113-128, that the Board of County Commissioners of the County of Passaic authorizes the appointment of Giancarlo DiLonardo to the Workforce Development Board of Passaic County for a three (3) year term, beginning on April 8, 2025 and expiring on April 7, 2028.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director to the Board of County Commissioners are authorized to take any other action to carry out the purposes of this Resolution.

NB

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION REVISING THE REGULAR MEETING SCHEDULE OF THE BOARD OF  
COUNTY COMMISSIONERS OF THE COUNTY OF PASSAIC FOR CALENDAR YEAR 2025,  
PURSUANT TO N.J.S.A. 10:4-18

THIS RESOLUTION WAS REQUESTED BY:  
ADMINISTRATION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/2/2025
Adopted Date	
Agenda Item	4.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION REVISING THE REGULAR MEETING SCHEDULE OF THE BOARD OF  
COUNTY COMMISSIONERS OF THE COUNTY OF PASSAIC FOR CALENDAR YEAR 2025,  
PURSUANT TO N.J.S.A. 10:4-18**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 10:4-18, at least once a year, within seven (7) days following the annual reorganization meeting of the Board, the Clerk of the Board shall post a schedule that contains the location, time, and date of each Board meeting for the calendar year; and

**WHEREAS**, in accordance with N.J.S.A. 10:4-18, in the event that such schedule is thereafter revised, the Board, within seven (7) days following such revision, shall post, mail and submit such revision in the manner described therein; and

**WHEREAS**, on January 7, 2025, the Board passed Resolution No. R-25-1, establishing the Regular Meeting Schedule of the Board for calendar year 2025; and

**WHEREAS**, it is necessary to revise the Board’s Meeting Schedule, thereby modifying the meeting location of the April 22, 2025 Board meeting from the Passaic County Community College Environmental Center to the Passaic County Administration Building, as stated in the revised 2025 Board Regular Meeting Schedule, attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration & Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 10:4-18, the Board of County Commissioners of the County of Passaic adopts the revised 2025 Regular Board Meeting Schedule, attached hereto, which sets forth the following change:

1. The April 22, 2025 Board meeting will be held at the Passaic County Administration Building located at 401 Grand Street, Second Floor, Paterson, NJ 07505, instead of the Passaic County Community College Environmental Center located at 387 Rifle Camp Road, Woodland Park, NJ 07424.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board shall post, mail and submit the revised 2025 Regular Board Meeting Schedule, in the manner described under N.J.S.A. 10:4-18, by no later than April 15, 2025.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Administrator, County Counsel, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution, and ensure compliance with the Senator Byron M. Baer Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.

NB

April 8, 2025

**COUNTY OF PASSAIC**  
**Board of County Commissioners of the County of Passaic**  
Board Meeting Dates for 2025

DATE	TIME	LOCATION
Tuesday, January 21, 2025	5:30 PM	
Tuesday, February 11, 2025	5:30 PM	
Tuesday, February 25, 2025	5:30 PM	
Tuesday, March 11, 2025	5:30 PM	
Tuesday, March 25, 2025	5:30 PM	
Tuesday, April 8, 2025	5:30 PM	
Tuesday, April 22, 2025	5:30 PM	
Tuesday, May 13, 2025	5:30 PM	
Tuesday, May 27, 2025	5:30 PM	
Tuesday, June 17, 2025	5:30 PM	
Tuesday, July 15, 2025	5:30 PM	Passaic County Community College Wanaque Academic Center 500 Union Avenue Haskell, New Jersey 07420
Tuesday, August 12, 2025	5:30 PM	
Tuesday, September 9, 2025	5:30 PM	Passaic County Community College Public Safety Academy 300 Oldham Road Wayne, New Jersey 07470
Tuesday, September 30, 2025	5:30 PM	
Tuesday, October 14, 2025	5:30 PM	Camp Hope 1792 Union Valley Road West Milford, New Jersey 07480
Tuesday, October 28, 2025	5:30 PM	
Monday, November 17, 2025	5:30 PM	
Tuesday, December 9, 2025	5:30 PM	
Monday, December 29, 2025	10:30 AM	

\*\*\*The meetings of the Board shall be held in the Passaic County Administration Building, 401 Grand Street, 2nd Floor, Paterson, New Jersey 07505, except as otherwise noted above.

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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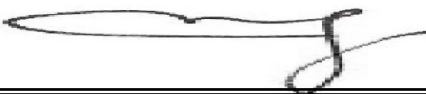
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION RETAINING WISNIEWSKI & ASSOCIATES, LLC TO PROVIDE OUTSIDE LEGAL SERVICES IN THE MATTER OF MAZZOLA V. PASSAIC COUNTY COMMUNITY COLLEGE, ET AL., DOCKET NO. PAS-L-3203-24, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-25-042

THIS RESOLUTION WAS REQUESTED BY:  
COUNTY COUNSEL

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/2/2025
Adopted Date	
Agenda Item	5.
CAF#	T-19-56-850-000-801
Purchase Req. #	
Result	

Administration and Finance  
COMMITTEE NAME



**RESOLUTION RETAINING WISNIEWSKI & ASSOCIATES, LLC TO PROVIDE OUTSIDE LEGAL SERVICES IN THE MATTER OF MAZZOLA V. PASSAIC COUNTY COMMUNITY COLLEGE, ET AL., DOCKET NO. PAS-L-3203-24, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-25-042**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-1, et seq., the Board established the Passaic County Community College (“PCCC”); and

**WHEREAS**, the County and the PCCC are named defendant in Joseph P. Mazzola, et al. v. Passaic County Community College, et al., Docket No. PAS-L-3203-24, a matter pending in Superior Court, requiring retention of outside legal counsel; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, et seq., on October 15, 2024, the Passaic County Purchasing Agent issued RFQ-25-042, Outside Legal Counsel (“RFQ-25-042”), seeking qualified law firms to provide outside legal services to the County in calendar year 2025; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the request for qualifications for a pool of outside legal counsel for calendar year 2025 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS**, on December 10, 2024, the Board passed Resolution No. R-24-1092, qualifying a pool of outside legal counsel for calendar year 2025 to be hired on an as-needed basis and as recommended by the Passaic County Counsel, which included Wisniewski & Associates, LLC; and

**WHEREAS**, the Passaic County Counsel is recommending to retain Wisniewski & Associates, LLC to represent the County and the PCCC in the Mazzola matter, in an amount not to exceed fifty thousand dollars (\$50,000.00); and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60.1, et seq., Wisniewski & Associates, LLC executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the law firm is not involved in prohibited activities in Russia and Belarus, and the County confirmed that said law firm is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. T-19-56-850-000-801, or any account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the Board of County Commissioners of the County of Passaic retains Wisniewski & Associates, LLC to represent the County of Passaic and Passaic County Community College in Joseph P. Mazzola, et al. v. Passaic County Community College, et al., Docket No. PAS-L-3203-24, in an amount not to exceed fifty thousand dollars (\$50,000.00), in accordance with the terms and conditions set forth in RFQ-25-042.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board shall print, in the official

newspaper, a brief notice stating the nature, duration, service, and amount of the contract awarded to Wisniewski & Associates, LLC, and maintain a copy of this Resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

NB

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$50,000.00

APPROPRIATION: T-19-56-850-000-801

PURPOSE: Award contract to Wisniewski & Associates, LLC to represent the County of Passaic and Passaic County Community College in Joseph P. Mazzola, et al. v. Passaic County Community College, et al., Docket No. PAS-L-3203-24.



Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION RETAINING PEM LAW LLP TO PROVIDE OUTSIDE LEGAL SERVICES  
IN THE MATTER OF MAIA-CUSICK, ET AL. V. SOLLAMI-COVELLO, ET AL., DOCKET NO.  
BUR-L-704-24, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-24-072

THIS RESOLUTION WAS REQUESTED BY:  
PURCHASING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	6.
CAF#	T-20-56-880-003-801
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION RETAINING PEM LAW LLP TO PROVIDE OUTSIDE LEGAL SERVICES IN THE MATTER OF MAIA-CUSICK, ET AL. V. SOLLAMI-COVELLO, ET AL., DOCKET NO. BUR-L-704-24, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-24-072**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the County Clerk, in her official capacity, was a named defendant in Shirley Maia-Cusick, et al. v. Paula Sollami-Covello, et al., Docket No. BUR-L-704-24, a matter in Superior Court, requiring retention of outside legal counsel; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, et seq., on April 15, 2024, the County Purchasing Agent issued RFQ-24-072, Expand Pool Outside Legal Counsel (“RFQ-24-072”), seeking to expand the pool of law firms qualified to provide outside legal services to the County in calendar year 2024; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications was a fair and open process, specifically, the request for qualifications for a pool of outside legal counsel for calendar year 2024 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS**, on May 21, 2024, the Board passed Resolution No. R-24-388, qualifying a pool of outside legal counsel for calendar year 2024 to be hired on an as-needed basis and as recommended by the Passaic County Counsel, which included PEM Law LLP; and

**WHEREAS**, the Passaic County Counsel is recommending that the Board authorize and ratify the retention of PEM Law LLP to represent the County in the Maia-Cusick matter, and to authorize the payment of legal fees to PEM Law LLP in the amount of four thousand two hundred seventeen dollars and fifty cents (\$4,217.50); and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60.1, et seq., PEM Law LLP executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the law firm is not involved in prohibited activities in Russia and Belarus, and the County confirmed that said law firm is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. T-20-56-880-003-801, or any account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2024 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the Board of County Commissioners of the County of Passaic authorizes and ratifies the retention of PEM Law LLP to represent the County of Passaic in Maia-Cusick, et al. v. Paula Sollami-Covello, et al., Docket No. BUR-L-704-24, and authorizes the payment of legal fees to PEM Law LLP in the amount of four thousand two hundred seventeen dollars and fifty cents (\$4,217.50), in accordance with the terms and conditions set forth in RFQ-24-072.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract awarded to PEM Law LLP, and maintain a copy of this Resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

NB

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$4,217.50

APPROPRIATION: T-20-56-880-003-801

PURPOSE: Award contract to PEM Law LLP to represent the County of Passaic in Maia-Cusick, et al. v. Paula Sollami-Covello, et al., Docket No. BUR-L-704-24.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN  
RUSSIA OR BELARUS**

CONTRACT/BID SOLICITATION TITLE R5-09510, PEM Law LLP

CONTRACT/BID SOLICITATION No. \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CERTIFICATION**

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

*(Attach Additional Sheets if Necessary.)*

Signature of Vendor's Authorized Representative

Charles J. Messina, Esq.

Print Name and Title of Vendor's Authorized Representative

PEM Law LLP

Vendor's Name

One Boland Drive, Suite 101

Vendor's Address (Street Address)

West Orange, New Jersey 07052

Vendor's Address (City/State/Zip Code)

March 12, 2025

Date

99-1565532

Vendor's FEIN, EIN or FTIN

973-577-5500

Vendor's Phone Number

973-860-4433

Vendor's Fax Number

cmessina@pemplawfirm.com

Vendor's Email Address

**Definitions:**

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).



County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION RENEWING THE PASSAIC COUNTY ENERGY COOPERATIVE PRICING SYSTEM FOR A FIVE-YEAR TERM, FROM JULY 2, 2025 TO JULY 1, 2030, PURSUANT TO N.J.A.C. 5:34-7.5, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
PURCHASING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	7.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION RENEWING THE PASSAIC COUNTY ENERGY COOPERATIVE PRICING SYSTEM FOR A FIVE-YEAR TERM, FROM JULY 2, 2025 TO JULY 1, 2030, PURSUANT TO N.J.A.C. 5:34-7.5, ET SEQ.**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, et seq., the governing bodies of two or more contracting units may provide by joint agreement for the provision and performance of goods and services for use by their respective jurisdictions; and

**WHEREAS**, on June 22, 2010, the Board approved Resolution No. R10471, authorizing the County to create a cooperative purchasing system for the purpose of procuring the bulk purchase of energy as a commodity, to be known as the Passaic County Energy Cooperative Pricing System (ID #184PCECPS), and for the County to serve as both the lead agency for said cooperative purchasing system; and

**WHEREAS**, on August 11, 2015, the Board approved Resolution No. R20150546, renewing the Passaic County Energy Cooperative Pricing System for a five-year term expiring on July 1, 2020; and

**WHEREAS**, on January 26, 2021, the Board approved Resolution No. R20210037, retroactively renewing the Passaic County Energy Cooperative Pricing System for a five-year term expiring on July 1, 2025; and

**WHEREAS**, the County Purchasing Agent is recommending that the Passaic County Energy Cooperative Pricing System be renewed for an additional five-year term, effective July 2, 2025 and expiring on July 1, 2030; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.A.C. 5:34-7.5, the Board of County Commissioners of the County of Passaic hereby authorizes the renewal of the Passaic County Energy Cooperative Pricing System (ID #184PCECPS) for a five-year term, effective July 2, 2025 and expiring on July 1, 2030.

**LET IT BE FURTHER RESOLVED**, that the County Purchasing Agent is authorized to take all necessary action to renew the Passaic County Energy Cooperative Pricing System, including, but not limited to, submitting a completed Form CP-2001 to the Director of the Division of Local Government Services.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board are authorized to take any other action necessary to carry out the purpose of this Resolution.

NB

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUBSCRIPTION FROM SHI INTERNATIONAL CORP. BY THE DEPARTMENT OF MANAGEMENT AND INFORMATION SYSTEMS, PURSUANT TO N.J.S.A. 40A:11-10, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
PURCHASING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	8.
CAF#	5-01-20-111-003-219
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUBSCRIPTION FROM SHI INTERNATIONAL CORP. BY THE DEPARTMENT OF MANAGEMENT AND INFORMATION SYSTEMS, PURSUANT TO N.J.S.A. 40A:11-10, ET SEQ.**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, et seq., the governing bodies of two or more contracting units may provide by joint agreement for the provision and performance of goods and services for use by their respective jurisdictions; and

**WHEREAS**, by virtue of Resolution No. R20170119, the County is a member of Bergen County’s New Jersey Cooperative Purchasing Alliance, which awarded a contract to multiple vendors for Computer Equipment & Peripherals, Contract #CK04, Bid #24-38, including SHI International Corp., a New Jersey corporation engaged in the business of information technology services, cloud computing services, and hardware services; and

**WHEREAS**, the Director of the Department of Management and Information Systems received a quote from SHI International, Corp. dated March 10, 2025, attached hereto and made part of this Resolution, for a one-year subscription renewal of the Barracuda Message Archiver system currently used by the County, including Energize Updates and the Instant Replacement Program, for a term from May 8, 2025 to May 7, 2026, in the amount of fifteen thousand six hundred twenty-four dollars and thirty-six cents (\$15,624.36), which is being recommended to the Board for approval; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., SHI International Corp. executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying that it is not involved in prohibited activities in Russia and Belarus, and the County confirmed SHI International Corp. is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. 5-01-20-111-003-219 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-10, the Board of County Commissioners of the County of Passaic authorizes the Department of Management and Information Systems to purchase a one-year subscription renewal of the Barracuda Message Archiver system currently used by the County, including Energize Updates and the Instant Replacement Program, from SHI International Corp. for a term from May 8, 2025 to May 7, 2026, in the amount of fifteen thousand six hundred twenty-four dollars and thirty-six cents (\$15,624.36), in accordance with the quote dated March 10, 2025 and Contract #CK04, Subcontract #24-38.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, Purchasing Agent, Director of the Department of Management and Information Systems, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$15,624.36

APPROPRIATION: 5-01-20-111-003-220

PURPOSE: Award contract to SHI International Corp. to purchase a one-year subscription renewal of the Barracuda Message Archiver system currently used by the County, including Energize Updates and the Instant Replacement Program.



Richard Cahill, Director of Finance

DATED: April 8, 2025



Pricing Proposal  
Quotation #: 25932598  
Created On: 3/10/2025  
Valid Until: 4/9/2025

## NJ-County of Passaic

### Micah Hassinger

401 Grand St,  
Rm 101  
Paterson, NJ 07524  
United States  
Phone: 9733895940  
Fax:  
Email: micahh@passaiccountynj.org

## Inside Account Manager

### Robert LaRue

300 Davidson Ave  
Somerset, NJ 08873  
Phone: 1-888-744-4084  
Fax:  
Email: Robert\_LaRue@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Barracuda Message Archiver Appliance 850 Energize Updates Subscription 1 Month Barracuda - Part#: BMA850A-E Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38 Serial #: 2102287 Coverage Term: 5/8/2025 – 5/7/2026	12	\$747.57	\$8,970.84
2 Barracuda Message Archiver Appliance 850 Instant Replacement Subscription 1 Month Barracuda - Part#: BMA850A-H Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 24-38 Serial #: 2102287 Coverage Term: 5/8/2025 – 5/7/2026	12	\$554.46	\$6,653.52
Total			\$15,624.36

### Additional Comments

Note: The New Jersey Cooperative Purchasing Alliance is a Service of the County of Bergen, County Executive James J. Tedesco III and the Board of Commissioners

Please send vouchers to 290 Davidson Ave, Somerset NJ 08873

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



County of Passaic  
Board of County Commissioners



## CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

**SHORT DESCRIPTION** Barracuda and Meraki Maintenance  
**REQUISITION No./CONTRACT No.** CK04/24-38 and NASPO AR3227/21-TELE-01506

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CERTIFICATION

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets if Necessary.)

DocuSigned by:

*Joanna York*

Signature of Vendor's Authorized Representative

Joanna York - Manager, Contracts Operations

Print Name and Title of Vendor's Authorized Representative

SHI International Corp

Vendor's Name

290 Davidson Ave

Vendor's Address (Street Address)

Somerset, NJ, 08873

Vendor's Address (City/State/Zip Code)

03/12/2025

Date

223009648

Vendor's FEIN, EIN or FTIN

888-764-8888

Vendor's Phone Number

732-652-7968

Vendor's Fax Number

alex\_hirtes@shi.com

Vendor's Email Address

### Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).



County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
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401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE PURCHASE OF ENTERPRISE LICENSES AND  
SUPPORT FROM SHI INTERNATIONAL CORP. BY THE DEPARTMENT OF MANAGEMENT  
AND INFORMATION SYSTEMS, PURSUANT TO N.J.S.A. 40A:11-12, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
PURCHASING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	9.
CAF#	5-01-20-111-003-220
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE PURCHASE OF ENTERPRISE LICENSES AND SUPPORT FROM SHI INTERNATIONAL CORP. BY THE DEPARTMENT OF MANAGEMENT AND INFORMATION SYSTEMS, PURSUANT TO N.J.S.A. 40A:11-12, ET SEQ.**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-12, et seq., the County may, without advertising for bids, or having rejected all bids obtained pursuant to advertising thereof, purchase any goods or services under any contract(s) for such goods and services entered into on behalf of the State of New Jersey, Department of the Treasury, Division of Purchase and Property; and

**WHEREAS**, SHI International Corp. has been awarded State Contract No. 21-TELE-01506 for M7000 - Data Communications Product and Services, by the State of New Jersey, Department of the Treasury, Division of Purchase and Property; and

**WHEREAS**, on March 10, 2025, the Department of Management and Information Systems received a quote from SHI International Corp., attached hereto and made part of this Resolution, for a one-year renewal of the licenses and support for the enterprise and security systems used by the County, in the amount of seventeen thousand seven hundred eighty-two dollars and seventy-nine cents (\$17,782.79), in accordance with State Contract No. 21-TELE-01506, which is being recommended to the Board for approval; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60.1, et seq., SHI International Corp. executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying that it is not involved in prohibited activities in Russia and Belarus, and the County confirmed that SHI International Corp. is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account Nos. 5-01-20-111-003-220 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-12, et seq., the Board of County Commissioners of the County of Passaic authorizes the Department of Management and Information Systems to purchase from SHI International Corp. a one-year renewal of licenses and support for the enterprise and security systems used by the County, in the amount of seventeen thousand seven hundred eighty-two dollars and seventy-nine cents (\$17,782.79), in accordance with the quote dated March 10, 2025 and State Contract No. 21-TELE-01506.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, Director of Management and Information Systems, Purchasing Agent, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

NB

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$17,782.79

APPROPRIATION: 5-01-20-111-003-220

PURPOSE: Award contract to SHI International Corp. for a one-year renewal of licenses and support for the enterprise and security systems used by the County.



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Richard Cahill, Director of Finance

DATED: April 8, 2025



Pricing Proposal  
Quotation #: 25932605  
Created On: Mar-10-2025  
Valid Until: Apr-04-2025

## NJ-County of Passaic

### Micah Hassinger

Phone:

Fax:

Email: micahh@passiccountynj.org

## Inside Account Manager

### Robert LaRue

300 Davidson Ave

Somerset, NJ 08873

Phone: 1-888-744-4084

Fax:

Email: Robert\_LaRue@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Meraki MR Enterprise License, 1YR Cisco Systems - Part#: LIC-ENT-1YR Contract Name: NASPO Data Communications Contract #: AR3227 Subcontract #: 21-TELE-01506	114	\$100.36	\$11,441.04
2 Meraki MS120-8FP Enterprise License and Support, 1 Year Cisco Systems - Part#: LIC-MS120-8FP-1YR Contract Name: NASPO Data Communications Contract #: AR3227 Subcontract #: 21-TELE-01506	7	\$26.61	\$186.27
3 EOS Meraki MS220-8P Enterprise License and Support, 1YR Cisco Systems - Part#: LIC-MS220-8P-1YR Contract Name: NASPO Data Communications Contract #: AR3227 Subcontract #: 21-TELE-01506	1	\$42.98	\$42.98
4 Meraki MV Enterprise License and Support, 1YR Cisco Systems - Part#: LIC-MV-1YR Contract Name: NASPO Data Communications Contract #: AR3227 Subcontract #: 21-TELE-01506	3	\$161.41	\$484.23
5 EOS Meraki MX100 Advanced Security License and Support, 1YR Cisco Systems - Part#: LIC-MX100-SEC-1YR Contract Name: NASPO Data Communications Contract #: AR3227 Subcontract #: 21-TELE-01506	1	\$2,725.62	\$2,725.62
6 EOS Meraki MX64 Advanced Security License and Support, 1YR Cisco Systems - Part#: LIC-MX64-SEC-1YR Contract Name: NASPO Data Communications Contract #: AR3227 Subcontract #: 21-TELE-01506	1	\$320.70	\$320.70
7 Meraki MX67 Advanced Security License and Support, 1YR Cisco Systems - Part#: LIC-MX67-SEC-1YR	1	\$312.69	\$312.69

Contract Name: NASPO Data Communications  
Contract #: AR3227  
Subcontract #: 21-TELE-01506

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8	Meraki MX68 Advanced Security License and Support, 1YR Cisco Systems - Part#: LIC-MX68-SEC-1YR Contract Name: NASPO Data Communications Contract #: AR3227 Subcontract #: 21-TELE-01506	4	\$326.92	\$1,307.68
9	Meraki MX68W Advanced Security License and Support, 1YR Cisco Systems - Part#: LIC-MX68W-SEC-1YR Contract Name: NASPO Data Communications Contract #: AR3227 Subcontract #: 21-TELE-01506	2	\$480.79	\$961.58
			Total	\$17,782.79

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#### Additional Comments

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Please send vouchers to 290 Davidson Ave, Somerset NJ 08873

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

All orders for Cisco equipment and related software and services submitted, beginning on December 29, 2021, are non-cancelable and cannot be modified starting 45 days prior to the scheduled ship dates. Non-cancelable orders are not eligible for RMA for credit.

Cisco's Terms and Conditions apply to all hardware, software, cloud services, subscriptions, technical support and maintenance included in a Cisco offer.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



County of Passaic  
Board of County Commissioners



## CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

**SHORT DESCRIPTION** Barracuda and Meraki Maintenance  
**REQUISITION No./CONTRACT No.** CK04/24-38 and NASPO AR3227/21-TELE-01506

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CERTIFICATION

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets if Necessary.)

DocuSigned by:

*Joanna York*

Signature of Vendor's Authorized Representative

Joanna York - Manager, Contracts Operations

Print Name and Title of Vendor's Authorized Representative

SHI International Corp

Vendor's Name

290 Davidson Ave

Vendor's Address (Street Address)

Somerset, NJ, 08873

Vendor's Address (City/State/Zip Code)

03/12/2025

Date

223009648

Vendor's FEIN, EIN or FTIN

888-764-8888

Vendor's Phone Number

732-652-7968

Vendor's Fax Number

alex\_hirtes@shi.com

Vendor's Email Address

### Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
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401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE PURCHASE OF COPIER MACHINES FROM ATLANTIC TOMORROW’S OFFICE. UNDER STATE CONTRACT NO. 40467, PURSUANT TO N.J.S.A. 40A:11-12, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
PURCHASING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	10.
CAF#	T-17-56-850-000-801
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE PURCHASE OF COPIER MACHINES FROM ATLANTIC TOMORROW’S OFFICE. UNDER STATE CONTRACT NO. 40467, PURSUANT TO N.J.S.A. 40A:11-12, ET SEQ.**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-12, et seq., the County may, without advertising for bids, or having rejected all bids obtained pursuant to advertising thereof, purchase any goods or services under any contract(s) for such goods and services entered into on behalf of the State of New Jersey, Department of the Treasury, Division of Purchase and Property; and

**WHEREAS**, Atlantic Tomorrow’s Office (“Atlantic”) is an authorized vendor under State Contract No. 40467 for G2075 - Copiers & Multi-Function Devices, Maintenance, Supplies & Print Services (“State Contract No. 40467”), awarded by the State of New Jersey, Department of the Treasury, Division of Purchase and Property; and

**WHEREAS**, the County Clerk’s Office received a quote from Atlantic, attached hereto and made part of this Resolution, for the purchase of one (1) new Ricoh IM 7000 copier machine and one (1) new Ricoh IM 4000 copier machine, for a total amount of seventeen thousand two hundred and sixty-five dollars (\$17,265.00), in accordance with State Contract No. 40467, which the County Clerk is recommending to the Board for approval; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60.1, et seq., Atlantic executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying that it is not involved in prohibited activities in Russia and Belarus, and the County confirmed that said vendor is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. T-17-56-850-000-801, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-12, et seq., the Board of County Commissioners of the County of Passaic authorizes the purchase of one (1) new Ricoh IM 7000 copier machine and one (1) new Ricoh IM 4000 copier machine from Atlantic Tomorrow’s Office, for a total amount of seventeen thousand two hundred and sixty-five dollars (\$17,265.00), in accordance with State Contract No. 40467,

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, Purchasing Agent, Director of MIS, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

NB

April 8, 2025



## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$17,265.00

APPROPRIATION: T-17-56-850-000-801

PURPOSE: Award contract to Atlantic Tomorrow's Office to purchase one (1) new Ricoh IM 7000 copier machine and one (1) new Ricoh IM 4000 copier machine.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025



PASSAIC COUNTY CLERK  
401 GRAND STREET RM130  
PATERSON NJ 07505

ATTN: RAMON PAGAN, KIM TRINKLE, AND MARK MARIANO

401 GRAND ST RM 113

RICOH IM 7000 (STATE CONTRACT# G40467)

\*PURCHASE PRICE: \$ 12,736.46

\*TRADE IN ALLOWANCE DISCOUNT: \$ 1,541.46

\*FINAL COST: \$ 11,195.00

INCLUDES: DOCUMENT FEEDER, DUPLEX, STAPLE FINISHER,  
USB/SD PORT, NETWORK PRINTING, COLOR SCANNING AND FAX.

WANAQUE OFFICE

RICOH IM 4000 (STATE CONTRACT# G40467)

\*PURCHASE PRICE: \$ 7,566.28

\*TRADE IN ALLOWANCE DISCOUNT: \$ 1,496.28

\*FINAL COST: \$ 6,070.00

INCLUDES: DOCUMENT FEEDER, DUPLEX, SORTING,  
USB/SD PORT, NETWORK PRINTING, COLOR SCANNING AND FAX.

**TOTAL COST: \$ 17,625.00**

MAINTENANCE & SUPPLY (STATE CONTRACT# G40467)

\*BLACK CPC: \$.007

INCLUDES: ALL PARTS, LABOR, DRUMS & TONER. TO BE BILLED  
IN AREARS QUARTERLY

I HOPE THIS MEETS WITH YOUR APPROVAL.  
SINCERELY, ROB LOSI  
ATLANTIC TOMORROW'S OFFICE

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

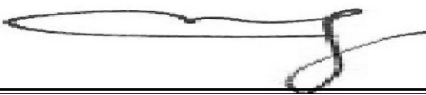
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING THE SETTLEMENT OF LITIGATION ENTITLED  
KENNARD FAIRLEY V. COUNTY OF PASSAIC, CLAIM PETITION #2022-30699, PENDING IN  
THE NEW JERSEY DIVISION OF WORKERS’ COMPENSATION, PURSUANT TO N.J.S.A.  
40A:5-17(a)

THIS RESOLUTION WAS REQUESTED BY:  
INSURANCE COMMISSION

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	11.
CAF#	
Purchase Req. #	
Result	

Administration and Finance  
COMMITTEE NAME

**RESOLUTION AUTHORIZING THE SETTLEMENT OF LITIGATION ENTITLED  
KENNARD FAIRLEY V. COUNTY OF PASSAIC, CLAIM PETITION #2022-30699, PENDING  
IN THE NEW JERSEY DIVISION OF WORKERS’ COMPENSATION, PURSUANT TO  
N.J.S.A. 40A:5-17(a)**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:5-17(a), the Board shall approve or disapprove all claims, including the approval of settlement agreements in which the County is a named party; and

**WHEREAS**, the County is the respondent in Kennard Fairley v. County of Passaic, Claim Petition #2022-30699, pending in the New Jersey Division of Workers’ Compensation; and

**WHEREAS**, the County’s outside legal counsel for workers’ compensation matters and third party administrator of general liability and workers’ compensation claims are recommending a settlement in this matter, in an amount not to exceed forty-six thousand one hundred ninety-five dollars and twenty cents (\$46,195.20); and

**WHEREAS**, funds are available in any account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed by the Insurance Commission and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:5-17(a), the Board of County Commissioners of the County of Passaic authorizes the settlement of Kennard Fairley v. County of Passaic, Claim Petition #2022-30699, pending in the New Jersey Division of Workers’ Compensation, in an amount not to exceed forty-six thousand one hundred ninety-five dollars and twenty cents (\$46,195.20).

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, County Administrator, Chief Financial Officer, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

NB

April 8, 2025

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$46,195.20

APPROPRIATION: T-18-56-850-000-801

PURPOSE: Authorize the settlement of Kennard Fairley v. County of Passaic, Claim Petition #2022-30699, pending in the New Jersey Division of Workers' Compensation.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025



County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87  
(Chapter 159 P.L. 158)

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	12.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA  
40A:4-87 (Chapter 159 P.L. 158)**

**WHEREAS** the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:4-87, the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any local unit when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget, and may approve the insertion of an appropriation item of an amount equal to any such special item of revenue making such item of revenue available for expenditure; and

**WHEREAS** the County desires to anticipate and appropriate a sum of \$6,000.00 for the program as noted below; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of County Commissioners of the County of Passaic hereby requests that the Director of the Division of Local Government Services approves the insertion of an additional item of revenue in the budget of the County of Passaic for calendar year 2025 in the sum of \$6,000.00, which is now available as revenue from a grant award from the Passaic County Cultural & Heritage Council, Indigenous Cultural Research Project, in accordance with the law.

**LET IT BE FURTHER RESOLVED** that a like sum of \$6,000.00 be and the same is hereby appropriated under the caption which item is now available as revenue from a grant award from the Passaic County Cultural & Heritage Council, Indigenous Cultural Research Project.

**LET IT BE FURTHER RESOLVED** that an electronic copy of this Resolution be forwarded to the Division of Local Government Services.

RC/md

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87  
(Chapter 159 P.L. 158)

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	13.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME



**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA  
40A:4-87 (Chapter 159 P.L. 158)**

**WHEREAS** the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:4-87, the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any local unit when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget, and may approve the insertion of an appropriation item of an amount equal to any such special item of revenue making such item of revenue available for expenditure; and

**WHEREAS** the County desires to anticipate and appropriate a sum of \$15,000.00 for the program as noted below; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of County Commissioners of the County of Passaic hereby requests that the Director of the Division of Local Government Services approves the insertion of an additional item of revenue in the budget of the County of Passaic for calendar year 2025 in the sum of \$15,000.00, which is now available as revenue from a grant award from the New Jersey Council on the Humanities, Incubation Grant, in accordance with the law.

**LET IT BE FURTHER RESOLVED** that a like sum of \$15,000.00 be and the same is hereby appropriated under the caption which item is now available as revenue from a grant award from the New Jersey Council on the Humanities, Incubation Grant.

**LET IT BE FURTHER RESOLVED** that an electronic copy of this Resolution be forwarded to the Division of Local Government Services.

RC/md

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87  
(Chapter 159 P.L. 158)

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	14.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA  
40A:4-87 (Chapter 159 P.L. 158)**

**WHEREAS** the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:4-87, the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any local unit when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget, and may approve the insertion of an appropriation item of an amount equal to any such special item of revenue making such item of revenue available for expenditure; and

**WHEREAS** the County desires to anticipate and appropriate a sum of \$10,300.00 for the program as noted below; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of County Commissioners of the County of Passaic hereby requests that the Director of the Division of Local Government Services approves the insertion of an additional item of revenue in the budget of the County of Passaic for calendar year 2025 in the sum of \$10,300.00, which is now available as revenue from a grant award from the Passaic County Cultural & Heritage Council, Passaic County Arts Center - Arts Programming, in accordance with the law.

**LET IT BE FURTHER RESOLVED** that a like sum of \$10,300.00 be and the same is hereby appropriated under the caption which item is now available as revenue from a grant award from the Passaic County Cultural & Heritage Council, Passaic County Arts Center - Arts Programming.

**LET IT BE FURTHER RESOLVED** that an electronic copy of this Resolution be forwarded to the Division of Local Government Services.

RC/md

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87  
(Chapter 159 P.L. 158)

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	15.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA  
40A:4-87 (Chapter 159 P.L. 158)**

**WHEREAS** the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:4-87, the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any local unit when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget, and may approve the insertion of an appropriation item of an amount equal to any such special item of revenue making such item of revenue available for expenditure; and

**WHEREAS** the County desires to anticipate and appropriate a sum of \$180,060.00 for the program as noted below; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of County Commissioners of the County of Passaic hereby requests that the Director of the Division of Local Government Services approves the insertion of an additional item of revenue in the budget of the County of Passaic for calendar year 2025 in the sum of \$180,060.00, which is now available as revenue from a grant award from the North Jersey Transportation Planning Authority, Unified Planning Work Program, in accordance with the law.

**LET IT BE FURTHER RESOLVED** that a like sum of \$180,060.00 be and the same is hereby appropriated under the caption which item is now available as revenue from a grant award from the North Jersey Transportation Planning Authority, Unified Planning Work Program (FY 2025 UPWP).

**LET IT BE FURTHER RESOLVED** that an electronic copy of this Resolution be forwarded to the Division of Local Government Services.

RC/md

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87  
(Chapter 159 P.L. 158)

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	16.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA  
40A:4-87 (Chapter 159 P.L. 158)**

**WHEREAS** the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:4-87, the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any local unit when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget, and may approve the insertion of an appropriation item of an amount equal to any such special item of revenue making such item of revenue available for expenditure; and

**WHEREAS** the County desires to anticipate and appropriate a sum of \$100,000.00 for the program as noted below; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of County Commissioners of the County of Passaic hereby requests that the Director of the Division of Local Government Services approves the insertion of an additional item of revenue in the budget of the County of Passaic for calendar year 2025 in the sum of \$100,000.00, which is now available as revenue from a grant award from the State of New Jersey, Department of Corrections (NJDOC), County Reentry Coordinators (CRC) Program, in accordance with the law.

**LET IT BE FURTHER RESOLVED** that a like sum of \$100,000.00 be and the same is hereby appropriated under the caption which item is now available as revenue from a grant award from the State of New Jersey, Department of Corrections (NJDOC), County Reentry Coordinators (CRC) Program.

**LET IT BE FURTHER RESOLVED** that an electronic copy of this Resolution be forwarded to the Division of Local Government Services.

RC/md

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
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Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA 40A:4-87  
(Chapter 159 P.L. 158)

THIS RESOLUTION WAS REQUESTED BY:  
FINANCE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	17.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME



**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REQUEST  
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION PURSUANT TO NJSA  
40A:4-87 (Chapter 159 P.L. 158)**

**WHEREAS** the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:4-87, the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any local unit when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget, and may approve the insertion of an appropriation item of an amount equal to any such special item of revenue making such item of revenue available for expenditure; and

**WHEREAS** the County desires to anticipate and appropriate a sum of \$287,694.00 for the program as noted below; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of County Commissioners of the County of Passaic hereby requests that the Director of the Division of Local Government Services approves the insertion of an additional item of revenue in the budget of the County of Passaic for calendar year 2025 in the sum of \$287,694.00, which is now available as revenue from a grant award from the State of New Jersey, Department of Human Services, AAA NJSNAP Application Assistance, in accordance with the law.

**LET IT BE FURTHER RESOLVED** that a like sum of \$287,694.00 be and the same is hereby appropriated under the caption which item is now available as revenue from a grant award from the State of New Jersey, Department of Human Services, AAA NJSNAP Application Assistance [DOAS25SNAP11].

**LET IT BE FURTHER RESOLVED** that an electronic copy of this Resolution be forwarded to the Division of Local Government Services.

RC/md

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION REVISING THE REGULAR MEETING SCHEDULE OF THE BOARD OF  
COUNTY COMMISSIONERS OF THE COUNTY OF PASSAIC FOR CALENDAR YEAR 2025,  
PURSUANT TO N.J.S.A. 10:4-18

THIS RESOLUTION WAS REQUESTED BY:  
ADMINISTRATION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	18.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION REVISING THE REGULAR MEETING SCHEDULE OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF PASSAIC FOR CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 10:4-18**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 10:4-18, at least once a year, within seven (7) days following the annual reorganization meeting of the Board, the Clerk of the Board shall post a schedule that contains the location, time, and date of each Board meeting for the calendar year; and

**WHEREAS**, in accordance with N.J.S.A. 10:4-18, in the event that such schedule is thereafter revised, the Board, within seven (7) days following such revision, shall post, mail and submit such revision in the manner described therein; and

**WHEREAS**, on January 7, 2025, the Board passed Resolution No. R-25-1, establishing the Regular Meeting Schedule of the Board for calendar year 2025; and

**WHEREAS**, it is necessary to revise the Board’s Meeting Schedule, thereby modifying the meeting location of the April 22, 2025 Board meeting from the Passaic County Community College Environmental Center to the Passaic County Administration Building, as stated in the revised 2025 Board Regular Meeting Schedule, attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025, Administration & Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 10:4-18, the Board of County Commissioners of the County of Passaic adopts the revised 2025 Regular Board Meeting Schedule, attached hereto, which sets forth the following change:

1. The April 22, 2025, Board meeting will be held at the Passaic County Administration Building located at 401 Grand Street, Second Floor, Paterson, NJ 07505, instead of the Passaic County Community College Environmental Center located at 387 Rifle Camp Road, Woodland Park, NJ 07424.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board shall post, mail and submit the revised 2025 Regular Board Meeting Schedule, in the manner described under N.J.S.A. 10:4-18, by no later than April 15, 2025.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Administrator, County Counsel, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution, and ensure compliance with the Senator Byron M. Baer Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.

NB

April 8, 2025

**COUNTY OF PASSAIC**  
**Board of County Commissioners of the County of Passaic**  
Board Meeting Dates for 2025

DATE	TIME	LOCATION
Tuesday, January 21, 2025	5:30 PM	
Tuesday, February 11, 2025	5:30 PM	
Tuesday, February 25, 2025	5:30 PM	
Tuesday, March 11, 2025	5:30 PM	
Tuesday, March 25, 2025	5:30 PM	
Tuesday, April 8, 2025	5:30 PM	
Tuesday, April 22, 2025	5:30 PM	
Tuesday, May 13, 2025	5:30 PM	
Tuesday, May 27, 2025	5:30 PM	
Tuesday, June 17, 2025	5:30 PM	
Tuesday, July 15, 2025	5:30 PM	Passaic County Community College Wanaque Academic Center 500 Union Avenue Haskell, New Jersey 07420
Tuesday, August 12, 2025	5:30 PM	
Tuesday, September 9, 2025	5:30 PM	Passaic County Community College Public Safety Academy 300 Oldham Road Wayne, New Jersey 07470
Tuesday, September 30, 2025	5:30 PM	
Tuesday, October 14, 2025	5:30 PM	Camp Hope 1792 Union Valley Road West Milford, New Jersey 07480
Tuesday, October 28, 2025	5:30 PM	
Monday, November 17, 2025	5:30 PM	
Tuesday, December 9, 2025	5:30 PM	
Monday, December 29, 2025	10:30 AM	

\*\*\*The meetings of the Board shall be held in the Passaic County Administration Building, 401 Grand Street, 2nd Floor, Paterson, New Jersey 07505, except as otherwise noted above.

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

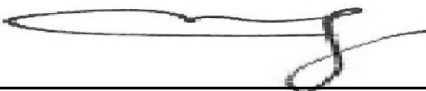
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE DEPARTMENT OF SENIOR SERVICES TO APPLY FOR AND ACCEPT A GRANT FROM THE STATE OF NEW JERSEY, DEPARTMENT OF HEALTH, DIVISION OF FAMILY HEALTH SERVICES, FOR THE WIC SENIOR FARMERS’ MARKET NUTRITION PROGRAM 2025, PURSUANT TO N.J.S.A. 40:20-1, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
SENIOR SERVICES, DISABILITY,  
NUTRITION, VETERAN'S AFFAIRS &  
TRANSPORTATION

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	19.
CAF#	
Purchase Req. #	
Result	

Health and Human Services  
COMMITTEE NAME

**RESOLUTION AUTHORIZING THE DEPARTMENT OF SENIOR SERVICES TO APPLY FOR AND ACCEPT A GRANT FROM THE STATE OF NEW JERSEY, DEPARTMENT OF HEALTH, DIVISION OF FAMILY HEALTH SERVICES, FOR THE WIC SENIOR FARMERS’ MARKET NUTRITION PROGRAM 2025, PURSUANT TO N.J.S.A. 40:20-1, ET SEQ.**

**WHEREAS**, the County of Passaic (the “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic (hereinafter the “Board”) are vested with decision making powers on behalf of the County; and

**WHEREAS**, the County, through its Department of Senior Services (hereafter “Department”), provides assistance with senior benefit programs, including home and community services to senior citizens throughout Passaic County; and

**WHEREAS**, the State of New Jersey, Department of Health, Division of Family Health Services, has informed the Department that it is eligible for a grant award for the WIC Senior Farmers’ Market Nutrition Program 2025 in the amount of Two Thousand Two Hundred Fifty and 00/100 (\$2,250.00) Dollars for the grant period May 1, 2025, through September 30, 2025; and

**WHEREAS**, there is no dollar match required to accept this award; and

**WHEREAS**, this award will provide Senior Farmers’ Market Nutrition Program benefits to senior citizens in order to provide both nutrition education and nutritious fruits and vegetables to senior citizens throughout Passaic County; and

**WHEREAS**, this matter was discussed at the April 1, 2025, meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40:20-1, et seq., the Board of County Commissioners of the County of Passaic (hereafter “Board”) hereby authorizes the Department of Senior Services to apply for and accept a grant award from the State of New Jersey, Department of Health, Division of Family Health Services, for the WIC Senior Farmers’ Market Nutrition Program in the amount of Two Thousand Two Hundred Fifty and 00/100 (\$2,250.00) Dollars for the grant period May 1, 2025 through September 30, 2025.

**LET IT BE FURTHER RESOLVED**, that the Director of the Board, the Clerk to the Board, and County Counsel are authorized to take the necessary actions to carry out the purpose of this Resolution.

JDP

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746


Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION INCREASING CONTRACT CEILING TO MCPIK RECOVERY SUPPORT UNDER RFP-24-006 FOR THE DEPARTMENT OF HUMAN SERVICES, DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES, TO PROVIDE ADDICTION PREVENTION AND RECOVERY SUPPORT SERVICES IN 2025 TO PASSAIC COUNTY RESIDENTS, PURSUANT TO N.J.A.C. 5:30-11.6, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
HUMAN SERVICES

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	20.
CAF#	G-01-41-736-025-213
Purchase Req. #	
Result	

Health and Human Services  
COMMITTEE NAME

**RESOLUTION INCREASING CONTRACT CEILING TO MCPIK RECOVERY SUPPORT UNDER RFP-24-006 FOR THE DEPARTMENT OF HUMAN SERVICES, DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES, TO PROVIDE ADDICTION PREVENTION AND RECOVERY SUPPORT SERVICES IN 2025 TO PASSAIC COUNTY RESIDENTS, PURSUANT TO N.J.A.C. 5:30-11.6, ET SEQ.**

**WHEREAS**, the County of Passaic (the “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic (hereinafter the “Board”) are vested with decision making powers on behalf of the County; and

**WHEREAS**, the Department of Human Services (hereafter “Department”), Division of Mental Health and Addiction Services, provides addiction prevention and recovery support services for Passaic County residents; and

**WHEREAS**, by Resolution No. R-24-1126, dated December 10, 2024, the Board authorized the first one (1) year option to renew for the calendar year 2025 to MCPIK Addiction Prevention and Recovery Support under RFP-24-006; and

**WHEREAS**, the Director of the Department is requesting a Resolution to increase the contract ceiling of award to MCPIK by \$85,000, including a 10% administrative fee, in response to an increased level of services required; and

**WHEREAS**, with this additional funding, MCPIK will provide substance-free transitional housing assistance of up to \$3,500 each to 22 Passaic County residents who suffer from or recover from substance use disorder or co-occurring disorder; and

**WHEREAS**, MCPIK was originally awarded \$106,000 for Recovery Support under RFP-24-006 by Resolutions R-23-1142 and R-24-1126 dated December 12, 2023 and December 10, 2024, respectively; and

**WHEREAS**, this adjustment will bring the total award amount to \$191,000 for MCPIK Recovery Support; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-11.6, the County can authorize contract modifications for professional services and extraordinary unspecifiable services, when the change is within the scope of activities of the original contract, and not for the purpose of undertaking new or different work or projects; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., vendor executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the vendor is not involved in prohibited activities in Russia and Belarus, and the County confirmed vendor is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. G-01-41-736-025-213 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the April 1, 2025, meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.A.C. 5:30-11.6, et seq., the Board of County Commissioners of the County of Passaic (hereafter “Board”) hereby authorizes the Department of Human Services, Division of Mental Health and Addiction Services, to increase the contract ceiling of the award under RFP-24-006 for MCPIK Recovery Support by \$85,000, including a 10% administrative fee, for a total award amount of \$191,000 to provide substance-free transitional housing assistance of up to \$3,500 each to 22 Passaic County residents who suffer from or recover from substance use disorder or co-occurring disorder; and



**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, the Director of the Board, and Chief Financial Officer for the County of Passaic are authorized to take all necessary action to carry out the purpose of this resolution.

JDP

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$85,000.00

APPROPRIATION: G-01-41-736-025-213

PURPOSE: Authorize increase in award to Morris County  
Prevention is Key to provide Addiction Prevention  
and Recovery Support.



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Richard Cahill, Director of Finance

DATED: April 8, 2025



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN  
RUSSIA OR BELARUS**

**SHORT DESCRIPTION** ADDICTION PREVENTION AND RECOVERY SUPPORT GRANT  
**REQUISITION No./CONTRACT No.** RFP-24-006

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CERTIFICATION**

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

*(Attach Additional Sheets if Necessary.)*

**Christopher Goeke**

Digitally signed by Christopher Goeke  
Date: 2025.03.24 10:43:47 -0400

Signature of Vendor's Authorized Representative

**Christopher Goeke**

Print Name and Title of Vendor's Authorized Representative

**Prevention Is Key, Inc**

Vendor's Name

**25 W Main St., Suite A**

Vendor's Address (Street Address)

**Rockaway, NJ 07866**

Vendor's Address (City/State/Zip Code)

**March 24, 2025**

Date

**22-2942372**

Vendor's FEIN, EIN or FTIN

**9736251998**

Vendor's Phone Number

**9736258048**

Vendor's Fax Number

**cgoeke@mcpiik.org**

Vendor's Email Address

Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
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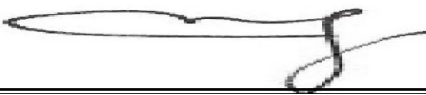
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING PREAKNESS HEALTHCARE CENTER TO ENTER INTO AN AGREEMENT WITH BANYAN HIGH SCHOOL TO PROVIDE WORK-BASED LEARNING EXPERIENCES FOR UNPAID INTERNSHIP OPPORTUNITIES IN A PROFESSIONAL HEALTHCARE SETTING, PURSUANT TO N.J.S.A. 40:20-1, ET.SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
PREAKNESS HEALTHCARE CENTER

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	21.
CAF#	
Purchase Req. #	
Result	

Health and Human Services  
COMMITTEE NAME

**RESOLUTION AUTHORIZING PREAKNESS HEALTHCARE CENTER TO ENTER INTO AN AGREEMENT WITH BANYAN HIGH SCHOOL TO PROVIDE WORK-BASED LEARNING EXPERIENCES FOR UNPAID INTERNSHIP OPPORTUNITIES IN A PROFESSIONAL HEALTHCARE SETTING, PURSUANT TO N.J.S.A. 40:20-1, ET.SEQ.**

**WHEREAS**, the County of Passaic (hereafter the “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1 et.seq., and vested with the rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, et.seq., the Board of County Commissioners for the County of Passaic (hereafter “Board”) are vested with the decision-making powers on behalf of the County; and

**WHEREAS**, Preakness Healthcare Center (hereafter “Preakness”) is a New Jersey Department of Health licensed, 406 bed skilled nursing facility that is owned and operated by the Board; and

**WHEREAS**, the Director of Preakness is requesting a resolution to enter into an agreement with Banyan High School for a structured learning experience for students with job coaches with the number of students and frequency of assignments as per Preakness Healthcare Center approval; and

**WHEREAS**, this collaboration will be effective from September 1, 2025, through June 30, 2026, unless modified or terminated by mutual agreement; and

**WHEREAS**, learning would take place in various departments: dietary, therapeutic recreation, beauty parlor, resident library, and transport and inventory; and

**WHEREAS**, an Agreement for Collaboration is attached for review and approval; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., vendor executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the vendor is not involved in prohibited activities in Russia and Belarus, and the County confirmed vendor is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, the matter was discussed at the April 1, 2025, meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40:20-1, et.seq., the Board of County Commissioners of the County of Passaic authorizes Preakness Healthcare Center to enter into an agreement with Banyan High School with the shared goal of providing students with valuable Work-Based Learning experiences in a professional healthcare setting from September 1, 2025 through June 30, 2026, unless modified or terminated by mutual agreement; and

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, Director of Human Services, and Director of the Board are authorized to take any other steps necessary to carry out the purpose of this Resolution.

JDP

April 8, 2025

## **Agreement for Collaboration**

### **Between Preakness Healthcare Center & Banyan High School**

This Agreement for Collaboration is made and entered into on \_\_\_\_\_, by and between Preakness Healthcare Center (“Preakness”) and Banyan High School (“Banyan”), with the shared goal of providing students with valuable Work-Based Learning (WBL) experiences in a professional healthcare setting.

#### **1. Purpose**

The purpose of this agreement is to establish a structured WBL program that allows Banyan High School students to gain hands-on experience at Preakness Healthcare Center, enhancing their vocational skills, workplace readiness, and professional development.

#### **2. Terms of Agreement**

This collaboration will be effective from September 1, 2025, through June 30, 2026 unless modified or terminated by mutual agreement.

#### **3. Preakness Responsibilities**

To qualify as a “learning experience,” the WBL placement must meet all of the regulatory requirements, laws, and codes within N.J.A.C. 12:56-18 School-to-Work Program, including the following:

- WBL is unpaid.
- Collaboration and planning between Preakness and Banyan results in clearly-identified learning objectives.
- Productive work is incidental to the student achieving the planned learning objectives.
- Students do not replace Preakness employees.
- Safety instruction and on-the-job training will be provided by Preakness staff and carried over by Banyan Job Coaches.
- Provide meaningful vocational learning experiences by assigning appropriate tasks to students in alignment with their skills and training.
- Offer guidance, feedback, concerns and recommendations to Banyan staff to support student learning and professional development.

#### **4. Nondiscrimination Guidelines**

The business/agency further understands that the worksite must be consistent with “Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability,” as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R. §104.4, §106.38 (a)(b), and §100.3 (c).

## **5. WBL Coordinator/Banyan Responsibilities**

Banyan agrees to comply with all laws and regulations within N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program, and ensures the following:

- Select and assign students who have appropriate skills and abilities for participation in the WBL program at Preakness.
- Ensure that all students (ages 18-21) and Job Coaches complete the Adult Volunteer Application process, including orientation, medical requirements, and any other Preakness policies.
- Submit completed volunteer applications by the end of May each year to allow for medical appointments and TB testing.
- Provide Job Coaches to supervise students and support them in meeting workplace expectations.
- Ensure that all participating WBL students and Job Coaches comply with facility policies and procedures.
- Maintain communication with Preakness staff regarding student progress, concerns, and any necessary adjustments.
- Worksite supervisions are to occur every tenth day that the student reports to WBL worksite. N.J.A.C. 12:58-1.2(d) 5.
- Banyan shall develop and adopt written policies, procedures, and mechanisms of health, safety, and medical emergency services that extend to the WBL in accordance with N.J.A.C. 6A:16-2.1(a), including but not limited to the emergency administration of glucagon and epinephrine via epinephrine auto-injector.

## **6. Transportation**

Banyan will transport WBL students and Job Coaches to and from Banyan and Preakness.

## **7. Program Structure**

- Banyan High School will provide 2 groups of 3 students, each accompanied by 1 Job Coach, for a total of 6 students and 2 Job Coaches.
- Students and Job Coaches will participate in WBL at Preakness 2 days per week (Monday/Wednesday or Tuesday/Thursday, based on mutual agreement) from 12:15 PM to 2:00 PM.

## **8. Work Assignments**

**Group 1: Dietary Services** (*All students will hold a ServSafe Food Handler Certification.*)

Students may assist with:

- Food preparation (sandwich/salad making, cutting pies/cakes, scooping fruit/salad cups).
- Meal prep for Meals on Wheels.
- Silverware wrapping.
- Delivering/picking up meal trays, snacks, and supplements.
- Sorting and separating meal tickets.
- Restocking condiment stations.

## **Group 2: Therapeutic Recreation**

Students may assist with:

- 1:1 room greetings and schedule delivery.
- Assisting staff with recreation programs.
- 1:1 resident visits (indoors and outdoors, weather permitting).
- Transporting residents to and from activities, clinic, beauty parlor, library, and dining hall.
- Assisting in the Beauty Parlor & Resident Library by answering phones, sweeping, folding towels, and organizing bookshelves.

## **12. Compliance & Conduct**

- All students and Job Coaches must adhere to Preakness Healthcare Center's policies, confidentiality agreements, and safety protocols.
- Any behavioral or performance concerns will be addressed collaboratively between Preakness and Banyan staff.

## **13. Termination of Agreement**

Either party may terminate this agreement with 30 days' written notice, should the collaboration no longer be feasible or beneficial.

## **14. Acknowledgment & Signatures**

By signing below, both parties agree to the terms outlined in this agreement and commit to fostering a productive and enriching WBL experience for Banyan High School students.

### **Preakness Healthcare Center Authorized Representative:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### **Banyan High School Authorized Representative:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_





**New Jersey Structured Learning Experience (SLE)**  
**Sample Business/Agency Agreement**  
*For All Unpaid Internship, Volunteer, Community Service, & Service Learning SLEs*

**Note:** Form fields are found on pages 1 and 4.

**General Information**

Student: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Student Emergency Phone #: \_\_\_\_\_ Student Email: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_  
District/School: Banyan High School 973-785-1919  
District/School Address: 471 Main Street Little Falls NJ 07424  
SLE Coordinator: Melissa Wish, MSW, LSW 973-785-1919 x142 office and 917-748-7104 cell  
SLE Coordinator Email: mwish@banyanschool.org  
Business/Agency: Preakness Healthcare Center Business/Agency Tax ID #: \_\_\_\_\_  
Business/Agency Supervisor: Suzanne McEvoy Worksite Mentor: Suzanne McEvoy, Dir. of Volunteers & Community Outreach  
Worksite Address: 305 Oldham Road Wayne NJ 07470  
Worksite Phone #: 973-585-2161 Worksite Email: smcevoy@passiacountynj.org

Start Date: 9/1/25 End Date: 6/30/26 Student Worksite Schedule (Hours): 12:15pm to 2pm  
Check all that apply: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday 2 days per week  
Monday/Wednesday  
(Indicate days above or, if applicable, list alternating/rotation schedule specifics on a separate sheet.)

OR  
Tuesday/Thursday  
Sample Form

Revised 10/2019

## **Business/Agency Responsibilities**

To qualify as a "learning experience," the SLE must meet all of the regulatory requirements, laws, and codes within N.J.A.C. 12:56-18 School-to-Work Program, including the following:

- SLE is unpaid.
- SLE must be related to an individualized Student Training Plan (STP).
- Collaboration and planning between worksite and school results in clearly-identified learning objectives related to the individualized STP.
- Student must be supervised by a worksite mentor.
- The school district may conduct criminal background checks on designated worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.
- Student does not replace an employee.
- All parties understand that the student is *not entitled to an offer of employment* at the conclusion of the SLE.
- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency.

## **SLE Insurance Requirements**

The SLE student must be covered by both the school district's and the business/agency's liability insurances. Both the school and the business/agency agree to the scope, nature, and responsibilities for any other insurance coverage of this school-sponsored, unpaid SLE as deemed necessary by the parties. All parties are asked to provide copies of their respective insurance certificates prior to the start of the SLE.

## **Nondiscrimination Guidelines**

The business/agency further understands that the worksite must be consistent with "*Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability*," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R. §104.4, §106.38 (a)(b), and §100.3 (c).

## **SLE Coordinator/School District Responsibilities**

The school district agrees to comply with all laws and regulations within N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program, and ensures the following:

## **Student Requirements**

- Student is at least 16 years of age.
- Student's SLE placement appropriately aligns to their skills, abilities, and career goals.
- Student will be supervised by school personnel who meet the requirements of an SLE coordinator.

Revised 10/2019

Sample Form

### **Coordinator/School District Supervision**

- Worksite supervisions are to occur every *tenth* day that the student reports to SLE worksite. N.J.A.C. 12:58-1.2(d) 5.
- An individualized STP aligned to the New Jersey Student Learning Standards (NJSLS) which identifies learning objectives, activities, and assessments will be included with this agreement.
- On successful completion of the SLE and its learning objectives, student will be graded and/or receive credit for time spent at the worksite.
- The school district will maintain the SLE record for a time period that is consistent with the Records Retention Schedule issued by the New Jersey Department of Treasury.
- Each district board of education shall develop and adopt written policies, procedures, and mechanisms of health, safety, and medical emergency services that extend to the SLE in accordance with N.J.A.C. 6A:16-2.1(a), including but not limited to the emergency administration of glucagon and epinephrine via epinephrine auto-injector.

### **Transportation**

- The school district recognizes that the student is responsible for transportation to and from the worksite and *must furnish proof of appropriate auto insurance* if they will be driving unless transportation is otherwise required by the district pursuant to the terms of N.J.A.C. 6A:27-5, Special Needs Transportation.

### **Parent/Guardian Responsibilities**

- Encourage my child/ward to effectively carry out the assignments and responsibilities outlined in the individualized STP.
- Help my child/ward keep on schedule and promote their understanding of developing a strong work ethic.
- Report any concerns raised by my child/ward regarding the SLE to the SLE coordinator.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that my child/ward is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the SLE coordinator.
- I understand that my child/ward is not entitled to a promise of employment at the completion of the SLE.

### **Student Responsibilities**

#### **Individual Responsibility**

- Be responsible for my own transportation from school to the worksite and from the worksite to home.
- Maintain regular attendance both in school and at the worksite; I will follow the instructions outlined to properly notify the school and/or business/agency supervisor/worksite mentor if I will be late or unable to report to my worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
- I understand that I am not entitled to a promise of employment at the completion of the SLE.


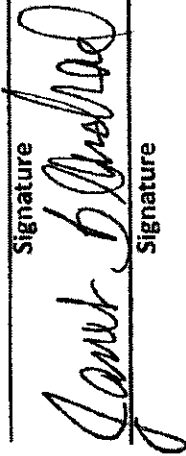
Revised 10/2019

Sample Form

### Rules of SLE Program and Worksite

- Obey the rules and regulations at my worksite and comply with the business/agency practices and procedures.
- Talk to my SLE coordinator and/or my worksite mentor about any difficulties arising during the SLE.
- Work to acquire the knowledge and skills as outlined in my individualized STP.
- Understand that my SLE grade will be based upon adherence to and completion of my individualized STP.

We have reviewed and agree with the responsibilities outlined in the Business/Agency Agreement for this school-sponsored SLE.

Business/Agency Supervisor	Signature	Date
Melissa Wish		3/11/25
SLE Coordinator	Signature	Date
Parent/Guardian	Signature	Date
SLE Student	Signature	Date
Janet Blanchard		3/11/25
School Administrator (optional)	Signature	Date



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN  
RUSSIA OR BELARUS**

**SHORT DESCRIPTION** WBL Placement

**REQUISITION No./CONTRACT No.** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CERTIFICATION**

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets if Necessary.)

Janet Blanchard

Signature of Vendor's Authorized Representative

Janet Blanchard

Print Name and Title of Vendor's Authorized Representative

Banyan High School

Vendor's Name

471 Main St.

Vendor's Address (Street Address)

Little Falls, NJ 07424

Vendor's Address (City/State/Zip Code)

3/13/25

Date

Vendor's FEIN, EIN or FTIN

973-785-1919

Vendor's Phone Number

973-785-3919

Vendor's Fax Number

jblanchard@banyanschool.org

Vendor's Email Address

Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE DIRECTOR OF HUMAN SERVICES TO SUBMIT THE 2024 PEER GROUPING EXPENDITURE REPORT AND 2025 PEER GROUPING SPENDING ALLOCATION PLAN IN CONSULTATION WITH THE AREA AGING DIRECTOR AS PER THE 2025 PEER GROUPING GUIDELINES FROM THE NEW JERSEY DEPARTMENT OF HUMAN SERVICES, DIVISION OF AGING

THIS RESOLUTION WAS REQUESTED BY:  
HUMAN SERVICES

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	22.
CAF#	
Purchase Req. #	
Result	

Health and Human Services

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE DIRECTOR OF HUMAN SERVICES TO SUBMIT THE 2024 PEER GROUPING EXPENDITURE REPORT AND 2025 PEER GROUPING SPENDING ALLOCATION PLAN IN CONSULTATION WITH THE AREA AGING DIRECTOR AS PER THE 2025 PEER GROUPING GUIDELINES FROM THE NEW JERSEY DEPARTMENT OF HUMAN SERVICES, DIVISION OF AGING**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“County”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the Passaic County Department of Human Services (“Department”) is an umbrella social service agency concerned with planning and funding services for the County’s disadvantaged and homeless citizens; and

**WHEREAS**, the Governmental Peer Grouping System was adopted, in large part, as a means of providing a stable, predictable financial base for a home and community-based long-term care system; and

**WHEREAS**, the Medicaid Peer Grouping Reimbursement System requires each participating county to annually commit a portion of its net increased revenue to expansion of home and community-based services for frail elderly people and people with disabilities who might otherwise require nursing home care; and

**WHEREAS**, the State of New Jersey, Department of Human Services, Division of Aging Services has informed the Department that it is eligible for an estimated grant award in the amount of Two Hundred Ninety-Seven Thousand Two Hundred Eighty (\$297,280.00) Dollars for the Medicaid Peer Grouping Reimbursement System for county-operated long-term care facilities for calendar year 2025, in accordance with letter dated March 25, 2025, attached hereto and made part of this Resolution; and

**WHEREAS**, based on estimates prepared by the State of New Jersey, Department of Human Services, the County can anticipate that Two Hundred Ninety-Seven Thousand Two Hundred Eighty Dollars (\$297,280.00) in increased revenue will be generated by the Medicaid Peer Grouping Reimbursement System in calendar year 2025, with the County providing a net match of fifty percent (50%); and

**WHEREAS**, the Director of the Department is requesting a resolution authorizing the submission of the 2024 Peer Grouping Expenditure Report and 2025 Peer Grouping Spending Allocation Plan in consultation with the Area Aging Director as per the 2025 Peer Grouping Guidelines from the New Jersey Department of Human Services, Division of Aging; and

**WHEREAS**, this matter was discussed at the April 1, 2025, Health and Human Services Committee meeting, and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that pursuant to N.J.S.A. 40:20-1, et seq., the Board of County Commissioners of the County of Passaic hereby authorizes the Director of Human Services to submit the 2024 Peer Grouping Expenditure Report and 2025 Peer Grouping Spending Allocation Plan in consultation with the Area Aging Director as per the 2025 Peer Grouping Guidelines from the New Jersey Department of Human Services, Division of Aging; and

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, Director of Human Services, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

JDP

April 8, 2025



PHILIP D. MURPHY  
Governor

TAHESHA L. WAY  
Lt. Governor

**State of New Jersey**  
**DEPARTMENT OF HUMAN SERVICES**

Division of Aging Services  
P.O. Box 807  
Trenton, N.J. 08625-0807

SARAH ADELMAN  
Commissioner

LOUISE RUSH  
Asst. Commissioner

March 25, 2025

Arti Kakkar, Director  
Passaic County Department of Human Services  
401 Grand Street  
Room 506  
Paterson, NJ 07505

Dear Arti Kakkar:

On behalf of the Department of Human Services (DHS), I am writing to inform you of the continuation of the Medicaid Peer Grouping Reimbursement System for county-operated long-term care facilities for calendar year 2025.

The State is continuing the policy set forth in the State Fiscal Year (SFY) 2015 Appropriations Act that Medicaid beneficiaries who reside in a nursing facility (NF) prior to July 1, 2014, will continue to be paid in the Medicaid fee for service (FFS) environment. Due to this policy, county NFs will continue to receive Peer Grouping reimbursement for these residents for the duration of their stay in the county NF—meaning until the individual either expires, moves to another NF or moves into the community.

A Medicaid beneficiary who was admitted into a county NF after June 30, 2014, is required to be part of Managed Long-Term Services and Supports (MLTSS) and NJ FamilyCare, and is not part of the Peer Grouping Reimbursement System. For a NJ FamilyCare beneficiary admitted after June 30, 2014, the "CARE" rate (Class I) that the county NF would be paid if it were a private NF is the Managed Care Organization's (MCO) default rate. While a MCO and county NF may negotiate any rate, if no negotiated rate exists, the MCOs will pay the established default rate using the calculation as set forth in the SFY 2025 Appropriations Act.

Based on estimates prepared by the DHS, Passaic County can anticipate that \$297,280.00 in increased revenue (net of the 50 percent match provided by the county) will be generated by the Peer Grouping System during calendar year 2025. There may be some variation between this estimate and actual claims submitted by Passaic County to the Medicaid fiscal agent, Gainwell Technologies.



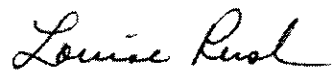
As required under law, these figures have been reported directly to the Division of Local Government Services in the Department of Community Affairs. Pursuant to N.J.S.A. 30:4D-7t, which delineates the requirements of the Peer Grouping Reimbursement System, counties are required to use a minimum of 10 percent and maximum of 50 percent of the savings in county expenditures. The requirement results from the increased federal reimbursement for community-based social and health related programs for elderly and disabled persons who may otherwise require nursing home care. Please submit a service allocation and spending plan for 2025 to meet this requirement. The plan should be done in consultation with your county Area Agency on Aging/Aging & Disability Resource Connection (AAA/ADRC) and the advice of agencies providing social and health-related services in your county. Specific guidelines, instructions, and the format for preparing the plan are enclosed. Upon request, the DHS can forward a blank allocation plan and expenditure report forms.

The 2025 service allocation and spending plan, completed 2024 annual expenditure report, and cover letter should be sent via email to Caitlin Guenther (formerly Ferrari) in the Office of Area Agency on Aging Administration. The deadline for submission is no later than April 25, 2025. The Division will review the documents for compliance with the statutory requirements and you will be notified if the plan is approved or requires further action.

Caitlin Guenther is available to answer questions or provide technical assistance and can be reached by email at [Caitlin.Ferrari@dhs.nj.gov](mailto:Caitlin.Ferrari@dhs.nj.gov).

Thank you for your support.

Sincerely,

A handwritten signature in cursive script that reads "Louise Rush".

Louise Rush  
Assistant Commissioner

AM/cg  
Enclosures

Cc: Shirley Force, Executive Director, Passaic County Area Agency on Aging

## Estimated 2025 Governmental Peer Grouping Revenue

COUNTY	NET REVENUES
Atlantic	\$43,647
Bergen	\$543,938
Gloucester	\$34,124
Middlesex	\$206,284
Passaic	\$297,280
Total	\$1,125,273



Department of Human Services  
Division of Aging Services



# 2025 Estimated Governmental Peer Grouping Revenue Guidelines & Instructions

## 2025 GOVERNMENTAL PEER GROUPING FUNDS

### Background

The Governmental PEER Grouping System was adopted, in large part, as a means of providing a stable, predictable financial base for a home and community based long-term care system. The statute establishing the PEER Grouping System of Medicaid reimbursement to county-operated long-term care facilities requires each of the participating counties to annually commit a portion of its net increased revenues to expansion of home and community based services for frail elderly people and people with disabilities who might otherwise require nursing home care.

The governing body of each county entitled to receive increased federal reimbursement under the provisions of this amendatory act shall, by March 31 of each year, submit a report to the commissioner on the intended use of the savings in county expenditures which result from the increased federal reimbursement. The governing body of each county, with the advice of agencies providing social and health related services, shall use not less than 10% and no more than 50% of the savings in county expenditures which result from the increased federal reimbursement for community-based social and health related programs for elderly and disabled persons who may otherwise require nursing home care. N.J.S.A. 30:4D-7.t(3).

### 2025 Peer Grouping Estimated Net Increased Revenue Package Includes:

- Governmental PEER Grouping System Continuation Letter
- 2025 Estimated Governmental PEER Grouping Revenue Figures – Statewide by County
- Guidelines for Services and Step-by-Step Instructions:
  - Eligible Populations and Home and Community Based Services Descriptions
  - Submission Instructions
  - Review and Approval Process
- Blank 2024 PEER Grouping Expenditure Report Form
- Blank 2025 PEER Grouping Spending and Allocation Plan Form

### **Guidelines**

The portion of the estimated increased revenue allocation for nursing home prevention services **must be at least ten percent (10%) and not more than fifty percent (50%) of the total net increased revenues.**

### **Non-Substitution of Funding**

PEER Grouping funds **must not** supplant, replace, or "free up" other funding sources for existing programs and services.

### **Eligible Expenditures**

PEER Grouping funds must be used for one of the following:

- Expansion of existing nursing home prevention services for elderly and disabled adults, and/or
  - New nursing home prevention services for elderly and disabled adults
- Continuation of services for additional clientele previously funded by PEER grouping is permitted: only if the service is deemed a priority by the county's Human Services Advisory Council, and the amount dedicated to nursing home prevention services to elderly and disabled persons meets the statutory minimum (10%).

### **Eligible Home and Community Based Nursing Home Preventive Services for Seniors and Disabled Adults** (See full descriptions of eligible services p. 6-7)

- Alternative Living Arrangements (i.e., Independent Living, Alternate Family Care, or other residential services)
- Case/Care Management – only when employed specifically to avoid/delay nursing home placement.
- Adult Day Care
- Companionship
- Home Care Services
- Home Delivered Meals
- Home Health Care
- Homemaker Assistance
- Hospice
- Medical Supplies and Pharmaceutical Services
- Medical Transportation
- Personal Care
- Respite Care

### **Eligible Populations**

Any services provided to the following populations are not considered nursing home preventive for purposes of this plan:

- Children
- Alcohol and other substance abusers under the age of 60
- Persons with mental illness
- Persons with intellectual disability
- Caregivers of any of these populations

**Request for Proposal and contracting**

The Division recommends that a formal request-for-proposal process be utilized in selecting provider agencies the county; however, the county may use whatever method it deems appropriate for selecting providers. Funds made available through the PEER Grouping System are county funds and therefore should be disbursed in accordance with the county's standard operating procedures with input from the county's AAA Executive Director.

**Directions for Completing the Process****Cover Letter**

A cover letter assuring both of the following scenarios must accompany documents submitted to the NJ Department of Human Services (NJ DHS): (1) 2025 Governmental PEER Grouping funds will not supplant other funds; and (2) 2025 Spending and Allocation plan was developed with county Area Agency on Aging staff participation as well as other agencies providing social and health related services for elderly and disabled persons.

**Completing Forms**

Follow instructions and use definitions to prepare the 2024 Expenditure Report and 2025 Spending & Allocation Plan. Obtain required signatures and provide all information requested in spaces provided. Unsigned, incomplete and draft documents will be returned.

At the top of the 2024 Expenditure Report form, enter the county's total 2024 estimated net increased revenue figure provided by NJ DHS. Enter 10% of the total (minimum 2024 PEER funds the county should have spent on eligible populations/services).

At the top of the 2025 Service Allocation and Spending Plan form, enter the county's total 2025 estimated net increased revenue figure provided by NJ DHS. Enter 10% of the total (minimum 2025 PEER funds that must be spent on eligible populations/services).

**Description of Required Data****Service Description**

Describe each home and community-based service provided by each agency. Please note that Operation Sail is a program title, not a service description. Service descriptions are on pages 7-8.

**Service Category**

A renewed service is the continuation of services previously provided with PEER Grouping funds.

Expanded services are added to existing services.

New service has not been previously funded with PEER Grouping funds.

**Provider Agency, Address, and Contact Information**

Enter agency, address and the name, title, email address, and telephone number of the contact person for each agency. If provider is not yet known, please indicate "To Be Determined (TBD)" and attached a page to the form describing how the provider will be selected. Please note that at the time of the county's selection of the provider, revised forms must be submitted to DHS.

### **Nursing Home Prevention**

If the express intent of the service is preventing or delaying nursing home admission, indicate (Y) in the "Yes" column. If the service is not one of the eligible services listed or is being provided to an ineligible population, indicate (N) in the "No" column and also indicate if the service was established as a priority by the county. If so, provide written justification on an attached page.

### **Number of Unduplicated Individuals**

In the column under "Elderly," indicate the number of unduplicated persons 60 years of age and over being serviced. For services to another population type, enter the unduplicated count and a description of the clientele in the column "Other." (For example, Physically Disabled adults 18+).

### **Units of Service**

- a. Define the standard unit of service, such as hour, meal, or trip.
- b. Enter the number of units for elderly persons and other populations for each service. Describe any "other" population. (For example, Physically Disabled adults 18+).  
If no standard unit of service is applicable, enter the unduplicated number of persons who were or will be served and explain on an attached page.

### **Cost Per Unit**

On expenditure report, enter the final cost per service unit. On Spending and Allocation Plan, enter the estimated cost per unit for each service for each population based on best attainable information.

### **Peer Grouping Funds Allocations**

- a. In column "Budgeted Allocation", enter only the amount budgeted from PEER grouping revenues allocated to each provider agency for each service during the reporting year.
- b. In column "% of Total County Peer Funds Allocated", divide the PEER Grouping budgeted allocation for each service by the total county PEER Funds allocated (see top of page). If more than one population is being served, then specify amounts or percentage for each population.

### **Reporting Year Totals**

- a. Add only the total of all PEER Grouping funds in chart allocated for nursing home prevention programs for eligible populations.
- b. Enter percentage of total PEER Grouping funds allocated to the county.

### **Peer Grouping Funds Expenditures (2024 Expenditure Report)**

- a. Record the actual PEER Grouping funds expended for each service in 2024.
- b. Enter the percentage of total county PEER funds spent on each service.  
If the 2024 Expenditure Report includes information that was not on the approved 2024 Spending and Allocation Plan submitted last year, provide written justification for the variance.
- c. If the county manages PEER Grouping funds on an accrual basis, indicate the balance as of the end of the calendar year. If not managed on an accrual basis, enter N/A (this section is located bottom right).

## Signatures

**Preparer:** Enter Contact Information, sign and date.

**Area Agency on Aging Executive Director Signature:** County Area Agency on Aging Executive Director's signature confirms his/her participation in the planning process for use of PEER Grouping fund allocations. Sign and date.

**County Governing Body Statement of Assurances and Signature:** The signature of the county governing body assures that (1) the information submitted on the document is accurate and readily accessible supporting documentation is available for each entry; (2) the county Area Agency on Aging staff was involved in the planning of PEER Grouping funded services and programs for elderly and disabled persons at risk of nursing home placement; and (3) all expenditures drawn from PEER Grouping funds comply with any and all policy requirements and guidelines issued by the Division. Print name, sign and date.

## Submission Instructions:

The 2024 PEER Grouping Expenditure Report, 2025 PEER Grouping Service Allocation and Spending Plan, and cover letter must be completed as specified and submitted via email, with all required signatures, no later than **April 25, 2025**. Email the submissions to Caitlin Guenther (formerly Ferrari) at [Caitlin.Ferrari@dhs.nj.gov](mailto:Caitlin.Ferrari@dhs.nj.gov). For questions, contact Caitlin via email.

Please note that digital or original signatures are acceptable. The submission of drafts, the omission of cover letter requirements, and/or missing signatures on forms will result in documents returned to the county and a delay of the approval process. The county governing body will be notified of the Division's final acceptance of plans.



## HOME & COMMUNITY-BASED NURSING HOME PREVENTATIVE SERVICES ELIGIBLE FOR PEER GROUPING FUNDING

The following describe services that comply with the PEER Grouping Federal mandate - home and community based nursing home preventative services for older adults age 60+ and disabled adults at risk of nursing home placement:

**SERVICE:** **CASE/CARE MANAGEMENT ONLY** when specifically, to avoid/delay nursing home placement.

**UNIT:** 1/2 hour

**DEFINITION:** Development of a sound care plan for arranging and coordinating delivery of multiple services when specifically employed to avoid or delay nursing home placement.

**SERVICE:** **MEDICAL TRANSPORTATION**

**UNIT:** One-way trip (location to location)

**DEFINITION:** Provides an individualized linkage for elderly person and functionally impaired adults to enable them to utilize medical services/medical facilities, which they are unable to access due to transportation and/or health barriers to avoid or delay nursing home placement.

**SERVICE:** **FRIENDLY VISITING**

**UNIT:** Each visit

**DEFINITION:** An organized service that provides regular visits to socially and/or geographically isolated older individuals for purposes of providing companionship and social contact for those at risk of nursing home placement.

**SERVICE:** **HOUSEKEEPING**

**UNIT:** Each hour

**DEFINITION:** A service provided for routine basic upkeep and management of homes, for the purpose of enabling older persons at risk of nursing home placement to maintain themselves in their place of residence by removing housekeeping barriers.

**SERVICE:** **CERTIFIED HOME HEALTH AIDE**

**UNIT:** Each hour

**DEFINITION:** General support by certified and professionally supervised home health aides provided in homes of older individuals and disabled adults at risk of nursing home placement to enable them to maintain, strengthen, and safeguard their functioning to remain in their residence.

**SERVICE:** **VISITING NURSE**

**UNIT:** Each visit

**DEFINITION:** Services designed to maintain older persons and adults with disabilities in their own residences or community-based settings by providing skilled nursing services, thereby avoiding or deterring the need for hospitalization or nursing home placement.

**SERVICE:** **RESPIRE CARE**

**UNIT:** Each hour

**DEFINITION:** Short term or intermittent care provided to older persons and disabled adults at risk of nursing home placement either in their homes or in other appropriate facilities, because of the absence or the need for relief of those persons normally providing care.

**SERVICE:** **HOSPICE CARE**

**UNIT:** Each hour

**DEFINITION:** Community-based care by an organized team who provide symptom management, pain relief, and supportive services to terminally ill older persons and adults with disabilities.

**SERVICE:** **EMERGENCY**

- UNIT:** Each contact  
**DEFINITION:** Services designed to provide assistance to an older person or adult with disabilities at risk of nursing home placement in those situations where an emergency exists and it is not possible to obtain immediate aid through existing social service agencies.
- SERVICE:** **ALTERNATE LIVING ARRANGEMENTS-INDEPENDENT LIVING, HOMESHARING/MATCHING, and OTHER RESIDENTIAL SERVICES**  
**UNIT:** Each contact  
**DEFINITION:** Living arrangement in which two or more unrelated older persons and adults with disabilities at risk of nursing home placement, share common areas of a home but have private sleeping space. Includes Independent Living, Alternate Family Care, or other residential services.
- SERVICE:** **MEDICAL SUPPLIES and PHARMACEUTICAL SERVICES**  
**UNIT:** Each Contact  
**DEFINITION:** Medical supplies, tools, materials and pharmaceutical services needed by older persons and adults with disabilities in their own residences or community-based settings who are at risk of nursing home placement. Includes for example, home delivered medications, wound care supplies, walker, cane, wheelchair, personal emergency response system, medicine administration reminders, and incontinence products.
- SERVICE:** **ADULT DAY SERVICES - SOCIAL**  
**UNIT:** Each hour  
**DEFINITION:** A structured program for older adults and adults with disabilities at risk of nursing home placement who require care and supervision in a protective setting for a portion of a 24 hour day, with emphasis on social and recreational activities in a group setting.
- SERVICE:** **ADULT DAY SERVICES - MEDICAL**  
**UNIT:** Each hour  
**DEFINITION:** A structured program for adults at risk of nursing home placement who require care and supervision in a protective setting for a portion of a 24 hour day, with emphasis on physically or cognitively impaired older adults.
- SERVICE:** **PERSONAL CARE**  
**UNIT:** Each hour  
**DEFINITION:** Personal assistance, stand-by assistance, supervision or cues for older persons or adults with disabilities at risk of nursing home placement having difficulties with one or more of the following activities of daily living: eating, dressing, bathing and toileting.
- SERVICE:** **WANDER SAFETY SYSTEM**  
**UNIT:** Each contact  
**DEFINITION:** A radio wave, global positioning or similar type of remote tracking system to assist individuals with Alzheimer's and related dementias at risk for nursing home placement due to wandering. This service is designed to protect at-risk individuals who wear a system-tracking device so that they may be located promptly in the event that they wander out of the home or away from the caregiver.
- SERVICE:** **HOME DELIVERED MEALS**  
**UNIT:** Each meal  
**DEFINITION:** A service that provides nutritionally adequate meals, which assure, at a minimum, one-third of the Recommended Dietary Allowance (RDA) for older persons and adults with disabilities at risk of nursing home placement in their places of residence.

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

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Paterson, New Jersey 07505  
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Fax: 973-742-3746


Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AMENDING RESOLUTION R-25-252, DATED MARCH 25, 2025, TO  
AWARD ITEM #200-FRUIT COCKTAIL TO MIVILA FOODS

THIS RESOLUTION WAS REQUESTED BY:  
PREAKNESS HEALTHCARE CENTER

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	23.
CAF#	
Purchase Req. #	
Result	

Health and Human Services  
COMMITTEE NAME

**RESOLUTION AMENDING RESOLUTION R-25-252, DATED MARCH 25, 2025, TO AWARD ITEM #200-FRUIT COCKTAIL TO MIVILA FOODS**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners for the County of Passaic (hereafter the “Board”) is vested with decision-making powers on behalf of the County; and

**WHEREAS**, Preakness Healthcare Center (hereafter “Preakness”) is a New Jersey Department of Health licensed, 406-bed skilled nursing facility that is owned and operated by the Board; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq. for every contract awarded by the County for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold established pursuant to N.J.S.A. 40A:11-3, shall be awarded by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, the Purchasing Agent issued SB-25-036 Groceries, Canned and Frozen Goods for the County of Passaic Departments and Institutions (hereafter SB-25-036), in compliance with N.J.S.A. 40A:11-4, et seq. that solicited competitive pricing from qualified vendors for the goods and services sought therein; and

**WHEREAS**, on February 20, 2025, the Purchasing Agent unsealed responses received to SB-25-036; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, the Executive Director of Preakness Healthcare Center recommended that the Board authorize contracts with Cardinal Foods LLC, H. Schrier & Co., Inc., Mivila Foods, and With Corner Stone LLC to provide groceries, Canned and frozen goods at Preakness, for a one (1) year term, in a lump sum amount of one million one hundred thousand dollars (\$1,100,000.00) for the period beginning April 1, 2025 through March 31, 2026, with a one (1) year option to renew; and

**WHEREAS**, pursuant to Resolution R-25-252 dated March 25, 2025, the Board authorized contracts to the above-reference vendors for the contract amount and time period set forth above; and

**WHEREAS**, the Executive Director of Preakness Healthcare Center is requesting a resolution to amend R-25-252 dated March 25, 2025, for the following reason: H. Schrier instructed Item #200-Fruit Cocktail be removed from order sheet; therefore, the Board will award Item #200-Fruit Cocktail to Mivila Foods due to H. Schrier’s inability to supply products; and

**WHEREAS**, all other terms and conditions set forth in R-25-252 dated March 25, 2025 shall remain in full force and effect; and

**WHEREAS**, this matter was discussed at the April 1, 2025, meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4, the Board of County Commissioners of the County of Passaic hereby amends R-25-252 dated March 25, 2025, to award Item #200-Fruit Cocktail to Mivila Foods for the reason set forth above; and

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, and Director of the Board of County Commissioners of the County of Passaic are authorized to take any other steps necessary to carry out the purpose of this Resolution.

JDP

April 8, 2024

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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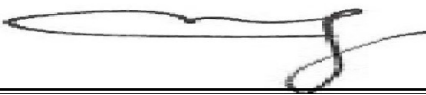
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING THE DEPARTMENT OF HEALTH SERVICES TO APPLY FOR AND ACCEPT ADDITIONAL GRANT FUNDING FROM THE NEW JERSEY ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS UNDER THE ENHANCING LOCAL PUBLIC HEALTH INFRASTRUCTURE GRANT AWARD PROGRAM, PURSUANT TO N.J.S.A. 40:20-1

THIS RESOLUTION WAS REQUESTED BY:  
HEALTH

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	24.
CAF#	
Purchase Req. #	
Result	

Health and Human Services  
COMMITTEE NAME

**RESOLUTION AUTHORIZING THE DEPARTMENT OF HEALTH SERVICES TO APPLY FOR AND ACCEPT ADDITIONAL GRANT FUNDING FROM THE NEW JERSEY ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS UNDER THE ENHANCING LOCAL PUBLIC HEALTH INFRASTRUCTURE GRANT AWARD PROGRAM, PURSUANT TO N.J.S.A. 40:20-1**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the Department of Health Services (“Department”) is responsible for protecting and promoting the health of approximately 525,000 resident of the County; and

**WHEREAS**, the New Jersey Association of County and City Health Officials (“NJACCHO”) has been granted a financial award from the New Jersey Department of Health to support subawards to Local Health Departments in New Jersey under the Sustaining Local Public Health Infrastructure Grant Program; and

**WHEREAS**, on October 8, 2024, the Board adopted Resolution No. R-24-878, authorizing the Department to apply for and accept a grant from NJACCHO in the amount of one hundred sixty-eight thousand forty-nine and 00/100 dollars (\$168,049.00) under the Sustaining Local Public Health Infrastructure Grant Program; and

**WHEREAS**, NJACCHO has informed the Department that the County is eligible to apply for and accept additional grant funding under the Sustaining Local Public Health Infrastructure Grant Program, in the amount of twenty-four thousand nine hundred fifty-one and 00/100 dollars (\$24,951.00) for the period from July 1, 2024, to March 31, 2026; and

**WHEREAS**, there is no dollar match required to accept this award; and

**WHEREAS**, this matter was discussed by the Health and Human Services Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic hereby authorizes the Department of Health Services to apply for and accept additional grant funding from the New Jersey Association of County and City Health Officials in the amount of twenty-four thousand nine hundred fifty-one and 00/100 dollars (\$24,951.00) for the period from July 1, 2024 to March 31, 2026, which would bring the total amount of grant funding for such period to one hundred ninety-three thousand and 00/100 dollars (\$193,000.00).

**LET IT BE FURTHER RESOLVED**, that Resolution No. R-24-878 is amended and supplemented only to reflect the additional amount authorized by this Resolution.

**LET IT BE FURTHER RESOLVED**, that all other provisions set forth in Resolution No. R-24-878, to the extent not inconsistent with this Resolution, are hereby ratified and shall remain in full force and effect.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, Director of the Health Department/Health Officer, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

NB

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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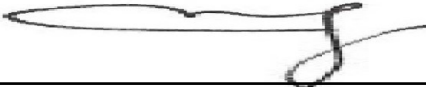
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING A LETTER IN SUPPORT OF HACKENSACK MERIDIAN  
HEALTH’S APPLICATION FOR A 2025 GUS SCHUMACHER NUTRITION INCENTIVE  
PROGRAM GRANT AWARD, PURSUANT TO N.J.S.A. 40:20-1

THIS RESOLUTION WAS REQUESTED BY:  
HEALTH

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	25.
CAF#	
Purchase Req. #	
Result	

Health and Human Services  
COMMITTEE NAME

**RESOLUTION AUTHORIZING A LETTER IN SUPPORT OF HACKENSACK MERIDIAN HEALTH'S APPLICATION FOR A 2025 GUS SCHUMACHER NUTRITION INCENTIVE PROGRAM GRANT AWARD, PURSUANT TO N.J.S.A. 40:20-1**

**WHEREAS**, the County of Passaic ("County") is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic ("Board") is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the Department of Health Services ("Department") is responsible for protecting and promoting the health of approximately 525,000 resident of the County; and

**WHEREAS**, the Gus Schumacher Nutrition Incentive Program ("GusNIP"), which is administered by the United States Department of Agriculture, provides competitively awarded grants to nonprofit organizations and government agencies for projects that increase the purchase of fruits and vegetables by low-income consumers by providing cash incentives at the point of purchase; and

**WHEREAS**, Hackensack Meridian Health, a nonprofit organization, has informed the County of its intention to apply for a GusNIP grant, and has requested that the County provide a letter in support of its application; and

**WHEREAS**, the Director of the Department has requested that the Board authorize the Department to prepare and execute a letter in support of Hackensack Meridian Health's GusNIP grant application.

**WHEREAS**, this matter was discussed by the Health and Human Services Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40:20-1 et seq., the Board of County Commissioners of the County of Passaic hereby authorizes the Director of the Department of Health to prepare and execute a letter supporting Hackensack Meridian Health's application for a the Gus Schumacher Nutrition Incentive Program grant.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, Director of the Health Department/Health Officer, and Director of the Board are authorized to take any other action necessary to carry out the purpose of this Resolution.

NB

April 8, 2025



County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING AN INCREASE IN THE APPROPRIATION FOR THE PURCHASE OF AN ELECTRIC PARA TRANSIT BUS FROM H.A. DE HART & SON, INC., FOR USE BY THE PREAKNESS HEALTHCARE CENTER, PURSUANT TO N.J.S.A. 40A:11-10, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
ROADS DIVISION

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	26.
CAF#	G-01-41-799-021-222
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING AN INCREASE IN THE APPROPRIATION FOR THE PURCHASE OF AN ELECTRIC PARA TRANSIT BUS FROM H.A. DE HART & SON, INC., FOR USE BY THE PREAKNESS HEALTHCARE CENTER, PURSUANT TO N.J.S.A. 40A:11-10, ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Passaic Board of County Commissioners (hereafter “Board”) is vested with decision making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, et seq., the governing bodies of two or more contracting units may provide by joint agreement for the provision and performance of goods and services for use by their respective jurisdiction; and

**WHEREAS**, the County is a member of the Hunterdon County Educational Services Commission, Co-op No. HCESC, Trans-19-11, (hereafter “HCESC”), a joint cooperative pricing system offering competitive pricing for various goods and services; and

**WHEREAS**, in compliance with the law, HCESC issued and awarded a contract to various vendors pursuant to Bid No. HCESC Trans-19-11 which includes H. A. Dehart & Son; and

**WHEREAS**, on May 11, 2021, the Board passed Resolution No. R20210475 authorizing the purchase of one electric para-transit bus from H. A. De Hart & Son in an amount not to exceed two hundred twenty-four thousand four hundred thirty-six dollars (\$224,436.00) for use by Preakness Healthcare Center; and

**WHEREAS**, on December 28, 2021, the Board passed Resolution No. R20211221, authorizing an increase in appropriation under the contract with H. A. Dehart & Son, Inc., in the increased amount of nine thousand two hundred seventy-three dollars and twenty-four cents (\$9,273.24), with a new contract amount, as a result of the increase, of two hundred thirty-three thousand seven hundred nine dollars and twenty-four cents (\$233,709.24); and

**WHEREAS**, the Passaic County Supervisor of Roads is seeking authorization for second increase in appropriation for H. A. Dehart & Son, Inc., in the increased amount of thirty-eight thousand one hundred sixty-one dollars (\$38,161.00), with a new contract award, as a result of the increase, in the amount of two hundred seventy-one thousand eight hundred seventy dollars and twenty-four cents (\$271,870.24), which is being recommended for approval; and

**WHEREAS**, this contract is fully funded through a grant from the State of New Jersey, Department of Environmental Protection; and

**WHEREAS**, funds are available in Account No. G-01-41-799-021-222 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2021 and/or subsequent years’ County budget (s), which is attached to and made part of this Resolution.

**WHEREAS**, this matter was discussed at the March 2, 2025 meeting of the Public Works Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant N.J.S.A. 40A:11-10, et seq. that the Board of County Commissioners of the County of Passaic authorizes the second increase in appropriation in the increased amount of thirty-eight thousand one hundred sixty-one dollars (\$38,161.00), with a new contract award, as a result of the increase, in the amount of two hundred seventy-one thousand eight hundred seventy dollars and twenty-four cents (\$271,870.24) for the purchase one electric Para-Transit bus from H. A. De Hart & Son, Inc., for use by Preakness Healthcare Center.

**LET IT BE FURTHER RESOLVED**, that the Purchasing Agent and all other necessary

officers and employees be and hereby are authorized and directed to take such further actions and sign such documents as are necessary to effectuate the purpose of this Resolution, including but not limited to issuance of an appropriate purchase order.

KJB

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$38,161.00

APPROPRIATION: G-01-41-799-021-222

PURPOSE: Authorize increase in award to H. A. Dehart & Son, Inc. for the purchase one electric Para-Transit bus for use by Preakness Healthcare Center.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO W.E. TIMMERMAN  
CO., INC., FOR THE REPAIR OF AN ELGIN SWEEPER VEHICLE FOR THE ROAD  
DEPARTMENT, PURSUANT TO N.J.S.A. 40A:11-10

THIS RESOLUTION WAS REQUESTED BY:  
ROADS DIVISION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	27.
CAF#	T-20-56-850-000-801
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO W.E. TIMMERMAN CO., INC., FOR THE REPAIR OF AN ELGIN SWEEPER VEHICLE FOR THE ROAD DEPARTMENT, PURSUANT TO N.J.S.A. 40A:11-10**

**WHEREAS**, the County of Passaic (the “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq.; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Passaic Board of County Commissioners (the “Board”) is vested with the powers to make all decisions on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, the governing bodies of two or more contracting units may provide by a joint agreement for the provision of the performance of goods and services to be used by their respective jurisdictions; and

**WHEREAS**, the County is a member of the Educational Service Commission of New Jersey Cooperative Contract Purchasing System, #65MCESCCPS (“ESCNJ”), a joint cooperative pricing system, offering competitive pricing for various goods and services established pursuant to N.J.S.A. 40A:11-10, et seq.; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, ESCNJ issued and awarded a contract to W.E. Timmerman Co., Inc., for Trucks, Class 4-8, under contract ESCNJ 23/24-04 for a bid term beginning on July 1, 2023, and expiring on June 30, 2025; and

**WHEREAS**, the Supervisor of Roads is recommending that the Board authorize an award of contract to W.E. Timmerman Co., Inc., to repair an Elgin Sweeper vehicle, in the amount of forty thousand five hundred twenty dollars and forty-three cents (\$40,520.43); and

**WHEREAS**, funds are available in Account No. T-20-56-850-000-801, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget (s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025, Public Works Committee meeting and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-10, that the Board of County Commissioners of the County of Passaic authorizes the award of contract to W.E. Timmerman Co., Inc., to repair an Elgin Sweeper vehicle, in the amount of forty thousand five hundred twenty dollars and forty-three cents (\$40,520.43).

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board are authorized to execute the contracts and take any other steps necessary to carry out the purpose of this resolution.

KJB

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$40,520.43

APPROPRIATION: T-21-56-850-000-801

PURPOSE: Award contract to W.E. Timmerman Co., Inc., to repair an Elgin Sweeper vehicle.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
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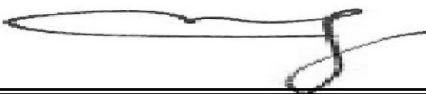
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING CHANGE ORDER NO. 2 TO THOMAS & SONS BUILDERS, LLC, d/b/a DEVELOP BUILDERS TO CONSTRUCT A NEW SALT STORAGE BUILDING IN THE BOROUGH OF POMPTON LAKES, PER BID C-24-003, PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
ROADS DIVISION

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	28.
CAF#	C-04-55-172-002-920
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME



**RESOLUTION AUTHORIZING CHANGE ORDER NO. 2 TO THOMAS & SONS BUILDERS, LLC, d/b/a DEVELOP BUILDERS TO CONSTRUCT A NEW SALT STORAGE BUILDING IN THE BOROUGH OF POMPTON LAKES, PER BID C-24-003, PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., every contract awarded by the County, for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold [40A:11-3], shall be awarded only by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, on May 1, 2024, the Purchasing Agent issued Bid No. C-24-003, New Salt Storage Building on Block 2300, Lots 1, 7, & 10 (“C-24-003”) seeking sealed proposals from qualified bidders to construct the New Salt Storage Building in the Borough of Pompton Lakes; and

**WHEREAS**, on June 11, 2024, the Board approved Resolution No. R-24-518, authorizing an award of contract to Thomas and Sons Builders, LLC, as lowest responsible bidder to the project under C-24-003, in an amount of one million five hundred sixty-eight thousand six hundred ninety-four dollars (\$1,568,694.00) pursuant to N.J.S.A. 40A:11-4, et seq.; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-11.3, et seq. the Board can authorize, permit, or accept change orders for work performed, services rendered, materials, supplies, or equipment delivered or provided pursuant to the conditions as set forth therein; and

**WHEREAS**, on December 10, 2024, the Board passed Resolution No. R-24-1134, authorizing Change Order No. 1 for the project under C-24-003, in the increased amount of six thousand seven hundred thirty-four dollars and fifty-five cents (\$6,734.55), with a new total contract amount, as a result of the increase, in the amount of one million five hundred seventy-five thousand four hundred twenty-eight dollars and fifty-five cents (\$1,575,428.55)

**WHEREAS**, the Supervisor of Roads is recommending that Change Order No. 2 be authorized for a net addition to the contract for the project under C-24-003 in the amount of eighty-eight thousand five hundred fifty dollars (\$88,550.00) due to additional need for trucking and disposal of contaminated soil from the site, and additional testing, with a new total contract amount, as a result of the increase, in the amount of one million six hundred sixty-three thousand nine hundred seventy-eight dollars and fifty-five cents (\$1,663,978.55); and

**WHEREAS**, funds are available in Account No. C-04-55-172-002-920 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget (s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 meeting of the Public Works Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.A.C. 5:30-11.3, et seq. the Board of County Commissioners of the County of Passaic approves Change Order No. 2 for the contract with Thomas and Sons Builders, LLC, for a net addition to the contract for the Project in the amount of eighty-eight thousand five hundred fifty dollars (\$88,550.00), with a new total contract amount, as a result of the increase, in the amount of one million six hundred sixty-three thousand nine hundred seventy-eight dollars and fifty-five cents (\$1,663,978.55).

**LET IT BE FURTHER RESOLVED**, that the County Engineer is authorized and directed to comply with all of the general requirements for change orders as set forth in N.J.A.C. 5:30-11.10,

et seq.

KJB

April 8, 2025


## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$88,550.00

APPROPRIATION: C-04-55-172-002-920

PURPOSE: Approve Change Order No. 2 for the contract with Thomas and Sons Builders, LLC to construct a new salt storage building in the Borough of Pompton Lakes.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
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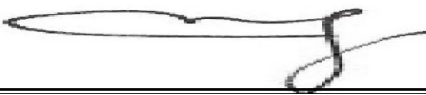
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO VIP SPECIAL SERVICES, LLC FOR WINDOW CLEANING SERVICES AT COUNTY INSTITUTIONS AND PREAKNESS HEALTHCARE CENTER, PER BID SB-25-044, PURSUANT TO N.J.S.A. 40A:11-4 ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
BUILDINGS AND GROUNDS

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	29.
CAF#	
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO VIP SPECIAL SERVICES, LLC FOR WINDOW CLEANING SERVICES AT COUNTY INSTITUTIONS AND PREAKNESS HEALTHCARE CENTER, PER BID SB-25-044, PURSUANT TO N.J.S.A. 40A:11-4 ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic (hereafter “Board”) is vested with decision making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., for every contract awarded by the County for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold established pursuant to N.J.S.A. 40A:11-3, shall be awarded by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, on March 7, 2025, the Purchasing Agent issued SB-25-044, Passaic County Buildings Interior/Exterior Window Cleaning, Preakness Healthcare Center Exterior Buildings and Grounds Cleaning and Preakness Healthcare Center Optional Window Blind Cleaning Services (hereafter “SB-25-044”), in compliance with N.J.S.A. 40A:11-4, et seq., that solicited competitive pricing for inspection, repair, and monitoring services of security systems at various County institutions; and

**WHEREAS**, the lowest responsible bidder to SB-25-044 is VIP Special Services, LLC; and

**WHEREAS**, the Superintendent of Buildings and Grounds is recommending an award of contract to VIP Special Services under SB-25-044, for a two (2) year period beginning July 1, 2025 and expiring June 30, 2027, which includes the optional bid for Window Blind Cleaning Services at Preakness Healthcare Center; and

**WHEREAS**, the Superintendent of Buildings and Grounds desires to appropriate two hundred thousand dollars (\$200,000.00) over the two-year contract term to be used for services under SB-25-044 on an as-needed basis; and

**WHEREAS**, this contract shall be deemed an open-end contract pursuant to N.J.A.C. 5:30-11.10; and

**WHEREAS**, funds are available in any account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 meeting of the Public Works Committee, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4 et seq., the Board of County Commissioners for the County of Passaic hereby authorizes awards of contract to TVIP Special Services under SB-25-044, for a two (2) year period beginning July 1, 2025 and expiring June 30, 2027, which includes the optional bid for Window Blind Cleaning Services at Preakness Healthcare Center.

**LET IT BE FURTHER RESOLVED**, that the Board of County Commissioners for the County of Passaic authorizes the appropriation of two hundred thousand dollars (\$200,000.00) to be used on an as-needed basis for the services under SB-25-044.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board of County Commissioners of the County of Passaic are authorized to take any other steps necessary to carry out the purpose of this resolution.

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$200,000.00

APPROPRIATION: Various Accounts - \$100,000.00  
\*Contingent upon availability of funds in 2026  
adopted budget - \$100,000.00

PURPOSE: Award contract to VIP Special Services, LLC to  
provide window cleaning services at County  
institutions and Preakness Healthcare Center.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
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401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO RFS COMMERCIAL, INC. TO INSTALL NEW AT VARIOUS COUNTY INSTITUTIONS, PURSUANT TO N.J.S.A. 40A:11-10.

THIS RESOLUTION WAS REQUESTED BY:  
BUILDINGS AND GROUNDS

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	30.
CAF#	5-01-44-900-003-002
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO RFS COMMERCIAL, INC. TO INSTALL NEW AT VARIOUS COUNTY INSTITUTIONS, PURSUANT TO N.J.S.A. 40A:11-10.**

**WHEREAS**, the County of Passaic (the “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic (hereinafter the “Board”) are vested with decision making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, the governing bodies of two or more contracting units may provide by a joint agreement for the provision of the performance of goods and services to be used by their respective jurisdictions; and

**WHEREAS**, by virtue of Resolution R20190912 dated October 8, 2019, the County entered into the Hunterdon County Educational Services Commission, which awarded a contract for Commercial Floor Covering & Related Services, 34-HUNCCP #215, to multiple vendors, including RFS Commercial, Inc.; and

**WHEREAS**, RFS Commercial, Inc., provided a quote to the Passaic County Engineer to install new flooring in various locations at the Passaic County Courthouse at 77 Hamilton in the City of Paterson, as well as the first floor of the Administration Building, and the Board of Social Services office in the Borough of Ringwood, in an amount not to exceed ninety-seven thousand seven hundred ninety-seven dollars and sixty-three cents (\$97,797.63) attached to and made part of this resolution, which is being recommended for approval by the Superintendent of Buildings and Grounds; and

**WHEREAS**, funds are available in Account No. 5-01-44-900-003-002 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 meeting of the Public Works Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-10, the Board of County Commissioners of the County of Passaic is authorizing an award of contract to RFS Commercial, Inc. to install new flooring at various County institutions, in an amount not to exceed ninety-seven thousand seven hundred ninety-seven dollars and sixty-three cents (\$97,797.63) as recommended by the Superintendent of Buildings and Grounds.

**LET IT BE FURTHER RESOLVED**, that the Director of the Board of County Commissioners, the Clerk to the Board, County Counsel, and Purchasing Agent are authorized to execute an agreement and take any other steps necessary to carry out the purpose of this resolution.

KJB

April 8, 2025



## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$99,797.63

APPROPRIATION: 5-01-44-900-003-002

PURPOSE: Award contract to RFS Commercial, Inc. to install new flooring at various County institutions.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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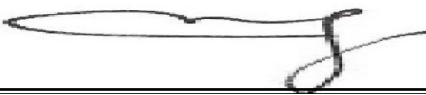
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN INCREASE IN THE APPROPRIATION TO THE VENDORS LISTED HEREIN FOR TREE REMOVAL, TRIMMING, AND STUMP GRINDING SERVICES FOR THE DEPARTMENT OF PARKS & RECREATION, PER SB-23-027, PURSUANT TO N.J.A.C. 5:30-11.10

THIS RESOLUTION WAS REQUESTED BY:  
PARKS & RECREATION

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	31.
CAF#	C-04-55-166-002-904
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING AN INCREASE IN THE APPROPRIATION TO THE VENDORS LISTED HEREIN FOR TREE REMOVAL, TRIMMING, AND STUMP GRINDING SERVICES FOR THE DEPARTMENT OF PARKS & RECREATION, PER SB-23-027, PURSUANT TO N.J.A.C. 5:30-11.10**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Passaic Board of County Commissioners (hereafter “Board”) is vested with decision making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., for every contract awarded by the County for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold established pursuant to N.J.S.A. 40A:11-3, shall be awarded by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, the Purchasing Agent issued SB-23-027, Tree Removal, Trimming, and Stump Grinding Services (hereafter “SB-23-027”), in compliance with N.J.S.A. 40A:11-4, et seq., that solicited competitive pricing from qualified vendors for five separate services: Tree Removal, Tree Trimming, Climbing Services, Crane Services, and Stump Grinding; and

**WHEREAS**, the lowest responsible bidders to SB-23-027 are as follows:

- Dujets Tree Experts, Inc.: tree removal services at \$1,370.00 average per category
- Rich Tree Service, Inc.: tree trimming services at \$195.00 per hour
- Prestige Home Landscaping: climbing services at \$95.00 per hour
- Rich Tree Service, Inc.: crane services at \$150.00 per hour
- Almstead Tree & Shrub Care: stump grinding services at \$165.65 average per category; and

**WHEREAS**, on March 14, 2023, the Board passed Resolution No. R-23-0245, authorizing an award of contract to Dujets Tree Experts, Inc., for tree removal services, Rich Tree Service, Inc., for tree trimming services and crane services, Prestige Home Landscaping for climbing services, and Almstead Tree & Shrub Care for stump grinding services, for the period beginning May 1, 2023 through April 30, 2025, and further appropriating three hundred thousand dollars (\$300,000.00) to be spent under the contract awarded through SB-23-027; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-11.10, the County is permitted to increase the award amount under contracts competitively bid pursuant to N.J.S.A. 40A:11-4, where such contracts are deemed open-end contracts, as is the case here; and

**WHEREAS**, due to an increased need in services required under SB-23-027, the Director of the Department of Parks and Recreation is seeking authorization for an additional appropriation for the contracts under SB-23-027, in an amount not to exceed forty thousand dollars (\$40,000.00) which is being recommended for approval; and

**WHEREAS**, funds are available in Account No. C-04-55-166-002-904 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2023 and/or subsequent years’ County budget (s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 meeting of the Public Works Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.A.C. 5:30-11.10, that the Board of County Commissioners of the County of Passaic authorizes the increase in appropriation for the contracts with Dujets Tree Experts, Inc., for tree removal services, Rich Tree Service, Inc., for tree trimming services and crane services, Prestige Home Landscaping for climbing services, and Almstead Tree & Shrub Care for stump grinding services under SB-23-027 in an amount not to

exceed forty thousand dollars (\$40,000.00) for a new total award amount of three hundred forty thousand dollars (\$340,000.00).

**LET IT BE FURTHER RESOLVED,** that the Clerk of the Board, County Counsel, and Director of the Board are authorized to execute the contracts and take any other steps necessary to carry out the purpose of this resolution.

KJB

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$40,000.00

APPROPRIATION: C-04-55-166-002-904

PURPOSE: Authorize increase in a ward to Dujets Tree Experts, Inc. for tree removal services, Rich Tree Service, Inc., for tree trimming services and crane services, Prestige Home Landscaping for climbing services, and Almstead Tree & Shrub Care for stump grinding services.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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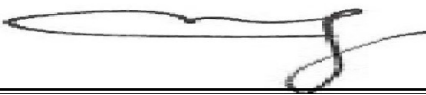
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 2 TO DEWBERRY ENGINEERS, INC., TO PERFORM A COURSE FACILITIES ASSESSMENT AT PREAKNESS VALLEY GOLF COURSE IN THE TOWNSHIP OF WAYNE, RFQ-25-01, PURSUANT TO N.J.A.C. 5:30-11.6

THIS RESOLUTION WAS REQUESTED BY:  
PARKS & RECREATION

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/3/2025
Adopted Date	
Agenda Item	32.
CAF#	C-04-55-188-001-920
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 2 TO DEWBERRY ENGINEERS, INC., TO PERFORM A COURSE FACILITIES ASSESSMENT AT PREAKNESS VALLEY GOLF COURSE IN THE TOWNSHIP OF WAYNE, RFQ-25-01, PURSUANT TO N.J.A.C. 5:30-11.6**

**WHEREAS**, the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, et seq., any contract the amount of which exceeds the bid threshold, may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor and shall be awarded by resolution of the governing body if, the subject matter consists of professional services; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, et seq. the County issued RFQ-25-013, Engineers, Architects, Land Surveyors, Planners, Landscape Architects, Golf Course Architects/Designers, And Environmental and Safety/Engineering Consultants (hereafter “RFQ-25-013”) seeking qualifications for a pool of engineers, architects, land surveyors, planners, landscape architects, and environmental health and safety engineers for calendar year 2025, to be hired on an as-needed basis, to provide professional services to the County; and

**WHEREAS**, on January 21, 2025, the Board passed Resolution No. R-25-0058, qualifying a pool of engineers, architects, land surveyors, planners, landscape architects, and environmental health and safety engineers for calendar year 2025, as recommended by the Passaic County Engineer, to be hired on an as-needed basis, which included Dewberry Engineers, Inc.; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the qualification for the pool of engineers, architects, land surveyors, planners, landscape architects, and environmental health and safety engineers for calendar year 2025 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS**, on April 9, 2024, the Board passed Resolution No. R-24-0311 authorizing an award of contract to Dewberry Engineers, Inc., in an amount not to exceed twenty-five thousand fifty-two dollars (\$25,052.00) to perform a facilities assessment at Preakness Valley Golf Course in the Township of Wayne

**WHEREAS**, pursuant to N.J.A.C. 5:30-11.6, the County can authorize contract modifications for professional services and extraordinary unspecifiable services, when the change is outside the original scope of activities of the original contract, provided that any change beyond the original scope of activities shall be made by amendatory contract approved by the governing body; and

**WHEREAS**, on March 11, 2025, the Board passed Resolution No. R-25-0212, authorizing Contract Modification No. 1 to Dewberry Engineers, Inc., in the increased amount of twenty thousand dollars (\$20,000.00), with a new total contract amount, as a result of the increase, in the amount of forty-five thousand fifty-two dollars (\$45,052.00)

**WHEREAS**, the Director of the Department of Parks & Recreation is recommending that the Board authorize Contract Modification No. 2 to Dewberry Engineers, Inc., in the increased amount of fifty thousand dollars (\$50,000.00), due to various additional site visits required for the project, with a new total contract amount, as a result of the increase, in the amount of ninety-five thousand fifty-two dollars (\$95,052.00); and

**WHEREAS**, funds are available in Account No. C-04-55-188-001-920, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 meeting of the Public Works Committee, and is being recommended for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.A.C. 5:30-11.6 that the Board of County Commissioners of the County of Passaic is authorizing Contract Modification No. 2 to Dewberry Engineers, Inc., in the increased amount of fifty thousand dollars (\$50,000.00), with a new total contract amount, as a result of the increase, in the amount of ninety-five thousand fifty-two dollars (\$95,052.00).

**LET IT BE FURTHER RESOLVED**, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Dewberry Engineers, Inc. and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board of County Commissioners are authorized to execute the contract and take any other steps necessary to carry out the purpose of this Resolution.

KJB

April 8, 2025



## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$50,000.00

APPROPRIATION: C-04-55-188-001-920

PURPOSE: Authorize Contract Modification No. 2 to Dewberry Engineers, Inc., to perform a facilities assessment at Preakness Valley Golf Course in the Township of Wayne.



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Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
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Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC TO ACCEPT THE  
DONATION OF A RECTANGULAR RAPID FLASHING BEACON FROM THE WINDSOR  
SCHOOL IN THE BOROUGH OF POMPTON LAKES, PURSUANT TO N.J.S.A. 40A:12-5

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	33.
CAF#	
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE COUNTY OF PASSAIC TO ACCEPT THE DONATION OF A RECTANGULAR RAPID FLASHING BEACON FROM THE WINDSOR SCHOOL IN THE BOROUGH OF POMPTON LAKES, PURSUANT TO N.J.S.A. 40A:12-5**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic (hereafter “Board”) are vested with decision making powers on behalf of the County; and

**WHEREAS**, The Windsor School in the Borough of Pompton Lakes has informed the County that it is willing to donate to the County a rectangular rapid flashing beacon (RRFB); and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-5, the County is authorized to acquire personal property through gift, and intends to use this RRFB to assist pedestrians utilizing a crosswalk on Wanaque Avenue in the Borough of Pompton Lakes; and

**WHEREAS**, the County will install the RRFB approximately one hundred ninety feet (190ft) south of the intersection of Wanaque Avenue and Colfax Avenue in the Borough of Pompton Lakes, and subsequently transfer ownership and control of said RRFB to the Borough of Pompton Lakes after installation; and

**WHEREAS**, this matter was discussed for the March 26, 2025 meeting of the Public Works Committee and is being recommended to the Board for approval;

**NOW, THEREFORE, LET IT BE RESOLVED**, that pursuant to N.J.S.A. 40A:12-5, the Board of County Commissioners of the County of Passaic hereby accept the donation from Windsor School of a rectangular rapid flashing beacon which will be installed approximately one hundred ninety feet (190ft) south of the intersection of Wanaque Avenue and Colfax Avenue in the Borough of Pompton Lakes, and will subsequently be transferred to the Borough of Pompton Lakes for ownership and control.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, Supervisor of Roads, Passaic County Engineer, and Director of the Board of County Commissioners of the County of Passaic are authorized to take any other steps necessary to carry out the purpose of this resolution.

KJB

April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING A MAINTENANCE AGREEMENT BETWEEN THE COUNTY OF PASSAIC AND THE BOROUGH OF POMPTON LAKES FOR THE COUNTY TO INSTALL AND THE BOROUGH TO MAINTAIN ONE (1) RECTANGULAR RAPID FLASHING BEACON NEAR 219 WANAQUE AVENUE IN THE BOROUGH OF POMPTON LAKES, PURSUANT TO N.J.S.A. 40:20-1

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	34.
CAF#	
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

**RESOLUTION AUTHORIZING A MAINTENANCE AGREEMENT BETWEEN THE COUNTY OF PASSAIC AND THE BOROUGH OF POMPTON LAKES FOR THE COUNTY TO INSTALL AND THE BOROUGH TO MAINTAIN ONE (1) RECTANGULAR RAPID FLASHING BEACON NEAR 219 WANAQUE AVENUE IN THE BOROUGH OF POMPTON LAKES, PURSUANT TO N.J.S.A. 40:20-1**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Passaic Board of County Commissioners (the “Board”) is vested with the powers to make all decisions on behalf of the County; and

**WHEREAS**, the Passaic County Engineering Department is responsible for protecting and enhancing the quality of life of County residents through various infrastructure projects, including bridges, culverts, drainage systems, and road/traffic operations; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, the governing bodies of two or more contracting units may provide by a joint agreement for the provision of the performance of goods and services to be used by their respective jurisdictions; and

**WHEREAS**, the County Engineer is recommending that the County enter into a maintenance agreement with the Borough of Pompton Lakes for the County to install one (1) rectangular rapid flashing beacon near 219 Wanaque Avenue approximately 190’ south of the intersection of Wanaque Avenue and Colfax Avenue in the Borough of Pompton Lakes, New Jersey (hereafter the “Project”); and

**WHEREAS**, on its completion, the Borough of Pompton Lakes will accept ownership and all maintenance responsibilities of the Project in compliance with the terms of the maintenance agreement, attached hereto; and

**WHEREAS**, this matter was discussed at the March 26, 2025, Public Works Committee meeting and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:65-1, et seq., the Board of County Commissioners of the County of Passaic hereby authorizes the maintenance agreement between the County and Borough of Pompton Lakes for the County to install one (1) rectangular rapid flashing beacon near 219 Wanaque Avenue and on its completion, the Borough will accept ownership and all maintenance responsibilities of the Project in accordance with the terms of the maintenance agreement.

**LET IT BE FURTHER RESOLVED**, a copy of the maintenance agreement shall be filed, for informational purposes, with the Division of Local Government Services.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, and Director of the Board are authorized to take any other action necessary to carry out the purposes of this Resolution.

ZMQ

April 8, 2025

## **MAINTENANCE AGREEMENT**

This **MAINTENANCE AGREEMENT** (hereafter "Agreement") made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the COUNTY OF PASSAIC, a corporate body politic with its principal office at 401 Grand Street, Paterson, New Jersey 07505 (hereafter "County") and the BOROUGH OF POMPTON LAKES, a corporate body politic with its principal office at 25 Lenox Avenue, Pompton Lakes, New Jersey 07442 (hereafter "Borough").

### **WITNESSETH:**

**WHEREAS**, the County has undertaken the installation of one (1) rectangular rapid flashing beacon (hereafter "Beacon"), crosswalk striping, stop bars, ADA curb ramps, and signage for a crosswalk approximately located near 219 Wanaque Avenue in the Borough of Pompton Lakes (hereafter "Project"); and

**WHEREAS**, the County will pay for the Project using the Borough's Corridor Enhancement Funds; and

**WHEREAS**, for the conditions and covenants as set forth herein, upon completion of the Project by the County, ownership of the Beacons shall be with the Borough; and

**NOW, THEREFORE**, in consideration of the mutual covenants and undertakings set forth herein, the Parties hereby agree as follows:

1. Incorporation of Recitals. The recitals above are hereby incorporated by referenced herein.
2. Section Headings. The section headings are solely for reference purposes and neither limit of expand upon the language in each section of the Agreement.
3. Project Management. The County will serve as the project manager of the Project, specifically, the County will install one (1) rectangular rapid flashing beacon and ensure that there is crosswalk striping.
4. Ownership of the Pedestrian Beacons. Upon completion of the Project, and approval by the County Engineer and Borough Engineer, the Borough agrees to accept ownership and all maintenance responsibilities of the Beacon, including, but not limited to, lights, detection equipment, controllers, cables, conduit, poles and mast arms, maintenance of all equipment, performance of any repairs, all electrical costs, regulatory signing, parking prohibitions, and subsequent striping and pavement markings.
5. Borough Compliance with Laws and Regulations. The Borough agrees to comply with all applicable rules, regulations, statutes promulgated by the State of New Jersey and/or federal government, and any resolutions

and/or ordinances duly authorized by the Board of County Commissioners of the County of Passaic.

6. Insurance. The Borough will be named in all insurance and bond requirements to be produced by the contractor for the Project, as the case may be.
7. Assignment. Neither this Agreement nor any of the rights, interests or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by any of the parties without the prior written consent of the other parties. Subject to the preceding sentence, this Agreement will be binding upon, inure to the benefit of, and be enforceable by, the parties and their respective successors and assigns.
8. Indemnification. To the fullest extent allowable by the law, the Borough, their successors, and assigns shall hold harmless, indemnify, defend, and release the County and their members, directors, officers, employees, agents, and contractors, successors and assigns from and against all suits, liabilities, penalties, costs, losses, damages, expenses or claims, including, without limitation, reasonable attorney's fees arising from or in any way connected with the other party's performance, attempted performance, or failure to perform in connection with this Agreement or other activities as described in the Agreement, including, but not limited to, any injury to or the death of any person or any damage to any property resulting from any act, omission, condition, or other manner related to this Agreement, regardless of cause, unless due to the negligence of any of the County.
9. Entire Agreement. This Agreement constitutes the entire agreement with respect to the subject matter hereof and shall not be amended or modified without the express written consent of all Parties. No oral statement of representation of any person shall in any manner or degree modify the terms and provisions of this Agreement unless it is expressly and specifically incorporated in this Agreement. All unincorporated oral statements and representations shall be null and void.
10. Severability. If any of the provisions, terms or clauses of this Agreement are declared illegal, unenforceable, or ineffective in a legal forum, such provisions, terms and clauses shall be deemed severable, such that the other provisions, terms and clauses contained in this Agreement shall remain valid and binding on all Parties.
11. Governing Law and Forum. The Parties agree that the laws of the State of New Jersey shall govern this Agreement and Release and the Parties will submit to the jurisdiction of the New Jersey courts for the resolution of any dispute that may arise hereunder.

12. Authority. By the signatures below, the Parties execute this Agreement and confirm that they are mutually bound by and fully authorized and empowered to enter and bind their organization by all provisions contained therein.

*Signature page to follow*



**IN WITNESS WHEREOF**, the Parties have caused these presents to be signed by the proper corporate officers and have caused their seals to be affixed by the day and year.

**Witness:**

**COUNTY OF PASSAIC:**

\_\_\_\_\_  
Louis E. Imhof, III  
Clerk to the Board

\_\_\_\_\_  
Pasquale Lepore, Director  
Board of County Commissioners

**As to form and legality:**

\_\_\_\_\_  
Nadege D. Allwaters, Esq.  
County Counsel

**Witness:**

**BOROUGH OF POMPTON LAKES:**

\_\_\_\_\_  
Elizabeth Brandsness  
Municipal Clerk

\_\_\_\_\_  
Michael Serra  
Mayor

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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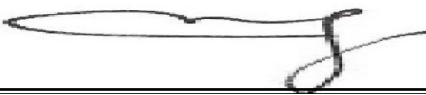
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO COLLIERS ENGINEERING & DESIGN, INC., FOR ON CALL CONSTRUCTION TESTING SERVICES FOR THE REPLACEMENT OF THE LOWER NOTCH ROAD CULVERT NO. 1600-214 IN THE BOROUGH OF WOODLAND PARK PER BID SB-25-005, PURSUANT TO N.J.S.A 40A: 11-4 ET SEQ

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	35.
CAF#	C-04-55-148-001-9B1
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING AWARD OF CONTRACT TO COLLIERS ENGINEERING & DESIGN, INC., FOR ON CALL CONSTRUCTION TESTING SERVICES FOR THE REPLACEMENT OF THE LOWER NOTCH ROAD CULVERT NO. 1600-214 IN THE BOROUGH OF WOODLAND PARK PER BID SB-25-005, PURSUANT TO N.J.S.A 40A: 11-4 ET SEQ**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners for the County of Passaic (hereafter “Board”) is vested with decision making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., every contract awarded by the County, for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold shall be awarded only by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, the County desires to conduct on-call construction testing services for the replacement of the Lower Notch Road Culvert No. 1600-214 in the Borough of Woodland Park (hereafter “Project”), which will include concrete testing, and various laboratory testing, analysis, and reporting (hereafter “Project”); and

**WHEREAS**, on October 3, 2024, the Purchasing Agent issued SB-25-005 On-Call Construction & Geotechnical Testing (hereafter “SB-25-005”) seeking sealed proposals from qualified bidders for On-Call Construction and Geotechnical Testing Services on an as-needed basis beginning on January 1, 2025 and expiring on December 31, 2026; and

**WHEREAS**, on October 22, 2024, bids were unsealed for SB-25-005 by the Purchasing Agent and a total of two (2) qualified bids were received:

1. French and Parrello Associates, PA;
2. Colliers Engineering & Design, Inc.

**WHEREAS**, pursuant to R-24-1058, the County Engineer recommended the acceptance of the unit bid prices from the two (2) qualified bidders under SB-25-005 on an as-needed basis for the period January 1, 2025 and December 31, 2026

**WHEREAS**, the Passaic County Engineer is recommending an award of contract to Colliers Engineering & Design, Inc., for the Project in an amount not to exceed fourteen thousand two hundred ninety-six dollars (\$14,296.00); and

**WHEREAS**, funds are available in Account No. C-04-55-148-001-9B1 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget (s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 meeting of the Public Works Committee, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4 et seq., the Board of County Commissioners of the County of Passaic authorizes an award of contract to Colliers Engineering & Design, Inc., for On-Call Construction Testing Services on Lower Notch Road Culvert No. 1600-214 in the Borough of Woodland Park, in an amount not to exceed fourteen thousand two hundred ninety-six dollars (\$14,296.00).

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, County Finance Officer, County Engineer and the Director of the Board of County Commissioners are authorized to execute an agreement with Colliers Engineering & Design, Inc., and take any other steps necessary to carry out the purpose of this Resolution.



## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$14,296.00

APPROPRIATION: C-04-55-148-001-9B1

PURPOSE: Award contract to Colliers Engineering & Design, Inc., for On-Call Construction Testing Services on Lower Notch Road Culvert No. 1600-214 in the Borough of Woodland Park.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
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Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO ZUCCARO INC., FOR  
ON-CALL DRAINAGE REPAIRS NEAR THE CLINTON ROAD CULVERT NO. 1600-181 IN THE  
TOWNSHIP OF WEST MILFORD PER BID C-24-001 PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	36.
CAF#	C-04-55-175-001-901
Purchase Req. #	24-07348
Result	

Public Works

COMMITTEE NAME

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO ZUCCARO INC., FOR ON-CALL DRAINAGE REPAIRS NEAR THE CLINTON ROAD CULVERT NO. 1600-181 IN THE TOWNSHIP OF WEST MILFORD PER BID C-24-001 PURSUANT TO N.J.A.C. 5:30-11.3 ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., every contract awarded by the County, for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold [40A:11-3], shall be awarded only by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, on October 23, 2023, the Purchasing Agent issued Bid No. C-24-001, On-Call Drainage Projects (hereafter “C-24-001”) seeking sealed proposals from qualified bidders for on-call drainage projects on an as-needed basis beginning January 1, 2024, and expiring on December 31, 2025; and

**WHEREAS**, on December 12, 2023, the Board passed Resolution R-23-1170 qualifying a list of eight contractors and unit prices to perform on-call drainage projects on an as-needed basis for the period beginning on January 1, 2024, and ending December 31, 2025, which included Zuccaro Inc.; and

**WHEREAS**, on November 18, 2024, the Board approved Resolution No. R-24-1048, authorizing an award of contract to Zuccaro Inc., to defragment and clean out the double 48’ Culvert No. 1600-191 structure crossing Clinton Road in the vicinity of Cutlass Road in the Township of West Milford (hereafter “Project”), in an amount not to exceed twenty-eight thousand five hundred forty dollars and sixteen cents (\$28,540.16); and

**WHEREAS**, pursuant to N.J.A.C. 5:30-11.3, et seq. the Board can authorize, permit, or accept change orders for work performed, services rendered, materials, supplies, or equipment delivered or provided pursuant to the conditions as set forth therein; and

**WHEREAS**, the Passaic County Engineer is recommending that Change Order No. 1 be authorized for a net addition to the contract for the Project in the amount of five thousand six hundred thirty seven dollars and eighty two cents (\$5,637.82), due to final contract adjustments to the base contract items for the Project, with a new contract award, as a result of the increase, of thirty four thousand one hundred seventy seven dollars and ninety eight cents (\$34,177.98); and

**WHEREAS**, funds are available in Account No. C-04-55-175-001-901 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget (s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025, meeting of the Public Works Committee, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.A.C. 5:30-11.3, et seq., the Board of County Commissioners of the County of Passaic approves Change Order No. 1 for the contract with Zuccaro Inc., under C-24-001, to defragment and clean out the double 48’ Culvert No. 1600-191 structure crossing Clinton Road in the vicinity of Cutlass Road in the Township of West Milford, for a net addition to the contract in the amount of five thousand six hundred thirty seven dollars and eighty two cents (\$5,637.82), with a new contract award, as a result of the increase, of thirty four thousand one hundred seventy seven dollars and ninety eight cents (\$34,177.98).

**LET IT BE FURTHER RESOLVED**, that the County Engineer is authorized and directed to comply with all of the general requirements for change orders as set forth in N.J.A.C. 5:30-11.3, et seq.





## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$5,637.82

APPROPRIATION: C-04-55-175-001-901

PURPOSE: Approve Change Order No. 1 for the contract with Zuccaro Inc. to defragment and clean out the double 48" Culvert No. 1600-191 structure crossing Clinton Road in the vicinity of Cutlass Road in the Township of West Milford.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
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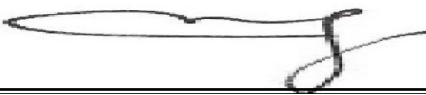
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO COLONNELLI BROTHERS, INC., FOR THE REPLACEMENT OF STRUCTURE NO. 1600-495 HERSHFIELD PARK PREDESTRIAN BRIDGE OVER WANAQUE RIVER IN THE BOROUGH OF POMPTON LAKES, PER BID C-25-009, PURSUANT TO N.J.S.A 40A: 11-4, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	37.
CAF#	C-04-55-182-002-920, C-04-
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO COLONNELLI BROTHERS, INC., FOR THE REPLACEMENT OF STRUCTURE NO. 1600-495 HERSHFIELD PARK PREDESTRIAN BRIDGE OVER WANAQUE RIVER IN THE BOROUGH OF POMPTON LAKES, PER BID C-25-009, PURSUANT TO N.J.S.A. 40A: 11-4, ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with decision making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., every contract awarded by the County, for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold [40A:11-3], shall be awarded only by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, on March 12, 2025 the Purchasing Agent issued Replacement of Structure No. 1600-495 Hershfield Park Pedestrian Bridge over Wanaque River, Bid No. C-25-009 (hereafter “C-25-009”) seeking sealed proposals from qualified bidders to replace the pedestrian bridge No. 1600-495 in Hershfield Park in the Borough of Pompton Lakes; and

**WHEREAS**, on March 28, 2025 bids were unsealed for C-25-009 by the Purchasing Agent and a total of eleven (11) responses were received from the following contractors:

1. Colonnelli Brothers, Inc.	\$1,276,192.00
2. Sparwick Contracting	\$1,281,000.00
3. Rencor, Inc.	\$1,339,115.00
4. Furino and Sons	\$1,437,080.00
5. CMS Construction, Inc	\$1,464,865.00
6. Flanagan's Contracting Group	\$1,539,031.00
7. Joseph Sanzari, Inc.	\$1,695,671.00
8. DMR Construction Services	\$1,940,070.85
9. ADP Group, Inc.	\$1,939,000.00
10. Empire Construction	\$1,957,775.96
11. State Line Construction, Inc.	\$2,309,402.00, and;

**WHEREAS**, the Passaic County Engineer is recommending an award of contract to Colonnelli Brothers, Inc. for the project under C-25-009 in an amount not to exceed one million two hundred seventy-six thousand one hundred ninety-two dollars (\$1,276,192.00) as the lowest responsible bidder; and

**WHEREAS**, the County complied with the legal requirements as set forth under N.J.S.A. 40A:11-23 and the County is making the award of contract within sixty (60) days of the bid opening, as required under N.J.S.A. 40A:11-24(a); and

**WHEREAS**, funds are available in Account No. C-04-55-182-002-920, C-04-55-182-002-902, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget (s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed via email on April 2, 2025 by the Public Works Committee, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4, et seq. the Board of County Commissioners of the County of Passaic authorizes an award of contract to Colonnelli Brothers, Inc., for the Replacement of Structure No. 1600-495 Hershfield Park Pedestrian Bridge over Wanaque River in the Borough of Pompton Lakes in an amount not to exceed one million two hundred seventy-six thousand one hundred ninety-two dollars (\$1,276,192.00) as recommended by the Passaic County Engineer.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, Director of the Board of County Commissioners, County Finance Officer, County Engineer, and Purchasing Agent are authorized to execute an agreement with Colonnelli Brother, Inc. and take any other steps necessary to carry out the purpose of this Resolution.

KJB

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$1,276,192.00

APPROPRIATION: C-04-55-182-002-920 - \$76,192.00  
C-04-55-182-002-902 - \$1,200,000.00

PURPOSE: Award contract to Colonnelli Brothers, Inc., for the Replacement of Structure No. 1600-495 Hershfield Park Pedestrian Bridge over Wanaque River in the Borough of Pompton Lakes.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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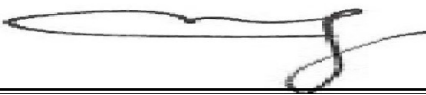
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 1 TO EMPIRE ENVIRONMENTAL, LTD, FOR ASBESTOS ABATEMENT CONSULTANT SERVICES AT THE PREAKNESS VALLEY GOLF COURSE MAINTENANCE FACILITY IN THE TOWNSHIP OF WAYNE, RFQ-25-013, PURSUANT TO N.J.A.C. 5:30-11.6.

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	38.
CAF#	C-04-55-166-001-904
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 1 TO EMPIRE ENVIRONMENTAL, LTD, FOR ASBESTOS ABATEMENT CONSULTANT SERVICES AT THE PREAKNESS VALLEY GOLF COURSE MAINTENANCE FACILITY IN THE TOWNSHIP OF WAYNE, RFQ-25-013, PURSUANT TO N.J.A.C. 5:30-11.6.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, et seq. the County issued RFQ-25-013, Engineers, Architects, Land Surveyors, Planners, Landscape Architects, Golf Course Architects/Designers, and Environmental and Safety/Engineering Consultants (hereafter “RFQ-25-013”) seeking qualifications for a pool of engineers, architects, land surveyors, planners, landscape architects, and environmental health and safety engineers for calendar year 2025, to be hired on an as-needed basis, to provide professional services to the County; and

**WHEREAS**, on November 18, 2024, the Board passed Resolution No. R-24-1057, qualifying a pool of engineers, architects, land surveyors, planners, landscape architects, and environmental health and safety engineers for calendar year 2025, as recommended by the Passaic County Engineer, to be hired on an as-needed basis, which included Empire Environmental Ltd.; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the qualification for the pool of engineers, architects, land surveyors, planners, landscape architects, and environmental health and safety engineers for calendar year 2025 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS**, on February 21, 2025, the Board passed Resolution No. R-25-220, authorizing an award of contract to Empire Environmental Ltd., for asbestos assessment services at the maintenance facility at Preakness Valley Golf Course in the Township of Wayne in an amount not to exceed two thousand one hundred forty-five dollars (\$2,145.00); and

**WHEREAS**, pursuant to N.J.A.C. 5:30-11.6, the County can authorize contract modifications for professional services and extraordinary unspecifiable services, when the change is outside the original scope of activities of the original contract, provided that any change beyond the original scope of activities shall be made by amendatory contract approved by the governing body; and

**WHEREAS**, the Passaic County Engineer is recommending that the Board authorize Contract Modification No. 1 to Empire Environmental Ltd., to provide design and construction support services for asbestos abatement in connection with the new Golf Course Maintenance Building Project, in the increased amount of eight thousand six hundred thirty dollars (\$8,630.00), with a new total contract amount, as a result of the increase, in the amount of ten thousand seven hundred seventy five dollars (\$10,775.00); and

**WHEREAS**, funds are available in Account No., C-04-55-166-001-904 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed with the Public Works Committee on March 26, 2025, and is being recommended for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.A.C. 5:30-11.6, that the Board of County Commissioners of the County of Passaic hereby authorizes Contract Modification

No. 1 to Empire Environmental Ltd., to provide design and construction support services for asbestos abatement in connection with the new Golf Course Maintenance Building Project, in the increased amount of eight thousand six hundred thirty dollars (\$8,630.00), with a new total contract amount, as a result of the increase, in the amount of ten thousand seven hundred seventy five dollars (\$10,775.00), as recommended by the County Engineer.

**LET IT BE FURTHER RESOLVED**, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Empire Environmental Ltd. and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board of County Commissioners are authorized to execute the contract and take any other steps necessary to carry out the purpose of this Resolution.

ZMQ

April 8, 2025



## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$8,630.00

APPROPRIATION: C-04-55-166-002-904

PURPOSE: Authorize Contract Modification No. 1 to Empire Environmental Ltd., to provide design and construction support services for asbestos abatement in connection with the new Golf Course Maintenance Building Project.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746


Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION CONCURRING WITH ORDINANCE NO. 1511 DATED FEBRUARY 24, 2025 OF THE TOWNSHIP OF LITTLE FALLS, PURSUANT TO N.J.S.A. 40:20-1 ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
ENGINEERING

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	39.
CAF#	
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION CONCURRING WITH ORDINANCE NO. 1511 DATED FEBRUARY 24, 2025 OF THE TOWNSHIP OF LITTLE FALLS, PURSUANT TO N.J.S.A. 40:20-1 ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the County is responsible for the maintenance of Main Street, Long Hill Road, Ridge Road, and Stevens Avenue in the Township of Little Falls; and

**WHEREAS**, the Township of Little Falls has adopted Ordinance No. 1511 dated February 24, 2025, attached hereto and made part hereof, which revises the speed limits on the following roadways as follows:

- 1) Main Street/East Main Street: both directions of travel - 25 miles per hour, from Browertown Road to Little Falls/Fairfield border
- 2) Long Hill Road: both directions of travel - 25 miles per hour, from Browertown Road to the Little Falls/Montclair border
- 3) Ridge Road: both directions of travel - 25 miles per hour, from Long Hill Road to the Little Falls/Cedar Grove border
- 4) Stevens Avenue: both directions of travel - 25 miles per hour, from Main Street to the Little Falls/Cedar Grove border; and

**WHEREAS**, the County Engineer is recommending that the Board concur with the decision of the Township of Little Falls to adopt Ordinance No. 1511 dated February 24, 2025; and

**WHEREAS**, this matter was discussed at the March 26, 2025 meeting of the Public Works Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40:20-1 et seq. that the Board of County Commissioners of the County of Passaic hereby concurs with Ordinance No. 1511 dated February 25, 2025 adopted by the Township of Little Falls.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, County Engineer, and Director of the Board are authorized and take any other steps necessary to carry out the purpose of this resolution.

KJB

April 8, 2025

**TOWNSHIP OF LITTLE FALLS  
ORDINANCE NO. 1511**

**AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP  
OF LITTLE FALLS, IN THE COUNTY OF PASSAIC, STATE OF NEW JERSEY,  
TO AMEND CHAPTER 7 (ON-STREET REGULATIONS)  
OF THE CODE OF THE TOWNSHIP OF LITTLE FALLS**

**WHEREAS**, the Motor Vehicle and Traffic Law, N.J.S.A. 39:4-8 and -197(1)(a), authorize a county or a municipality to regulate by ordinance or resolution the designation of reasonable and safe speed limits upon self-contained streets having no direct connection with any street in another jurisdiction or county; and

**WHEREAS**, the authority of counties and municipalities to regulate and designate reasonable and safe speed limits requires certification by the county or municipal engineer that the erection of such signs has been approved by them, is in the interest of safety, and conforms to the current standards prescribed by the Manual of Uniform Traffic Control Devices for Streets and Highways; and

**WHEREAS**, the Township Council of the Township of Little Falls, County of Passaic, State of New Jersey, desires to revise Chapter 410 of the Code of the Township of Little Falls in order to lower the speed limit on various roadways in the Township; and

**WHEREAS**, the Township of Little Falls prepared a Report, which concluded that the proposed reduction in the speed limit along the roadways noted herein to 25 mph on both sides of the roadway would conform to the current standards prescribed by the Manual of Uniform Traffic Control Devices for Streets and Highways; and

**WHEREAS**, the Township of Little Falls referred the Report to the Passaic County Engineer; and

**WHEREAS**, the County Engineer has reviewed the Report without comment; and

**NOW THEREFORE BE IT RESOLVED** by the Township Council of the Township of Little Falls, that Chapter 7, On-Street Regulations, of the Code of the Township of Little Falls, is hereby amended and supplemented as follows:

**§7-28 Speed Limits.**

<b>Name of Street</b>	<b>Direction of Travel</b>	<b>Speed Limit</b>
<u>Stevens Avenue</u>	<u>Both directions</u>	<u>25 MPH</u> <u>From Main Street to the Township</u> <u>Border of Cedar Grove</u> <u>(Approximately 735 Feet South of</u> <u>Crane Street)</u>
<u>Ridge Road</u>	<u>Both directions</u>	<u>25 MPH</u> <u>From Long Hill Road to the</u> <u>Township Border of Cedar Grove</u> <u>(Approximately 1,296 Feet South of</u> <u>Notch Park Road)</u>
<u>Long Hill Road</u>	<u>Both directions</u>	<u>25 MPH</u> <u>From Browertown Road to the</u> <u>Montclair Border (Approximately</u> <u>885 Feet South of Clove Road)</u>

Main Street /  
East Main Street      Both directions      25 MPH  
From the Fairfield Border  
(Approximately 205 Feet North/East  
of WoodCliff Avenue) to  
Browertown Road

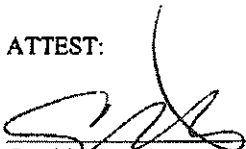
**NOW, THEREFORE, BE IT FURTHER ORDAINED that:**

1. Ordinances, resolutions and regulations or parts of ordinances, resolutions and regulations inconsistent herewith are hereby repealed to the extent of such inconsistency; and
2. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such a decision shall not affect the remaining portion of the Ordinance; and
3. Except as hereby amended, the Code of the Township of Little Falls shall remain in full force and effect.
4. This Ordinance shall take effect twenty days after final passage and publication in accordance with law.
5. **Referral to Passaic County Engineer & Effective Date.** A certified copy of the Ordinance shall be forwarded to the Passaic County Engineer. This Ordinance shall take effect upon final adoption after publication in accordance with law and upon a concurring adopted Passaic County Resolution

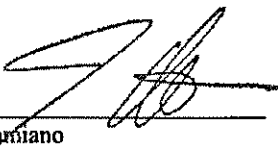
\*\*\*\*\*

PASSED: February 24, 2025

ATTEST:

  
Cynthia Kraus  
Municipal Clerk

APPROVE:

  
James Belford Damiano  
Mayor

#### MAINTENANCE AGREEMENT

This **MAINTENANCE AGREEMENT** (hereafter "Agreement") made on this \_\_\_\_\_ day of April, 2023 by and between the COUNTY OF PASSAIC, a corporate body politic with its principal office at 401 Grand Street, Paterson, New Jersey 07505 (hereafter "County") and the CITY OF CLIFTON, a corporate body politic with its principal office at 900 Clifton Avenue, Clifton, New Jersey 07013 (hereafter "City").

#### WITNESSETH:

**WHEREAS**, the County has undertaken the installation of rectangular rapid flashing light beacons for a crosswalk approximately located near 1670 Kingsland Road (hereafter "Project"); and

**WHEREAS**, the Project includes the installation of two solar-powered pedestrian crosswalk beacons (hereafter "Beacons"), and crosswalk striping across Kingsland Road; and

**WHEREAS**, for the conditions and covenants as set forth herein, upon completion of the Project by the County, ownership of the Beacons shall be with the City; and

**NOW, THEREFORE**, in consideration of the mutual covenants and undertakings set forth herein, the Parties hereby agree as follows:

1. Incorporation of Recitals. The recitals above are hereby incorporated by referenced herein.
2. Section Headings. The section headings are solely for reference purposes and neither limit or expand upon the language in each section of the Agreement.
3. Project Management. The County will serve as the project manager of the Project, specifically, the County will purchase and install two (2) solar-powered pedestrian crosswalk flashing beacons and ensure that crosswalk striping is placed in between the Beacons. The County will fund the project through a grant made available to the County by the New Jersey Department of Transportation.
4. Ownership of the Pedestrian Beacons. Upon completion of the Project, and approval by the County Engineer and City Engineer, the City agrees to accept ownership and all maintenance responsibilities of the Beacons, including, but not limited to, lights, detection equipment, controllers, cables, conduit, poles and mast arms, maintenance of all equipment, performance of any repairs, all electrical costs, regulatory signing, parking prohibitions, and subsequent striping and pavement markings.

5. City Compliance with Laws and Regulations. The City agrees to comply with all applicable rules, regulations, statutes promulgated by the State of New Jersey and/or federal government, and any resolutions and/or ordinances duly authorized by the Board of County Commissioners of the County of Passaic.

~~6. Insurance. The City will be named in all insurance and bond requirements to be produced by the contractor for the Project, as the case may be.~~

Commented [PJ1]: Project will be complete in a few weeks. Do we need to include this?

7.6. Assignment. Neither this Agreement nor any of the rights, interests or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by any of the parties without the prior written consent of the other parties. Subject to the preceding sentence, this Agreement will be binding upon, inure to the benefit of, and be enforceable by, the parties and their respective successors and assigns.

~~8.7.~~ Indemnification. To the fullest extent allowable by the law, the City, their successors, and assigns shall hold harmless, indemnify, defend, and release the County and their members, directors, officers, employees, agents, and contractors, successors and assigns from and against all suits, liabilities, penalties, costs, losses, damages, expenses or claims, including, without limitation, reasonable attorney's fees arising from or in any way connected with the other party's performance, attempted performance, or failure to perform in connection with this Agreement or other activities as described in the Agreement, including, but not limited to, any injury to or the death of any person or any damage to any property resulting from any act, omission, condition, or other manner related to this Agreement, regardless of cause, unless due to the negligence of any of the County.

~~9.8.~~ Entire Agreement. This Agreement constitutes the entire agreement with respect to the subject matter hereof and shall not be amended or modified without the express written consent of all Parties. No oral statement of representation of any person shall in any manner or degree modify the terms and provisions of this Agreement unless it is expressly and specifically incorporated in this Agreement. All unincorporated oral statements and representations shall be null and void.

~~10.9.~~ Severability. If any of the provisions, terms or clauses of this Agreement are declared illegal, unenforceable, or ineffective in a legal forum, such provisions, terms and clauses shall be deemed severable, such that the other provisions, terms and clauses contained in this Agreement shall remain valid and binding on all Parties.

~~11.10.~~ Governing Law and Forum. The Parties agree that the laws of the State of New Jersey shall govern this Agreement and Release and the

Parties will submit to the jurisdiction of the New Jersey courts for the resolution of any dispute that may arise hereunder.

~~12-11.~~ Authority. By the signatures below, the Parties execute this Agreement and confirm that they are mutually bound by and fully authorized and empowered to enter and bind their organization by all provisions contained therein.

*Signature page to follow*



IN WITNESS WHEREOF, the Parties have caused these presents to be signed by the proper corporate officers and have caused their seals to be affixed by the day and year.

Witness:

COUNTY OF PASSAIC:

\_\_\_\_\_  
Louis E. Imhof, III  
Clerk to the Board

\_\_\_\_\_  
Pasquale Lepore, Director  
Board of County Commissioners

As to form and legality:

\_\_\_\_\_  
Nadege D. Allwaters, Esq.  
County Counsel

Witness:

CITY OF CLIFTON:

\_\_\_\_\_  
Nancy Ferrigno  
City Clerk, City of Clifton

\_\_\_\_\_  
Ray Grabowski  
Mayor

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO E-Z WHEELS DRIVING SCHOOL, INC. FOR COMMERCIAL DRIVER’S LICENSE TRAINING FOR PERSONNEL IN THE ROAD DEPARTMENT FOR THE YEAR OF 2025, PURSUANT TO N.J.S.A. 40A:11-6.1(a)

THIS RESOLUTION WAS REQUESTED BY:  
ROADS DIVISION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	40.
CAF#	5-01-26-151-001-217
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO E-Z WHEELS DRIVING SCHOOL, INC. FOR COMMERCIAL DRIVER'S LICENSE TRAINING FOR PERSONNEL IN THE ROAD DEPARTMENT FOR THE YEAR OF 2025, PURSUANT TO N.J.S.A. 40A:11-6.1(a)**

**WHEREAS**, the County of Passaic (hereafter "County") is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic (hereafter "Board") are vested with decision making powers on behalf of the County; and

**WHEREAS**, the Supervisor of Roads desires to train personnel in the Road Department to obtain commercial driver's licenses; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-6.1(a), the Department solicited quotes from driving schools in the area; and

**WHEREAS**, E-Z Wheels Driving School, Inc. is the only certified commercial driver license training school that would do on-site training; and

**WHEREAS**, E-Z Wheels Driving School, Inc. provided a quote to the Supervisor of Roads to train Road Department personnel to obtain a commercial driver's license, for thirteen thousand five hundred dollars (\$13,500.00); and

**WHEREAS**, the Supervisor of Roads desires to award a contract to E-Z Wheels Driving School, Inc. in an amount not to exceed thirteen thousand five hundred dollars (\$13,500.00) to provide training to Road Department personnel to obtain commercial driver's licenses; and

**WHEREAS**, funds are available in Account No. 5-01-26-151-001-217 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years' County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025 meeting of the Public Works Committee, and is being recommended to the Board for approval; and

**NOW, THEREFORE LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-6.1(a), the Board of County Commissioners of the County of Passaic authorizes an award of contract to E-Z Wheels Driving School, Inc., in a total amount not to exceed thirteen thousand five hundred dollars (\$13,500.00) for training courses for the year of 2025 for Road Department personnel to obtain commercial driver's licenses.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, and the Director of the Board are authorized to take any other steps necessary to carry out the purpose of this resolution.

ZMQ

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$13,500.00

APPROPRIATION: 5-01-26-151-001-217

PURPOSE: Award contract to E-Z Wheels Driving School, Inc. for training courses for the year of 2025 for Road Department personnel to obtain commercial driver's licenses.



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Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO HUDSON COUNTY MOTORS, INC., TO PROVIDE PARTS AND REPAIRS FOR THE PASSAIC COUNTY ROAD DEPARTMENT FOR THE YEAR OF 2025, PURSUANT TO N.J.S.A. 40A:11-10.

THIS RESOLUTION WAS REQUESTED BY:  
ROADS DIVISION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	41.
CAF#	R5-01-26-151-001-222
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO HUDSON COUNTY MOTORS, INC., TO PROVIDE PARTS AND REPAIRS FOR THE PASSAIC COUNTY ROAD DEPARTMENT FOR THE YEAR OF 2025, PURSUANT TO N.J.S.A. 40A:11-10.**

**WHEREAS**, the County of Passaic (“County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Passaic Board of County Commissioners (hereafter “Board”) is vested with decision-making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, the governing bodies of two or more contracting units may provide by a joint agreement for the provision of the performance of goods and services to be used by their respective jurisdictions; and

**WHEREAS**, in compliance with the law, Bergen County Cooperative Contract Purchasing System (“BCCCPs”) issued and awarded a contract to Hudson County Motors, Inc., for automotive parts and accessories under 11BCCPS, BC-BID 24-34 (“BC-BID 24-34”); and

**WHEREAS**, the Supervisor of Roads is recommending that the Board authorize the purchase of parts and repairs from Hudson County Motors for the Passaic County Road Department in the amount of one hundred thousand dollars (\$100,000.00); and

**WHEREAS**, funds are available in Account No. R5-01-26-151-001-222, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in 2025 or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025, meeting of the Public Works Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-10, that the Board of County Commissioners of the County of Passaic authorizes the purchase of parts and repairs from Hudson County Motors for the Passaic County Road Department in the amount of one hundred thousand dollars (\$100,000.00).

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, Purchasing Agent, Supervisor of Roads, and Director of the Board are authorized to execute the contracts and take any other steps necessary to carry out the purpose of this resolution.

ZMQ

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$100,000.00

APPROPRIATION: 5-01-26-151-001-222

PURPOSE: Award contract to Hudson County Motors for the purchase of parts and repairs for the Passaic County Road Department.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING DOWNES TREE SERVICE, INC., TO CUT, REMOVE DEAD OR FALLEN TREES ON PASSAIC COUNTY ROADS AND RIGHT-OF-WAYS FOR 2025, PURSUANT TO N.J.S.A. 40A:11-10.

THIS RESOLUTION WAS REQUESTED BY:  
ROADS DIVISION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	42.
CAF#	5-01-26-151-001-213
Purchase Req. #	R5-09682
Result	

Public Works

COMMITTEE NAME



**RESOLUTION AUTHORIZING DOWNES TREE SERVICE, INC., TO CUT, REMOVE DEAD OR FALLEN TREES ON PASSAIC COUNTY ROADS AND RIGHT-OF-WAYS FOR 2025, PURSUANT TO N.J.S.A. 40A:11-10.**

**WHEREAS**, the County of Passaic (the “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq.; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Passaic Board of County Commissioners (the “Board”) is vested with the powers to make all decisions on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., for every contract awarded by the County for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold established pursuant to N.J.S.A. 40A:11-3, shall be awarded by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, on December 24, 2024, the Passaic County Purchasing Agent issued SB-25-028 Bid for Tree Removal Trimming and Stump Grinding Services (hereinafter “SB-25-028”), in compliance with N.J.S.A. 40A:11-4, et seq.; and

**WHEREAS**, the lowest responsible bidder to SB-25-28 was Downes Tree Service, Inc.; and

**WHEREAS**, Kevin Downes Tree Services Inc., offered its prices to members of the Passaic County Cooperative #38PCCP; and

**WHEREAS**, on February 25, 2025, the Board passed Resolution No. R-25-156 authorizing an award of contract to Kevin Downes Tree Services Inc. and Rich Tree Services Inc., to cut and remove dead or fallen trees on Passaic County Roadways and Right-of-Ways for a contract period beginning on May 1, 2025 and ending on April 30, 2027; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, the Superintendent of Roads is requesting that the Board authorize a contract with Downes Tree Service Inc., to perform tree removal, to cut and remove dead or fallen trees on Passaic County Roads and/or rights-of-way, pursuant to the terms and conditions of Downes Tree Service, Inc.’s response to SB-25-28, in an amount not to exceed seventy thousand dollars (\$70,000.00) for the year of 2025; and

**WHEREAS**, funds are available in Account No. 5-01-26-151-001-213, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution

**WHEREAS**, this matter was discussed at the March 26, 2025, Public Works Committee meeting and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4, that the Board of County Commissioners of the County of Passaic authorizes the award of contract to Kevin Downes Tree Services Inc., to cut and remove dead or fallen trees on Passaic County Roadways and Right-of-Ways for the year of 2025 in an amount not to exceed seventy thousand dollars (\$70,000.00).

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board are authorized to execute the contracts and take any other steps necessary to carry out the purpose of this resolution.

ZMQ

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$70,000.00

APPROPRIATION: 5-01-26-151-001-213

PURPOSE: Award contract to Kevin Downes Tree Services Inc., to cut and remove dead or fallen trees on Passaic County Roadways and Right-of-Ways for the year of 2025.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

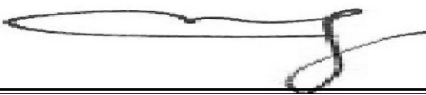
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING A CONTRACT AWARD TO AMERICAN WEAR, INC.  
D/B/A AMERICAN WEAR UNIFORMS TO FURNISH AND DELIVER RENTAL/LEASE  
UNIFORMS FOR VARIOUS COUNTY OF PASSAIC DEPARTMENTS AND INSTITUTIONS  
PURSUANT TO N.J.S.A. 40A:11-4, ET SEQ. AND SB-25-015

THIS RESOLUTION WAS REQUESTED BY:  
BUILDINGS AND GROUNDS

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	43.
CAF#	5-01-20-112-001-247
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING A CONTRACT AWARD TO AMERICAN WEAR, INC. D/B/A AMERICAN WEAR UNIFORMS TO FURNISH AND DELIVER RENTAL/LEASE UNIFORMS FOR VARIOUS COUNTY OF PASSAIC DEPARTMENTS AND INSTITUTIONS PURSUANT TO N.J.S.A. 40A:11-4, ET SEQ. AND SB-25-015**

**WHEREAS**, the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., for every contract awarded by the County for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold established pursuant to N.J.S.A. 40A:11-3, shall be awarded by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, on March 6, 2025, the Passaic County Purchasing Agent issued SB-25-042, Passaic County Uniform Rental/Lease Bid (“SB-25-042”) in compliance with N.J.S.A. 40A:11-4, et seq., that solicited competitive pricing from qualified vendors for the goods and services sought therein; and

**WHEREAS**, American Wear, Inc. d/b/a American Wear Uniforms is the lowest responsible bidder to SB-25-042, as evidenced by the tally sheet attached hereto and made part of this Resolution; and

**WHEREAS**, American Wear, Inc. d/b/a American Wear Uniforms agreed to extend pricing under the Passaic County CO-OP #38PCCP; and

**WHEREAS**, the Executive Director of Preakness is recommending to make a contract award to American Wear, Inc. d/b/a American Wear Uniforms to furnish and deliver rental/lease uniforms for various County of Passaic Departments and Institutions for a three (3) year contract award, beginning April 8, 2025 and terminating April 7, 2028, in an amount not to exceed one hundred fifty thousand dollars (\$150,000.00); and

**WHEREAS**, funds are available in Account No. 5-01-20-112-001-247, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the March 26, 2025, meeting of the Public Works Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4, et seq., the Board of County Commissioners of the County of Passaic authorizes a contract award to American Wear, Inc. d/b/a American Wear Uniforms to furnish and deliver rental/lease uniforms for various County of Passaic Departments and Institutions for a three (3) year contract award, beginning April 8, 2025 and terminating April 7, 2028, in an amount not to exceed one hundred fifty thousand dollars (\$150,000.00), in accordance with the terms and conditions set forth in SB-25-042.

ZMQ

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$150,000.00

APPROPRIATION: Various Accounts - \$50,000  
\*Contingent upon availability of funds in 2026  
adopted budget and future years budgets -  
\$100,000.00

PURPOSE: Award contract to American Wear, Inc. d/b/a  
American Wear Uniforms to furnish and deliver  
rental/lease uniforms for various County of Passaic  
Departments and Institutions.



Richard Cahill, Chief Financial Officer

DATED: April 8, 2025

**COUNTY OF PASSAIC**  
**BID TALLY SHEET**  
**Straight Bids**

Sherry Arvanitakis, Q.P.A.  
Purchasing Agent

Nadege Allwaters, Esq.  
County Counsel

*Taken by:* Hashiah Brown  
*Taken by:* **Nichelle Tello**  
*Typed by:* Marley Garcia

**PURCHASING DEPARTMENT**

**Bids received at 10:30 a.m. on March 18,2025 at the Passaic County Procurement Center, 495 River Street Second Floor, Paterson, NJ 07524**  
**SB-25-042 Passaic County Uniform Rental/Lease Bid**

Vendor	Ack of Addenda	Stmt. Corp. Owner	Non-Coll. Aff.	Disc. I/A Iran	Business Reg. Cert.	Avail to Co-Op	Non-Inv. Russia/Belarus	Bid Total
Cintas Corporation No.2 6800 Cintas Blvd Cincinnati, OH 45040								
American Wear Inc. 261 North 18 <sup>th</sup> Street East Orange, NJ 07017	X	X	X	X	X	YES	X	Year 1: \$28,925.00 Year 2: \$28,925.00 Year 3: \$28,925.00 Total: \$86,775.00

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE DEPARTMENT TO ACCEPT A DONATION OF  
STONE PRODUCTS FROM TILCON NEW YORK INC. OF PARSIPPANY, NEW JERSEY  
PURSUANT TO N.J.S.A. 40A:12-5.

THIS RESOLUTION WAS REQUESTED BY:  
PARKS & RECREATION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	44.
CAF#	
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE DEPARTMENT TO ACCEPT A DONATION OF  
STONE PRODUCTS FROM TILCON NEW YORK INC. OF PARSIPPANY, NEW JERSEY  
PURSUANT TO N.J.S.A. 40A:12-5.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners for the County of Passaic (hereafter “Board”) is vested with decision-making powers on behalf of the County; and

**WHEREAS**, Tilcon New York Inc. of Parsippany, New Jersey (hereafter “Tilcon”) has offered to donate stone products to the Department of Parks & Recreation (hereafter “Department”); and

**WHEREAS**, the value of the stone products is approximately nine thousand three hundred forty four dollars (\$9,344.00); and

**WHEREAS**, these stone products were mistakenly delivered to the Department by Tilcon and would cost more money to retrieve; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-5, the County is authorized to acquire personal property through gift and intends on using the stone products on County owned public spaces; and

**WHEREAS**, this matter was discussed at the March 26, 2025, meeting of the Public Works Committee, and is being recommended for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, that pursuant to N.J.S.A. 40A:12-5, the Board of County Commissioners of the County of Passaic hereby accept the donation from Tilcon New York Inc. of stone products approximately worth nine thousand three hundred forty-four dollars (\$9,344.00) to be used on County owned properties.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board of County Commissioners are authorized to execute the contract and take any other steps necessary to carry out the purpose of this Resolution.

ZMQ

April 8, 2025



County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION TO EXTEND A CONTRACT WITH EWING IRRIGATION PRODUCTS, INC. , A FOURTH TIME, FOR CATALOG % DISCOUNTS FOR IRRIGATION AND DRAINAGE SUPPLIES FOR THE COUNTY OF PASSAIC PREAKNESS VALLEY GOLF COURSE, PER BID SB-23-013 AND PURSUANT TO N.J.S.A. 40A:11-15

THIS RESOLUTION WAS REQUESTED BY:  
PARKS & RECREATION

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	45.
CAF#	
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION TO EXTEND A CONTRACT WITH EWING IRRIGATION PRODUCTS, INC., A FOURTH TIME, FOR CATALOG % DISCOUNTS FOR IRRIGATION AND DRAINAGE SUPPLIES FOR THE COUNTY OF PASSAIC PREAKNESS VALLEY GOLF COURSE, PER BID SB-23-013 AND PURSUANT TO N.J.S.A. 40A:11-15**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Passaic Board of County Commissioners (hereafter “Board”) is vested with decision making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., for every contract awarded by the County for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold established pursuant to N.J.S.A. 40A:11-3, shall be awarded by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, on November 14, 2022, the Purchasing Agent issued SB-23-013 Discount Pricing Irrigation and Drainage Supplies, Bid No. SB-23-013 (hereafter “SB-23-013”) seeking sealed proposals from qualified bidders for irrigation and drainage supplies, to be used on an as-needed basis; and

**WHEREAS**, on November 29, 2022, bids were unsealed for SB-23-013 by the Purchasing Agent with only one (1) response from qualified bidders received from Ewing Irrigation Products, Inc; and

**WHEREAS**, on December 27, 2022, the Board passed Resolution No. R-22-1243, authorizing an award of contract to Ewing Irrigation Products, Inc., to provide irrigation and drainage supplies under SB-23-013, for the period beginning March 1, 2023 through February 28, 2025; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-15, a contract may be extended by mutual agreement of the parties to the contract when a contracting unit has commenced rebidding prior to the time the contract expires; and

**WHEREAS**, on February 11, 2025, the Board passed Resolution No. R-25-0119, extending the contract with Ewing Irrigation Products pursuant to N.J.S.A. 40A:11-15 until March 11, 2025, as a new bid was being advertised; and

**WHEREAS**, on February 18, 2025, the Purchasing Agent issued SB-25-038 Expand Pool Catalog % Discount Pricing-Irrigation and Drainage Supplies for the County of Passaic Preakness Valley Golf Course, which will not be due until March 4, 2025; and

**WHEREAS**, on February 25, 2025, the Board passed Resolution No. R-25-0159, extending the contract with Ewing Irrigation Products, Inc., to March 25, 2025 so that the County may continue to procure irrigation and drainage supplies while reviewing responses to SB-25-038; and

**WHEREAS**, all respondents to SB-25-038 were rejected due to document deficiencies, which required the County to issue SB-25-046, Expand Pool Catalog % Discount Pricing-Irrigation and Drainage Supplies for the County of Passaic Preakness Valley Golf Course; and

**WHEREAS**, on March 25, 2025, the Board passed Resolution No. R-25-269, extending the contract with Ewing Irrigation Products, Inc. to April 8, 2025 so that the County would have time to review the responses to SB-25-046; and

**WHEREAS**, on March 25, 2025, the Purchasing Agent issued SB-25-050 Expand Pool Catalog % Discount Pricing-Irrigation and Drainage Supplies for the County of Passaic Preakness Valley Golf Course, which will not be due until April 8, 2025; and

**WHEREAS**, the Director of the Department of Parks & Recreation is seeking to extend the contract with Ewing Irrigation Products, Inc. under SB-23-013 for a fourth time, this time until May 27, 2025, so that the County has time to review the responses to SB-25-050; and

**WHEREAS**, this matter was discussed at a meeting on March 26, 2025 by the Public Works Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-15, that the Board of County Commissioners of the County of Passaic authorizes that the contract with Ewing Irrigation Products, Inc., under SB-23-013, set to expire on April 8, 2025, is hereby extended to May 27, 2025.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board are authorized to execute the contracts and take any other steps necessary to carry out the purpose of this resolution.

ZMQ

April 8, 2025

## CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

### SHORT DESCRIPTION

REQUISITION No./CONTRACT No. \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CERTIFICATION

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

- ☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.](#)
- OR**
- ☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.](#)
- OR**
- ☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

**(Attach Additional Sheets if Necessary.)**

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Vendor's Authorized Representative

\_\_\_\_\_  
Vendor's FEIN, EIN or FTIN

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number

\_\_\_\_\_  
Vendor's Address (Street Address)

\_\_\_\_\_  
Vendor's Fax Number

\_\_\_\_\_  
Vendor's Address (City/State/Zip Code)

\_\_\_\_\_  
Vendor's Email Address

### Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).



Sherry Arvanitakis QPA, Purchasing Director  
Sherrya@passaiccountynj.org  
[www.passaiccountynj.org](http://www.passaiccountynj.org)

Tel: 973-247-3300  
Fax: 973-742-8295

To: Ewing Irrigation Products Inc.

Date: March 19<sup>th</sup>, 2025

Ref: **Request for Extension of Contract for SB-23-013 Catalog % Discount Pricing-Irrigation and Drainage Supplies for the County of Passaic Preakness Valley Golf Course**

This is a request for an extension of contract for the **SB-23-013 Catalog % Discount Pricing-Irrigation and Drainage Supplies for the County of Passaic Preakness Valley Golf Course**. Specifically, the extension of contract term will be extended from April 9<sup>th</sup>, 2025 through May 27<sup>th</sup>, 2025.

**With the exception of the provisions set forth herein, all terms and conditions set forth in the agreement referenced above taken on 12/27/2022 (R-22-1243) shall remain in full force and effect.**

Kindly email an executed signed copy of this letter to [ProcurementOffice@passaiccountynj.org](mailto:ProcurementOffice@passaiccountynj.org) and return a signed original to the address listed below as confirmation of your acceptance of the extension terms.

COUNTY OF PASSAIC  
PROCUREMENT CENTER  
495 RIVER ST. 2<sup>ND</sup> FLOOR  
PATERSON, NJ 07524

Thank you for your continued cooperation.

Very truly yours,

**Sherry Arvanitakis**  
**Director of Purchasing**

**THE ABOVE TERMS ARE HEREBY ACCEPTED:**

A handwritten signature in blue ink that reads "Bryn D. Metter". The signature is written over a horizontal line.

(Signature)

March 24, 2025

(Date)

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
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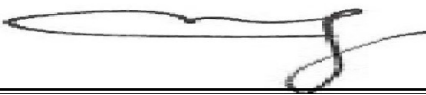
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AMENDING RESOLUTION R-24-144, AUTHORIZING THE PURCHASE OF BLOOD CONTROL TRAINING CLASSES BY THE PASSAIC COUNTY OFFICE OF EMERGENCY MANAGEMENT, TO INCREASE THE CONTRACT AWARD FROM \$15,000.00 TO \$16,066.72 PURSUANT TO N.J.S.A. 40A:11-10

THIS RESOLUTION WAS REQUESTED BY:  
OFFICE OF EMERGENCY MANAGEMENT

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	46.
CAF#	G-01-41-846-023-223
Purchase Req. #	24-01444
Result	

Law and Public Safety  
COMMITTEE NAME

**RESOLUTION AMENDING RESOLUTION R-24-144, AUTHORIZING THE PURCHASE OF BLOOD CONTROL TRAINING CLASSES BY THE PASSAIC COUNTY OFFICE OF EMERGENCY MANAGEMENT, TO INCREASE THE CONTRACT AWARD FROM \$15,000.00 TO \$16,066.72 PURSUANT TO N.J.S.A. 40A:11-10**

**WHEREAS**, the County of Passaic (the “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioner of the County of Passaic (the “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, on November 18, 2024, the Board adopted Resolution R 24-144 authorizing the Passaic County Office of Emergency Management (“OEM”) to purchase Blood Control Training Classes for the Passaic County First Responders from Penn Tactical Solutions, LLC, in an amount not to exceed fifteen thousand dollars (\$15,000.00); and

**WHEREAS**, the services provided by Penn Tactical Solutions, LLC, exceeded the contract award under Resolution R24-144 by one thousand sixty-six dollars and seventy cents (\$1,066.72); and

**WHEREAS**, the OEM seeks to amend Resolution R 24-144 to increase the funding award by one thousand sixty-six dollars and seventy- two cents (\$1,066.72) to account for the services rendered by Penn Tactical Solutions, LLC, increasing the total contract award to sixteen thousand sixty-six dollars and seventy- two cents (\$16,066.72); and

**WHEREAS**, the requested increase funding under this Resolution will be withdrawn from the State Homeland Security Grant under account number FY23 UASI: G-01-41-846-023-223; and

**WHEREAS**, this matter has been reviewed by the Law and Public Safety Committee, on April 1, 2025, and is recommended to the Board of for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of County Commissioners for the County of Passaic hereby authorizes an amendment to Resolution R 24-144 to increase the contract award amount to one thousand sixty-six dollars and seventy cents (\$1,066.72) for the additional services provided by Penn Tactical Solutions, LLC, increasing the total contract award to sixteen thousand sixty-six dollars and seventy- two cents (\$16,066.72).

**LET IT BE FURTHER RESOLVED**, the requested increase funding under this Resolution will be withdrawn from the State Homeland Security Grant under account number FY23 UASI: G-01-41-846-023-223.

**LET IT BE FURTHER RESOLVED**, that all the other terms and conditions as set forth in Resolution R-24-144 remain in full force and effect.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, County Administrator, Passaic County Office of Management, and Director of the Board of County Commissioners are authorized to execute an agreement and take any other steps necessary to carry out the purpose of this resolution.

PCR

April 8, 2025

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$1,066.72

APPROPRIATION: G-01-41-846-023-223

PURPOSE: Authorize increase in award to Penn Tactical Solutions, LLC to purchase Blood Control Training Classes for the Passaic County First Responders.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025



County of Passaic  
Board of County Commissioners



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN  
RUSSIA OR BELARUS**

**SHORT DESCRIPTION** Blood Control Training

**REQUISITION No./CONTRACT No.** R4-09461

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CERTIFICATION**

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

*(Attach Additional Sheets if Necessary.)*

Signature of Vendor's Authorized Representative

Craig K. Hall, Owner

Print Name and Title of Vendor's Authorized Representative

Penn Tactical Solutions LLC

Vendor's Name

132 Mercy St

Vendor's Address (Street Address)

Philadelphia PA 19148

Vendor's Address (City/State/Zip Code)

24 MARCH 2025

Date

84-4721909

Vendor's FEIN, EIN or FTIN

267-979-3161

Vendor's Phone Number

Vendor's Fax Number

info@penntacticalsolutions.com

Vendor's Email Address

Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
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Fax: 973-742-3746

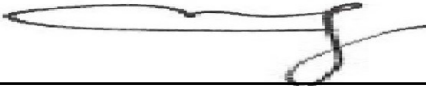
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AUTHORIZING PURCHASE OF ONE (1) 2025 F-350 4x4 SD CREW CAD 6.75 BOX 160” WB SRW XL FOR THE PASSAIC COUNTY SHERIFF’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-10

THIS RESOLUTION WAS REQUESTED BY:  
SHERIFF'S OFFICE

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	47.
CAF#	T-13-56-860-000-801
Purchase Req. #	
Result	

Law and Public Safety  
COMMITTEE NAME

**RESOLUTION AUTHORIZING PURCHASE OF ONE (1) 2025 F-350 4x4 SD CREW CAD 6.75 BOX 160” WB SRW XL FOR THE PASSAIC COUNTY SHERIFF’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-10**

**WHEREAS**, the County of Passaic (the “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the Passaic County Sheriff’s Office (the “PSPO”) has requested the purchase of various goods and services from qualified vendors for use in furtherance of its administrative objectives; and

**WHEREAS**, said goods and services are being procured through State Contract and Cooperative Purchasing Agreements in which the County of Passaic is a member, as permitted by N.J.S.A. 40A:11-10 and as specified below; and

**WHEREAS**, the Board is desirous of approving said purchases in accordance with the terms of the applicable contracts and authorizing the Purchasing Agent to issue the appropriate Purchase Orders; and

**WHEREAS**, funds are available in the account numbers set forth below or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025, or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter has been reviewed by the Law and Public Safety Committee, on April 1, 2025, and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-10, that the Board of County Commissioners of the County of Passaic hereby authorizes the purchase of the following goods or services in accordance with the terms of the applicable State Contract and Cooperative Purchasing Agreements:

- Description: One (1) 2025 F-350 4x4 SD Crew Cab 6.75 Box 160” WB SRW XL
- Using Agency: PCSO Mounted Unit
- Purchase Price: \$68,220.08
- Accounts: T-13-56-860-000-801
- Vendor: Paramus Ford Inc. d/b/a Paramus Ford
- Authority: Bergen County Co-Op
- Master P.O.: Contract # CK04 24-43

**LET IT BE FURTHER RESOLVED**, that the Purchasing Agent, Clerk to the Board, and Director of the Board be and hereby are authorized and directed to take such further actions and sign such documents as are necessary to effectuate the purpose of this resolution, including but not limited to issuance of appropriate Purchase Orders

PCR April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$68,220.08

APPROPRIATION: T-13-56-860-000-801

PURPOSE: Award contract to Paramus Ford Inc. d/b/a Paramus Ford for the purchase of One (1) 2025 F-350 4x4 SD Crew Cab 6.75 Box 160" WB SRW XL for the Passaic County Sheriff's Office.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025



County of Passaic  
Board of County Commissioners



## CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

**SHORT DESCRIPTION** Paramus Ford Ford - F-350 4x4 SD Crew Cab  
**REQUISITION No./CONTRACT No.** R5-09785 As Per Bergen County Coop CK04 24-43

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CERTIFICATION

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below:

(Attach Additional Sheets if Necessary.)

Signature of Vendor's Authorized Representative

**DOMINICK MINERVINI, GENERAL MANAGER**

Print Name and Title of Vendor's Authorized Representative

**PARAMUS FORD, INC d/b/a ALL AMERICAN FORD OF PARAMUS**

Vendor's Name

**375 ROUTE 17**

Vendor's Address (Street Address)

**PARAMUS, NJ 07652**

Vendor's Address (City/State/Zip Code)

**03/25/25**

Date

**20-4404806**

Vendor's FEIN, EIN or FTIN

**201-380-1600**

Vendor's Phone Number

**201-734-6195**

Vendor's Fax Number

**DMINERVINI@ALLAMERICANFORD.NET**

Vendor's Email Address

### Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with any entity described in paragraph (1) or (2).

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
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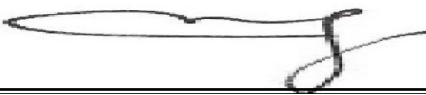
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AMENDING RESOLUTION R-25-169, AUTHORIZING A NON-FAIR AND OPEN CONTRACT TO JEFFREY M. POLITSKY, M.D., PURSUANT TO N.J.S.A. 40A:11-3. TO INCREASE THE ENCUMBRANCE AWARD AMOUNT TO \$29,000 FOR THE PASSAIC COUNTY PROSECUTOR’S OFFICE

THIS RESOLUTION WAS REQUESTED BY:  
PROSECUTOR'S OFFICE

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	48.
CAF#	5-01-20-109-001-T02
Purchase Req. #	
Result	

Law and Public Safety  
COMMITTEE NAME

**RESOLUTION AMENDING RESOLUTION R-25-169, AUTHORIZING A NON-FAIR AND OPEN CONTRACT TO JEFFREY M. POLITSKY, M.D., PURSUANT TO N.J.S.A. 40A:11-3. TO INCREASE THE ENCUMBRANCE AWARD AMOUNT TO \$29,000 FOR THE PASSAIC COUNTY PROSECUTOR’S OFFICE**

**WHEREAS**, the County of Passaic (the “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioner of the County of Passaic (the “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, on February 25, 2025, the Board adopted Resolution R 24-169 a non-fair and open contract to Jeffery M. Politsky, M.D., in an amount not to exceed fifteen thousand dollars (\$15,000.00) for expert witness services covering the period of January 1, 2025, and ending on December 31, 2025; and

**WHEREAS**, the Passaic County Prosecutor’s Office seeks to amend Resolution R 24-169 to increase the encumbrance to Jeffery M. Politsky, M.D in the amount of twenty-nine thousand (\$29,000), increasing the total contract award to forty-four thousand (\$44,000.00); and

**WHEREAS**, this matter has been reviewed by the Law and Public Safety Committee, on April 2, 2025, and is recommended to the Board of Commissioners for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, that the Board of County Commissioners for the County of Passaic hereby authorizes an amendment to Resolution R 24-169 to increase the encumbrance to Jeffery M. Politsky, M.D., in the amount of twenty-nine thousand (\$29,000.00), increasing the total contract award to forty-four thousand (\$44,000.00).

**LET IT BE FURTHER RESOLVED**, that all the other terms and conditions as set forth in Resolution R-24-169 remain in full force and effect.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, County Administrator, Passaic County Office of Management, and Director of the Board of County Commissioners are authorized to execute an agreement and take any other steps necessary to carry out the purpose of this resolution.

PCR April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$44,000.00

APPROPRIATION: 5-01-20-109-001-T02

PURPOSE: Award contract to Jeffery M. Politsky, M.D., to provide expert witness services.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025



County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
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Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AWARDING A CONTRACT FOR MAINTENANCE OF INFOSHARE CASE MANAGEMENT SOFTWARE TO COMPUTER SQUARE, INC., TO BE USED BY THE PASSAIC COUNTY PROSECUTOR’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-5.

THIS RESOLUTION WAS REQUESTED BY:  
PROSECUTOR'S OFFICE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	49.
CAF#	5-01-20-109-001-219
Purchase Req. #	
Result	

Law and Public Safety

COMMITTEE NAME

**RESOLUTION AWARDING A CONTRACT FOR MAINTENANCE OF INFOSHARE CASE MANAGEMENT SOFTWARE TO COMPUTER SQUARE, INC., TO BE USED BY THE PASSAIC COUNTY PROSECUTOR'S OFFICE, PURSUANT TO N.J.S.A. 40A:11-5.**

**WHEREAS**, the County of Passaic (the "County") is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (the "Board") is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the Passaic County Prosecutor's Office (the "PCPO") requires a maintenance agreement for its proprietary INFOSHARE Case Management Software; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(dd), any contract the amount of which exceeds the bid threshold, may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor and shall be awarded by resolution of the governing body if it is for the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, except that this provision shall not be utilized to acquire or upgrade non-proprietary hardware or to acquire or update non-proprietary software; and

**WHEREAS**, on June 30, 2020, the Board approved Resolution No. R20200514 setting the bid threshold at forty-four thousand dollars (\$44,000.00), in accordance with the law; and

**WHEREAS**, the PCPO obtained a quote from Computer Square Inc., which is the single source vendor for maintenance of the INFOSHARE Case Management Software, in an amount not to exceed ninety-two thousand six hundred fifty dollars (\$92,650.00) for the period of January 1, 2025, through December 31, 2025; and

**WHEREAS**, Computer Square Inc., executed and notarized the County's Business Entity Disclosure Certification for non-fair and open contracts required pursuant to N.J.S.A. 19:44A-20.8, which is attached to and made part of this Resolution; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., the vendor has executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the vendor is not involved in prohibited activities in Russia and Belarus, and the County confirmed they are not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. 5-01-20-109-001-219, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years' County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed by the Law and Public Safety Committee, on April 1, 2025, and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5 et seq. that the Board of County Commissioners of the County of Passaic authorizes a contract for maintenance of its proprietary INFOSHARE Case Management Software with Computer Square Inc., in an amount not to exceed ninety-two thousand six hundred fifty dollars (\$92,650.00) for the period of January 1, 2025, through December 31, 2025, for use by the Passaic County Prosecutor's Office.

**LET IT BE FURTHER RESOLVED**, the Clerk of the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Computer Square Inc., and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and the Director of the Board are authorized to take any other steps necessary to carry out the purpose of this resolution.



## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$92,650.00

APPROPRIATION: 5-01-20-109-001-219

PURPOSE: Award contract to Computer Square Inc. for maintenance of its proprietary INFOSHARE Case Management Software.

  
\_\_\_\_\_  
Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
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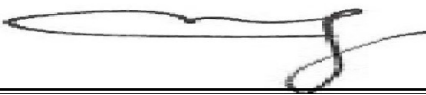
Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM


Agenda: RESOLUTION AWARDING A CONTRACT TO SYSTEMS ENGINEERING TECHNOLOGY CORP., FOR PAYMENT OF A MAINTENANCE AGREEMENT FOR SPECIALIZED EQUIPMENT USED BY THE PASSAIC COUNTY PROSECUTOR’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-5

THIS RESOLUTION WAS REQUESTED BY:  
PROSECUTOR'S OFFICE

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	50.
CAF#	5-01-20-109-001-219
Purchase Req. #	
Result	

Law and Public Safety  
COMMITTEE NAME

**RESOLUTION AWARDING A CONTRACT TO SYSTEMS ENGINEERING TECHNOLOGY CORP., FOR PAYMENT OF A MAINTENANCE AGREEMENT FOR SPECIALIZED EQUIPMENT USED BY THE PASSAIC COUNTY PROSECUTOR’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-5**

**WHEREAS**, the County of Passaic (the “County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (the “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the Passaic County Prosecutor’s Office (the “PCPO”) requires payment of a maintenance agreement for specialized equipment; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(dd), any contract the amount of which exceeds the bid threshold, may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor and shall be awarded by resolution of the governing body if it is for the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, except that this provision shall not be utilized to acquire or upgrade non-proprietary hardware or to acquire or update non-proprietary software; and

**WHEREAS**, on June 30, 2020, the Board approved Resolution No. R20200514 setting the bid threshold at forty-four thousand dollars (\$44,000.00), in accordance with the law; and

**WHEREAS**, the PCPO obtained a quote from Systems Engineering Technology Corp., which is the sole vendor of the proprietary equipment used by the PCPO, in an amount not to exceed twenty-five thousand nine hundred sixty-five dollars (\$25,965.00) for the period of January 1, 2025, through December 31, 2025; and

**WHEREAS**, Systems Engineering Technology Corp. c/o SyTech Corporation executed and notarized the County’s Business Entity Disclosure Certification for non-fair and open contracts required pursuant to N.J.S.A. 19:44A-20.8, which is attached to and made part of this Resolution; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., the vendor has executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the vendor is not involved in prohibited activities in Russia and Belarus, and the County confirmed they are not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. 5-01-20-109-001-219 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2024 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed by the Law and Public Safety Committee, on April 1, 2025, and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5 et seq. that the Board of County Commissioners of the County of Passaic authorizes a contract to Systems Engineering Technology Corp C/O Sytech Corporation for an agreement maintenance for specialized equipment, in an amount not to exceed twenty-five thousand nine hundred sixty-five dollars (\$25,965.00) for the period of January 1, 2025 through December 31, 2025, for use by the Passaic County Prosecutor’s Office.

**LET IT BE FURTHER RESOLVED**, the Clerk of the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Systems Engineering Technology Corp. c/o SyTech Corporation and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and the

Director of the Board are authorized to take any other steps necessary to carry out the purpose of this resolution.

PCR

April 8, 2025

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$25,965.00

APPROPRIATION: 5-01-20-109-001-219

PURPOSE: Award contract to Systems Engineering Technology Corp C/O Sytech Corporation for a maintenance agreement for specialized equipment used by the Passaic County Prosecutor's Office.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025



County of Passaic  
Board of County Commissioners



## CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

**SHORT DESCRIPTION**     SyTech - annual maintenance agreement

**REQUISITION No./CONTRACT No.**     Req #

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treasury.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CERTIFICATION

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets if Necessary.)

*Luis G. Armendariz*

Signature of Vendor's Authorized Representative

Luis G. Armendariz, Chairman

Print Name and Title of Vendor's Authorized Representative

SyTech Corporation

Vendor's Name

6121 Lincolnia Road, Suite 200

Vendor's Address (Street Address)

Alexandria, Virginia 22312

Vendor's Address (City/State/Zip Code)

March 7, 2025

Date

54-1587652

Vendor's FEIN, EIN or FTIN

703-941-7887

Vendor's Phone Number

703-941-7997

Vendor's Fax Number

jjjerrell@sytechcorp.com

Vendor's Email Address

### Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262f(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

County of Passaic  
Board of County Commissioners

### DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

#### **Part 1: Certification**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran.

The Chapter 25 list is found on the State of New Jersey Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review the list prior to completing the certification below. Failure to complete the certification will render a bidder's proposal non-responsive.

#### **PLEASE CHECK THE APPROPRIATE BOX:**



I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed herein nor any of the bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR



I am unable to certify as above because the bidder and/or one of more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

#### **Part 2: Please provide further information related to investment activities in Iran.**

Name \_\_\_\_\_ Relationship to Bidder/Offoror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offoror  
Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that Passaic County is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Passaic County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

**Name of Bidder (Please Print):** SYTECH CORPORATION

**Signature of Authorized Representative:** *Luis G. Atmendariz*

**Name (Please Print):** Luis G. Atmendariz

**Title (Please Print):** Chairman **Date:** 3/7/25





# BUSINESS ENTITY DISCLOSURE CERTIFICATION

FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant to N.J.S.A. 19:44A-20.8  
**COUNTY OF PASSAIC**

## Part I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstance, does hereby certify that the SyTech Corporation, its subsidiaries, assigns or principals controlling an excess of ten percent (10%) of the business entity has neither made a reportable contribution prohibited under N.J.S.A. 19:44A-20.4, et seq. in the year preceding the Non-Fair and Open Contract awarded in the year 2025 for Annual Maintenance Agreement ("Contract") nor will it make any reportable contributions during the term of the Contract to any of the following name candidate committees, joint candidate committees, and political party committees representing the elected officials of the County of Passaic, as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r)

Bruce James for County Commissioner	Rodney A. De Vore for Commissioner
Friends of Pat Lepore	Friends of Danielle Ireland Imhof
Friends of John Bartlett	Friends of Cassanova for Surrogate
Friends of Terry Duffy	Friends of Adamo for Sheriff
Sandi Lazzara for Commissioner	
Friends of Orlando Cruz for Commissioner	

## Part II - Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership
 ☒ Corporation
 ☐ Sole Proprietorship
 ☒ Subchapter S Corporation  
☐ Limited Partnership
 ☐ Limited Liability Corporation
 ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Luis G. Armendariz	457 Telegraph Road, Stafford, Virginia 22554
Jose A. Diaz	5797 Westchester Street, Alexandria, Virginia 22310
Aaron L. Armendariz	449 Clayton Lane, Alexandria, Virginia 22304

## Part 3 - Signature and Attestation

The undersigned is fully aware that if I have misrepresented in whole or in part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: SyTech Corporation

Signed: Luis G. Armendariz

Title: Chairman

Printed Name: Luis G. Armendariz

Date: March 7, 2025

Subscribed and sworn before me this 7th day of March, 2025.

My Commission expires:

May 31, 2025



Glynis A. Fairhurst  
(Affiant)

Glynis A. Fairhurst, Notary

(Print name & title of affiant) (Corporate Seal)

## CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$34,757.00

APPROPRIATION: G-01-41-872-023-223

PURPOSE: Award contract to Mutualink Inc. for an annual maintenance contract for Mutualink communication devices.



---

Richard Cahill, Director of Finance

DATED: April 8, 2025

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE PURCHASE OF AN ANNUAL MAINTENANCE  
CONTRACT FOR THE PASSAIC COUNTY SHERIFF’S OFFICE, PURSUANT TO N.J.S.A.  
40A:11-12.

THIS RESOLUTION WAS REQUESTED BY:  
PROSECUTOR'S OFFICE

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	51.
CAF#	G-01-41-872-023-223
Purchase Req. #	R5-09626
Result	

Law and Public Safety

COMMITTEE NAME

**RESOLUTION AUTHORIZING THE PURCHASE OF AN ANNUAL MAINTENANCE CONTRACT FOR THE PASSAIC COUNTY SHERIFF’S OFFICE, PURSUANT TO N.J.S.A. 40A:11-12.**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the Passaic County Prosecutor’s Office (“PCPO”) has requested the purchase of various goods and services for use in furtherance of its objectives; and

**WHEREAS**, said goods and services are also being procured through State Contract as permitted N.J.S.A. 40A:11-12, et seq., and as specified below; and

**WHEREAS**, this matter was discussed by the Law and Public Safety Committee and is being recommended to the Board for approval; and

**WHEREAS**, the Board is desirous of approving said purchases in accordance with the terms of the applicable contracts and authorizing the Purchasing Agent to issue the appropriate Purchase Orders; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., the vendors have executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the vendor is not involved in prohibited activities in Russia and Belarus, and the County confirmed they are not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in the accounts set forth below or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-12, et seq., the Board of County Commissioners of the County of Passaic that it hereby authorizes the purchase of the following goods and/or services in accordance with the terms of the applicable cooperative agreement:

- Description: An annual maintenance contract covering the period of March 28, 2025, through March 27, 2026 for Mutualink communication devices
- Using Agency: County Department and Municipal Police Departments
- Purchase Price: \$34,757
- Vendor: Mutualink Inc.
- Authority: N.J. State Contract
- Contract No.: 83894
- Account(s): G-01-41-872-023-223

**LET IT BE FURTHER RESOLVED**, that the Purchasing Agent, Prosecutor, Clerk to the Board, and County Counsel hereby are authorized and directed to take such further actions and sign such documents as are necessary to effectuate the purpose of this resolution, including but not limited to the issuance of appropriate Purchase Orders.

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION OF AN “IF AND WHEN” AGREEMENT BETWEEN PASSAIC COUNTY  
AND HOLY INSTITUTION PANAGIA SOUMELA APPLICANT/OWNERS OF 253 MARSHALL  
HILL ROAD, BLOCK 6404, LOT 10, TOWNSHIP OF WEST MILFORD, NEW JERSEY

THIS RESOLUTION WAS REQUESTED BY:  
PLANNING AND ECONOMIC  
DEVELOPMENT

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	52.
CAF#	
Purchase Req. #	
Result	

Planning and Economic Development  
COMMITTEE NAME



**RESOLUTION OF AN “IF AND WHEN” AGREEMENT BETWEEN PASSAIC COUNTY AND HOLY INSTITUTION PANAGIA SOUMELA APPLICANT/OWNERS OF 253 MARSHALL HILL ROAD, BLOCK 6404, LOT 10, TOWNSHIP OF WEST MILFORD, NEW JERSEY**

**WHEREAS**, the Passaic County Department of Planning and Economic Development is in receipt of a proposed Agreement (attached hereto) relating to premises located at 253 Marshall Hill Road, Block 6404, Lot 10, Township of West Milford, New Jersey (hereafter “Property”); and

**WHEREAS**, a Site Plan, originally dated September 11, 2020, revised as of April 10, 2023, (“Site Plan”), prepared by J.R. Houser, P.E. (N.J. License No. 47477) of Houser Engineering LLC, was submitted for approval to the Passaic County Planning Board (“County Board”), and received County Board approval with conditions on June 18, 2024 (“Site Plan Approval”), subject to certain terms and conditions set forth therein; and

**WHEREAS**, the Property has frontage along a County roadway, Marshall Hill Road (CR 696), and therefore requires approval from the Passaic County Planning Board (hereafter “Board”), which encourages the construction of sidewalks along roadway frontage within the County as a policy that supports interconnectivity of communities; and

**WHEREAS**, at some time in the future when there are other sidewalks in the vicinity of the property along the County roadway, the installation of sidewalks along the front of the Property would be relevant and desirable; and

**WHEREAS**, the Applicant was granted conditional approval (SP-21-002) by the Board on June 18, 2024 subject to conditions that the Applicant install sidewalk and curbing across any or all frontage of 555 Paterson-Hamburg Turnpike in conformance with the Residential Site Improvements Standards (RSIS) to the extent such improvements are not already installed at, at their own cost, upon request; and

**WHEREAS**, this matter was discussed at the March 27, 2025, meeting of the Planning and Economic Development Committee and is being recommended to the Passaic County Board of County Commissioners for approval;

**NOW THEREFORE, LET IT BE RESOLVED** by the Passaic County Board of County Commissioners that the County Commissioner Director and Clerk of the Board be and are hereby authorized to execute the attached “If and When” Sidewalk Agreement by and between the County of Passaic and Holy Institution Panagia Soumela, as set forth above.

ZMQ

April 8, 2025



## **AGREEMENT**

**THIS AGREEMENT**, made on February 14th, 2025, between, the Holy Institution Panagia Soumela ("Applicant") with an address at 253 Marshall Hill Road, West Milford Township, Passaic County, NJ, and Passaic County ("County"), with an address at 401 Grand Street, Room 417, Paterson, New Jersey 07505 ("Applicant" and "County" collectively referred to as the "Parties").

### **WITNESS:**

WHEREAS, Applicant filed an Application (File# SP-21-002) for Site Plan Approval ("Application") to construct and develop real property on a Passaic County roadway located at 253 Marshall Hill Road, West Milford, New Jersey, Block 6404, Lot 10 ("Project"); and

WHEREAS, a Site Plan, originally dated September 11, 2020, revised on April 10, 2023 ("Site Plan"), prepared by J.R. Houser, P.E., was submitted to the Passaic County Planning Board, received a review letter ("Site Plan Review Letter") withholding approval of the application, subject to certain terms and conditions set forth therein; and

WHEREAS, the Site Plan Review Letter, specifically requires the Applicant to enter into an agreement to install sidewalk and curbing along the property frontage of Marshall Hill Road at a later date, if and when requested by the Passaic County Engineer ("County Engineer") or the Passaic County Planning Board, at no cost to the County; and

WHEREAS, the Applicant submits this Agreement to comply with the terms of the Site Plan Review Letter.

NOW, THEREFORE, for good and valuable consideration received by Applicant, and for further good cause, Applicant herewith agrees to the following:

1. If and when the County Engineer or the Passaic County Planning Board requests that the owner of Block 6404, Lot 10 install sidewalk and curbing across any or all frontage of Marshall Hill Road, the owner(s) of that Lot will install sidewalk and curbing in conformance with the Residential Site Improvements Standards (RSIS) to the extent such improvements are not already installed, at their own cost.
2. This agreement shall inure to the benefit of and be binding upon the Parties hereto, their heirs, personal representatives, successors and assigns and shall be a covenant that runs with the land described above and this Agreement shall be recorded in the office of the Passaic County Clerk.
3. This Agreement shall be governed by the Laws of the State of New Jersey and shall only be amended in writing signed by all Parties.

[SIGNATURES APPEAR ON NEXT PAGE]

Witness:



**Name: Stephan Thomatos, PE**  
**Title: Treasurer**

Applicant:

By: 

**Name: Haralambos V. Vasiliadis | Ph.D.,**  
**P.E, DEE, D.WRE, CIH**  
**Title: President**

**COUNTY OF PASSAIC**

\_\_\_\_\_  
**Name: Louis E. Imhof III**  
**Title: Clerk to the Board**

**By:** \_\_\_\_\_  
**Name: Pat Lepore**  
**Title: County Commissioner Director**

**RECORD AND RETURN TO:**  
**OFFICE OF THE COUNTY COUNSEL**  
**401 GRAND STREET, ROOM 214**  
**PATERSON, NJ 07505**

STATE OF NEW YORK }

COUNTY OF QUEENS }

I CERTIFY that on 5th of MARCH, 2025, Stephan Thomatey, Horalomys V. Vain Dredr. personally known to me or proven to me under oath and to my satisfaction, personally appeared before me and did acknowledge under oath and to my satisfaction that:

- (a) This person is the owner of the Property;
- (b) This document was signed and delivered by voluntary act within the signer's authority;
- (c) This person attested to the truth of these facts.

Thalia Moshakos  
Notary Public

THALIA MOSHAKOS  
Notary Public, State of New York  
No. 01MO6175393  
Qualified in Queens County  
Certificate Filed in New York County  
Commission Expires October 9, 2027

STATE OF NEW JERSEY }

COUNTY OF PASSAIC }

I CERTIFY that on \_\_\_\_\_, 2025, Pat Lepore, personally known to me or proven to me under oath and to my satisfaction, personally appeared before me and did acknowledge under oath and to my satisfaction that:

- (a) This person is the Director of the Board of County Commissioners of COUNTY OF PASSAIC,
- (b) This document was signed and delivered by voluntary act within the signer's authority;
- (c) This person attested to the truth of these facts.

\_\_\_\_\_  
Notary Public of State of New Jersey

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale “Pat” Lepore  
Deputy Director Cassandra “Sandi” Lazzara  
John W. Bartlett  
Orlando Cruz  
Rodney De Vore  
Terry Duffy  
Bruce James

401 Grand Street  
Paterson, New Jersey 07505  
Tel: 973-881-4402  
Fax: 973-742-3746

Matthew P. Jordan, Esq.  
Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Apr 08, 2025 - 5:30 PM

Agenda: RESOLUTION OF AN “IF AND WHEN” AGREEMENT BETWEEN PASSAIC COUNTY  
AND HOLY INSTITUTION PANAGIA SOUMELA APPLICANT/OWNERS OF 253 MARSHALL  
HILL ROAD, BLOCK 6404, LOT 10, TOWNSHIP OF WEST MILFORD, NEW JERSEY

THIS RESOLUTION WAS REQUESTED BY:  
PLANNING AND ECONOMIC  
DEVELOPMENT

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	4/8/2025
Introduced Date	4/4/2025
Adopted Date	
Agenda Item	53.
CAF#	
Purchase Req. #	
Result	

Planning and Economic Development  
COMMITTEE NAME



**RESOLUTION OF AN “IF AND WHEN” AGREEMENT BETWEEN PASSAIC COUNTY AND HOLY INSTITUTION PANAGIA SOUMELA APPLICANT/OWNERS OF 253 MARSHALL HILL ROAD, BLOCK 6404, LOT 10, TOWNSHIP OF WEST MILFORD, NEW JERSEY**

**WHEREAS**, the Passaic County Department of Planning and Economic Development is in receipt of a proposed Agreement (attached hereto) relating to premises located at 253 Marshall Hill Road, Block 6404, Lot 10, Township of West Milford, New Jersey (hereafter “Property”); and

**WHEREAS**, a Site Plan, originally dated September 11, 2020, revised as of April 10, 2023, (“Site Plan”), prepared by J.R. Houser, P.E. (N.J. License No. 47477) of Houser Engineering LLC, was submitted for approval to the Passaic County Planning Board (“County Board”), and received County Board approval with conditions on June 18, 2024 (“Site Plan Approval”), subject to certain terms and conditions set forth therein; and

**WHEREAS**, the Site Plan Approval, specifically requires the Applicant to enter into an “If and When” Agreement to dedicate eight (8) feet of its property that extends thirty-three (33) feet from the roadway centerline towards the Project, at a later date when requested by the Passaic County Engineer (hereafter “County Engineer”) or the County Board, at no cost to the County; and

**WHEREAS**, the Board required Applicants/Owners to enter into an Agreement to ensure Applicant’s/Owner’s compliance and performance of its obligations under the conditional approval; and

**WHEREAS**, if and when the County requests that the Applicant/Owners dedicate the additional eight (8) feet of its property extending thirty-three (33) feet from the roadway centerline towards the Project that is shown on the Site Plan, the Applicant/Owner must comply with the additional right-of-way dedication; and

**WHEREAS**, in consideration of the County Board’s Site Plan Approval, Applicant agrees to provide a future dedication to the County for the Marshall Hill Road Master Plan Right-of-Way, if and when requested by the County Engineer or the County Board; and

**WHEREAS**, the Master Plan currently provides for a right-of-way of 66 feet and is depicted on the Applicant’s Site Plan; and

**WHEREAS**, the Applicant’s Site Plan provides a fifty (50) foot wide right-of-way in partial compliance with the sixty-six (66) foot wide Master Plan right-of-way, leaving the Applicant with providing for an additional future right-of-way dedication equal to eight (8) feet; and

**WHEREAS**, this matter was discussed at the March 27, 2025, meeting of the Planning and Economic Development Committee and is being recommended to the Passaic County Board of County Commissioners for approval;

**NOW THEREFORE, LET IT BE RESOLVED** by the Passaic County Board of County Commissioners that the County Commissioner Director and Clerk of the Board be and are hereby authorized to execute the attached “If and When” Agreement by and between the County of Passaic and Holy Institution Panagia Soumela, as set forth above.

ZMQ

April 8, 2025

## **AGREEMENT**

**THIS AGREEMENT**, made on February 14th, 2025, between, the Holy Institution Panagia Soumela ("Applicant") with an address at 253 Marshall Hill Road, West Milford Township, Passaic County, NJ, and Passaic County ("County"), with an address at 401 Grand Street, Room 417, Paterson, New Jersey 07505 ("Applicant" and "County" collectively referred to as the "Parties").

### **WITNESS:**

WHEREAS, Applicant filed an Application (File# SP-21-002) for Site Plan Approval ("Application") to construct and develop real property on a Passaic County roadway located at 253 Marshall Hill Road, West Milford, New Jersey, Block 6404, Lot 10 ("Project"); and

WHEREAS, a Site Plan, originally dated September 11, 2020, revised on April 10, 2023 ("Site Plan"), prepared by J.R. Houser, P.E., was submitted to the Passaic County Planning Board ("County Board"), received a review letter ("Site Plan Review Letter") withholding approval of the application, subject to certain terms and conditions set forth therein; and

WHEREAS, the Site Plan Review Letter, specifically requires the Applicant to enter into an agreement to dedicate eight (8) feet of its property that extends 33 feet from the roadway centerline towards the Project, at a later date when requested by the Passaic County Engineer ("County Engineer") or the County Board, at no cost to the County; and

WHEREAS, the Applicant submits this Agreement to comply with the terms of the Site Plan Review Letter.

NOW, THEREFORE, for good and valuable consideration received by Applicant, and for further good cause, Applicant herewith agrees to the following:

1. In consideration of the County Board's Site Plan Review Letter, Applicant agrees to provide a future Dedication to the County to the Master Plan Right-of-Way line of Marshall Hill Road, if and when requested by the County Engineer or the County Board.
2. The Parties understand and acknowledge that the Master Plan currently provides for a right-of-way of 66 feet and is depicted on the Applicant's Site Plan.
3. The Parties further understand and acknowledged that the Applicant's Site Plan provides a 50-foot wide right-of-way in partial compliance with the 66-foot wide Master Plan right-of-way, leaving the Applicant with providing for an additional future right-of-way dedication equal to eight (8) feet.
4. The Parties further understand and acknowledge that, if and when, the County Engineer, or the County Board, demand the additional right-of-way dedication, Applicant will be required to submit a right-of-way dedication of an additional eight (8) feet, equal to half of the 16 feet not provided as a right-of-way on Applicant's Site Plan.

5. This Agreement is intended to provide to the County the right-of-way dedication described herein which shall be memorialized in a Deed of Dedication between the Applicant and the County.

**Witness:**



**Name: Stephan Thomatos, PE**  
**Title: Treasurer**

**Applicant:**



**By: Haralambos V. Vasiladis | Ph.D.,**  
**P.E, DEE, D.WRE, CIH**  
**Title: President**

**COUNTY OF PASSAIC**

**Name: Louis E. Imhof III**  
**Title: Clerk to the Board**

**By: \_\_\_\_\_**  
**Name: Pat Lepore**  
**Title: County Commissioner Director**

**RECORD AND RETURN TO:**  
**OFFICE OF THE COUNTY COUNSEL**  
**401 GRAND STREET, ROOM 214**  
**PATERSON, NJ 07505**

STATE OF New York }

COUNTY OF Queens }

I CERTIFY that on 5th of MARCH, 2025, Stephen Thomas i Hatzalengas V  
 personally known to me or proven to me under oath and to my satisfaction, Vol 13121  
 personally appeared before me and did acknowledge under oath and to my  
 satisfaction that:

- (a) This person is the owner of the Property;
- (b) This document was signed and delivered by voluntary act within the  
 signer's authority;
- (c) This person attested to the truth of these facts.

Thalia Moshakos  
 Notary Public

THALIA MOSHAKOS  
 Notary Public, State of New York  
 No. 01MO6175393  
 Qualified in Queens County  
 Certificate Filed in New York County  
 Commission Expires October 9, 2027

STATE OF NEW JERSEY }

COUNTY OF PASSAIC }

I CERTIFY that on \_\_\_\_\_, 2025, Pat Lepore, personally  
 known to me or proven to me under oath and to my satisfaction, personally  
 appeared before me and did acknowledge under oath and to my satisfaction  
 that:

- (a) This person is the Director of the Board of County Commissioners of  
 COUNTY OF PASSAIC,
- (b) This document was signed and delivered by voluntary act within the  
 signer's authority;
- (c) This person attested to the truth of these facts.

\_\_\_\_\_  
 Notary Public of State of New Jersey